

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** School Advisory Council, **Name of Region** Regional Centre for Education (RCE) and the Nova Scotia Department of Education and Early Childhood Development (EECD) 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 the **RCE** and the EECD for consideration, to become effective upon approval of all partners.

Structure of the council

The Advisory Council shall include the following members:

- the principal (who is a non-voting member);
- four parents/guardians (which includes one Home & School member);
- three staff: two teachers and one support staff;
- two students (either President or Vice-president of the Student Council); (and a student from grades 7 to 8 elected through an in school process.
- two 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 SAC will make decisions in the following ways:

- 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 reached, an emergency meeting may be called by the co-chairs 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 six** of the voting members of the SAC and shall include a minimum of one member from each representative group. Representative groups consist of parents/guardians, teachers/support staff, students, and community members.

- The principal or designate must be present as a non-voting member. The **vice-principal** is the designate.

School Advisory Council commitments

The **Name of School** SAC 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/guardians, and community; any other matters that are referred to the SAC 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 meeting summaries available to the public
- Advising the principal on any matters that are referred to the SAC by the principal, the regional centre or the Minister
- Determining priorities for spending the funds allocated to support the mandate of the SAC, in accordance with the terms of the SAC agreement
- Advising the EECD on policy and other educational matters as requested
- Preparing an annual report in the form and containing the information determined by the Minister

Regional Centre for Education commitments

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

- Providing orientation and in-service sessions for council members and workshops on special topics upon request
- Appointing a staff person to be responsible for SAC support
- Providing feedback on the annual report
- Arranging opportunities for SAC members to provide input on regional centre for education policies, procedures, initiatives, and communication
- Hosting meetings between the regional executive director of education or designate and the SAC upon request
- Sharing copies of relevant policies via the **RCE**'s website
- Responding to advice/questions from the SAC
- Offering mediation when there is unresolved conflict between the SAC and the principal

Department of Education and Early Childhood Development commitments

The EECD will support the **School Name** SAC by:

- Developing educational materials to assist the SAC in fulfilling their duties and responsibilities
- Providing opportunities for the SAC to give input on provincial policies and any other matters referred the Minister
- Organizing and/or supporting professional development opportunities for council members
- Providing funds to support the mandate of the SAC
- Providing mediation when there is unresolved conflict between the SAC 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 SAC agreement.

Name of school SAC Co-Chair

Date

Name of school SAC Co-Chair

Date

RCE Regional Executive Director of Education

Date

Department of Education and Early Childhood Development

Date