



## Governing Board Training 2006-2007

### Test Yourself!

#### Composition of the governing board. Fill in the blanks

*Complete the following sentences*

- 1- The governing board can have eight to \_\_\_\_\_ members.
- 2- The number of staff representatives must be \_\_\_\_\_ to of the number of parent representatives.
- 3- Substitutes are not \_\_\_\_\_ to sit on the governing board.
- 4- School principals are not members of the governing board, but they may \_\_\_\_\_ meetings without the right to vote.
- 5- School-board commissioners may attend the meetings without the right to vote if they are authorized by \_\_\_\_\_.

#### Constitution of the school. Multiple-choice questions

- 6-The school is established by:
  - a. the Ministère de l'Éducation
  - b. the municipality
  - c. the school board
  - d. the regional municipality
  
- 7-Under the *Education Act*, the school principal is under the authority of:
  - a. the executive director of the school board
  - b. the governing board
  - c. the chairman of the school board
  - d. the human resources director of the School board
  
- 8-The governing board:
  - a. exercises authority over the school staff
  - b. tells the principal what to do
  - c. holds the powers of a real board of directors
  - d. fulfills the functions and powers entrusted to it by the *Education Act*
  
- 9-The functions and powers of the governing board are defined in:

- a. Bill 180
  - b. Bill 124
  - c. the *Education Act*
  - d. the Canadian Constitution
- 10- The school's financial resources come directly from:
- a. the regional directorate of the Ministère de l'Éducation
  - b. the school board
  - c. the MNA
  - d. the Conseil du trésor

### **Meeting topics. True or False**

The agenda of a governing board may contain:

- 11- a draft success plan submitted by a member
- 12- a discussion about a school employee
- 13- a public question period
- 14- a discussion on the selection criteria to appoint the school principal
- 15- an article in the local newspaper about drug use in the school

### **Operation of the governing board. Trick questions:**

*Indicate inaccuracies in the following statements:*

- 16- The chair does not vote.
- 17- A member may discuss school materials purchased by the school from his or her business.
- 18- The mandate of members lasts two years.
- 19- The governing board may hold meetings behind closed doors.
- 20- The governing board may elect an executive committee composed of a vice-chair, a treasurer and a secretary.
- 21- Regulations governing the internal management of the governing board are set out in the *Education Act*.
- 22- The chair administers the governing board's operating budget.
- 23- The governing board is informed of the school's annual report.
- 24- The school board may make decisions in the place of the governing board.
- 25- The governing board must hold ten meetings per year.
- 26- The principal may chair the governing board meeting.

## **Evaluation**

• Did you obtain between **18 and 25** correct answers? Congratulations! You have what it takes to sit on your school's governing board. Don't forget to check the *Education Act* and the regulations for the internal management of your governing board, as mistakes easily happen!

- Did you obtain between **12 and 17** correct answers? You're on the right track. Check which questions gave you the most trouble and find out the answers you missed.
- Did you obtain between **6 and 11** correct answers? That's not too bad but there's still much to learn.
- Did you obtain between **0 and 5** correct answers? The education system is indeed complex and requires a great deal of knowledge. Don't be discouraged; seek advice on what you can do to acquire that knowledge.

## Assess your knowledge (Answer key)

Composition of the governing board Fill in the blanks

*Complete the following sentences*

- 1- The governing board can have eight to twenty members.
- 2- The number of staff representatives must be equal to of the number of parent representatives.
- 3- Substitutes are not eligible to sit on the governing board.
- 4- School principals are not members of the governing board, but they may take part in meetings without the right to vote.
- 5- School-board commissioners may attend the meetings without the right to vote if they are authorized by the governing board

Constitution of the school Multiple-choice questions

- 6- The school is established by:
  - a. the Ministère de l'Éducation
  - b. the municipality
  - c. the school board**
  - d. the regional municipality
- 7- Under the *Education Act*, the school principal is under the authority of:
  - a. the executive director of the school board**
  - b. the governing board
  - c. the chairman of the school board
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- 8- The governing board:
  - a. exercises authority over the school staff
  - b. tells the principal what to do
  - c. holds the powers of a real board of directors
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- 9- The functions and powers of the governing board are defined in:

- a. Bill 180
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- c. the Education Act**
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10- The school's financial resources come directly from:

- a. the regional directorate of the Ministère de l'Éducation
- b. the school board**
- c. the MNA
- d. the Conseil du trésor

### **Content of sessions True or False**

The agenda of governing board may contain:

11- a draft success plan submitted by a member

False. The school governing board approves the school success plan and the implementation is proposed by the school principal.

12- a discussion about a school employee

False. The school principal is responsible for managing school personnel. The Act does not delegate any function or power to the school governing board linked to the management of the school's human resources.

13- a public question period

True. The school governing board establishes its internal management regulations.

14- a discussion on the selection criteria to appoint the school principal

True. The school governing board must be consulted by the school board regarding the selection criteria for the school principal.

15- an article in the local newspaper about drug use in the school

The school governing board analyzes the prevailing situation at the school, mainly the needs of students, the issues related to student success and the characteristics and expectations of the community it serves.

### **Operation of the governing board Trick questions**

*Indicate inaccuracies in the following statements:*

16- The chair does not vote.

The chair does vote and even casts the deciding vote when there is a tie vote.

17- A member may discuss school materials purchased by the school from his or her business.

No. The member must declare such a conflict of interest to the principal and abstain from intervening or voting on the topic.

18- The mandate of members lasts two years.

Only the mandate of parents lasts two years.

19- The governing board may hold meetings behind closed doors.

Yes, if the meeting may cause prejudice to a person or an organization.

20- The governing board may elect an executive committee composed of a vice-chair, a treasurer and a secretary.

No. There is nothing in the Education Act about an executive committee. Should the chair be absent, he or she is replaced by another member. The principal administers the school budget. The record of the minutes is held by the principal or the person designated by the principal.

21- Regulations governing the internal management of the governing board are set out in the Education Act.

No. Every governing board must establish its own internal management regulations to complement the operational procedures provided for in the *Education Act*.

22- The chair administers the governing board's operating budget.

No. The governing board sees to the administration of its operating budget.

23- The governing board is informed of the school annual report.

No. The governing board prepares and adopts the *governing board* annual report.

24- The school board may make decisions in the place of the governing board.

Yes, IF the governing board does not comply with the legislation.

25- The governing board must hold ten meetings per year.

The governing board must hold at least five meetings per year.

26- The principal may chair the governing board meeting.

The principal chairs the meetings until a Chair is elected by the governing board. This is normally done at the first meeting, but the Education Act does not specify a deadline for the election of a chair.