

Hilden Elementary School Advisory Council Agreement

The purpose of this School Advisory Council Agreement is to establish the terms of reference for the partnership between the Hilden Elementary School (HES), Chignecto-Central Regional Centre for Education (CCRCE), 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 CCRCE and the EECD for consideration, to become effective upon approval of all partners.

Structure of the Council

The School Advisory Council shall include the following:

- The principal (who is a non-voting member);
- Three (3) Parents/Guardians;
- Two (2) Staff (one teacher and one support staff);
- One (1) Community members.

Names of the members of the SAC and their respective years of service are detailed in Appendix A which is updated annually and attached to the bylaws. Appendix A is to be submitted to CCRCE (FOSS) by November 15.

Decision Making Process

Hilden Elementary School Advisory Council shall make decisions in the following way:

- 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 made, 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 four (4) members of the SAC and a minimum of one member from each representative groups. Representative groups consist of parents / guardians, staff, and community members; and
- In addition, the principal or designate must be present.

School Advisory Council Commitments

The Hilden Elementary 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 CCRCE on policies that promote student achievement and safe and inclusive schools; school practices and initiatives; communication between the school, parents and community; any matters that are referred to the SAC by the principal, CCRCE 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 upon request;
- advising the principal on any matters that are referred to the SAC by the principal, CCRCE or the Minister;
- in accordance with the terms of the SAC agreement, determining priorities for spending the funds allocated to support the mandate of the SAC;
- advising the EECD on policy and other educational matters; and
- preparing an annual report in the form containing the information determined by the Minister.

Regional Centre for Education Commitments

CCRCE will support the Hilden Elementary School SAC by:

- a yearly professional development session reflective of the roles and responsibilities of the SAC
- a School Administration Family of School Supervisor (FOSS) 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 CCRCE policies and procedures, initiatives and communication
- arranging meetings between the Regional Executive Director of Education or designate and the SAC as required
- making available copies of EECD and CCRCE policies via the CCRCE's website
- providing mediation services when there is unresolved conflict between the SAC and the principal
- responding to advice/questions from the SAC


Department of Education and Early Childhood Development commitments


The Department of Education and Early Childhood Development will support Hilden Elementary School SAC 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;
- organizing and/or supporting professional development opportunities for council members
- providing funds to support the mandate of the school advisory council; and
- providing mediation when there is unresolved conflict between the SAC and CCRCE.

Parties to the agreement

We, the undersigned, understand and agree to follow through on the commitments made in this school advisory council agreement.

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|  Hilden Elementary School Advisory Council Chair | January 13, 2024. Date: |
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|  CCRCE Regional Executive Director of Education | Jan 23/24 Date |
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|  Department of Education and Early Childhood Development | January 17, 2024 Date |
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Hilden Elementary School

School Advisory Council Bylaws

Membership

The Hilden Elementary School Advisory Council (SAC) will have five (5) voting members which shall include two (2) parents/guardians, (2) staff (one teacher and one support staff member) and one community member. The principal or designate is a permanent, non-voting member.

Eligibility for membership

Parents/guardians

- Must have a child at Hilden Elementary School and cannot be a CCRCE employee on staff at Hilden Elementary School.

Teachers

- Must be a teacher on staff at Hilden Elementary School.

Support staff

- Must be a support staff member on staff at Hilden Elementary School (e.g., administrative assistant, educational assistant, lunch monitor, custodian, cafeteria worker, bus driver, student support worker).

Community members

- Can be an employee of CCRCE but cannot be employed at Hilden Elementary School.
- Must not have a child registered at Hilden Elementary School.
- Must reside in the geographical area served by Hilden Elementary School or provide a service to or within the geographical area served by Hilden Elementary School.

Elections and appointments

Elections will be held in September and are usually by secret ballot. Appointments of community members will occur prior to the October meeting.

Parents/guardians

A call for nominations may be made during the first two weeks of September through the school website and/or school messages sent home with a day designated for voting in late September. Nominations will close one week prior to a duly advertised voting day. Nominations will be received by the school principal and forwarded to the school advisory council chair. Election will be by a simple majority vote of eligible parents/guardians on a designated voting day. Those unable to vote on that day can contact the school to make arrangements to vote prior to the voting day.

In the event of a tie, a run-off election will be organized.

Any vacancies remaining after the normal election process will be filled using the process outlined in the vacancies section below.

Teachers and support staff

Teachers and support staff will elect their own representatives in September by a method of their choosing.

Community members

The community member(s) will be appointed to the school advisory council by the SAC prior to the October meeting so that the executive can be selected. The position(s) will be advertised on the school website and may be advertised through local media outlets. 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 school advisory council.

Terms of service

Terms of service for each representative group are as follows:

- 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.

- Teachers and support staff are elected/chosen 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.
- Community members are 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 two 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.

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 to fulfill the remainder of the term.
- Vacancies of longer than six months will be filled according to the bylaws governing the election or appointment of the appropriate membership group to fill the remainder of the vacated term.

Executive

- The executive will consist of a chair, secretary, and principal. The selection of the chair and secretary will be done annually at the first meeting after all members have been elected and appointed. The chair and secretary will be selected from those SAC members other than the principal and will serve no more than two consecutive years as chair or secretary.
- The executive will remain in place until a new executive is selected at the next annual organizational meeting.

Agenda and meeting summary

The chair will draw up the meeting agenda in consultation with the principal a minimum of 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 Hilden Elementary School 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 a meeting summary for each SAC meeting which will include highlights of key decisions and actions. Once approved at the subsequent meeting, the meeting summaries will be given to the principal of Hilden Elementary School to be included in the school record in either print or electronic format. Meeting summaries 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:

- A regular meeting schedule will be determined at the initial meeting of the elected SAC members with a minimum of six meetings annually. The meeting schedule will be made available to the public upon request and posted on the school website. Additional meetings may be scheduled as determined by the Hilden Elementary School SAC. Meetings will be for a maximum of 60 minutes in length unless the SAC agrees by consensus to go longer.
- All meetings are open to the public, and 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 provide a ten-minute period for input on the agenda items from any members of the public in attendance at the council meeting.
- Members who are not able to attend a meeting will notify the SAC secretary or the SAC 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 bylaws.

Quorum

- A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of four (4) of the SAC voting members present and shall include a minimum of one member from each representative group. Representative groups include parents/guardians, teachers/support staff, and community members.
- In addition, the principal or *designate* shall be present and is non-voting.

Decision-making process

The following principles and procedures will be used by the SAC when making decisions.

Principles

- All council members are responsible for making decisions that ensure the best education possible for students at Hilden Elementary School.
- All council 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 required for an agenda item, the principal or other relevant person will provide this information to council members a minimum of 2 days prior to the meeting date.
- Whenever possible, decisions will be made by consensus.
- If consensus cannot be reached, the decision can be delayed until the following meeting, which must occur within 30 days. If at that time consensus cannot be reached, a majority vote will be required of the quorum present.
- Decisions and recommendations will be recorded in the meeting summaries.

School improvement plan and annual report

The school improvement plan (i.e. student success plan) for Hilden Elementary 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 student and community well-being by regularly receiving information on the school improvement plan and monitoring progress and improvements under the plan. The school improvement plan of Hilden Elementary School will be a standing agenda item at each SAC meeting.

In addition, in accordance with the terms of the SAC agreement, the SAC will determine priorities for spending the funds allocated to support the mandate of the SAC including student achievement and report annually on the expenditures of funds to CCRCE and the school community. The SAC will prepare an annual report in the form containing the information determined by the Minister. The report will be presented at the year-end SAC meeting and then submitted to CCRCE by the end of June.

Adopting and amending bylaws


A notice of motion, given one meeting in advance, is required to amend the bylaws. Bylaws will be amended following the established decision-making process. The proposed amendments to the bylaws will be forwarded to the regional executive director at CCRCE approval. The amendments become effective upon receipt of this approval.

Adopting and amending SAC agreement

A notice of motion, given one meeting in advance, is required to amend the SAC agreement. The SAC agreement will be amended following the established decision-making process. The proposed amendments to the SAC agreement will be forwarded to the regional executive director at CCRCE and the EECF for consideration. The amendments become effective upon approval of all partners.

Parties to the agreement

We, the undersigned, understand and agree to abide by these bylaws.

 January 13, 2024
Hilden Elementary School Advisory Council Chair Date

 Jan 23/24
CCRCE Regional Executive Director of Education Date

| Name | Position <ul style="list-style-type: none"> • Parent/Guardian • School Staff • Student • Community Member • Principal <p>Note: These positions do not change unless you want to add parent/guardians or community members to the SAC. If you add parent/guardians and/or community members, please reach out to FOSS for support as to how to update your agreement and bylaws.</p> | Executive Role <ul style="list-style-type: none"> • Chair • Secretary • Principal | Completion of Term |
|--------------------------|---|--|--------------------|
| Alison Read | Principal | Principal | Fixed |
| Becky Worsley | Parent/Guardian | Chair | 2024 |
| Sarah Densmore | School Staff / Teacher | Secretary | 2024 |
| Lindsay Shelley | Parent/Guardian | | 2024 |
| Shawna MacPherson-Fraser | Community Member | | 2025 |
| Jennifer White | School Staff / AA | | 2025 |
| Amy Fisher | Parent/Guardian | | 2025 |

Please note the following:

- The chair should be a parent/guardian or a community member.
- Positions do not change but the **names, roles and completion** of term can change.

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

- Vacancies on the SAC will be filled by the relevant membership group.
- Vacancies of less than six months may be filled by SAC appointment to fill the remainder of the term.
- Vacancies of longer than six months will be filled according to the bylaws governing the election or appointment of the appropriate membership group to fill the remainder of the vacated term.
- If the position is still vacant, please put vacant in the **Name** area of the chart above and include the position in the second column.