**BY – LAWS**

**Beechville Lakeside Timberlea Jr and Sr. Elementary Schools**

**School Advisory Council**

**Membership**

The Beechville Lakeside School Advisory Council will have at least 12 voting members which shall include four parents/guardians, three teachers, one support staff member , four community members, and the principals of each school. The principal is a permanent, non-voting member.

**Eligibility for membership**

Parents/guardians

* must have a child at either BLT Jr or BLT Sr elementary and cannot be an employee of BLT Jr or BLT Sr elementary schools.

Teachers

* must be a teacher on staff at BLT Junior or BLT Senior Elementary.

Support Staff

* must be on the support staff at BLT Junior or Senior Elementary (e.g., secretary, teacher assistants, duty aides, caretakers, cafeteria workers, bus drivers)

Community Members

* must not be employees of the HRCE
* must not have children registered at BLT Junior or BLT Senior
* must reside in the geographical area served by BLT Jr and Sr. Elementary Schools or provide a service to or within the geographical area served by BLT.

**Elections/Nominations:**

A call for nominations for any vacant council positions may be made during September through the school website, newsletters sent home with children, and/or the Parent Teacher Coalition, with a day designated for voting in late September. Nominations will close one week prior to a duly advertised voting day. Nominations will be received by the school principal and forwarded to the school advisory council chair. Election will be by a simple majority vote of eligible parents/guardians at a designated voting day. Eligible parents/guardians are those who have children enrolled in BLT Elementary. Eligible voters who are unable to vote on voting day can make arrangements with school administration to vote prior to voting day. In the event of a tie, a run-off election will be organized.

If the number of nominees is equal to or less than the vacant positions, the nominee will be considered acclaimed.

Appointments of community members will occur prior to the October meeting by the SAC.

Parents/guardians nominations will be received by the school principal and forwarded to the school advisory council chair.

Teachers and support staff will elect/choose their own representatives in September by the method of their choice.

**Terms of Service:**

Community members are appointed for a term of three years. Community members appointed to fill a vacancy are appointed for the remainder of the term.

Parents/guardians are elected for a term of three years. Parents/guardians elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.

Membership of the teachers and support staff will be on a rotating basis. A representative from each group will be selected to attend meetings of the SAC.

All members can re-offer for election or appointment to the SAC at the end of their term, to a maximum of two consecutive terms.

The principal/designate position is permanent.

A council member elected to an executive position may serve in that position for a maximum of two consecutive one-year terms.

The executive will consist of a chair, vice chair, secretary, and principal. The selection of the chair, vice chair and secretary will be done annually at the October meeting. The chair, vice chair and secretary will be selected from those school advisory council members other than the principal and will serve no more than two consecutive years as chair, vice chair or secretary. The chair cannot be a Halifax Regional Centre for Education (ERCE) employee or on staff at BLT.

**Agenda and Meeting summary**

The chair will draw up the meeting agenda in consultation with the principal at least five days prior to each meeting.

Copies of the agenda will be distributed to each member by email, along with any other information that is relevant to the agenda items. Agendas from each meeting will be kept in BLT junior and BLT senior elementary schools’ records, in either print or electronic format. Agendas will be made available to the public upon request and posted on the school website.

The secretary will prepare a meeting summary for each school advisory council meeting which will include highlights of key decisions and actions. Once approved at the subsequent meeting, the meeting summaries will be given to the principals of BLT junior and BLT senior elementary schools to be included in the school record in either print or electronic format. Meeting summaries will be made available to the public upon request and posted on the school website.

**Meetings**

Meetings will be conducted according to the following guidelines:

▪ A regular meeting schedule will be determined at the initial meeting of the school year with a minimum of six meetings annually. Additional meetings may be scheduled as determined by the SAC.

▪ Members of the public who wish to address the school advisory council are asked to inform the SAC through the chair or one of the school principals in writing (email) at least one week prior to the school advisory council meeting. They may address the meeting at the discretion of the chair.

▪ Any member absent without cause for three consecutive meetings will be considered to have vacated their position. Vacancies will be filled as per these bylaws.

**Quorum**

A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of 50% + 1 of the SAC voting members present.

In addition, the principals or a vice principal as a designate shall be present.

**Decision-making process**

The following principles and procedures will be used in making decisions.

* All council members are responsible for making decisions that ensure the best education possible for our students.
* All council members will have the opportunity to participate in decision-making.
* Council decisions will be by consensus whenever possible.

Procedures

* Agenda items will be discussed in a structured way prior to a decision.
* When background information is needed on an agenda item, the principal will provide council members with that information.
* Whenever possible, decisions will be made by consensus.
* Decisions and recommendations will be recorded in the minutes of meetings.

**School Improvement Plan and Annual Report**

The school improvement plan for BLT Junior and BLT Senior Schools will be developed by the principals and staff of the junior and senior schools and shared with the SAC. The SAC will work in collaboration with the principal and participate in efforts to improve student achievement and student and community well-being by regularly receiving information on the school improvement plan and monitoring progress and improvements under the plan.

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

The SAC will prepare an annual report in the form and containing the information determined by the Minister. The report will be presented at the June SAC meeting and then submitted to the regional centre for education by the end of June.

**Adopting and Amending Bylaws**

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 receipt of this approval.

**Parties to the Agreement:**

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

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BLT School Advisory Council Chair Date

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HRCE Regional Executive Director of Education Date

**Appendix A**

**Beechville Lakeside Timberlea Junior and Senior School Advisory Council Membership**

|  |  |  |
| --- | --- | --- |
| Name | Position | Term of Service |
| Todd Barter | Principal | Permanent |
| Janice Wells | Principal | Permanent |
| Katie Sherren | Sr. Parent | Sept 2022-June 2025 |
| Vacant | Sr. Parent |  |
| Sarah Warford | Jr. Parent | Sept 2022-June 2025 |
| Vacant | Jr. Parent |  |
| Ian Angus | Community Member |  |
| Vacant | Community Member |  |
| Vacant | Community Member |  |
| Vacant | Community Member |  |
| Vacant | Staff |  |
| Erin Delaney | Sr. Teacher |  |
| Vacant | Jr. Teacher |  |
| Vacant | Teacher |  |