

# IAN FORSYTH ELEMENTARY SCHOOL

## School Advisory Council

### Letter of Agreement

This Letter of Agreement between Ian Forsyth Elementary School, the Halifax Regional School Board, and the Department of Education will establish the terms and conditions required to operate a School Advisory Council at the school level.

The parties agree to the following:

### **Duration of the Agreement**

The Agreement begins effective with the date it is signed and will be reviewed annually by the members before May 31<sup>st</sup> of each year. Any mutually agreed-upon revisions will be made at that time, and submitted to the school board and Department of Education, to become effective upon approval of all.

### **Structure of the Council**

The membership of the School Advisory Council includes:

- School principal and/or vice-principal (permanent non-voting member)
- 3 parents or guardians
- 3 staff members (consisting of at least 1 teacher and 1 non-teaching staff)
- 2 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

Council members will typically serve for a two-year duration. Please refer to current membership list.

### **Decision Making Process**

Ian Forsyth Elementary School Advisory Council will make decisions in the following manner:

- All decisions will be made by consensus
- If a consensus cannot be reached, the decision will be delayed until the next meeting. During this time, there will be consultation and discussion with the appropriate partners and information brought back to the next meeting
- If consensus still is not reached, then a vote will be taken with two-thirds majority being required for acceptance. If there is not a two-thirds majority, then no advice is given to the principal or school board

- Only decisions that have support of the School Advisory Council will go forward to the school principal
- Information on important pending decisions will be distributed one week prior to the next regular meeting
- The principal, as a non-voting member, participates in the decision making of the School Advisory Council in a consultative role

### **Meeting Schedule**

Meetings will be scheduled monthly during the school year, on the second Monday of the month, with the exception of December, March and June, beginning at 6:00 pm.

Meetings will be a maximum of one hour and may be extended for 10 minutes with the consensus of the School Advisory Council.

### **School Council Commitments**

The Ian Forsyth Elementary School Advisory Council will be responsible for:

- Providing all partners with a voice in decision making
- Collaborating with all school staff in developing a school improvement plan and/or participating in the school accreditation process
- Assisting in developing school policies which promote academic excellence and a positive learning environment
- Developing ways and strategies to improve and support the extra-curricular programs and special projects in the school
- Advising the principal and staff on curriculum and programs, school practices , student discipline, fund-raising, parent-school communication, and similar matters
- Advising the school board on curriculum, programs, student-support services, policy development, funding, communication strategies, and similar matters
- Contributing to the annual report that describes school improvement activities undertaken during the year, specific results that have been achieved, and factors that influenced the results
- Maintaining effective communication among the partners by holding regular, open public meetings and circulating written information
- Participating in the selection of the school's principal in accordance with the Education Act and school board guidelines
- Developing by-laws to guide the structure and operations of the School Advisory Council, and appending them to the Letter of Agreement

### **School Board Commitments**

The Halifax Regional School Board will make a commitment to support the Ian Forsyth Elementary School Advisory Council by providing:

- Consultation with the School Advisory Council on matters assigned to them in accordance with the *Education Act*

- A facilitator to assist the School Advisory Council as required
- Feedback to the School Advisory Council on its by-laws and annual reports, and
- approving by-laws and annual reports
- Leadership development workshops and/or conferences

**Department of Education Commitments**

The Department of Education will support the Ian Forsyth Elementary School Advisory Council by:

- Developing educational materials to assist School Advisory councils in fulfilling their duties and responsibilities
- Providing a model and framework for school improvement planning (Continuous School Improvement)
- Providing information on new curriculum and policy initiatives

**Parties to the Agreement**

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

\_\_\_\_\_  
Ian Forsyth Elementary School Advisory Council Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date