

Tantallon Senior Elementary School

LETTER OF AGREEMENT

This Letter of Agreement between Tantallon Senior Elementary School, The Halifax Regional School Board and the Nova Scotia Department of Education will establish the terms and conditions required to operate a School Advisory Council at the school level.

The parties agree to the following:

DURATION OF THE AGREEMENT

The Agreement begins effective with the date it is signed and will be reviewed annually by the members before June 30th of each year. Mutually agreed revisions will be made in writing and will become part of the Agreement.

STRUCTURE OF THE COUNCIL

1. The membership of the School Advisory Council will include:

- School Principal (permanent member)
- School Vice Principal (permanent member)
- Four (4) elected Parents or Guardians
- Four (4) elected Staff members – at least two Teachers
- Two (2) Community members
- One (1) TESPAs Executive Member (Tantallon (Sr/Jr) Elementary School Parent Association)

School Advisory Council membership will include one, two and three year terms for members.

Membership

- Membership should include individuals who reflect the diversity of the community and represent the communities served by the school. This includes, but is not limited to, African Nova Scotians, First Nations, other visible persons; and, persons with disabilities.

2. See attached Appendix "A" for names of Council members.

3. Meetings

- The SAC will meet a minimum of six times per year on a mutually agreed upon day and time, with the exception of December and March. The Annual General Meeting of the SAC will be held in October of each year.
- The SAC welcomes, and encourages, participation from the public at the meetings and an opportunity will be given at each regular meeting for questions to be presented from the floor. Through prearrangement with the Chair of the SAC, members of the

parent/guardian community and members of the public may present comments, questions or concerns.

4. Tantallon Senior Elementary School Advisory Council will make its decisions in the following way:

- All topics and issues will be discussed prior to decision making.
- When appropriate, the Council will consult with representatives of the other partners and return for discussion and decision making.
- All decisions will be recorded and communicated to school and community partners.
- Decisions should be reached by consensus, however, if this is not possible, the item will be held over to the next meeting for further discussion. If consensus is still not possible, a vote will occur, requiring a simple majority for passage of a motion, as long as there is quorum (2/3 of members present with at least two of the members being staff members). Members will be able to vote by proxy; however, the quorum must be met by members being present.
- Only decisions that have the full support of the School Advisory Council will go forward to the school Principal.
- Provide all partners with a voice in decision making.

SCHOOL ADVISORY COUNCIL COMMITMENTS

The Tantallon Senior Elementary School Advisory Council shall:

- Collaborate with all school staff in developing a Plan for Continuous Improvement.
- Prepare an annual accountability report as defined by the *Education Act* that describes school improvement activities undertaken during the year, specific achievements and factors that influence results.
- Work with the Principal and Staff of the school to assist in the development of policies, programs and activities, and provide students with a positive learning environment.
- Participate in the selection of the Principal according to School Board and provincial guidelines.
- Form a sub-committee to operate as a Discipline Committee to deal with student suspensions, as set out in the *Education Act – Section 123(3), 124(3), 125(1b)* and according to School Board policies and guidelines.
- Advise the Principal and Staff on school-level issues related to curriculum and programs, and on school practices and policies such as student discipline, fundraising and parent-school communication.

- Advise the Halifax Regional School Board on program changes, student support services, policy development; and, funding and communication strategies.
- Maintain effective communication among the partners by holding regular, open-to-the-public School Advisory Council meetings; and, circulate written information.

SCHOOL BOARD COMMITMENTS

The Halifax Regional School Board will make a commitment to provide the following support to the Tantallon Senior Elementary School Advisory Council:

- Adherence to the School Advisory Council Policy (B.025).
- A facilitator to assist the School Advisory Council as required.
- Feedback to the School Advisory Council on the accountability report.
- Consultation on School Board policies and procedures.
- Effective and open communication with the School Advisory Council; meet periodically with the School Advisory Council.

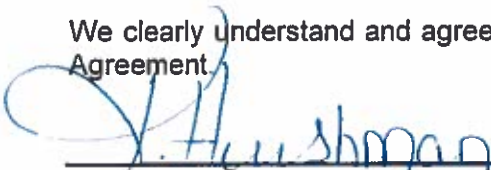
NOVA SCOTIA DEPARTMENT OF EDUCATION COMMITMENTS

The Nova Scotia Department of Education will support the Tantallon Sr/Jr Elementary School Advisory Council by:

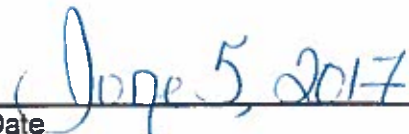
- Develop materials to support the School Advisory Council.
- Provide ongoing professional development sessions and conferences.
- Maintain open and effective communication with the School Board and the School Advisory Council.

Parties to the Agreement

We clearly understand and agree to follow through on the commitments made in this Letter of Agreement.



Chairperson, Student Advisory Council
Tantallon Senior Elementary School



Date



Principal, Tantallon Senior Elementary School



Date

Halifax Regional School Board

Date

Nova Scotia Department of Education

Date