

## St. Agnes Jr. High School Advisory Council Bylaws:

### Membership:

The St. Agnes Jr. High School Advisory Council will have thirteen voting members which shall include the Chair, Secretary, four parents/guardians, two teachers, two students, three community members, and the principal. The principal is a permanent, non-voting member.

### Eligibility for membership:

#### *Parents/guardians*

- must have a child at St. Agnes Jr. High School and cannot be a Halifax Regional Centre for Education (HRCE) employee on staff at St. Agnes Jr. High School.

#### *Students*

- must include a Student Council member from grade seven to nine.

#### *Teachers*

- must be a teacher on staff at St. Agnes Jr. High School.
- Must not have children registered at St. Agnes Jr. High School.

#### *Community members*

- must not be employees of the HRCE
- must not have children registered at St. Agnes Jr. High School
- must reside in the geographical area served by St. Agnes Jr. High School or provide a service to or within the geographical area served by St. Agnes Jr. High School

### Terms of service:

Terms of service for each representative group are the following:

- Parents/guardians are normally 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.

- Teachers and support staff are normally elected/chosen from their respective group for a term of three years. Teachers and support staff elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.
- Community members are normally 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, normally to a maximum of three consecutive terms.
- The principal position is permanent.
- A council member elected to an executive position may normally serve in that position for two consecutive one-year terms.

### Vacancies:

Should a vacancy arise, it will be addressed as follows:

- Vacancies on the SAC will be filled from the relevant membership group.
- Vacancies of less than six months may be filled by school advisory council appointment.
- 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.

### Executive:

The executive will consist of a chair, vice chair, secretary, and principal. The selection of the chair will occur at the end of the previous school year, and the selection of vice chair and secretary will be done annually at the first meeting of the school year. The chair, vice chair and secretary will be selected from those school advisory council members other than the principal and will normally serve no more than two consecutive years as chair, vice chair or secretary.

### Agenda and meeting summary:

The chair will draw up the meeting agenda in consultation with the principal five days prior to each meeting. Copies of the agenda will be distributed to each member by email, along with any other information that is relevant to the agenda items. Agendas from each meeting will be kept in St. Agnes Jr. High School records, in either print or electronic format. Agendas will be made available to the public upon request and posted on the school website.

The secretary will prepare a meeting summary for each school advisory council meeting which will include highlights of key decisions and actions. Once approved at the subsequent meeting, the meeting summaries will be given to the principal of St. Agnes Jr. High School to be included in the school record in either print or electronic format. Meeting summaries will be made available to the public upon request and posted on the school website.

### Meetings:

Meetings will be conducted according to the following guidelines:

- A regular meeting schedule will be determined at the beginning of the school year with a minimum of six meetings annually. Additional meetings may be scheduled as determined by the St. Agnes Jr. High School SAC. Meetings will be 60 minutes in length unless the SAC agrees by consensus to go longer.
- Members of the public who wish to address the school advisory council are asked to inform the SAC through the chair or the school principal in writing at least one week prior to the school advisory council meeting. They may address the meeting at the discretion of the chair.
- Agendas will allow for a ten-minute period for input on the agenda items from the public in attendance at the council meeting.
- Members who are not able to attend a meeting will notify the school advisory council secretary or the school advisory council chair by noon of the meeting date.
- Any member absent without cause for three consecutive meetings will be considered to have vacated their position. Vacancies will be filled as per these bylaws.

### Quorum:

A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of seven of the SAC voting members present and shall include a minimum of one representative from each representative group. Representative groups consist of parents/ guardians, students, staff, and community members.

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.

#### 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.
- Wherever 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 minutes of meetings.

### School improvement plan and annual report:

- The school improvement plan for St. Agnes Jr. High School 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:

A notice of motion, given one meeting in advance, is required to amend the 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.