

## **Schedule D**

### **Article I Lawrencetown Consolidated School Council**

#### **Constitution/By-Laws**

-

### **Article II Purpose and Objectives**

#### **Section 1: Statement of Purpose**

The Lawrencetown Consolidated School Council shall be a community/school partnership of individuals who support each other in the common goal of improving educational opportunities and environment.

#### **Section 2: Objectives**

- a) To provide guidance to parents, principal, teachers and students to enable learners to become socially responsible and to experience a broad-based and enjoyable education.
- b) To work cooperatively with school boards, Department of Education, teachers, support staff and parents to achieve the goal stated in objective a).
- c) To work to maintain and improve the Lawrencetown Consolidated School as a quality educational facility in Lawrencetown.
- d) To foster and develop an understanding of the school, its programs, successes and educational changes.
- e) To be advocates of children and youth.
- f) To maintain an awareness of the issues in education and to provide and promote a vision of the future.
- g) To further the positive public image of the school in the community.
- h) To encourage public interest and involvement in education decision making.
- i) To serve cooperatively with the Home and School as a liaison between the home, school and community.
- j) To represent the school and community to the Regional School Board.
- k) To represent the school and community with the Regional School Board to the Department of Education, as applicable.
- l) To continue to involve students in the workings of their school.
- m) May act as a sounding board in the consideration of school initiatives and special programs.
- n) To ensure the partnership of council, school and board in the cooperative development of policy.

### Article III Roles and Responsibilities

1. The Lawrencetown Consolidated School Council shall be an advisory body to the principal of Lawrencetown Consolidated School and the school board on education issues. [Education Act; Section 22 (d) (e)]
2. The Lawrencetown Consolidated School Council will not be involved in the day-to-day management of the school.
3. The Lawrencetown Consolidated School Council will support the school in the development of a school improvement plan and annual accountability report. [Education Act; Section 22, (a) (b)]. The accountability report will be submitted to the school board and Department of Education and Culture, and will be communicated to students, parents and the community at large.
4. Council members will establish and participate on committees to develop school policies which promote academic excellence, social and physical well being and a positive learning environment.

### Article IV Membership

#### Section 1 Eligibility/Format

- a) The Lawrencetown Consolidated School Council will consist of nine volunteers equally representing parents, community, and teachers/support staff: 3 parents; 3 teachers/support staff; 3 community members. Efforts should be made to include individuals who reflect the diversity of the community, including minorities and persons with disabilities.
- b) The principal will be a permanent non-voting member.
- c) Not more than one third of the membership will be from any one of the above groups.

#### Section 2 Election and Term of Office

- a) Members may serve on the Lawrencetown School Council to a maximum of three consecutive years. One member of each representative group will be replaced annually.
- b) Council members who leave before their term expires may be replaced with a representative appointed by the School Advisory Council until the next normal election/voting/appointment period or for a term not to exceed 6 months. Council members can only be replaced by a representative of the same group (i.e., parent-staff-community).
- c) Parent representatives may be elected by secret ballot at a public meeting after having expressed interest to the school principal. Parent representatives are as defined by the Department of Education for school council membership. [Education Act; Section 21 (a)]

- d) Community representatives may be appointed or elected upon expression of interest to the principal. A nomination/appointment committee may be formed to ensure community members are represented on the School Advisory Council. [Education Act; Section 21 (f)] Community representatives shall not have children attending the school.
- e) Teachers and support staff will elect their representatives. [Education Act; Section 21 (d)]
- f) The school board will arbitrate membership disputes; the Department of Education and Culture will resolve any disputes which the board cannot resolve.
- g) If a Council member misses three consecutive meetings, without an excuse deemed valid by the Council, he/she will be replaced (as per Article IV, Section 2, Sub-section b).
- h) The principal shall be in charge of elections.

-

## Article V Meetings

### Section 1 Quorum

- a) Quorum is defined as the minimum number of members required to hold a meeting. This applies to council and committee meetings.
- ~~b) The quorum will consist of half plus one of the elected/appointed School Advisory Council membership.~~  
NEW The quorum will consist of five of the nine elected/appointed School Advisory Council membership. In the event there are not nine members, the quorum will consist of a simple majority of the current elected/appointed School Advisory Council membership.

### Section 2 Date, Location and Time

- a) Dates of regular meetings will be determined at the annual meeting by the School Advisory Council membership.
- b) There will be a minimum of seven meetings per year, one being the annual meeting. All meetings will be open to the public.
- c) The annual meeting will be held during the month of October.
- d) Special/urgent meetings will be called jointly by the principal and the chairperson.

### Section 3 Operation of Meetings

- a) Minutes shall be taken of all council meetings, made part of the school's official record and available to the public.
- b) School Advisory Council and Committee meetings shall follow the established quorum and consensus format of decision-making.

- c) A meeting form will be used to record and report committee meetings. (Meeting form, Appendix A) These will be attached to subsequent minutes.
- d) Except in the case of special meetings, the agenda will be developed at least one week prior to the meetings. School Advisory Council members will be informed of the agenda; School Advisory Council minutes and agenda will also be posted on the council bulletin board. (Agenda, Appendix B)
- e) For special/urgent meetings members will be called and public meeting notices posted regarding date, time, location and topic.
- f) Operation of School Advisory Council meetings shall have an order of business. (Order of Business, Appendix C)
- g) Meetings shall operate by the consensus model with appropriate strategies to deal with blocks or conflicts.

#### **Section 4 Table Officers/Duties**

- a) The Executive of the School Advisory Council will consist of the Chairperson, Vice Chairperson, Secretary, Financial Officer and the Principal.
- b) The School Advisory Council chairperson shall be annually elected from among the members (excludes principal).

The Chairperson or other appointed School Advisory Council representative:

- i) shall call meetings jointly with principal;
  - ii) shall normally preside at all Council meetings;
  - iii) shall prepare an agenda jointly with the principal, indicating date, location, time, for next meeting;
  - iv) shall represent School Advisory Council at Board/Department meetings;
  - v) shall fulfil other duties as determined by School Advisory Council.
- c) The Vice-Chairperson shall be annually elected from among the members (excludes principal).

The Vice-Chairperson:

- i) will assume all duties of the Chair in his/her absence;
  - ii) shall be a signing officer, as needed;
  - iii) shall fulfill other duties as determined by School Advisory Council.
- d) The School Advisory Council secretary shall be annually elected from among the members (excludes principal).

The Secretary shall:

- i) record, post and file minutes of the School Advisory Council meetings;
  - ii) ensure that constitution/by-laws have been adhered to;
  - iii) ensure that all members have been notified of meetings;
  - iv) deal with correspondence as directed by School Advisory Council.
- e) The School Advisory Council finance officer shall be annually elected from among the members (excludes principal).
- f) The positions of secretary and finance officer can be combined into one position.

The Finance Officer:

- i) shall maintain and update accurate financial records;
- ii) act as signing officer.

#### Article VI Committees

Council Committees shall be formed each year as deemed necessary. Chairperson and recorder for the committees are to be chosen by the committee members. Each committee must consist of interested persons, and at least one council member. A student may also be included.

#### Section 1 Standing Committees

- a) School Improvement Planning
  - b) Occupational Health and Safety
  - c) Promotion and Public Relations
- d) Home and School
  - e) Policy, Procedures and Operations Committee, i.e.,
    - i) Discipline
    - ii) Curriculum

#### Section 2 Other Possible Committees

- a) Facilities
- b) Training (Advisory Council related)
- c) Fundraising
- d) Budget

Article VII Amendments to the Constitution/By-Laws

Section 1

~~This constitution shall not be altered without public notice of the proposed change. Public notice shall consist of an AVR announcement of the Council meeting at which the proposed constitutional changes will be discussed. Notice of meeting and proposed changes shall also be posted in three public places and sent out in school notices.~~

~~The proposed amendment must be introduced at a regular School Advisory Council meeting.~~

~~The proposed amendment must be brought forth at a second regular School Advisory Council meeting for discussion.~~

~~Consensus must be reached at a third regular School Advisory Council meeting, for the amendment to be adopted.~~

This constitution shall not be altered without public notice of the proposed change. Public notice shall consist of an announcement of the Council meeting at which the proposed constitutional and by-law changes will be discussed. This announcement is to be placed in the Lawrencetown Consolidated School Newsletter prior to the meeting at which the bylaw change is to be made.

The proposed amendment must be introduced at a regular School Advisory Council meeting.

Constitution/by-laws will be able to be adopted or amended by a consensus decision of Council members at the meeting following public notice.

**Appendix A**

**Committee Meeting Form**

**Name of Committee:**

**Date:**

**Those in Attendance:**

**Topic(s):**

**Recommended Action Plan:**

**Consensus Reached:**

**Recorder:**

Please return this form to the principal or Council Chairperson as soon as possible.

**Appendix B**

**AGENDA**

**1. Call to order**

**2. Minutes**

**3. Additions to Agenda**

**4. Committee Reports**

**5. Business Arising from Minutes**

a)

b)

c)

d)

e)

**6. Financial Report**

**7. Correspondence**

**8. Presentations**

**9. New Business**

a)

b)

c)

d)

e)

**10. Preparation of Agenda (date, location, time) for next meeting**

**11. Adjournment**

**Appendix C**

**Order of Business for Chair**

**1a. Call to Order**

**1b. Introductions**

**2. Minutes of previous meeting (errors or omissions)**

**3. Additions to Agenda**

**4. Committee Reports**

**5. Business arising from Minutes**

**6. Financial Report**

**7. Correspondence**

**8. Presentations (if applicable)**

**9. New Business**

**10. Preparation of agenda, date, location, time for next meeting**

**11. Adjournment**

**August 24, 1995**

**Please Note:**

The Lawrencetown School Council Operations Committee acknowledges the work of the Pictou District School Board and Parker's Cove School regarding constitution/bylaws. Their draft materials were reviewed as we developed the enclosed draft.

The Lawrencetown Consolidated School constitution/bylaws are presented at this time as a source of information for schools who will be working through the process of developing a school advisory council. This particular draft will be revised after input from staff, parents and community members.



# **Lawrencetown Consolidated School School Advisory Council Presentation: Roles and Responsibilities November 8, 2004**

## **WHAT IS SCHOOL ADVISORY COUNCIL?**

- **Legally recognized body**

**Composed of representatives of:**

- **Parents**
  - **Community members**
  - **Teachers**
  - **Support staff**
  - **Principal**
  - **Students (grades 7-12)**
- 
- **Advisory capacity - to increase**
  - **The quality of education provided by the school**
  - **Engages all partners in problem solving & shared decision-making**
  - **Does not replace the need for Home & School Associations**

### **GUIDING PRINCIPLES**

**The movement to establish school advisory councils is guided by the following principles:**

- **Education is a shared responsibility**
- **Student needs must be the first consideration for all decision making**
- **People at the local school level are in the best position to make decisions that truly meet the needs of students**
- **Increasing the quality of education means creating continually improving schools**
- **Partners need to practice teamwork skills and strategies to manage change effectively**
- **Change must take into account the unique characteristics of each community**

- **Partners must work together to create a flexible and adaptable school system**
- **Involving the community in improving the school will enhance the educational experience for students**

### **PURPOSE**

To advise the school principal and/or the school board on specific educational issues.

To contribute to decisions that can support teaching, learning, and school improvement.

### **MEMBERSHIP**

- 5-18 members (not more than  $1/3$  from any group).
- Parents of children in the school -elected.  
At least two students (7- 12level)-elected.
- Other community representatives -appointed or elected.
- Teachers - elected by staff.
- Other support staff - elected by staff.
- School principal - permanent member.
- School board will arbitrate membership disputes.
- Staggered terms (1 to 3 years).
- Vacant positions filled by appointments until next voting period.
- Council Chair - elected annually by members.
- Principal may have voting privileges.

**Nova Scotia Department of Education and Culture  
School Advisory Council Guideline**

**December 1996**

### **SAC RESPONSIBILITIES**

- **Provide each partner with a voice in decision-making**
- **Collaborate with all school staff in developing a school improvement plan**
- **Submit the school improvement plan to the school board**

- **Assist in developing school policies which promote academic excellence and a positive learning environment**
- **Develop ways and strategies to improve and support the extra-curricular program and special projects in the school**
- **Advise the principal and staff on school level issues related to curriculum and programs, school practices, and policies in areas such as student discipline, fundraising, and parent-school communication**
- **Advise the school board on issues such as curriculum and programs, student-support services, policy development, funding, and communication strategies**
- **Participate in the selection of the school principal by representation on the school board's selection committee**
- **Prepare an annual accountability report that describes school improvement activities undertaken during the year, specific results that have been achieved, and factors that influenced the results**
- **Maintain effective communication among the partners by holding regular, open public meetings and circulating written information**
- **Develop by-laws subject to the approval of the school board**

### **School advisory councils will not:**

- **Take on the role of the teacher, principal, support staff, or school board, each of whom has professional and legal responsibilities**
- **Be involved in the day-to-day professional management of the school**
- **Allow special interest or single interest groups to dominate the agenda of the council**
- **Hire, suspend, dismiss or discipline any employee of a school board**

## **SAC ROLES**

### **Chairperson**

**Facilitates / leads council meetings**

- **Communicates with the principal and the school board**
- **Helps to seek consensus and resolve conflicts**
- **Assists principals in communicating the annual accountability report to the partners**

### Executive

- Organizes the agenda for council meetings in consultation with the principal
- Records and maintains council minutes
- Represents the council at other meetings
- Organizes the schedule of events for the council

### Council Members

- Develop and recommend a school improvement plan with the school staff
- Communicate with groups they represent
- Work as team members
- Develop the Letter of Agreement
- Write and revise council by-laws
- Participate in the development of the council's annual accountability report

### Principal

- Provides educational leadership
- Helps to establish the school advisory council
- Assists the chairperson in presenting the annual accountability report to the partners
- Consults with the council on relevant school issues
- Gives periodic updates on the school improvement process
- Responds to the advice of the council
- Assists the council in developing the school improvement plan
- Co-ordinates the implementation of the school improvement plan
- Assists the council in the preparation of the annual accountability report
- Communicates with staff, students, council, and school board

### School Board

- Encourages the establishment of councils
- Develops the Letters of Agreement with the school advisory councils
- Consults with the councils on educational issues
- Organizes professional development opportunities for the councils

- Gives feedback to councils on their annual accountability reports
- Develops policies and procedures that support school advisory councils
- Mediates partner conflicts
- Approves school improvement plans and annual accountability reports

## **Benefits of a School Advisory Council**

### **Students should**

- See parents and community members taking a more active role in the school
- Have more opportunities to connect school with the world outside
- Benefit from an increased focus on improving achievement
- Have their representatives more involved in decision making

### **Parents and community members should**

**Have a better understanding about teaching, learning, and the school curriculum**

- Influence school priorities that affect students
- Exchange ideas and concerns with other partners
- Share a sense of accomplishment as the school and students succeed
- Assume increased responsibility for the success of the school

### **Teachers, staff, and Principals should**

**Receive increased support and feedback from parents and community members**

- Have a better understanding of the community expectations and students needs for the next century
- Work with partners who better understand the teachers' role and value their efforts
- Gain support for changes needed in the school

### **Students should**

**See parents and community members taking a more active role in the school**

- Have more opportunities to connect school with the world outside
- Benefit from an increased focus on improving achievement

- **Have their representatives more involved in decision making**

**Parents and community members should**

**Have a better understanding about teaching, learning, and the school curriculum**

- **Influence school priorities that affect students**
- **Exchange ideas and concerns with other partners**

**Annapolis Valley Regional School Board**  
**School Success Planning**  
*Involving the School Advisory Council*

One of the SAC's primary responsibilities as set out in the Education Act is to participate in the development of a School Success (Improvement) Plan along with the school's staff. SAC then submits the plan to the Board for approval and writes and submits an annual report.

SAC's can support the School Success Planning process in a variety of ways. Some suggestions include:

- Assisting with the development of the school profile. The profile describes the current status and performance of multiple aspects of the school.
- Assist with data collection, organization and analysis. Data collection tools might include perception 'a~nd satisfaction level surveys for parents, students and staff; focus groups; interviews; examining school records; assessment results, etc.
- Participate in school planning sessions  
Offer input with the principal acting as liaison with SAC and staff
- Assume a role in implementing a component of the School Success Plan
- Assist in designing a tracking and evaluation plan to monitor implementation
- Monitor plan implementation and progress through monthly updates at SAC meetings
- Assist in communicating the plan and its progress to partners and the public  
Assist in accessing resources needed to implement the plan