



# Governing Board Training

NOVEMBER 21, 2024



Lester B. Pearson School Board



# Agenda

- ▶ Update on Bill 40 (English school boards)
- ▶ Overview of a Governing Board for Schools and Centres
  - ▶ Roles and responsibilities
  - ▶ Operations
  - ▶ Budgets
  - ▶ Partnership for student success
- ▶ Questions



# Update on Bill 40

WHAT'S NEW FOR ENGLISH  
SCHOOL BOARDS?

# Governing Boards

SCHOOLS AND CENTRES

# Composition of Governing Boards

	SCHOOL	CENTRE
Members	<p>Parents School staff Students (high schools) Daycare representative (elementary schools) Community representative</p> <p>Principal – must take part in meetings but is not a member and does not have the right to vote.</p>	<p>Students attending the Centre Staff Members of the community Parents of students (vocational centres) Representatives from local enterprises</p> <p>Centre Director - must take part in meetings but is not a member and does not have the right to vote.</p>
Substitutes	<p>Do not take part in discussions and can only vote when replacing a member who could not attend.</p> <p>Provided with the same documentation as any GB member and must respect confidentiality.</p> <p>Each category of members can elect the same number of substitutes – except community members.</p>	<p>There are no substitutes</p>

# Terms and Vacancies

	School	Centre
Term	<p>Parents are elected for a 2-year term.</p> <p>All other members are elected for 1 year.</p>	<p>All members are elected or appointed for a 2-year term.</p>
Vacancies	<p>If a parent resigns, another parent is appointed for the remainder of the term. The parent GB members determine the replacement process.</p> <p>Vacancies of other members are filled according to procedure for the election of the member.</p> <p>A parent whose child no longer attends the school can remain a GB member until the next AGA. If one year was left in the term, the election at the AGA will be for a 1-year term.</p>	<p>Vacancies of any member are filled according to procedure for the election of the member.</p>

EVERY  
DECISION OF  
THE GB MUST BE  
MADE IN THE  
BEST INTEREST  
OF THE  
STUDENTS.

# Roles and Responsibilities



# Expectation of members

## ► Conduct of members:

- Acting within the scope of the function and powers conferred on them and exercise care, prudence and diligence
- Acting with honesty and loyalty in the interest of the school or centre, parents, staff, school board and the community.

## ► Role of principal/ Centre Director

- Assists the GB in its function and powers
- Ensures the implementation of decisions of GB
- Ensure that proposals are prepared and submitted to the GB
- Ensures that the GB is provided with the necessary information
- Consults the staff and makes proposals required by the Education Act (EA)
- Encourages concerted action between parents, staff and students.





# Powers and Functions

The governing boards must execute the mandate given to them by the education act or any function or power specifically delegated to them. Governing boards do not manage the daily operations of schools or centres.



# Notions

**To approve:** Means that the Governing Board can only vote yes or no on a proposal, it cannot change the content of the proposal.

**To adopt:** Means that the Governing Board can modify the document, in whole or in part.

## **Good collaboration:**

- ▶ Is in the best interest of students
- ▶ Is time-sensitive
- ▶ Takes into consideration the expertise and experience of all involved.

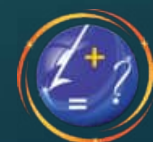


# Summary of Powers and Functions

ACTION	ITEMS
Approves	<ul style="list-style-type: none"><li>• Subject time allocation</li><li>• Approach for implementing the Basic School Regulation</li><li>• Rules of conduct and safety measure of the school</li><li>• School fees</li><li>• Use of premises</li><li>• Field trips</li></ul>
Acts	<ul style="list-style-type: none"><li>• Analyses the school's situation</li><li>• Prepares an annual report of its activities</li></ul>
Consults	<ul style="list-style-type: none"><li>• Parents of the school on matters related to education</li></ul>
Is consulted on	<ul style="list-style-type: none"><li>• Criteria for Selection of School principal</li><li>• Selection of textbooks and instructional materials</li><li>• Policies and By-laws of the school board</li></ul>
Adopts	<ul style="list-style-type: none"><li>• Educational Project</li><li>• School budget</li><li>• Annual Activity report</li></ul>

# Overview of GB priorities

September	October - December	February - March	April - June
<ul style="list-style-type: none"> <li>AGA</li> </ul> <p><i>To note: The AGA is not a GB meeting</i></p>	<p>First meeting of GB:</p> <ul style="list-style-type: none"> <li>GB budget</li> <li>Review of Internal Rules of Management</li> <li>Review school/centre budget</li> <li>Review Educational Project</li> </ul>	<ul style="list-style-type: none"> <li>Capital budget priorities</li> <li>Selection criteria for principal/centre director</li> <li>SB budget consultation</li> <li>Review GB composition</li> <li>3-year plan of allocation</li> <li>Review ABAV plan</li> </ul>	<ul style="list-style-type: none"> <li>Approve rules of conduct</li> <li>Approve school/centre fees</li> <li>Approve subject time allocation and implementation of BSR</li> <li>Annual report on GB activities</li> <li>GB financial report</li> </ul>



# Operations

MEETINGS, ELECTIONS, DUTIES, VOTING, RULES OF  
INTERNAL MANAGEMENT, MINUTES

# Running effective meetings

- ▶ Well-planned agenda and established process for setting agenda
- ▶ Meeting documents available prior to the meeting
- ▶ Clear expectations for rules of conduct
- ▶ Regular attendance
- ▶ Chairperson who:
  - ▶ Respects internal rules
  - ▶ Listens and encourages all to speak
- ▶ Discussions respect mandate of GB
- ▶ Communicate with the community:
  - ▶ GB annual report
  - ▶ School's or Centre's Educational Project
  - ▶ Posted agenda – time – date of meeting
  - ▶ Posted minutes





# Governing Board meetings

- ▶ GB meetings are public. However, the meeting has to be closed to the public (in camera) if a matter examined could cause injury to a person.
- ▶ All members must be informed of the time, date and place of GB meetings. The public may attend the meetings and must be given the opportunity to speak at appropriate times.
  - ▶ If a member of the public begins to make comments or complaints about a member or staff, the speaker must be interrupted immediately and directed to the Principal or Centre Director.
- ▶ Copies of the agenda and minutes of meetings should be made accessible.
- ▶ Decisions are made in public and are recorded in the minutes.
- ▶ GB minutes must be signed by the chair and the principal and are archived forever (official documents of the school board).





# Election of Chair and Quorum

	SCHOOL	CENTRE
Election of chair	<p>A parent member is elected as Chair to preside over the meetings for a 1-year term.</p> <p>If the chair is absent or unable to act, another parent must be designated as chair by the GB.</p>	<p>The chair is elected among community representative, parents of vocational students or representative of local enterprises, to preside over the meetings for a 1-year term.</p>
Quorum	<p>Quorum is double: a majority of members and at least half of the parent members.</p> <p><i>Ex 1: 15 GB members: 6 parents, quorum requires at least 8 members, with 3 parents.</i></p> <p><i>Ex 2: 15 members: 5 parents, quorum requires at least 8 members, with 3 parents.</i></p>	<p>Quorum is majority of members.</p> <p>The temporary absence of a member to the meeting may not end it for lack of quorum but may affect a decision taken by vote.</p>

# Duties of Chair

- ▶ To preside over the meetings
- ▶ To follow the agenda prepared with the Principal/Centre Director
- ▶ To keep discussions on track
- ▶ To render information accessible to members in due time
- ▶ To ensure internal procedures are respected
- ▶ To grant the right to speak to members or guests
- ▶ To frame a debate by summarizing positions
- ▶ To help members reach a common position
- ▶ To be fair, impartial, polite, flexible and keep the meeting under control and within the agreed timeframe as much as possible
- ▶ The Chair has a casting vote (in case of a tie, the Chair can vote a second time not necessarily in the same way as the first time)



# Duties of other members

- ▶ To speak
- ▶ To receive information and ask questions on issues discussed
- ▶ To bring up proposals
- ▶ To raise points of order
- ▶ To vote
- ▶ To respect the authority of the Chair
- ▶ To let others speak freely
- ▶ To respect the decision taken by the majority of members
- ▶ To respect confidentiality



# For all Governing Board members

**Obligation of loyalty:** in making their decision, a GB member must avoid being influenced by a personal relationship or a formal/informal affiliation.

**Obligation to declare any conflict of interest:**

In the Education Act, a conflict of interest is defined as a direct or indirect interest of a member in an enterprise that puts that member in conflict between their own financial interest and those of the school/centre or the School Board.

- Must be disclosed in writing to the school principal/centre director on pain of forfeiture and the member withdraws from the discussion and the vote.

**Decisional solidarity:** Once a decision has been reached, a member who disagrees must still abide by the decision and avoid causing prejudice to anyone or to the SB in discussing it.

**Right to privacy and reputation:** GB members must respect and protect the right to privacy and reputation of other members, the school or centre, the SB and its employees.





# Voting

- ▶ A GB is composed of a maximum of 20 members (all voting for Centres, 18 voting for Schools) representing different groups. Each vote carries a weight.
- ▶ The power to vote is granted only to those members who are present at the meeting.
- ▶ Abstention from voting by any member is allowed.
- ▶ The representatives from each group must make an effort to understand and reflect the attitude of their peers through their vote.
- ▶ All members should be free from repercussions stemming from their vote or the discussion.
- ▶ Once a decision is taken by the majority, it must be respected and commented on respectfully.



# Rules of Internal Management (RIM)

**RIM are required by the Education Act. They are a tool to make meetings more effective.**

**RIM do not supersede the EA. They address matters not already regulated by the EA in order to establish rules of operation for the GB.**

Examples of items that are relevant:

- How and when to bring up a proposal
- Frequency and duration of members' interventions
- Process regarding the question period for the public
- Rules of procedures for meetings
- Guidelines for conduct of members
- Procedures for calling special meetings
- Process to manage substitutions

Examples of items that may **NOT** be addressed:

- Term of office for members
- Consequences of repetitive absences from meetings for any member
- Voting outside of public attendance

# Minutes

The minutes are the official recording of proceedings, not of all discussions held at the meeting. Once approved, the minutes are accepted as a true representation of the proceedings they record. They must be signed by the Chair and the Principal/Centre Director and must be kept in a register open to the public.

- ▶ Date, time, and place of meeting
- ▶ Names of members present and regrets from those absent
- ▶ Verification of quorum
- ▶ Adoption of agenda
- ▶ Adoption of minutes from the previous meeting
- ▶ Exact wording of motions/resolutions as adopted
- ▶ Record of votes
- ▶ Brief summary of items of discussion and reports (not detailed)
- ▶ Items tabled or deferred
- ▶ Time of adjournment





# GB Budget

Each Governing Board is allocated a budget used to operate the Governing Board.

Typical expenses include:

- ▶ Postage, photocopies
- ▶ Meeting refreshments
- ▶ Training materials
- ▶ Babysitting
- ▶ Transportation, mileage
- ▶ Consultations

Funds are not intended for donations to any activities, funds, bursaries, etc.



# Budgets for Schools & Centres

AS PRESENTED TO GOVERNING  
BOARDS



# Governing Boards and Budgets

- ▶ To advise the principal/centre director on the needs of the school/centre
- ▶ To adopt the school's annual budget proposed by the principal/centre director and submit the budget to the School Board

## To Note:

- ▶ The budget is a public document
- ▶ Schools/Centres are not permitted to run deficits
- ▶ The Allocation of Resources Committee makes yearly recommendations to Council on the use of school/centre surpluses for the following year



# Organization of funds

Fund	Type	Examples
1	Operating	<ul style="list-style-type: none"><li>• Consumable materials</li><li>• Printing, paper,</li><li>• Administrative expenses</li><li>• ...</li></ul>
2	Capital Funds	<ul style="list-style-type: none"><li>• Desks, chairs</li><li>• Furniture</li><li>• Playground equipment</li><li>• Building upgrades</li><li>• ...</li></ul>
3	Salaries	Not presented to GB
4	Daycare	<ul style="list-style-type: none"><li>• Lunch fees and daycare services...</li></ul>
5	Special Programs	<ul style="list-style-type: none"><li>• In-and-out budgets</li><li>• Mesures, PELO, student teacher funds...</li></ul>
6	NTIC	<ul style="list-style-type: none"><li>• New technology in the classroom</li></ul>

LESTER B. PEARSON SCHOOL BOARD

BUDGET2024-2025

School or Centre	EXAMPLE
Address m2	3350
Terrain m2	0

Region XXXX																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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SUPPORT TO STUDENT SUCCESS									
15171	Elementary Supervision		25,824 \$				25,824 \$	XXX-5-23235-160	
11024	K4-Parent meetings & material for New Groups		5,740 \$				5,740 \$	XXX-5-11100-401	
15157	Aide à la Classe (NEW!)		62,677 \$				62,677 \$	XXX-5-12157-160	
15015	Lecture et écriture au primaire		88,614 \$				88,614 \$	XXX-5-15015-589	
15103V2	Classroom library		8,675 \$				8,675 \$	XXX-5-22103	
15084	Formation usage technologie numériques		2,408 \$				2,408 \$	XXX-5-22301-589	
15023	On bouge au cube		8,643 \$				8,643 \$	XXX-5-22301-589	
15374	IEP Teacher Release		7,493 \$				7,493 \$	XXX-5-23146-160	
15175	IEP non-Teacher Release		2,360 \$				2,360 \$	XXX-5-23146-160	
15186	Cultural Outings/Sorties Culturelles (Restricted to approved list)		12,040 \$				12,040 \$	XXX-5-23186-589	
15025	Seal Minimal - Support to schools		151,630 \$				151,630 \$	XXX-5-23426-160	
M15021 V1	Pedagogical support to Students YOUTH		30,000 \$				30,000 \$	XXX-5-24021-589	
15230	Inspiring Schools /School Initiatives		17,397 \$				17,397 \$	XXX-5-24230-589	
15024	Aide aux Parents		2,738 \$				2,738 \$	XXX-5-24515-589	
15013	École Montréalaise		56,650 \$				56,650 \$	XXX-5-24520-589	
15182	Culture in Schools		1,670 \$				1,670 \$	XXX-5-24535-589	
15012	Aide Alimentaire		30,867 \$				30,867 \$	XXX-5-24556-444	
15063	Reussite Education Autochtones (will be distributed later by SSD)		- \$				- \$	XXX-5-24568-589	
15031	Anti-bullying Program		1,000 \$				1,000 \$	XXX-5-24598-589	
15111	Entrepreneurship Contest		- \$				- \$	XXX-5-24599-589	
15142	Split Class Allocation		- \$				- \$	XXX-5-24600-589	
	Professional Development - PD Teachers		- \$	- \$			- \$	XXX-5-26200-589	
15154	Occasional Release Teacher Mentees		3,151 \$				3,151 \$	XXX-5-26254-180	
30020	Student Teacher fund		900 \$	3,546 \$			4,446 \$	XXX-5-73001-589	
TOTAL ALLOCATIONS SUPPORT TO STUDENT SUCCESS			520,477 \$	3,546 \$	- \$		524,024 \$		

CAPITAL ALLOCATION									
		Extra Classroom							
Fund 2	Capital	5,000 \$	15 \$	10,160 \$	- \$		10,160 \$	XXX-2-000-710	
M18014	Perseverance Invest. Equipment			3,000 \$			3,000 \$	XXX-2-27014-710	
NTIC (Fund 6)				16,114 \$	1,931 \$		18,045 \$	XXX-6-22210-720	
TOTAL CAPITAL ALLOCATION				29,274 \$	1,931 \$	- \$	31,205 \$		
TOTAL DECENTRALIZED BUDGET (INCLUDING CARRY OVER)				611,414 \$	7,975 \$	- \$	619,389 \$		

2023-2024 YEAR SUMMARY			
TOTAL FUND 1 AND FUND 2	13,958		
LESS FUND 5 OVERAGE	-		
Subtotal	13,958		
LESS PLAYGROUND CAPITAL (IF APPLICABLE)			
LESS IN TRUST	475		
TOTAL	13,483		
TOTAL SURPLUS/DEFICIT 15%	2,022		

IF THE SCHOOL IS IN A DEFICIT, THE FULL DEFICIT IS CARRIED OVER. IF SCHOOL HAS SURPLUS 55% IS CARRIED OVER



Lester B. Pearson School Board

## LESTER B. PEARSON SCHOOL BOARD

BUDGET 2024-2025

School or Centre	EXAMPLE
Bâtisse m2	3980
Terrain m2	0

CATEGORY	Region XXXX			INITIAL	Carry Over	Projected Expenses	AVAILABLE	G/L
	9							
	Enrolment			344				
	K4			28				

OPERATING BASIC ALLOCATION

	Basic Allocation	114 \$	39,216 \$				39,216 \$	XXX-1-12000-401
15103V1	Operating Library (MEQ funds 2/3)	25.00 \$	7,900 \$				7,900 \$	XXX-1-22100-421
	Pocket of Poverty - CGTSIM		12,743 \$				12,743 \$	XXX-1-24552-589
	Director's Days	4 \$	1,376 \$				1,376 \$	XXX-1-12001-180
	Governing Board Allocation +0.30\$ per student	325 \$	428 \$				428 \$	XXX-1-51301-589
	Surplus/Deficit (per summary below)				2,022 \$		2,022 \$	XXX-1-77020-457
	In trust (per summary below)				475 \$		475 \$	XXX-1-23212-589
	Revenues - School Fees/ Field Trips						- \$	XXX-1-12000-980/27000-981
TOTAL OPERATING			61,663 \$	2,497 \$	- \$		64,161 \$	



SUPPORT TO STUDENT SUCCESS

15171 Elementary Supervision	25,824 \$		25,824 \$	XXX-3-23235-160
11024 K4-Parent meetings & material for New Groups	5,740 \$		5,740 \$	XXX-5-11100-401
15157 Aide a la Classe (NEW!)	62,677 \$		62,677 \$	XXX-5-12157-160
15015 Lecture et écriture au primaire	88,614 \$		88,614 \$	XXX-5-15015-589
15103V2 Classroom library	8,675 \$		8,675 \$	XXX-5-22103-421
15084 Formation usage technologie numériques	2,408 \$		2,408 \$	XXX-5-22201-589
15023 On bouge au cube	8,643 \$		8,643 \$	XXX-5-23023-589
15374 IEP Teacher Release	7,493 \$		7,493 \$	XXX-5-23144-180
15175 IEP non-Teacher Release	2,360 \$		2,360 \$	XXX-5-23146-160
15186 Cultural Outings/Sorties Culturelles (Restricted to approved list)	12,040 \$		12,040 \$	XXX-5-23186-589
15025 Seuil Minimal - Support to schools	151,630 \$		151,630 \$	XXX-5-23426-160
M15021 V1 Pedagogical support to Students YOUTH	30,000 \$		30,000 \$	XXX-5-24021-589
15230 Inspiring Schools /School Initiatives	17,397 \$		17,397 \$	XXX-5-24230-589
15024 Aide aux Parents	2,738 \$		2,738 \$	XXX-5-24515-589
15013 École Montréalaise	56,650 \$		56,650 \$	XXX-5-24520-589
15182 Culture in Schools	1,670 \$		1,670 \$	XXX-5-24535-589
15012 Aide Alimentaire	30,867 \$		30,867 \$	XXX-5-24556-444
15063 Reussite Education Autochtones (will be distributed later by SSD)	- \$		- \$	XXX-5-24568-589
15031 Anti-bullying Program	1,000 \$		1,000 \$	XXX-5-24598-589
15111 Entrepreneurship Contest	- \$		- \$	XXX-5-24599-589
15142 Split Class Allocation	- \$		- \$	XXX-5-24600-589
Professional Development - PD Teachers	- \$	- \$	- \$	XXX-5-26200-589
15154 Occasional Release Teacher Mentees	3,151 \$		3,151 \$	XXX-5-26254-180
30020 Student Teacher fund	900 \$	3,546 \$	4,446 \$	XXX-5-73001-589
<b>TOTAL ALLOCATIONS SUPPORT TO STUDENT SUCCESS</b>	<b>520,477 \$</b>	<b>3,546 \$</b>	<b>- \$</b>	<b>524,024 \$</b>



<u>CAPITAL ALLOCATION</u>		Extra Classroom						
Fund 2	Capital	5,000 \$	15 \$	10,160 \$	- \$		10,160 \$	XXX-2-61000-710
M18014	Perseverance Invest. Equipment			3,000 \$			3,000 \$	XXX-2-27014-710
NTIC (Fund 6)				16,114 \$	1,931 \$		18,045 \$	XXX-6-22210-720
<b>TOTAL CAPITAL ALLOCATION</b>				<b>29,274 \$</b>	<b>1,931 \$</b>	<b>- \$</b>	<b>31,205 \$</b>	



TOTAL DECENTRALIZED BUDGET (INCLUDING CARRY OVER)	611,414 \$	7,975 \$	- \$	619,389 \$
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#### 2023-2024 YEAR SUMMARY

TOTAL FUND 1 AND FUND 2	13,958
LESS FUND 5 OVERAGE	-
Subtotal	13,958
LESS PLAYGROUND CAPITAL (IF APPLICABLE)	
LESS IN TRUST	475
TOTAL	13,483
TOTAL SURPLUS/DEFICIT 15%	2,022

IF THE SCHOOL IS IN A DEFICIT, THE FULL DEFICIT IS CARRIED OVER. IF SCHOOL HAS SURPLUS 15% IS CARRIED OVER



OUR EDDI JOURNEY  
AT THE LBPSB – VIDEO  
SESSION FOR GB

# Equity, Diversity, Dignity and Inclusion (EDDI)

# Pillars

1

**Pillar 1:**  
Professional Development:  
Support individuals in schools,  
centres and departments.

2

**Pillar 2:**  
Educational Resources:  
Create choice and informed  
opportunity for schools.

3

**Pillar 3:**  
Regulations and Policy:  
Be intentionally inclusive  
and free from bias.

4

**Pillar 4:**  
Infrastructure:  
Provide accessibility to all.

When considering the 4 pillars,  
it is important to note that they  
will be examined by, but not  
limited to, the areas outlined  
by the Task Force:

- genders
- sexualities
- abilities
- race and ethnicities
- religions

See:

- ▶ <https://www.lbpsb.qc.ca/equity-diversity-dignity-and-inclusion/>
- ▶ [Commitment to EDDI](#)



# Resources

- LBPSB Website
- Governing Board Resource Manual
- Parent Committee and SNAC Websites
- *Education Act*
  - *And unofficial version integrating the modifications of Bill 9 and subsequent applicable Bills on LBPSB's Website: <https://www.lbpsb.qc.ca/policies-by-laws/>*
  - *Basic School Regulation, Basic Adult General Education Regulation, Basic Vocational Training Regulation*
  - *Other relevant regulations : Childcare Services provided at School, Transportation*
- Complaint Process
  - <https://www.lbpsb.qc.ca/complaint-process/>



# Time for Questions

WHAT ELSE WOULD YOU LIKE  
TO KNOW?

