

Sir Charles Tupper School Advisory Council Agreement

The purpose of this Letter of Agreement is to establish the terms of reference for the partnership between the Sir Charles Tupper School Advisory Council, Halifax Regional Centre for Education (HRCE) and the Nova Scotia Department of Education and Early Childhood Development (DEECD) 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 DEECD, 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
- Three parents/guardians
- Two teachers
- One member of the school's support staff
- Two community members

Names of the members of the Sir Charles Tupper School Advisory Council and their respective years of service are detailed in an appendix to the by-laws.

Decision-making process

Sir Charles Tupper School Advisory Council will make decisions 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 on 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 50 + 1 of the voting members of the SAC and shall include a minimum of one member from each of two representative groups. Representative groups consist of parents/guardians, staff and community members.
- In addition, the principal or designate shall be present as non-voting members. The vice principal is the designate.

School advisory council commitments

The Sir Charles Tupper School Advisory Council will be responsible for:

- Providing all SAC members with a voice in decision making
- Collaborating with all school staff to develop a school improvement plan. Copies of this report will be submitted to the Regional Centre for Education and will also be communicated to the school community.
- Assisting in developing policies which promote academic excellence and a positive, safe learning environment.
- 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.
- In the event the principal's position becomes vacant, participating in the selection of the school principal as per the Education Act.
- Advising the principal and staff on school-level issues such as policy development, programs, curriculum, fundraising, communication, extracurricular activities, and similar matters.
- Reviewing school class sizes and rationale for exceeding provincial class cap guidelines when required.
- Advising the REC on programs, student support services, policy development, funding issues, communication strategies, and similar matters.
- Contributing to or participating in the development of the annual report that describes school improvement activities undertaken during the year.

Regional Centre for Education commitments

HRCE will provide the following support to Sir Charles Tupper 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 or designate and the school advisory council upon request.
- 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 Sir Charles Tupper 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
- 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