



**BICENTENNIAL SCHOOL**  
**85 VICTORIA ROAD, DARTMOUTH N. S. B3A 1T9**  
**PHONE (902)464-2094 FAX (902) 464-2098**

**PRINCIPAL**  
**SARAH SHEA**

**VICE PRINCIPAL**  
**DAN FOURNIER**

**ADMIN. ASSISTANT**  
**LORRAINE CURRIE**

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## **Bicentennial School Advisory Council Agreement**

The purpose of this agreement is to establish the terms of reference for the partnership between the Bicentennial School Advisory Council, Halifax Regional Centre for Education (HRCE), and Nova Scotia Department of Education and Early Childhood Development (EECD) to operate a School Advisory Council (SAC) at the school level.

### **Effective date and review of the agreement**

The agreement begins when signed by all parties. The agreement shall be reviewed annually by the SAC before June 30 of each year. Any agreed-upon revisions can be made at the time and submitted to the HRCE and the Department of Education and Early Childhood Development for consideration, to become effective upon approval of all partners.

### **Structure of the Council**

The Advisory Council shall include the following members:

- The Principal, who is a non-voting member;
- Three (3) parents/guardians; (Representation from both Elementary & Jr. High This will be done by actively seeking parents from the school community who meet this criteria (via school website, newsletters, alert messaging, school events))
- Three (3) staff members
- Three (3) community members which will include 1 African Nova Scotian member)
- Two (2) students (1 from Elementary, 1 from Jr. High)

Names of the members of the Bicentennial School I Advisory Council and their respective years of services are detailed in Appendix A that is attached to these bylaws.

### **Decision-making process**

Bicentennial School Advisory Council will make decisions in the following ways:

- All decisions will be made by consensus where possible

- If a consensus cannot be reached, the decision will be delayed until the next meeting, which will occur within thirty days.
- If at that meeting a consensus cannot be reached, a majority vote is required of the quorum present for the proposal to be approved.
- If there is a timeline within which a decision must be reached, an emergency meeting may be called by the chair of the (SAC) prior to the deadline.
- A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of six of the voting members of the SAC and shall include minimum of one member from each representative group. Representative groups consist of parents/guardians, staff, students, and community members.
- In addition, the principal or designate must be present. The vice-principal is the designate as the non-voting member.

Efforts will be made to 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 racially visible persons, and persons with disabilities. This will be achieved by advertising vacant positions via the school website, alert message and speaking to the members of our school community during curriculum night.

**Bicentennial School Advisory Council will be responsible for:**

- Providing all SAC members with a voice in decision-making
- Working in collaboration with the principal and participating in efforts to improve student achievement and student community well-being by receiving information on the school improvement plan and monitoring progress and improvements under the plan
- Advising the principal and the regional centre on: developing policies that promote student achievement and safe and inclusive schools; school practices and initiatives; communication among the school, parents and community; any matters that are referred to the school advisory council by the principal, the regional centre or the Minister
- Developing strategies to improve and support the extracurricular programs and special projects of the school
- Maintaining effective communication with parents/guardians by holding regular public meetings and making copies of agendas and summaries available upon request
- Advising the principal and staff on any matters that are referred to the school advisory council by the principal, the regional centre or the Minister
- In accordance with the terms of the school advisory council agreement, determining priorities for spending the funds allocated to support the mandate of the school advisory council
- Advising the Department of Education and Early Childhood Development or the Provincial Advisory Council on policy and other educational matters
- Preparing an annual report in the form and containing the information determined by the Minister

## **HRCE Regional Centre for Education commitments**

HRCE will provide the following support to Bicentennial School Advisory Council:

- Orientation and in-service sessions for council members, and workshops on special topics upon request
- A facilitator to assist the school council as required
- Feedback to the council on the school improvement plan and the annual report
- Opportunities to give input on regional centre for education policies and procedures, initiatives and communication
- Meetings between the Regional Executive Director of Education or designate and the school advisory council upon request
- Make available copies of policies via the HRCE's website
- Responding to advice/questions from the school advisory council
- Mediation services when there is unresolved conflict between the school advisory council and the principal

## **Department of Education and Early Childhood Development commitments**

The Department of Education and Early Childhood Development will support the Bicentennial School Advisory Council by:

- Developing educational materials to assist school advisory councils in fulfilling their duties and responsibilities
- Providing opportunities to give input on provincial policies and any other matters referred to the SAC by the Minister
- Organizing and/or supporting professional development opportunities for council members
- Providing funds to support the mandate of the school advisory council
- Providing mediation when there is unresolved conflict between the school advisory council and the regional centre for education.

Parties to the agreement

We, the undersigned, understand and agree to follow through on the commitments made in this school advisory council agreement.

\_\_\_\_\_  
Bicentennial School Advisory Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
HRCE Regional Executive Director of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Education and Early Child Development

\_\_\_\_\_  
Date

## Appendix A

<b>Member</b>	<b>Name</b>	<b>Completion of Term</b>
Principal	Sarah Shea	Permanent
Vice Principal	Dan Fournier	Permanent
Staff	Linda Chiasson	June 2021
Staff		
Staff	Neil Fisher	June 2021
Chair	Margaret Langley	June 2023
Secretary	Bryony McStay	June 2023
Parent	Kristine Elliot-Grace	June 2021
Parent	Jaime Proctor-Boyce (Elementary)	June 2021
Parent	Troy Scott	June 2023
Parent	Sera Thompson	June 2021
Community Member (African Nova Scotian)	Vacant	2020-2021
Community Member	Laura McAvoy	June 2021
Community Member		
Student (Elementary)	Samuel Jospeh	June 2021
Student (Jr. High)	Niall Clark-Black	June 2021