

Halifax West High School Advisory Council Agreement

The purpose of this school advisory council agreement is to establish the terms of reference for the partnership between the Halifax West High School Advisory Council, Halifax Regional Centre for Education (HRCE), and the Nova Scotia Department of Education and Early Childhood Development to operate a School Advisory Council (SAC) at the school level.

Duration of the Agreement

The agreement begins when signed by all parties. The agreement shall be reviewed annually by the SAC before June 30th of each year. Any agreed-upon revisions can be made at that time and submitted to the HRCE 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:

- Principal, who is a non-voting member
- 4 parents or guardians
- 4 staff members
- 4 community members
- 4 students

Names of the members between the Halifax West High School Advisory Council and their respective years of service are detailed in Appendix A that is attached to these bylaws

Decision Making Process

Halifax West School Advisory Council will make decisions in the following manner:

- 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 nine voting members of the SAC and shall include a minimum of one member from each representative group. Representative groups consist of parents/guardians, staff, students, and community members. In addition, the principal will be present. The vice principal is the designate.
- All decisions will be communicated to school and community partners.

School Advisory Council Commitments

The Halifax West High School Advisory Council shall:

- provide all SAC members with a voice in decision-making.
- work in collaboration with the principal and participate 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.
- assist in developing policies that promote student achievement and safe and inclusive schools.
- develop strategies to improve and support the extracurricular programs and special projects of the school.
- maintain effective communication with parents/guardians by holding regular public meetings and make copies of agendas and minutes available upon request.
- advise the principal and staff on any matters that are referred to the school advisory council by the principal, the regional centre or the Minister.
- in accordance with the terms of the school advisory council agreement, determine priorities for spending the funds allocated to support the mandate of the school advisory council.
- advise the Department of Education and Early Childhood Development or the Provincial Advisory Council on policy and other educational matters.
- prepare an annual report containing the information determined by the Minister.

Regional Centre for Education Commitments

HRCE will provide the following support to Halifax West High School Advisory Council:

- orientation and in-service sessions for council members, and workshops on special topics upon request
- a facilitator 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 regional centre for education policies and procedures
- meetings between the regional executive director of education or designate and the school advisory council upon request
- copies of policies via the HRCE's website
- mediation services when there is unresolved conflict between the school advisory council and the principal

Department of Education and Early Childhood Development Commitments

The Department of Education and Early Childhood Development will support Halifax West High 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.

Halifax West High School Advisory Council Chair	Date
HRCE Regional Executive Director of Education	Date
Department of Education and Early Childhood Development	Date