



**Re: Uniacke District School SAC Letter of Agreement 2019/2020**

The purpose of this letter is to outline the terms and conditions of the agreement between the Chignecto Central Regional Education Centre, Uniacke District School, and the Department of Education to operate a School Advisory Council at the school level.

The parties agree to the following:

**Duration of the Agreement**

The agreement begins (September 1). The agreement will be reviewed annually by SAC members before (June 1) of each year. Any mutually agreed-upon revisions can be made at that time, and submitted to the school board and the Department of Education, to become effective upon approval of all partners.

**Structure of the Council**

The membership of the School Advisory Council includes:

- The principal and/or the vice principal.
- SAC Chair
- SAC Vice-chair
- SAC Secretary
- 4 Parent members
- 2 Staff members
- 2 Community members.

Council members will serve for the duration of:

Member	Name	Duration of Time
Principal	Joy King	Fixed
SAC Chair	Amy Martin	2 year
SAC Vice-Chair	Amber White	2 year
SAC Secretary	Amy Martin	2 year
Parent Member	Amanda Jackson	1 year
Parent Member	Michelle Bohmier	1 year
Parent Member		1 year

Parent Member		1 year
Community Member	Bonita Smith	1 year
Community Member		1 year
Staff Member	Jill Locke	1 year
Staff Member	Haley MacDonald	1 year

### **Decision-Making Process**

Uniacke District Schools Advisory Council will make decisions in the following ways:

- 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 during the school year, with the exception of December and June, on Monday evenings starting at 5:45 pm each month starting January.

Meetings will be a maximum of one hour and may be extended for 30 minutes with the consensus of the School Advisory Council.

### **School Advisory Council Commitments**

Uniacke's Schools 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, 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**

Chignecto Central Regional Education Center will make a commitment to support the Uniacke District Schools 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 Uniacke District 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 (SSP)**

- 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.

Amy Martini  
UDS School Advisory Council Chair

Nov. 4, 2019  
Date

Joy King  
Principal

Nov. 4, 2019  
Date

\_\_\_\_\_  
Chignecto Central Regional Education Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nova Scotia Department of Education

\_\_\_\_\_  
Date