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# HALIFAX CENTRAL JUNIOR HIGH

## School Advisory Council

### Bylaws

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*"The School Advisory Council Agreement and Bylaws will conform in all respects to the Regional Centre for Education's policies as well as the Department of Education and Early Childhood Development's policies and guidelines on racial, cultural and gender equity and will attempt to reflect in its SAC membership the diversity of the community it serves."*

#### 1.0 Membership

The membership of the Halifax Central Junior High School Advisory Council will consist of:

- School principal and/or vice-principal (permanent non-voting member)
- 3 parents or guardians
- 2 staff members
- Up to 3 community members
- Up to 6 students (up to two per grade)

#### 2.0 Eligibility for membership

##### **2.1 Parents/guardians**

- must have a child at Halifax Central Junior High School and cannot be an Halifax Regional Centre for Education (HRCE) employee on staff at Halifax Central Junior High

##### **2.2 Teachers**

- must be a teacher on staff at Halifax Central Junior High School

##### **2.3 Community members**

- must not be employees of the HRCE
- must reside in the geographical area served by Halifax Central Junior High School or provide a service to or within the geographical area served by Halifax Central Junior High School

##### **2.4 Students**

- must be enrolled at Halifax Central Junior High as of September 30

### 3.0 Length of Term

Council members will typically serve for a two-year duration. All members can re-offer for election or appointment to the SAC at the end of their term to a maximum of three consecutive terms.

### 4.0 Elections

Parent representatives will be elected through a parent vote if not acclaimed. Community representatives will be invited to serve on the SAC. If not acclaimed, teachers will elect their representatives.

### 5.0 Vacated Positions

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

- Vacancies on the SAC will be filled from the relevant membership group;
- Vacancies of fewer than six months' duration may be filled by school advisory council appointment;
- Vacancies of longer than six months' duration will be filled according to the bylaws governing elections of appointment of the appropriate membership groups to fill the remainder of the vacated term.

### 6.0 Executive

The executive of the SAC (chair and secretary) shall be annually elected from among the members. This election will occur before October 30. The Principal is an ex-officio member of the executive.

### 7.0 Meetings

7.1 All meetings of the SAC shall be open to the public. The SAC will meet six times per year and the schedule will be set at the initial meeting. Additional meetings will be arranged as needed.

7.2 Members of the public who wish to address the SAC are asked to inform the SAC through the chair or the school principal in writing at least one week prior to the SAC meeting. They may address the meeting at the discretion of the chair.

### 8.0 Agenda/Minutes

The chairperson, in consultation with the principal, will develop the meeting agenda and distribute it prior to SAC meetings. After their approval at a subsequent meeting, Minutes will be stored in the school office in either print or electronic format. Agendas and Minutes will be made available upon request.

### 9.0 Decision Making Structure

9.1 Agenda items will be discussed in a structured way. When background information is needed on an agenda item, the principal will provide SAC members with that information and the required time to review it in advance of decision making.

9.2 Wherever possible 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.

9.3 If consensus still is not reached at the next SAC meeting, then a vote will be taken with majority being required for acceptance. If there is not a majority, then no advice is given to the principal or Regional Centre for Education.

9.4 All decisions and recommendations will be recorded in the Minutes of meetings.

9.5 All SAC members will support decisions of the SAC taken in the above manner. All SAC members are responsible for making decisions that ensure the best education possible for our students.

9.6 All SAC members in attendance at a meeting will have the opportunity to participate in decision-making. If a member is not in attendance for a meeting, decisions made at that meeting are still valid provided there was a quorum.

9.7 Membership disputes which cannot be resolved at the local level will be referred to the HRCE for advice/or mediation as requested. The EECD will provide advice/or mediation as requested.

## 10.0 Public Statements

The SAC chair or vice chair, in consultation with the principal or designate, shall be responsible for making any public statements that may be required, on behalf of the SAC.

## 11.0 School Improvement Plan and Annual Report

11.1 The school improvement plan for Halifax Central Junior High 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/community well-being by regularly receiving information on the school improvement plan and monitoring progress and improvements under the plan.

11.2 In addition, in accordance with the terms of the SAC agreement, the SAC will determine priorities for spending the funds allocated to support the mandate of the SAC including student achievement and report annually on the expenditures of funds to the Minister.

11.3 The SAC will prepare and annual report in the form and containing the information determined by the Minister. The report will be presented to SAC in June, or

the last meeting of the SAC during the school year, and then submitted to the Regional Center for Education by the end of June.

### **12.0 Adopting and Amending By-laws**

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 the receipt of this approval.

### **13.0 Quorum**

A quorum will consist of a minimum of 50% plus 1 voting members of the SAC present and shall include a minimum of one representative from each representative group. For the purpose of quorum, representative groups consist of parents/ guardians, teachers, and community members. In addition, the principal shall be present.

## **APPENDIX A**

### **HCJH SCHOOL ADVISORY LETTER OF AGREEMENT**