

Gaetz Brook Junior High 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 Gaetz Brook Junior High School Advisory Council, Halifax Regional Centre for Education, 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

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 RCE and the EECD for consideration, to become effective upon approval of all partners.

Structure of the council

Whenever possible, 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
- three students
- three community members.

Names of the members of the Gaetz Brook Junior High SAC and their respective years of service are detailed in Appendix A that is attached to the bylaws.

Decision-making process Gaetz Brook Junior High

The 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 30 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 co-chairs 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 half plus one of the voting members of the SAC and shall include a minimum of one member from each representative group whenever possible. Representative groups consist of parents/guardians, teachers/support staff, students, and community members.
- the principal or designate must be present as a non-voting member. The vice-principal is the designate.

School Advisory Council commitments

The Gaetz Brook Junior High SAC 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 between the school, parents/guardians, and community; any other matters that are referred to the SAC by the principal, the regional centre, or the Minister
- 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 to the public
- Advising the principal and staff on any matters that are referred to the SAC by the principal, the regional centre or the Minister
- 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

Halifax Regional Centre for Education commitments

HRCE will support the Gaetz Brook Junior High SAC by:

Halifax Regional Centre for Education will make a commitment to support the Gaetz Brook Junior High School SAC by:

- 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

The EECD will support the School Name SAC by:

- Developing educational materials to assist the SAC in fulfilling their duties and responsibilities
- Providing opportunities for the SAC to give input on provincial policies and any other matters referred 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 SAC

Jean McKenna [Signature] Oct. 1/19
 Name of school SAC Co-Chair Date

[Signature] Melissa Marcini OCT. 1/19
Burbridge
 Name of school SAC Co-Chair Date

 Regional Executive Director of Education Date

 Department of Education and Early Childhood Development Date