

## **Springhill Elementary Schools School Advisory Council Agreement**

The purpose of this school advisory council agreement is to establish the terms of reference for the partnership between the Springhill Elementary Schools School Advisory Council, the Chignecto Central Regional Centre for Education (CCRCE), 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 CCRCE 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 & vice-principal of Junction Road Elementary, who are non-voting members
- the principal & vice-principal of West End Memorial, who are non-voting members
- four parents/guardians
- two teachers
- two members of the school's support staff (which will include one Student Support Worker)
- four community members (which will include one member who is a newcomer to Canada)

Names of the members of the Springhill Elementary Schools School Advisory Council and their respective years of service are detailed in appendix A .

### **Decision-making process**

Springhill Elementary Schools 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 seven 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, teachers/support staff, and community members.
- In addition, the principal or designate shall be present. The vice-principal is the designate.

## School Advisory Council commitments

The Springhill Elementary Schools 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 policies that promote student achievement and safe and inclusive schools; school practices and initiatives; communication among the school, parents/guardians and community, and any other matters that are referred to the SAC by the principal or the CCRCE
  - Advising on 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 and on the school website ▪ Determining priorities for spending the funds allocated to support the mandate of the SAC in accordance with the terms of the SAC agreement
- Advising the EECD on policy and other educational matters as requested
- Preparing an annual report in the form and containing the information determined by the Minister of Education and Early Childhood Development

## Regional Centre for Education commitments

CCRCE will provide the following support to the Springhill Elementary Schools School Advisory Council:

- orientation and in-service sessions for council members, and workshops on special topics upon request
- an RCE representative to assist the school council as required (Karla Mitchell, System Supervisor)
- Receive and review 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; initiatives and communication
- meetings between the Regional Executive Director of Education or designate and the school advisory council upon request
- Make available copies of policies via the CCRCE's website
- responding to advice/questions from the school advisory council
- mediation services through the RCE representative when there is unresolved conflict between the school advisory council and the principal

**Department of Education and Early Childhood Development commitments**

The EECD will support the Springhill Elementary Schools 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 SAC
- 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.

\_\_\_\_\_  
Springhill Elementary Schools School Advisory Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
CCRCE Regional Executive Director of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education and Early Childhood Development

\_\_\_\_\_  
Date

## APPENDIX A

<b>Member</b>	<b>Name</b>	<b>Term End Date</b>
Principal	Sheila Maddison-Alick	Ex officio
Vice-Principal	Ian Pyke	Ex officio
Administrative Assistant	Dianne Rushton	End of June 2025
Teacher	Jennifer Tibbetts	End of June 2024
Teacher	Langille Goodwin	End of June 2023
Parent	Lacey Rushton	End of June 2025
Parent	Krista MacDonald	End of June 2024
Parent	Melissa Ortiz	End of June 2023
Community Member	Harold Delaney	End of June 2025 (Chair)
Community Member	Marion Burbine	End of June 2024
Community Member	Brenda Delaney	End of June 2023