

Astral Drive Elementary School SAC Agreement

Astral Drive Elementary School Advisory Council School Agreement

The purpose of this school advisory council agreement is to establish the terms of reference for the partnership between the Astral Drive Elementary 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;
- 5 parents/guardians;
- 3 teachers
- 2 support staff;
- 5 community members;

Decision-making process

The SAC will make decisions as follows:

- All decisions should 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% + 1 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 Astral Drive Elementary School Advisory Council 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: developing policies that promote student achievement and safe and inclusive schools; school practices and initiatives; communication among the school, parents and community; any matters that are referred to the school advisory council by the principal, the regional centre or the Minister
- 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
- 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.

HRCE Regional Centre for Education commitments

Halifax Regional Centre for Education will make a commitment to support the Astral Drive Elementary 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 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 Astral Drive Elementary 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
- organizing and/or supporting professional development opportunities for council members
- providing funds to support the mandate of the school advisory council
- providing mediation when there is unresolved conflict between the school advisory council 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 school advisory council agreement.

Tina P. Melia

Astral Drive Elementary School Advisory Council Chair

Al Louf

HRCE Regional Executive Director of Education

Sherrin Glyn

Department of Education and Early Childhood Development

13 March 2010

Date

27 Jan 21

Date

11/04/21

Date



Astral Drive Elementary School Advisory Council Bylaws

Membership

The Astral Drive Elementary School Advisory Council will have fifteen voting members which shall include:

- 5 parents/guardians
- 3 teachers
- 2 support staff
- 5 community members
- the principal

The principal is a permanent, non-voting member.

Eligibility for membership

Parents/guardians

- must have a child attending Astral Drive Elementary School and cannot be a Halifax Regional Centre for Education (HRCE) employee on staff at Astral Drive Elementary School

Teachers/Support Staff

- must be a teacher/support staff on staff at Astral Drive Elementary School

Community members

- must not be an employee of Astral Drive Elementary School
- must not have children registered at Astral Drive Elementary School; and
- must reside in the geographical area served by Astral Drive Elementary School or provide a service to or within the geographical area served by Astral Drive Elementary School.

Elections and appointments

Elections will be held in September and are usually by secret ballot. Appointments of community members will occur prior to the October meeting.

Parents/guardians

A call for nominations may be made during the first two weeks of September through the school website, newsletters sent home with children, relevant social media channels and/or the Home and School Association, with a day designated for voting in late September. Nominations will close one week prior to a duly advertised voting day. Nominations will be received by the school principal and forwarded to the school advisory council chair if the number of interested parents exceeds the number of openings on the SAC. An election will be by a simple majority vote of eligible parents/guardians on a designated voting day. Those unable to vote on that day can contact the school to make arrangement to vote prior to the voting day. The principal and chair will appoint three individuals to act as scrutineers to count the vote.

Eligible parents/guardians are those who have children enrolled in Astral Drive Elementary. In the event of a tie, a run-off election will be organized.

Teachers and support staff

Teachers and support staff will elect/choose their own representatives in September by the method of their choice.

Community members

The community member(s) will be appointed to the school advisory council by the SAC prior to the October meeting so that the executive can be selected. The position(s) will be advertised on the school website and may be advertised in the local newspaper. All applicants may be asked to submit, in writing, a brief resume and a letter which explains why the applicant is interested in being on the school advisory council. The community member may not be a member of the HRCE, may not be a member of the school's staff, and should not have children in the school.

Terms of service

Terms of service for each representative group are the following:

- Parents/guardians are elected for a term of two years. Parents/guardians elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.
- Teachers and support staff are elected/chosen from their respective group for a term of three years. Teachers and support staff elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.
- Community members are appointed for a term of three years. Community members appointed to fill a vacancy are appointed for the remainder of the term.
- All members can re-offer for election or appointment to the SAC at the end of their term, to a maximum of two consecutive terms.
- A council member elected to an executive position may serve in that position for a maximum of two consecutive one-year terms.
- The principal position is permanent.

Vacancies

Should a vacancy arise, it will be addressed as follows:

- The SAC will fill a vacated parent/guardian position by holding a special election and the term of the person who fills the vacated position will be the balance of the term vacated.
- The SAC will fill a vacated teacher/staff position by asking the principal to have an election by teachers and staff and the term of the person who fills the vacated position will be the balance of the term vacated.
- The SAC will fill a vacated community representative position by appointing a person and the term of the person who is appointed to the vacated position will be the balance of the term vacated.
- If the balance of the term of the vacated parent/guardian or teacher/staff position is 6 months or less, the SAC can appoint a person for the balance of the term and an election will not be required.

Executive

The executive will consist of a chair, vice chair, secretary, and principal. The selection of the chair, vice chair and secretary will be done annually at the October meeting. The chair, vice chair and secretary will be selected from those school advisory council members other than the principal and will serve no more than two consecutive years as chair, vice chair or secretary. The

chair should not be an employee of the Halifax Regional Centre for Education.

Agenda and meeting summary

The chair will develop the meeting agenda in consultation with the principal. Copies of the agenda will be distributed to each member by email, along with any other information that is relevant to the agenda items at least one week prior to the meeting date. Agendas from each meeting will be kept in the Astral Drive Elementary records, in either print or electronic format. Agendas will be made available to the public upon request and posted on the school website.

The secretary will prepare a meeting summary for each school advisory council meeting which will include highlights of key decisions and actions. Once approved at the subsequent meeting, the meeting summary will be provided to the principal of Astral Drive Elementary to be included in the school record in either print or electronic format. Meeting summaries will be made available to the public upon request and posted on the school website.

Meetings

Meetings will be conducted according to the following guidelines:

- Meetings will be a maximum of 1.5 hours and may be extended in 30 minute increments with the consensus of all SAC members present.
- SAC meetings will be open to the public. The Chair calls meetings to order and recognizes members before they speak. Non-members who wish to speak at the meeting should make the request in writing to the Chair and/or the Principal at least 10 days in advance of the meeting and indicate the topic or topics the non-member wishes to discuss in advance of the meeting.
- All members are provided a fair opportunity to express themselves on the agenda items.
- If time does not permit full discussion on an item, it may be tabled for a future meeting.
- A decision can be made by the SAC without a meeting if each member of the SAC agrees to the decision by phone, by email or in writing.

Quorum

The quorum of the SAC shall be a simple majority of its members. The Principal or designate is not counted for quorum purposes, but must be present and are non-voting.

Decision-making process

The SAC will make decisions as follows:

The following principles and procedures will be used in making decisions. If a vote is required, use 50% + 1 of the members present.

Principles

- All council members are responsible for making decisions that ensure the best education possible for our students.

- All council members will have the opportunity to participate in decision-making.
- Council decisions will be by consensus whenever possible.

Procedures

- Agenda items will be discussed in a structured way prior to a decision.
- When background information is needed on an agenda item, the principal will provide council members with that information and the time required to review it in advance of a decision.
- Whenever possible, decisions will be made by consensus.
- If consensus cannot be reached, the decision will be delayed until the following meeting, which must occur within 30 days. If at that time consensus cannot be reached, a majority vote will be required of those members present.
- Decisions and recommendations will be recorded in the meeting summary.

School improvement plan and annual report

The school improvement plan for Astral Drive Elementary School will be developed by the principal and staff of the school and shared with the SAC. The SAC will work in collaboration with the principal and participate in efforts to improve student achievement and student and community well-being by regularly receiving information on the school improvement plan and monitoring progress and improvements under the plan.

In addition, in accordance with the terms of the school advisory council agreement, the SAC will determine priorities for spending the funds allocated to support the mandate of the school advisory council including student achievement and report annually on the expenditures of funds to the Minister.

The SAC will prepare an annual report in the form and containing the information determined by the Minister. The report will be presented at the June SAC meeting and then submitted to the regional centre for education by the end of June.

Adopting and amending bylaws

A notice of motion, given one meeting in advance, is required to amend the bylaws. Bylaws will be amended following the established decision-making process. The amended bylaws will be forwarded to the regional executive director for approval, and the bylaws or amendments become effective upon receipt of this approval.

Parties to the agreement

We, the undersigned, understand and agree to follow these Bylaws.



Astral Drive Elementary School Advisory Council Chair



Date



HRCE Regional Executive Director of Education



Date