

# École LeMarchant St. Thomas School

## Letter of Agreement

### I. Purpose

The purpose of this letter is to establish the terms and conditions of the agreement between École LeMarchant St. Thomas School Advisory Council, the Halifax Regional School Board and the Department of Education to operate an Advisory Council at the school level.

### II. Duration of the Agreement

This agreement begins once all parties concerned have signed this agreement. This agreement will be reviewed annually by the partners, on or before the monthly February meeting. Any mutually agreed upon revisions can be made at this time.

### III. Structure of the Council

1. The membership of the Advisory Council will include:
  - (a) The principal and Vice Principal
  - (b) Three or four community members (not parents at the school)
  - (c) Two or three staff members
  - (d) Three or four parent representative of the school community, with students currently enrolled at the school.
2. Council members will serve for the following duration: (terms are for a period of three years when possible)

<u>Partner</u>	<u>Name</u>	<u>Completion of Term</u>
Principal	Moira Cavanaugh	June 30, 2020
Vice Principal	Monica Stoilov	June 30, 2018
Teaching Staff	Kim Gallivan (Adele Beaton)	June 30, 2019
Teaching Staff	Karine Babineau	June 30, 2020
Teaching Staff	Emily Thompson	June 30, 2020
Parent	David Jakeman	June 30, 2018
Parent	Andrew Boyne	June 30, 2018
Parent	Laura White	June 30, 2018
Parent	Judy Obersi	June 30, 2017
Community	Claire McParland	June 30, 2018
Community	Nancy Beck	June 30, 2018

3. Recommendations/decisions will be made as follows:
  - (a) Whenever possible, decisions will be made by consensus.
  - (b) If consensus cannot be reached, the decision shall be tabled until the next meeting.
  - (c) If consensus still cannot be reached, a decision may be made at the discretion of the chair by a 75% majority vote, with at least 50% of the council present and representation from each group.
  - (d) All decisions reached during the meetings will be supported publicly by all council members.
  - (e) Agendas and background information pertaining to important issues will be distributed prior to the meeting.
  - (f) Minutes will be distributed for review prior to monthly meetings.
  - (g) Documents not distributed to visitors until passed/approved by SAC.
4. Regular meetings will be scheduled in September of each year and will last a maximum of two hours unless otherwise agreed upon by the council. The SAC will hold a minimum of 6 meetings per year. Dates and time of the yearly meetings will be posted on website.

5. Public participation in SAC meetings is encouraged. However, they are open to the public as observers only. The only exception is student discipline review committee meetings. Those who wish to place items on the agenda of the regular monthly meetings must do so in writing to the chair or principal at least one week prior to the meeting, being sure to provide all necessary background materials and making.
6. For the purpose of the vote, Quorum for each meeting shall be defined as at least 50% of voting members of the council, with at least one (1) representative of each of the four membership groups in attendance.
7. Council members may be asked to resign their position of the École LeMarchant St. Thomas School Advisory Council where:
  - (a) A member of the Advisory Council in the official minutes has missed more than three (3) consecutive regular meetings or three meetings within any school year without prior regrets;
  - (b) A member does not publicly support a decision(s) reached by the council.
  - (c) A member violates confidentiality.
  - (d) A member openly criticizes the school or incites the public on issues deemed detrimental to the school and/or staff.
8. Home & School Representation: There is an open invitation to co-chairs of the ÉLMSTS Home & School Association to attend Advisory Council meetings as exofficio, non-voting members.

#### **IV. School Advisory Council Commitments**

1. Assisting with the accountability, development and implementation of the School Improvement Plan.
2. Assisting with the development of school policies, which promote academic excellence and a positive learning environment.
3. Advising the school board on curriculum and programs, student support services, policy development, funding, communication strategies and similar matters.
4. Establishing a discipline committee from the parent and community representatives on the council.
6. Participating in the selection of the principal of the school by representation of the school board's Selection Committee if in accordance with provincial and school board guidelines.

#### **V. School Board commitments**

The Halifax Regional School Board will make a commitment to provide the following support to École LeMarchant St. Thomas School Advisory Council:

1. An orientation session for School Advisory Council members and workshops on special topics.
2. A facilitator to assist the School Advisory Council as required
3. Consultation on school board policies and procedure.
4. Periodic meetings with the School Advisory Council executive.

#### **VI. Department of Education Commitments**

The Department of Education will support the École LeMarchant St. Thomas School Advisory Council in the following ways:

1. Develop materials to support School Advisory Councils.
2. Provide ongoing professional development sessions and conferences.

**VII. Parties to the Agreement**

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

\_\_\_\_\_  
Principal, École LeMarchant St. Thomas School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, École LeMarchant St. Thomas School Advisory Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Halifax Regional School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education

\_\_\_\_\_  
Date

Revised September 2017