

**Joseph Giles Elementary School  
School Advisory Council Agreement**



The purpose of this school advisory council agreement is to establish the terms and conditions of the agreement between the Halifax Regional Center for Education, Joseph Giles Elementary School Advisory Council, and the Department of Education and Early Childhood Development to operate an Advisory Council at the school level.

**Duration of the Agreement**

The agreement begins on the date of signing. The agreement shall be reviewed annually by the School Advisory Council before June 30<sup>th</sup> of each year at which time revisions may be made. Any agreed-upon revisions must be submitted to the HRCE and the Nova Scotia Department of Education and Early Childhood Development to be approved.

**Structure of the Council**

The membership of the Advisory Council whenever possible will include:

- (a) The principal, who is a non-voting member
- (b) 3 staff members (2 teachers and 1 support staff)
- (c) 3 parents
- (d) 3 community members

**Decision-making process**

Joseph Giles Elementary School Advisory Council will make advisory decisions in the following ways:

- All advisory decisions will be made by consensus.
- If 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 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 five 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, staff, and community members. In addition, the principal or designate shall be present. The vice-principal is the designate.
- Information on important decisions will be distributed one week prior to the meeting.
- A minimum of six meetings may be held each school year.

### **School Advisory Council Commitments**

Joseph Giles Elementary 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 Center for Education Commitment**

HRCE will provide the following support to Joseph Giles Elementary 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 the Joseph Giles Elementary 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

**Parties to the Agreement**

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

  
 \_\_\_\_\_  
 Joseph Giles School Advisory Council Chair

March 10, 2020  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 HRCE Regional Executive Director of Education

27 Jan 21  
 \_\_\_\_\_  
 Date

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

11/20/21  
 \_\_\_\_\_  
 Date



# Joseph Giles Elementary School Advisory Council Bylaws

## Membership

Joseph Giles Elementary School Advisory Council will have seven voting members which shall include:

- three parents/guardians
- two teachers
- one support staff member
- three community members
- and the principal and/or principal designate.

The principal and/or principal designate is a permanent, non-voting member.

## Eligibility for membership

### *Parents/guardians*

- must have a child at Joseph Giles Elementary School and cannot be a Halifax Regional Centre for Education (HRCE) employee on staff at Joseph Giles Elementary School

### *Teachers*

- must be a teacher on staff at Joseph Giles Elementary School

### *Support staff*

- must be on the support staff at Joseph Giles Elementary School – this includes any member of staff who is not a teacher (e.g., secretary, teacher assistants, duty aides, caretakers)

### *Community members*

- must not be employees at Joseph Giles Elementary School
- must not have children registered at Joseph Giles Elementary School
- must reside in the geographical area served by Joseph Giles Elementary School or provide a service to or within the geographical area served by Joseph Giles Elementary School

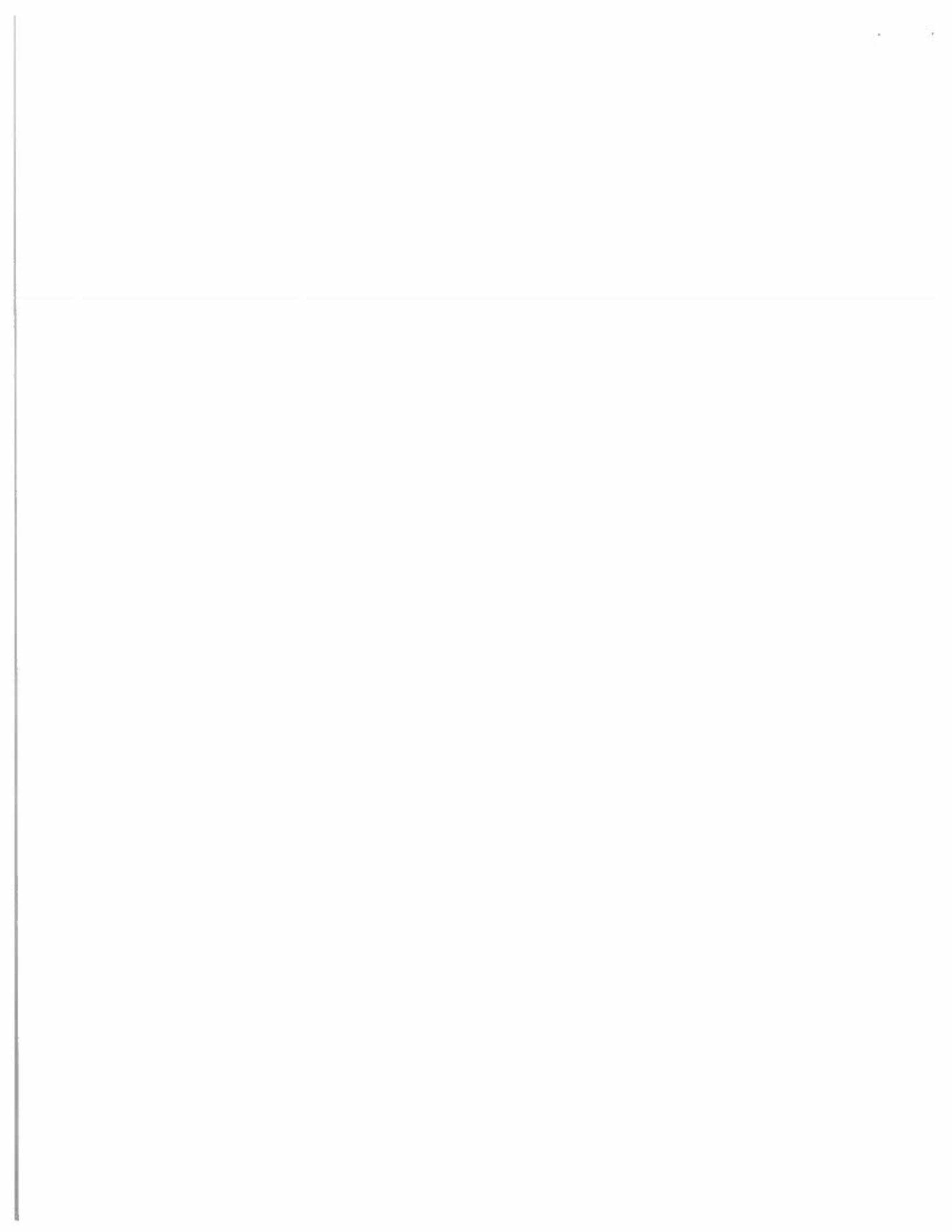
## Elections and appointments

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 will be made during the first two weeks of September through the school website, newsletters sent home with children, and/or the Parent-Teacher Organization, with a day designated for voting in late September.

Nominations will close one week prior to 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 arrangement to vote prior to voting day. The principal and chair will appoint three individuals to act as scrutineers to count the vote.



Eligible parents/guardians are those who have children enrolled in Joseph Giles Elementary School. In the event of a tie, a run-off election will be organized.

#### *Teachers and support staff*

Teachers and support staff will elect/choose their own representatives in September by the method of their choice.

#### *Community members*

Community Members are individuals who do not have a student enrolled in the school, but who live, or provide a service in the Joseph Giles geographic area, or to the school, and are not employees of Joseph Giles School. They are representative of the community where the school is situated and are appointed to the SAC by the current SAC members.

### Terms of service

Terms of service for each representative group are the following:

- Parents/guardians are elected for a term of up to three years. Parents/guardians appointed to fill a vacancy are elected or appointed for the remainder of the term.
- Teachers and support staff are elected/chosen from their respective group for a term of three years. Teachers and support staff elected or 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 three consecutive terms.
- A council member elected to an executive position (Chair, Vice-Chair, Secretary) 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 school advisory council appointment.
- Vacancies of longer than six months will be filled according to the bylaws governing elections or appointment of the appropriate membership groups to fill the remainder of the vacated term.

### Executive

The executive will consist of a chair, vice chair, secretary, and principal. The selection of the chair, vice chair and secretary will be done annually at the first SAC meeting of the year. The chair, vice chair and secretary will be selected from those school advisory council members other than the principal and will serve no more than two consecutive years as chair, vice chair or secretary. The chair should not be an employee of the Halifax Regional Centre for Education.

### Agenda and meeting summary

The chair will draw up the meeting agenda in consultation with the principal 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 Joseph Giles





Elementary School's 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 school advisory council 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 Joseph Giles 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 school year with a minimum of six meetings annually. Additional meetings may be scheduled as determined by Joseph Giles Elementary School SAC. Meetings will be a maximum of 60 minutes in length unless the SAC agrees by consensus to go longer.
- All meetings are open to the public. Members of the public who wish to address the school advisory council are asked to inform the SAC through the chair or the school principal in writing at least one week prior to the school advisory council meeting. They may address the meeting at the discretion of the chair.
- Agendas will allow for a ten-minute period for input on the agenda items from the public in attendance at the council meeting.
- Members who are not able to attend a meeting will notify the school advisory council secretary or the school advisory council 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 five of the SAC voting members present and shall include a minimum of one member from each representative group. Representative groups consist of Parent/Guardians, Community members and Staff.

## Decision-making process

The following principles and procedures will be used in making decisions.

### Principles

- All council members are responsible for making decisions that ensure the best education possible for our students.
- All council members will have the opportunity to participate in decision-making.
- Council decisions will be by consensus whenever possible. (If a vote is required, use 50+1)

### Procedures

- Agenda items will be discussed in a structured way prior to a decision.
- When background information is needed on an agenda item, the principal will provide council members with that information and the time required to review it in advance of a decision.
- 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 those members present. (50%+1)
- Decisions and recommendations will be recorded in the meeting summaries.

### School improvement plan and annual report

The school improvement plan for Joseph Giles 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.

In addition, in accordance with the terms of the school advisory council agreement, the SAC will determine priorities for spending the funds allocated to support the mandate of the school advisory council including student achievement and report annually on the expenditures of funds to the Minister.

The SAC will prepare an annual report in the form and containing the information determined by the Minister. The report will be presented at the June SAC meeting and then submitted to the regional centre for education 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 amended bylaws will be forwarded to the regional executive director for approval, and the bylaws or amendments become effective upon receipt of this approval.

---

#### Parties to the Agreement

We, the undersigned, understand and agree to the follow these Bylaws.

  
 \_\_\_\_\_  
 (Joseph Giles School Advisory Council Chair)

March 10, 2020  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 (Halifax Regional Executive Director of Education)

27 Jan 21  
 \_\_\_\_\_  
 Date

10  
11  
12  
13

Appendix A: The Advisory Council shall include the following members:

- the principal, who is a non-voting member:
- three (3) parents/guardians
- two (2) teachers
- one (1) member of the school's support staff
- three (3) community members.

<b>Name</b>	<b>Membership</b>
James Hurley	Principal
Keri McLeod	Vice-Principal
Sonja Bellefontaine	Parent (Chair)
David Watts	Parent (Vice-Chair)
Paula Comeau	Teacher
Stephanie Bourque	Support Staff
Laura Melvin	Community Member
TBA	Secretary

