

## Rocky Lake Elementary 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 Rocky Lake Elementary School Advisory Council (RLE), 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

This agreement begins once it has been signed by all parties concerned. The agreement will be reviewed annually by the partners before June 30<sup>th</sup> of each year. Any mutually agreed upon revisions can be made at that time and submitted to the HRCE and EECD for consideration, to become effective upon approval of all partners.

### STRUCTURE OF COUNCIL

The Advisory Council shall include the following members:

- Four (4) parents;
- Three (3) teachers;
- One (1) member of the school's support staff;
- Four (4) community members;
- Principal (who is a non-voting member)

Names of the members between the Rocky Lake Elementary School Advisory Council and their respective years of service are detailed in Appendix A that is attached to these bylaws.

**DECISION-MAKING PROCESS:** The RLE School Advisory Council will make decisions in the following ways:

- All decisions will be made by consensus where possible
- If 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 (half plus one) 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. If a vote is required, a quorum will consist of a minimum of seven (7) of the voting members of the SAC and shall include a minimum of two members from each representative group. Representative groups consist of parents/guardians, staff and community members

- In addition, the Principal or designate must be present. The Vice Principal is the designate as the non-voting member.

## **SCHOOL ADVISORY COUNCIL COMMITMENTS**

Rocky Lake Elementary School Advisory Council will be responsible for:

- providing all partners 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
- advising ways and strategies to improve and support the extra-curricular program and special projects in the school
- maintaining effective communication with families 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 center 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 EECD 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.

## **HALIFAX REGIONAL CENTRE FOR EDUCATION COMMITMENTS**

HRCE will provide the following support to RLE School Advisory Council:

- 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 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 Rocky Lake Elementary School Advisory Council in the following ways:

- 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 the 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.



Rocky Lake Elementary School Advisory Council Chair

February 9, 2021

Date

HRCE Regional Executive Director of Education

Date

Department of Education and Early Childhood Development

Date

## Appendix A

Rocky Lake Elementary School Advisory Council 2020-2021 Members. Members will serve for the following duration:

<b>Partner</b>	<b>Name</b>	<b>Completion of Term</b>
Principal	Susan Casey	Permanent Member
Parent (Chair)	Natasha Clarke	1 year
Parent (Vice Chair)	Temitope Abaigom	2 years
Parent (Secretary)	Tricia Schmeisser	2 years
Parent	Shelley Veinot	2 years
Teacher	Mary Emma Murphy	2 years
Teacher	Jeannie Wamboldt	2 years
Teacher	Michael Knickle	1 year
Support Staff	Kim Chiasson	2 years
Community Member	Megan Chipp	1 year
Community Member	Gagandeep Singh	2 years
Community Member	Colleen Diggins	1 year
Community Member	Leah Caseley	2 years