

Sackville Heights Junior High 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 Halifax Regional Center for Education (HRCE), Sackville Heights Junior High School Advisory Council, and the Department of Education and Early Childhood Development (EECD) to operate a School Advisory Council (SAC) at the school level.

1. Effective date and review of the agreement

This agreement begins at the date of signing by all parties. The School Advisory Council will review this agreement annually prior to June 30th of each academic year. Any agreed-upon revisions can be made at that time and submitted to the HRCE and the EECD, to become effective upon approval of all partners.

2. Structure of the Council

(a) The membership of the School Advisory Council will include the following:

- Principal – who is a non-voting member
- 3 parents
- 2 students (one from grade 7 + one from grade 8)
- 3 staff (2 teachers + 1 support staff)
- 2 Community members

3. Decision-making process

Sackville Heights Junior High School Advisory Council will make decisions in the following ways:

- Meeting summaries will be approved by a vote of the membership
- All other decisions will be made by consensus
- If consensus cannot be reached, the decision will be delayed until the next meeting;
- If no consensus is reached again, a majority vote is required of the quorum present.
- A quorum will consist of minimal of six voting members of the SAC and shall include a minimum of one member from each representative group. Representative groups consist of parents/guardians, staff, students and community members.
- If there is a timeline within which a decision must be reached, an emergency meeting may be called by the chair of the SAC prior to the deadline.
- The Principal or designate must be present at all SAC meetings. The vice-principal will be the designate in the Principal's absence and will be the non-voting member.

4. School Advisory Council Commitments

Sackville Heights Junior High School Advisory Council will be responsible for the following:

- 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;
- *assisting in developing policies that promote student achievement and safe and inclusive schools;*
- developing 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 meeting minutes available on the school website;
- advising the principal and staff 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 or the Provincial Advisory Council on policy and other educational matters;
- preparing an annual report in the form and containing the information determined by the Minister.

5. Halifax Regional Centre for Education commitments

Halifax Regional Center for Education will make a commitment to support the Sackville Heights Junior High School Advisory Council 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 centre 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

6. Department of Education and Early Childhood Development Commitments

The Department of Education and Early Childhood Development will support Sackville Heights Junior High School Advisory Council 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
- providing mediation when there is unresolved conflict between the school advisory council and the regional centre for education
- organizing and/or supporting professional development opportunities for council members
- providing funds to support the mandate of the school advisory council

7. Parties to the Agreement

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

Sackville Heights Junior High School Advisory
Council Chair

Date

Principal

Date