



NOTICE
ANNUAL GENERAL ASSEMBLY
(IN PERSON MEETING)
McCaig Elementary School



DATE: Wednesday, September 15th, 2021

TIME: 7:00pm

LOCATION: McCaig Elementary School - gymnasium

ADDRESS: 501 Northcote, Rosemere, QC J7A 1Y1

Dear Parents/Guardians,

In conformity with Section 47 of the Education Act, you are cordially invited to attend McCaig's Annual General Assembly (AGA). Our AGA will be held at the school. Rest assured that physical distancing and hygiene measures will be respected at all times. It is important to arrive 15 minutes prior to the start of the meeting so we can go through the health measures in place and assign a seat to everyone.

We ask that you confirm your presence in advance, no later than Tuesday, September 14th, 2021, by providing the requested information in the FOLLOWING LINK:

<https://forms.office.com/Pages/ResponsePage.aspx?id=NG7kwsLSMEKwnZDthsdOH9clipbeFoZHvwJbFw2dqGBUQUVaUUdQTFNEOE5aR09SVEFUMTdZNTZNUy4u>

To ensure everyone's safety, EVERYONE who is attending must confirm their presence to attend the AGA meeting at school. We will be *setting up* according to the number of people who have completed the form on the link provided. Please note that we will not be able to accommodate those who have not confirmed their presence.

During the AGA strict safety and hygiene measures from the public health authorities must be followed at all times:

- **Wear your mask upon entering the building**
- **Respect physical distancing by staying 2 metres away from others**
- **Anyone with fever or flu-like symptoms must stay home**

We are pleased to share with you the agenda for our meeting which you will find below. Our governing board's 2020-2021 annual report is also attached herewith. For more information about Governing Boards please follow this link: <https://online.fliphtml5.com/wbqu/wpcq/>

We look forward to seeing all of you at our Annual General Assembly!

Mrs. Jossie Tortorici
Chairperson, Governing Board

Mr. Richard Mason
Principal





General Assembly of Parents – September 15th, 2021 at 7:00 pm

McCaig Elementary School gymnasium

AGENDA

- 1. Opening of the Meeting**
- 2. Naming of Secretary**
- 3. Approval of the Agenda**
- 4. Adoption of the Election Procedure**
- 5. Governing Board**
 - 5.1 Roles and Functions of the Governing Board**
 - 5.2 Presentation of the Annual Report 2020-2021**
 - 5.3 Introduction of the Current Members on Governing Board**
 - 5.4 Precisions Regarding Available Seats**
 - 5.4.1 Nominations Received Ahead of Time**
 - 5.4.2. Additional Nominations, if any**
 - 5.4.3 Closing of Nominations**
 - 5.4.4 Candidates Present Themselves**
 - 5.5 Election of Parent Representatives on the Governing Board**
 - 5.6 Election of Substitute Parent Representatives on the Governing Board**
- 6. Parents' Committee**
 - 6.1 Roles and Functions of the Parents' Committee**
 - 6.2 Election of the Parent Delegate**
 - 6.3 Election of the Alternate Parent Delegate**
- 7. Formation of a Parent Participation Organization (PPO), if applicable**
 - 7.1 Roles and Functions of the Parent Participation Organization (PPO)**
 - 7.2 Decision Regarding the Formation of a PPO**
- 8. Varia**
- 9. Closing of the Meeting**