

# K i n d n e s s M i d d l e S c h o o l

## School Advisory Council Letter of Agreement

The purpose of this agreement is to establish the terms of reference for the partnership between the Halifax Regional School Board, Kindness Middle School Advisory Council, and the Department of Education.

### 1. Duration of the Agreement

The agreement begins on ***date of signing***. The agreement will be reviewed annually, by the School Advisory Council, before ***date of review***.

### 2. Structure of the Council

(a) The membership of the School Advisory Council will include the following:

- Principal
- 3 parents
- 3 students
- 2 teachers
- 1 support staff
- 3 Community members

Efforts will be made to include individuals who reflect the diversity of the community including Aboriginal, African-Canadian, racially visible persons, and persons with disabilities.

(b) Each component of the School Advisory Council (parents, students, and staff and community members) will serve for a two-year term for a maximum of two elections.

(c) Kindness Middle School Advisory Council will make decisions in the following ways:

- All decisions will be made by consensus
- If consensus cannot be reached, the decision will be delayed until the next meeting
- Only decisions that have the full support of the advisory council will go forward to the school principal
- Information on important decisions will be distributed one week prior to the meeting

#### **4. School Advisory Council Commitments**

Kindness Middle School Advisory Council will be responsible for the following:

- ❑ advising the principal and staff on the school-level issues related to curriculum and programs, school practices and policies such as; parent-school communication
- ❑ providing all partners with a voice in decision making
- ❑ collaborating with all school staff in developing a school improvement plan
- ❑ assisting with advice in developing school policies which promote academic excellence and a positive learning environment
- ❑ advising the school board on program changes, student support services, policy development, funding, and communication strategies
- ❑ maintaining effective communication among the partners by holding regular, open to-the-public SAC meetings and circulating written information
- ❑ participate in the selection of the principal according to school board and provincial guidelines.
- ❑ establishing a discipline committee in accordance with the Education Act and Board policies.
- ❑ preparing an annual accountability report as defined by the Education Act that describes school improvement activities undertaken during the year, specific achievements and factors that influenced the results.

#### **5. School Board Commitments**

Halifax Regional School Board will make a commitment to support the Kindness Middle School Advisory Council by:

- ❑ adhering to the School Advisory Council Policy (B.025)
- ❑ providing consultation on school board policies and procedures
- ❑ meeting periodically with the school advisory council executive

#### **6. Department of Education Commitments**

The Department of Education will support Kindness Middle School Advisory Council by:

- ❑ developing and maintaining materials to support school advisory councils
- ❑ providing ongoing professional development sessions and conferences

**(d) Parties To The Agreement**

We clearly understand and agree to follow through on the commitments made in this letter of agreement.

\_\_\_\_\_  
Kindness Middle School Advisory Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

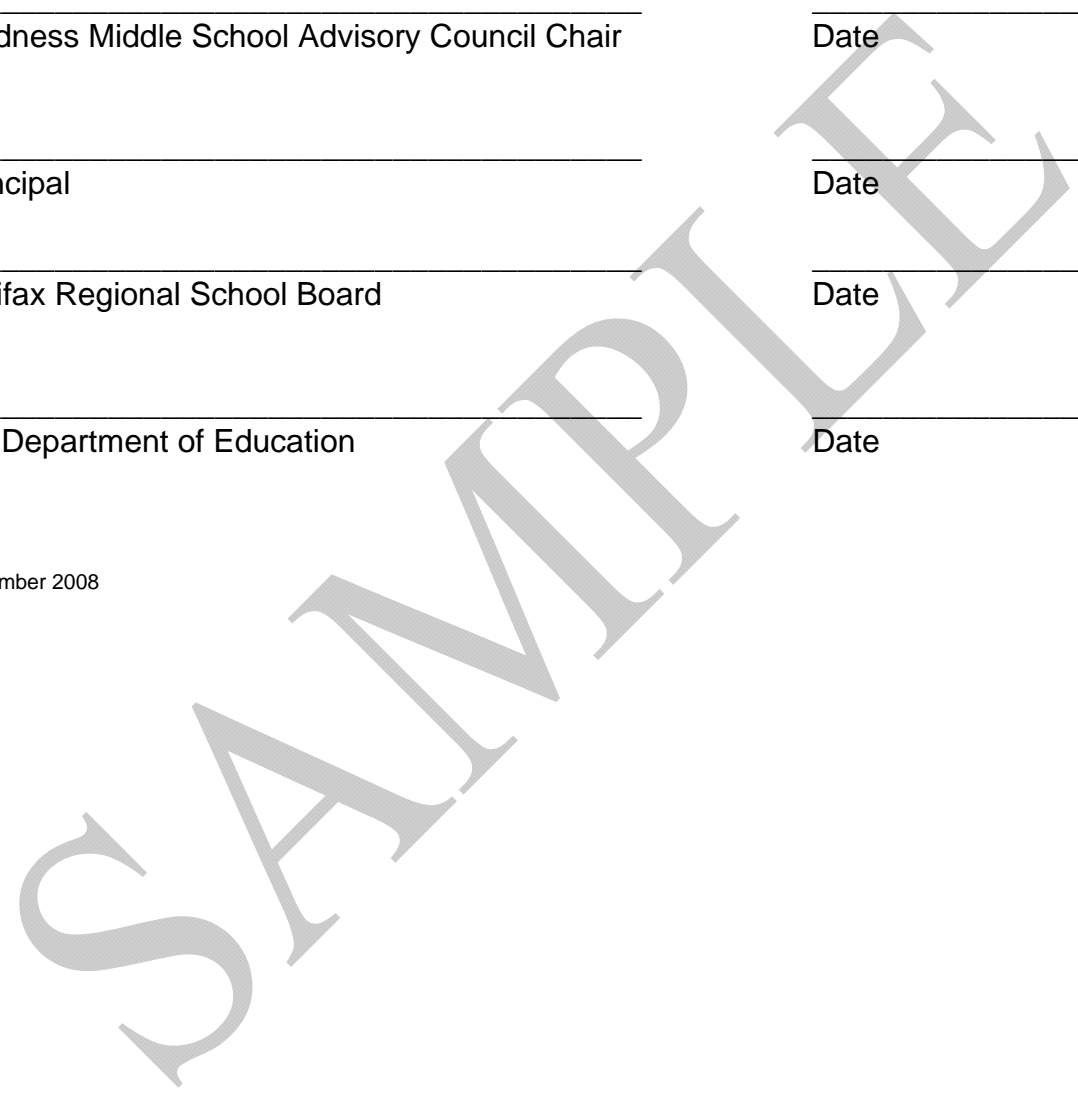
\_\_\_\_\_  
Halifax Regional School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
NS Department of Education

\_\_\_\_\_  
Date

November 2008



## **Appendix A**

### **Kindness Middle School Advisory Council By-laws**

#### **Membership**

The School Advisory Council for Kindness Middle School will have thirteen (13) members including three (3) parents of children enrolled in the school; three (3) students; two (2) teachers and one (1) support staff; and three (3) community members. Not more than one-third of the membership will be from any one of the above groups. The principal will serve as a permanent member.

Efforts shall be made to include individuals who reflect the diversity of our community, including Aboriginals, African-Canadians, racially visible persons, and persons with disabilities.

#### **Election**

Parent representatives will be elected at a public meeting. Each feeder school area, **X** Elementary School, **Y** Elementary School, and **Z** Elementary School, will have one representative in the parent group. Community representatives will be invited to serve on the SAC (individuals who do not have students enrolled in the school) based on recommendations of the members of the SAC. Teachers and support staff will elect their members. Students will elect student members.

The executive of the SAC (chairperson, secretary) shall be elected annually from among the SAC members. The election will occur at the first meeting of the school year.

#### **Filling vacated positions**

Vacated positions will be filled by appointing a person for the remainder of the term of the person leaving. Vacated positions must be filled by the same member category as the person leaving the position.

#### **Meetings**

The meetings will be held on the third Tuesday of the month from 6-8 o'clock in the school library. There will be at least six meetings held each year. All meetings are open to the public as observers only. Presentations may be made to the SAC with one month prior notice. Membership disputes which cannot be resolved at the local level will be referred to the school board for advice and/or mediation as requested.

**Agendas**

The agendas will be prepared by the secretary in consultation with the principal and the SAC chair. The agendas will be distributed prior to the meeting.

**Minutes**

Minutes will be kept for each meeting and included in the school's official records. The minutes will be available to the public included on the website and in the school library.

**Quorum**

Seventy percent of the SAC members will constitute a quorum, with representation from each member group.

**By-laws**

By-laws will be adopted or amended by a consensus decision of SAC members as required.

**Discipline Committee**

A sub-committee of the School Advisory Council known as the Discipline Committee will perform the duties with respect to suspensions in accordance with the Education Act and the Halifax Regional School Board policies. There will be four members of the School Advisory Council on the committee. The committee members are to be selected from the parent and community members of the SAC. Students, staff and other board employees are not eligible to be members of the Discipline Committee. Three members of the Discipline Committee constitute a quorum. The committee will select a chair from within the group.