

Charles P. Allen High School Advisory Council By-Laws

Membership

The School Advisory Council will have 12 voting members (3 students, 3 parents, 3 community members, and 3 teachers/support staff). The Principal will serve as a permanent, non-voting member. Vice principals may be part of the three staff or simply be in attendance as a member of the public.

Categories of Membership:

- I. The Principal (permanent non-voting member). Vice-principal(s) may attend SAC meetings as a member of the public and may participate in discussions at the discretion of the Chair, and will replace the Principal as a School Advisory Council non-voting member when necessary.
- II. Three parents / guardians- They must have a child at Charles P. Allen High School and cannot be an HRCE employee on staff at Charles P. Allen High School
- III. Three community members- They must reside in the Charles P. Allen catchment area or provide a service to the school community.
- IV. Three staff members (2 teachers; 1 support staff). They must be on staff at Charles P, Allen High School;
- V. Three students (all grade levels represented).

Not more than 1/3 of the membership will be from any one of the groups named above in order to provide a balanced perspective from all partners.

Excluding the Principal (permanent non-voting member), the member's term of office shall be three years for a maximum of two consecutive terms provided he/she still qualifies for the position. The maximum term of office excludes a member's appointment to fill a vacant position.

Elections and Appointments

All elections will be conducted by secret ballot in September on a designated day.

- CPA Staff representatives will be elected by teachers and support staff respectively.
- Student representatives will be elected by the student body
- Parent representatives will be elected by parents who have children at the school at the time of their election.

Community representatives will be appointed by the SAC prior to their second meeting.

Executive

The executive consists of Co – Chairperson, secretary and principal. The co-chairs and secretary will be elected annually by the SAC to a maximum of two consecutive one-year terms. One co-chair will be designated as the signing authority. The co-chairs and secretary will be elected at the beginning of the second meeting of the year. The chair should not be an employee of the Halifax Regional Centre for Education.

Terms of Service

Terms of service for each representative group are the following:

- Parents/guardians are elected for a term of three years. Parents/guardians elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.
- Student representatives are elected/chosen for a term of one year.
- CPA staff are elected/chosen from their respective group for a term of three years.
- 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 two consecutive terms.
- The principal position is permanent.

Vacancies

Vacated positions will be filled by appointing a person for the remainder of the term (less than six months remaining) of the person vacating.

Vacated positions must be filled by a person eligible to serve in the same member category as the vacancy.

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.

Meetings

The Council will meet at least four times per year. Meeting dates will be set at the beginning of each school semester. Additional meetings may be scheduled as determined by the Charles. P. Allen High School SAC.

All meetings of the Council are open to the public who may attend as observers only.

Members of the public who would like to address the school advisory council are asked to inform the SAC through one of the co-chairs or school principal in writing at least two weeks prior to the next advisory council meeting. They may address the committee at the discretion of the chair.

Any member who misses three consecutive meetings will be considered to have vacated their position.

Meetings will be a maximum of 90 minutes unless the SAC agrees by consensus to go longer.

Agendas and Meeting Summaries

The agenda for any regular meeting will be distributed to Council members five days in advance. Items for the regular meeting agenda must be submitted to the co-chairs or Principal five working days in advance of the scheduled meeting. Items may be added to the agenda at the meeting with the consent of the majority of members.

Individuals may request permission to address the Council by submitting an email or other written request to the Principal at least ten working days in advance of the meeting. An individual's presentation to the Council is restricted to a maximum 5 minutes in length. The required notice for presentations at special meetings may differ and will be set in advance of the special meeting by the Chairperson and Principal in consultation.

Meeting summaries will be kept for each meeting and included in the school's official records. The meeting summaries will be available to the public upon request.

Quorum

A quorum will be established when the meeting is called to order. A quorum will consist of 50% plus 1 of the SAC voting members and shall include a minimum of one representative from each representative group. In addition, the principal or the vice principal shall be present.

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. When consensus cannot be reached a majority vote may be held at the next meeting. If during the next meeting consensus is not reached, a majority vote will be taken.

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.
- Decisions and recommendations will be recorded in the summary of meetings.

School improvement plan and annual report

The school improvement plan for Charles P Allen 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

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 follow these Bylaws.



Charles P. Allen School Advisory Council Chair

Oct 28, 2020
Date

HRCE Regional Executive Director of Education

Date

Charles P. Allen High School SAC Agreement

The purpose of this School Advisory Council Agreement is to establish the terms of reference for the partnership between the Halifax Regional Centre for Education ('HRCE'), the Nova Scotia Department of Education and Early Childhood Development ('EECD'), and the School Advisory Council ("the SAC") at Charles P. Allen High School, located at 200 *Innovation Drive, Bedford, NS*

The Parties agree to the following:

1.0 DURATION OF AGREEMENT

This agreement begins on the date that it is signed and will be reviewed annually by the partners on or before June 30th of each year. Any mutually agreed upon revisions can be made at the time and submitted to the HRCE and EECD for consideration, to become effective upon approval of all partners in which case such changes will be in writing, and become part of this agreement.

2.0 STRUCTURE OF THE COUNCIL

2.1 The Council will include the Principal (non-voting) and 12 voting members, including

- 2.1.1 3 parents / guardians with children enrolled in the school,
- 2.1.2 3 community representatives,
- 2.1.3 3 students
- 2.1.4 2 teaching / 1 support staff.

Not more than 1/3 of the membership will be from any one of the groups named above in order to provide a balanced perspective from all partners.

2.2 The member's term of office shall be three years for a maximum of two consecutive terms provided he/she still qualifies. (Appendix A)

2.3 Council decisions will be made by consensus decision whenever possible, can be delayed to the next meeting, followed where appropriate and deemed necessary, by a voting procedure.

2.4 Meeting rules and other working procedures will be as outlined in the Council's By-Laws

3.0 Charles P. Allen High School Decision Making Processes

All decisions will be made by consensus where possible.

- I. If a consensus cannot be reached, the decision can be delayed until the next meeting or a majority vote will occur.
- II. If at that meeting a consensus cannot be reached, a majority vote is required of the quorum (50% + 1) of the members being present for the proposal to be approved.

- III. 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.
- IV. A quorum will be established when the meeting is called to order. A quorum will consist of 50% plus one voting member 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.
- V. In addition, the principal or designate (non-voting) shall be present. The vice-principal is the designate

3.0 SCHOOL ADVISORY COUNCIL COMMITMENTS

The Charles P. Allen High School Advisory Council will be responsible for:

- I. providing all SAC members with a voice in decision-making.
- II. 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 improvement under the plan.
- III. assisting in developing policies that promote student achievement and safe and inclusive schools.
- IV. maintaining effective communication with parents/guardians by holding regular public meetings and making copies of agendas and minutes available upon request.
- V. advising the principal and staff on any matters that are referred to the school advisory council by the principal, the regional centre or the Minister.
- VI. in accordance with the terms of the school advisory council agreement, determining priorities for spending the funds allocated to support the mandate of the school advisory council.
- VII. advising the Department of Education and Early Childhood Development or the Provincial Advisory Council on policy and other educational matters.
- VIII. preparing an annual report in the form and containing the information determined by the Minister.

4.0 REGIONAL CENTRE OF EDUCATION COMMITMENTS

The HRCE will support the Charles P. Allen High School Advisory Council by:

- I. providing a yearly professional development session reflective of the roles and responsibilities of the School Advisory Council
- II. providing a School Administration supervisor to assist the school council as required
- III. providing feedback to the council on the school improvement plan and the annual report
- IV. providing opportunities to give input on regional centre for education policies and procedures, initiatives and communication
- V. arranging meetings between the Regional Executive Director of Education or designate and the school advisory council as required
- VI. making available copies of Provincial and HRCE policies via the HRCE's website
- VII. providing mediation services when there is unresolved conflict between the school advisory council and the principal
- VIII. responding to advice/questions from the school advisory council

5.0 DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD COMMITMENTS

The Department of Education and Early Childhood Development will support Charles P. Allen High School Advisory Council by:

- I. developing educational materials to assist school advisory councils in fulfilling their duties and responsibilities
- II. providing opportunities to give input on provincial policies and any other matters referred to the SAC by the Minister
- III. providing mediation when there is unresolved conflict between the school advisory council and the regional centre for education
- IV. organizing and/or supporting professional development opportunities for council members
- V. providing funds to support the mandate of the school advisory council

6.0 PARTIES TO THE AGREEMENT

We, the undersigned, clearly understand and agree to follow through on the commitments made in this SAC agreement.



Co-Chairperson
Charles P. Allen High School Advisory Council

Oct 20, 2020
Date

Co-Chairperson
Charles P. Allen High School Advisory Council

Date

Halifax Regional Centre for Education

Date

NS Department of Education and Early Childhood Development

Date