

Clayton Park Junior High School Advisory Council School Advisory Council Agreement

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The purpose of this School Advisory Council Agreement is to establish the terms of reference for the partnership between the Clayton Park Junior High School Advisory Council, Halifax Regional Centre for Education (HRCE), and the Nova Scotia Department of Education and Early Childhood Development to operate a School Advisory Council (SAC) at the school level.

Duration 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, to become effective upon approval of all partners.

Structure of the council

The Advisory Council shall include, at minimum, the following members:

- the principal, who is a non-voting member
- two parents / guardians
- two school staff members (1 Teacher / 1 Support Staff)
- two students
- two community members

Names of the members of the Clayton Park Junior High School Advisory Council and their respective years of service are detailed in an appendix to the by-laws.

Decision-making process

Clayton Park Junior High 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. 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 SAC chair prior to the deadline
- A quorum will be established when the meeting is called to order
- A quorum will consist of a minimum of 50% plus one of the SAC voting members present and shall include a minimum of one representative from each representative group that has more than one

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representative on the Committee. Representative groups consist of parents / guardians, students, staff, and community members

- In addition, the principal or designate shall be present. The vice-principal is the designate as a non-voting member.

School advisory council commitments

The Clayton Park Junior High 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 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, open 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 agreement, determining priorities for spending the funds allocated to support the mandate of the school advisory council
- reviewing school class sizes and rationale for exceeding provincial class cap guidelines when required
- 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 information determined by the Minister

Regional Centre for Education Commitments

Halifax Regional Centre for Education commitments

Halifax Regional Centre for Education will make a commitment to support the Clayton Park Junior High Advisory Council by:

- providing a yearly professional development session reflective of the roles and responsibilities of the School Advisory Council

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- 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 Clayton Park Junior High School Advisory Council by:

- developing educational materials to assist SACs 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 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 School Advisory Council Agreement.

M. A. Overhead

Clayton Park Junior High School Advisory Council Chair

Nov 16, 2023

Date

SAZ REID

Mar 18/24

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Halifax Regional Centre for Education Chair

Date

Department of Education and Early Childhood Development

Date

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Membership

The Clayton Park Junior High School Advisory Council (SAC) will have a minimum of eight voting members which shall include two parents / guardians, two school staff members (at least one of which is a teacher), two students and two community members. The principal is a permanent, non-voting member.

Eligibility for membership

Parents / guardians

- must have a child at Clayton Park Junior High School and cannot be a Halifax Regional Centre for Education (HRCE) employee on staff at Clayton Park Junior High School

School staff members

- Teachers must be a teacher on staff at Clayton Park Junior High School
- Support staff must be on the support staff at Clayton Park Junior High School (e.g., secretary, EPA, librarian, caretaker, bus drivers, etc.)

Students

- must be a grade seven to eight student elected through an in-school election.

Community member

- must not be an employee of Clayton Park Junior High
- may or may not have children registered at Clayton Park Junior High School
- must reside in the geographical area served by Clayton Park Junior High School or provide a service to or within the geographical area served by Clayton Park Junior High School

Elections / appointments

Elections will be held in September and are usually by secret ballot

Appointments of community members will occur prior to the October meeting

Election by acclamation will occur if the number of nominations is equal to the number of available seats

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, and/or the Home and School Association, with a meeting designated for voting in late September. Nominations will close one week prior to a duly

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advertised voting meeting. Nominations will be received by the school principal and forwarded to the SAC chair. Election will be by a simple majority vote of eligible parents / guardians at a designated voting day. Eligible parents / guardians are those who have children enrolled in HRCE. In the event of a tie, a run-off election will be organized.

Teachers and support staff

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

Students

The two student representatives will be students from grades seven to eight elected through an in-school election from among the student's classmates

Community members

The community members will be appointed by the SAC prior to the October meeting so that the executive can be selected. The position 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 SAC

Terms of service

Terms of service for each representative group are the following:

- Parents / guardians are elected for a term of three years. Parents / guardians elected or appointed to fill a vacancy are elected or appointed for the remainder of the term
- Student representatives are elected for a term of one year
- Teachers and support staff are 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
- The community member is appointed for a term of two 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 three consecutive terms
- The principal position is permanent
- A council member elected to an executive position may serve in that position for a maximum of two consecutive one-year terms

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Vacancies

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

- Vacancies on the SAC will be filled from the relevant membership group
- Vacancies of less than six months may be filled by SAC appointment
- Vacancies of longer than six months will be filled according to the by-laws governing elections or appointment of the appropriate membership groups to fill the remainder of the vacated term

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 minutes

The chair will draw up the meeting agenda in consultation with the principal five days prior to each meeting. Copies of the agenda will be distributed to each member by email, along with any other information that is relevant to the agenda items. Agendas from each meeting will be kept in Clayton Park Junior High School's 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 minutes for each SAC meeting. Once approved at the subsequent meeting, the minutes will be given to the principal of Clayton Park Junior High School to be included in the school record in either print or electronic format. Minutes 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 dates and time will be decided at the First Meeting. They will be held on the third Tuesday on agreed months, with a minimum of six meetings annually. Meetings will be a maximum 90 minutes in length unless the SAC agrees by consensus to go longer
- Members of the public who wish to address the SAC are asked to inform the SAC through the chair or the school principal in writing at least one week prior to the SAC meeting. They may address the meeting at the discretion of the chair
- Agendas will allow for a ten-minute period for input on the agenda items from the public in attendance at the council meeting

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- Members who are not able to attend a meeting will notify the SAC secretary chair by noon of the meeting date
- Any member absent without cause for three consecutive meetings will be considered to have vacated their position. Vacancies will be filled as per these by-laws

Quorum

A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of 50% plus one of the SAC voting members and shall include a minimum of one representative from each representative group that has more than one representative on the Committee. Representative groups consist of parents/ guardians, students, staff, and community members

In addition, the principal or designate (vice principal) shall be present

Decision-making process

The following principles and procedures will be used in making decisions:

Principles

- All SAC members are responsible for making decisions that ensure the best education possible for our students
- All SAC 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 SAC 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 can be delayed until the following meeting. 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 minutes of meetings

School improvement plan and annual report

The school improvement plan and annual report for Clayton Park Junior High 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

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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 by-laws

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

Parties to the agreement

We, the undersigned, understand and agree to follow through on the commitments made in this School Advisory Council By-Laws.

M Woodhead

Clayton Park Junior High School Advisory Council Chair

Nov 16, 2023

Date

S/O RFD

Halifax Regional Centre for Education Chair

Mar 18/24

Date

Department of Education and Early Childhood Development

Date