

## **School Advisory Council Agreement Checklist**

A School Advisory Council (SAC) Agreement is a signed agreement that sets out the member composition of the SAC and the responsibilities of its partners. It must be agreed upon and signed by all three parties, including the chair of the SAC, the Regional Executive Director of Education (RED), and the Minister of Education and Early Childhood Development (EECD) or designate. SAC agreements are outlined in section 70 of the Ministerial Education Act Regulations.

A new SAC is responsible for developing an initial SAC Agreement. The agreement should be reviewed, along with the bylaws, annually or at other intervals as each SAC determines. Legislation provides that agreements may be amended from time to time by an SAC's membership. Any changes require the approval of **all** partners (i.e., the SAC, the RED, EECD). If one of the partners wishes to propose a change to an SAC's agreement, the RCE staff person responsible for SACs should be contacted as early in the process as possible.

### **The SAC Agreement will contain the following items:**

- effective date and review schedule for the agreement;
- membership structure of the SAC (including designated seats);
- decision-making structure (including quorum)
- SAC commitments;
- Regional Centre for Education commitments;
- Department of Education and Early Childhood Development commitments; and
- signatories to the agreement (the SAC Chair, the RED, and the Minister of EECD).

### **Approval Criteria - School Advisory Council Agreement**

Find below the criteria used by REDs and the EECD to assess proposed school advisory council agreements. They are included here as guidance for SACs drafting their first agreement or revising their current agreement.

To be approved the SAC agreement must:

- conform to the membership guidelines outlined in Section 71 of the Ministerial Education Act Regulations (e.g. no one membership group represents more than 1/3 of the SAC membership);
- specify the structure of the council;
- specify the review period of the agreement;
- set out a procedure for decision making;
- set out what establishes a quorum;
- set out the commitments of the SAC;
- set out the commitments of the Regional Centre for Education;
- set out the commitments of the EECD;
- include the signatures of the parties to the agreement: the SAC Chair, the RED and the EECD; and
- conform with Regional Centre for Education and EECD legislation and policies.

**The Regional Executive Director of Education (or designate) will ensure that the SAC's written bylaws accompany school advisory council agreement when submitted for review.**