

# Admiral Westphal School Advisory Council School Advisory Council Agreement

The school advisory council agreement guides the structure and operations of the SAC. The purpose of this school advisory council agreement is to establish the terms of reference for the partnership between Admiral Westphal Elementary, the Halifax Regional Centre for Education, and the Nova Scotia Department of Education and Early Childhood Development 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
- two parents/guardians
- two teachers
- one member of the school's support staff
- one community member

## Decision-making process

Admiral Westphal Elementary School Advisory Council (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 thirty 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 chair 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 four 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, staff, students, and community members.
- In addition, the principal or designate shall be present. The vice-principal is the designate.

### School advisory council commitments

The Admiral Westphal 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
  - 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 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.
- Regional centre for education commitments

### HRCE will provide the following support to Admiral Westphal Elementary School Advisory Council:

- orientation and in-service sessions for council members, and workshops on special topics upon request
- a facilitator to assist the school council as required
- feedback to the council on the school improvement plan and the annual report
- opportunities to give input on regional centre for education policies and procedures
- meetings between the regional executive director of education or designate and the school advisory council upon request
- copies of policies via the ERCE's website
- mediation services when there is unresolved conflict between the school advisory council and the principal

### Department of Education and Early Childhood Development commitments:

The Department of Education and Early Childhood Development will support the Admiral Westphal Elementary School Advisory Council by:

- developing educational materials to assist school advisory councils in fulfilling their duties and responsibilities by
- 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

Parties to the agreement

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

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Admiral Westphal Elementary School Advisory Council Chair

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Date

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HRCE 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