



**ST. GABRIEL SCHOOL**  
600 Dublin, Montréal, QC., H3K 2S4  
Tel: (514) 934-2111

September 8, 2025

Dear Parents/Guardians.

The evening of September 18, 2025, has been reserved for a general meeting of the parents. The assembly of parents will take place at 5:15 p.m. in the assembly hall. The Governing Board consists of the following:

- Five parents (5) (i.e. Chairperson, Treasurer, Regional Delegate, parent members)
- Two (2) Support Staff/Professionals members
- Two (2) Community Representatives
- Two (2) Teacher Representatives
- One (1) Daycare professional
- School Principal

This year we have **3** parent positions up for re-election: **2 two-year terms & 1 one-year term**

It is important that all parents contribute in some way to the Governing Board. Many decisions regarding your child's education are made through this Board and it is important that you have a say. Meetings are always open to the public although only members have a vote. It is important that you keep yourself informed, and this is a very active way to do so.

Please remember that students' success is greatly enhanced where there is school and community effort combined. Everyone working together develops a stronger bond for the children.

With this letter, a brief description about Governing Board is included as well as a tear off section for you to fill in if you wish to submit your name, in advance, as a candidate for a seat as a parent representative of St. Gabriel School. You can e-mail your submission to [acaruso@emsb.qc.ca](mailto:acaruso@emsb.qc.ca)

You are urged to make every effort to attend this meeting and to take an active part in your child's learning. Please mark this date on your calendar to come and cast your vote or run for election yourself. If you wish to run yourself, you must be present at this meeting.

Sincerely,  
Assunta Caruso  
Principal

**Please return by September 12, 2025**

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**St. Gabriel Governing Board  
2025-2026**

I am interested in being a member of the Governing Board of St. Gabriel School and I shall be present during the elections being held on September 18, 2025 (5:15 p.m.) in the school Assembly Hall.

Parent/Guardian Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

# **GOVERNING BOARDS**

## **A Brief Description**

### **WHAT IS THE GOVERNING BOARD?**

The governing board is a structure that creates a partnership of parents and staff in the management of the school. The governing board is not involved with the day-to-day running of the school but works with the principal in setting and implementing policy directions for programs and services that will meet the needs of the students and the community.

### **WHAT ARE THE FUNCTIONS AND POWERS OF THE GOVERNING BOARD?**

The principal of the school is required to collaborate with the school staff on a variety of educational and pedagogical items and bring proposals to the governing board for approval. Some of these are:

- success plan, and the Management & Educational Success Agreement
- rules of conduct and safety measures
- implementation of the basic school regulations
- time allocation for subjects
- enrichment and adaptation of programs to meet local needs
- educational activities such as field trips which change the students' regular schedule
- implementation of student and special education services
- the use of non-teaching time for educational purposes, and extracurricular activities
- principles for determining the cost of consumable materials
- must prepare an annual report on its activities for the school board and inform the community
  - about the services provided in the school.
- adopts the school budget submitted by the principal
- adopts the school's educational project and oversees its implementation and evaluation.
- must make public the school's success plan and the Management & Educational Success agreement and the educational project.