



St. Stephen's Elementary 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 St. Stephen's Elementary School School Advisory Council (SAC), the Halifax Regional Centre for Education (HRCE), and the Nova Scotia Department of Education and Early Childhood Development (EECD) to operate a 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 HRCE and the EECD for consideration, to become effective upon approval of all partners.

Structure of the council

The SAC shall include the following members:

- The Principal and/or designate who is a permanent non- voting member;
- 4 parents/guardians
- 3 teachers
- 4 community members
- 1 support staff

Names of the members of the St. Stephen's Elementary School SAC and their respective years of service are detailed in Appendix A that is attached to the bylaws.

Decision-making process

St. Stephen's Elementary School SAC will make decisions in the following ways:

- All decisions will be made by consensus when possible.
- If a consensus cannot be reached, a majority vote is required of the quorum present for a proposal to be approved. The vote will be delayed until the next meeting.
- A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of 7 voting members, with at least one representative from each of the three membership categories of the SAC. Representative groups consist of: parents/guardians, staff, and community members.
- In addition, the Principal or designate must be present. The Vice-Principal is the designate.
- If there is a deadline when a decision must be reached, the SAC Chair may call an emergency meeting prior to the deadline.

- All Meetings are public

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 among the school, parents/guardians and community, and any other matters that are referred to the SAC by the principal or the HRCE
- 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 and on the school website
- 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 of Education and Early Childhood Development

Regional Centre for Education commitments

HRCE will support the St. Stephen's Elementary School SAC by:

- providing a yearly professional development session reflective of the roles and responsibilities of the School Advisory Council
- providing a School Administration supervisor to assist the school council as required
- providing feedback to the council on the school improvement plan and the annual report
- providing opportunities to give input on regional center for education policies and procedures, initiatives and communication
- arranging meetings between the Regional Executive Director of Education or designate and the school advisory council as required
- making available copies of Provincial and HRCE policies via the HRCE's website
- providing mediation services when there is unresolved conflict between the school advisory council and the principal
- responding to advice/questions from the school advisory council

Department of Education and Early Childhood Development commitments

The EECD will support the St. Stephen's Elementary School SAC by:

- Developing educational materials to assist SACs 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 SAC
- Providing mediation when there is unresolved conflict between the SAC and the regional centre for education