

École John W. MacLeod-Fleming Tower School

School Advisory Council By-Laws

Membership

The council for Ecole John W. Macleod-Fleming Tower School will have 10 members including 3 parents of children enrolled in the school; 2 teachers and 1 support staff; 1-3 community members and the principal. The principal shall serve as a permanent, non-voting member

Elections

Parent representatives will be elected at the Annual General Meeting. Parent representatives are to be elected by parents who have children enrolled in the Ecole John W. Macleod-Fleming Tower School. Every family with one or more students enrolled will be entitled to one ballot in the election of council members.

Teacher representatives are to be elected by teachers. Support staff representatives are to be elected by support staff. Teachers and support staff will elect their representatives at a September staff meeting.

Community representatives may be invited to serve on the council, appointed by the council or they may be elected.

All elections will be conducted by secret ballot. A representative of the school community will scrutinize voting. The elected members of SAC will appoint the scrutinizer.

Terms of office will be two years. To facilitate continuity, attempts will be made to stagger terms of office to ensure that no more than 50 % of council members' offices become vacant at any one time. Elected members may offer for a second term after which they may choose to put their names forward for re-election at the AGM. Community representatives may be asked by the principal to serve a second term.

A community member cannot be a parent with a child in the school that they wish to serve.

A teacher cannot serve as a parent or community member representative in a school in which they teach.

Elected board members cannot serve as a SAC member in a school within the jurisdiction of their school board.

SAC members who are absent from council meetings for three consecutive meetings may be removed from the SAC with a 2/3 vote of the full membership.

The principal may not be removed from the SAC as an *ex officio* member.

Vacated

When a position on a School Advisory Council becomes vacant, the council shall arrange for the position to be filled, where if more than one person expresses interest for the vacancy council will hold an election for that position. Positions filled in these circumstances shall be for remaining term held by the departing member. The person appointed must be selected from the membership group in which the vacancy occurred. Community members, through appointment would continue for the completion of the vacated two-year term.

Positions

The executive of the council (chair and secretary) will be elected annually by the council from among its membership. The chair should normally be a parent or community member. This election must occur at the first meeting following the Annual General Meeting.

Meetings

The level of formality for council meetings will be set by council. When necessary, meetings (including the execution of the Decision-Making Structure) will be ultimately governed in accordance with Roberts Rules of Order.

All council meetings will be open to the public with the exception of *in camera* sessions, and sub-committee meetings related to responsibilities for student discipline as outlined in the *Education Act*. Agenda items arising from the public must be submitted to the council executive and the principal a minimum of two (2) business days in advance of the meeting where the presentation is sought to be made. Public submissions must provide a sufficiently clear summary of the points or concerns to be brought before the council, including the desired outcome from the presentation (if applicable). Agenda items will not be added to the agenda until a sufficient summary is received, as determined by the council executive and the principal. Presentations from the public will be limited to five (5) minutes. The council will add discussion of items raised in a public presentation to the agenda of a subsequent meeting, while having the sole discretion to determine the timing of any discussion based on the level of urgency, need for additional information, or other factors the council deems relevant in the circumstances.

The Council will meet at least six times a year. The council will hold an annual general meeting (AGM), which can be coordinated with the AGM of the Home & School Association.

Agenda/Minutes

The executive of the council will develop meeting agendas in consultation with the principal and other school advisory members. The agenda and related documents will be distributed prior to the meeting.

Minutes will be kept for each meeting and included in the school's official records. Once minutes are approved, these minutes will be available to the public.

Support

The school will provide, to council members within the limits of its financial resources, support services, communication, and other reasonable assistance associated with the council's activities. These costs are expected to be minimal.

Accountability Report

An annual school accountability report will be produced by the school staff in consultation with the appropriate partners and reviewed by the SAC. This report shall be submitted to the school, board and Department of Education, and will be made available to students, parents and the community at large.

Adopting/Amending By-Laws

By-laws will be adopted or amended by a consensus decision of the council members. If consensus cannot be reached, the council will put the matter to a vote as stated in the Decision-Making Structure.

Decision-Making Structure

Decisions will require a quorum and quorum will be a simple majority of members. Decisions will be made by consensus whenever possible. Lacking consensus, if necessary, a decision may be postponed until the following meeting if further information bearing upon the matter is required to be solicited, made available, and reviewed.

If the council is unable to reach consensus then the matter will be voted on, requiring a simple majority vote to pass.

It is understood that all council members are responsible for participating in decision-making, and that all members will publicly support council decisions.

Conflicts

Conflicts which cannot be resolved at the local level will be referred to the School Board. The Department of Education will resolve any disputes that the School Board cannot resolve.

LETTER OF AGREEMENT

This Letter of Agreement (the “Agreement”) is between the Halifax Regional School Board (HRSB) and the École John W. Macleod/ Fleming Tower School Advisory Council (the “Council”), and the Department of Education and Early Childhood Development (DOECD) (the “Partners”).

This Agreement sets out the composition and responsibilities of the School Advisory Council as outlined under the *Education Act* (the “Act”), with the Partners agreement on the following:

1. Term of the Agreement

This Agreement has been revised as of April 2018, and is to be reviewed annually by the Partners prior to December 30th each year. Any revisions can be made at that time by consensus or a $\frac{2}{3}$ majority vote of the Partners, and will become effective as of the date on which a second Partner has signs the Agreement.

2. Composition of the Council

- a) Pursuant to Section 21 of the Act, and whenever possible, the composition of the Advisory Council will include:
 - i. the principal (as a non-voting member);
 - ii. three (3) parent representatives;
 - iii. three staff representatives consisting of two (2) teachers and one (1) support staff member;
and
 - iv. between one (1) to three (3) community members.
- b) Specific qualifications for each category of voting member of Council will be outlined under the Council’s bylaws.
- c) Voting members are expected to serve terms of between one (1) to three (3) years, as prescribed by the Council’s bylaws.
- d) As is reasonable in the circumstances, Council members will make best efforts to ensure the Council represents a broad perspective of the school community, including representation from both the English and French Immersion programs in the school.
- e) Best efforts will also be made to include individuals who reflect the diversity of the community, including African Nova-Scotians and other members of racially visible communities, Aboriginal peoples, persons with disabilities and women in non-traditional roles.

3. Meetings

- a) Meetings will be regularly scheduled throughout the school calendar year.
- b) Meeting agendas and related information will be distributed to the Council members prior to meetings.
- c) Subject to specific procedures adopted under the Council’s bylaws:
 - i. meetings will be open to the public, except for any portions that are *in camera*, as determined by the Council in its sole discretion; and
 - ii. the public will be provided with an opportunity at each meeting to raise new business, including comments and questions from the floor as time allows.

4. Decision-Making Process

The Council will make recommendations through the following procedure:

- a) Preferably, and whenever possible, recommendations of the Council are to be made by consensus.
- b) If a consensus cannot be reached, and the recommendation under consideration required urgently, recommendations by the Council will be tabled until the next meeting, where if consensus cannot then be reached, a decision on the recommendation will be made by a $2/3$ majority vote.
- c) Only decisions reached by consensus or a $2/3$ majority vote by the Council will be forwarded to the Principal for consideration.
- d) The Principal is permitted to actively participate in the decision-making process, but does not hold a voting position.
- e) All decisions reached during meetings will be supported publicly by all Council members.

5. School Advisory Council Duties

Pursuant to section 22 of the Act, the Council will be responsible for:

- a) Consulting with school staff in the development and implementation of the school improvement plan;
- b) Collaborating with staff and parents in the development of school practices which promote a positive learning environment for all;
- c) Supporting the principles of the Home and School Association;
- d) Advising the principal and staff and the HRSB on school-level issues related to curriculum and programs, school practices, student discipline, fund-raising, parent-school communication, and similar matters;
- e) Developing strategies to improve and support extra-curricular programs and special projects;
- f) Advising the HRSB and the DOECD on program changes, student support services, policy development, funding and communication strategies, either as requested or as recommended by Council;
- g) Supporting the school in preparation of an annual accountability report in such form and containing information as the DOECD determines;
- h) Maintaining effective communication with the school community (staff and parents/ guardians) by holding regular meetings that the public may attend;
- i) Participating in the selection of the principal in accordance with DOECD and HRSB guidelines, as applicable;
- j) Subject to approval by HRSB, make bylaws respecting the election of its members, the conduct of its meetings, and the overall operation of the Council;
- k) Forming a sub-committee, consisting of parent and community representatives on the Council, to assume the role of the school discipline committee. This committee will have no less than three (3) and no more than five (5) members. The role of this committee will be defined in the policy document, "Discipline Guide/1 Halifax Regional School Board, 1997, or any similar document as directed by the HRSB.

6. School Board Commitments

The HRSB supports the concept of improving student learning through broader involvement of all the partners. The HRSB will support individual Councils through a mutually developed Letter of Agreement within the parameters of the Board's Mission Statement, the Strategic Plan, and as funds are available.

To facilitate these commitments the HRSB will:

- a) give feedback to Council on the accountability report; and
- b) periodically meet with the Council, as needed or requested. .

7. DOECD Commitments

The DOECD will support the Council by:

- a) developing materials and providing ongoing in-services to support councils; and
- b) providing professional development and training.

8. Signatures

We, the Partners, respectively understand and agree to follow through on the duties and commitments outlined under this Letter of Agreement.



David Moorhouse
Chair, School Advisory Council
École John W. Macleod/ Fleming Tower
School

April 4, 2018

Date

Emily Quigley
Principal, École John W. Macleod/ Fleming
Tower School

Date

Halifax Regional School Board

Date

Department of Education and Childhood
Development

Date