

Name of School School Advisory Council Agreement

The purpose of this School Advisory Council Agreement is to establish the terms of reference for the partnership between the **Name of School**, **Name of Regional Center for Education (RCE)**, and the Nova Scotia Department of Education and Early Childhood Development to operate a School Advisory Council (SAC) at the school level.

Effective date and review of the agreement

The agreement begins when signed by all parties. The agreement shall be reviewed annually by the SAC before June 30 of each year. Any agreed-upon revisions can be made at that time and submitted to **RCE** and the Department of Education and Early Childhood Development for consideration, to become effective upon approval of all partners.

Structure of the Council

The School Advisory Council shall include the following:

- The principal (who is a non-voting member);
- Three (3) Parents/Guardians
- Three (3) Staff, two (2) teachers and one (1) support staff);
- Two (2) Community members.

Names of the members of the **Name of School** SAC and their respective years of service are detailed in Appendix A which is updated annually and attached to the bylaws. Appendix A is to be submitted to the Regional Centre for Education by the end of **month**.

Decision Making Process

Name of School School Advisory Council shall make decisions in the following way:

- All decisions will be made by consensus where possible;
- If a consensus cannot be reached, the decision will be delayed until the next meeting. Which will occur within 30 days;
- If at that meeting a consensus cannot be reached, a majority vote is required of the quorum present for the proposal to be approved;
- If there is a timeline within which a decision must be made, an emergency meeting may be called by the chair of the SAC prior to the deadline;
- A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of five (5) members of the SAC and a minimum of one member from each representative groups. Representative groups consist of parents / guardians, staff, and community members; and
- In addition the principal or designate must be present. The vice-principal is the designate as a non-voting member.

School Advisory Council Commitments

The SA School Advisory Council will be responsible for:

- providing all SAC members with a voice in decision making;
- Working in collaboration with the principal and participating in efforts to improve student achievement and student and community well-being by receiving information on the school improvement plan and monitoring progress and improvements under the plan
- advising the principal and the regional centre on: policies that promote student achievement and safe and inclusive schools; school practices and initiatives; communication between the school, parents and community; any matters that are referred to the school advisory council by the principal, the regional centre or the Minister;
- advising on strategies to improve and support the extracurricular programs and special projects of the school;
- maintaining effective communication with parents/guardians by holding regular public meetings and making copies of agendas and minutes available upon request;
- advising the principal on any matters that are referred to the school advisory council by the principal, the regional centre or the Minister;
- in accordance with the terms of the school advisory council agreement, determining priorities for spending the funds allocated to support the mandate of the school advisory council;
- advising the Department of Education and Early Childhood Development on policy and other educational matters; and
- preparing an annual report in the form and containing the information determined by the Minister.

Regional Centre for Education Commitments

- **RCE** will support the **Name of School** SAC by:

- Providing orientation and in-service sessions for council members, and workshops on special topics upon request
- Appointing a facilitator to assist the school council as required;
- Providing feedback on the annual report;
- Arranging opportunities to provide input on regional centre for education policies and procedures, initiatives, and communication;
- Hosting meetings between the Regional Executive Director of Education or designate and the school advisory council upon request;
- Making available copies of policies via the **RCE's** website;
- Responding to advice/questions from the school advisory council; and
- Offering mediation services when there is unresolved conflict between the school advisory council and the principal.

Department of Education and Early Childhood Development commitments

The Department of Education and Early Childhood Development will support **Name of School** SAC by:

- developing educational materials to assist school advisory councils in fulfilling their duties and responsibilities;
- providing opportunities to give input on provincial policies and any other matters referred to the SAC by the Minister;
- organizing and/or supporting professional development opportunities for council members
- providing funds to support the mandate of the school advisory council; and
- providing mediation when there is unresolved conflict between the school advisory council and the regional centre for education.

Parties to the agreement

We, the undersigned, understand and agree to follow through on the commitments made in this school advisory council agreement.

Name of School School Advisory Council Chair

Date

RCE Regional Executive Director of Education

Date

Department of Education and Early Childhood Development

Date