

LeMarchant-St.Thomas Elementary School

LeMarchant-St.Thomas School Advisory Council Agreement

The purpose of this school advisory council agreement is to establish the terms of reference for the partnership between the LeMarchant-St.Thomas School Advisory Council, Halifax Regional Centre for Education (HRCE), 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 HRCE and the Department of Education and Early Childhood Development 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 (4) parents/guardians of students currently enrolled at the school (with representation from both the English and French Immersion programs);
- four (4) LMST staff members; (3 teachers, 1 support staff) If there is no support staff then another teacher will take his/her place.
- four (4) community members (who are not parents of current students at the school).
- Council members may be elected or appointed for a term normally not exceeding three years.

Names of the members of the LeMarchant-St.Thomas School Advisory Council and their respective years of service are detailed in appendix A that is attached to these bylaws.

Decision-making process

LeMarchant-St.Thomas School Advisory Council 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. During this time, there will be consultation and discussion with the appropriate partners and information brought back to the meeting.
- If a consensus cannot be reached, then the decision will be made by a majority vote of the eligible voting members present provided there is a quorum.
- A quorum is defined as at least 50% of the voting members of the council, with at least one (1) of the four membership groups in attendance will be established when the meeting is called to order. Representative groups consist of parents/guardians, staff, students, and community members. In addition, the principal or designate must be present. The vice-principal is the designate as the non-voting member.
- If there is a timeline within a decision must be reached, an emergency meeting may be called by the chair of the SAC prior to the deadline.
- The principal, as a non-voting member, participates in the decision making of the SAC in a consultative role.

School advisory council commitments

The LeMarchant- St.Thomas School Advisory Council will be responsible for:

- Providing all SAC members with a voice in decision-making
- Collaborating 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 staff on any matters that are referred to the SAC.
- Assisting in developing school policies that promote student achievement and a positive, safe and inclusive learning environment.
- 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 agendas and minutes available upon request.
- 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 DOEED or the Provincial Advisory Council on policy and other educational matters.
- Participating in the selection process of the school's principal in accordance with the Education Act and HRCE guidelines.
- Preparing an annual report in the form and containing the information determined by the Minister.
- Developing by-laws to guide the structure and operations of the SAC and appending them to the School Advisory Council Agreement.

Halifax Regional Centre for Education commitments

HRCE will provide the following support to LeMarchant-St.Thomas School Advisory Council:

- 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

Department of Education and Early Childhood Development commitments

The Department of Education and Early Childhood Development will support the LeMarchant-St.Thomas 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 SAC and HRCE.
- Organizing and/or supporting professional development opportunities for council members
- Providing funds to support the mandate of the SAC
- Providing a model and framework for school improvement (currently SSP)
- Providing information on new curriculum and policy initiatives

Parties to the agreement

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



LeMarchant-St.Thomas School Advisory Council Chair

Date

Halifax Regional Executive Director of Education

Date

Department of Education and Early Childhood Development

Date