

## **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 member of the Home and School Association);
- two teachers;
- one member of the school's support staff;
- two students (which includes the president or vice-president of the Student Council and a grade 7-9 student elected through an in-school election); and
- three community members.

Names of the members of the **Name of School** SAC and their respective years of service are detailed in Appendix A that is attached to the bylaws.

### **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 seven** 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 minutes available to the public
- Advising the principal and staff 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 school improvement plan and 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.

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**Name of school** SAC Co-Chair

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**Date**

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**Name of school** SAC Co-Chair

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**Date**

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**\_RCE** Regional Executive Director of Education

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**Date**

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**Department of Education and Early Childhood Development**

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**Date**