



# LESLIE THOMAS JUNIOR HIGH

Home of the Lions

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## LTJH School Advisory Council Agreement

The purpose of this agreement is to establish the terms of reference for the partnership between the Halifax Regional Center for Education (HRCE), the Leslie Thomas Junior High (LTJH) School Advisory Council (SAC), and the Department of Education and Early Childhood Development (EECD).

### 1. Duration of the Agreement

The agreement begins at the date of signing. The School Advisory Council will review this agreement annually.

### 1. Structure of the Council

a. The Membership of the LTJH SAC will include the following:

- Principal;
- 3 parents, preferably representing students at each of the three grade levels;
- 3 students representing grade 6, 7, and 8;
- 2 teachers;
- 1 support staff;
- 1 community member.

Efforts will be made to include individuals who reflect the diversity of the community including and representing 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.

b. Members of the SAC will be requested to serve for a three year term with an option to serve an additional year. No member will serve for more than four years.

c. The SAC will make decisions in the following ways:

- All decisions will be made by consensus;
- If consensus cannot be reached, the decision will be made by voting through a secret ballot process;
- The principal does not participate in any voting process;

- If necessary for timely or other reasons, consensus may be reached through email correspondence;
- Only decisions that have the full support of the SAC will go forward to the school principal;
- If possible, information on important decisions will be distributed one week prior to the meeting.

1. **Leslie Thomas Junior High SAC Commitments**

Leslie Thomas Junior High School Advisory Council will be responsible for the following:

- 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 and community well-being by receiving information on the school improvement plan and monitoring progress and improvements under the plan;
- assisting in developing policies that promote student achievement and safe and inclusive schools;
- 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 meeting minutes available on the school website;
- 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.

1. **Halifax Regional Centre for Education Commitments**

The Halifax Regional Centre for Education will support Leslie Thomas Junior High School Advisory Council by providing:

- 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;
- meetings between the regional executive director of education or designate and the school advisory council upon request;
- copies of policies via the HRCE's website;
- mediation services when there is a conflict between the school advisory council and the principal.

1. **Department of Education and Early Childhood Commitments**

The Department of Education and Early Childhood will support Leslie Thomas Junior High 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;
- providing mediation when there is unresolved conflict between the school advisory council and the regional centre for education;
- organizing and/or supporting professional development opportunities for council members;
- providing funds to support the mandate of the school advisory council.

d. Parties to the Agreement

We clearly understand and agree to follow through on the commitments made in this SAC Agreement

Ahoop  
SAC Chair

Oct 23/23  
Date

D. Ferguson  
Principal

Oct 23/23  
Date

## **Appendix A**

### **Leslie Thomas Junior High School Advisory Council By-Laws**

#### **Membership**

The School Advisory Council for Leslie Thomas Junior High School (LTJH SAC) will have 12 members including three parents of children enrolled in the school; three students, three teachers; one support staff, and one community member. No more than one-third of the membership should be from any one of the above groups. The principal will serve as a permanent 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 not limited to, African-Nova Scotians, First Nations, other racially visible persons, and persons with disabilities.

#### **Election**

Leslie Thomas Junior High School administration will seek representation from the school community each year and/or when vacancies occur. If more than one parent is interested in the same position then each parent candidate will be asked to participate in an election either at a public meeting or through an electronic means. The SAC will strive to have each feeder school represented. The Leslie Thomas Junior High School administration will select students, teachers and support staff as their members.

The executive of the SAC (chairperson, secretary) shall be elected annually from among the LTJH SAC members. The principal shall not serve as Chair. The election will occur at the first meeting of the school year.

#### **Filling vacated positions**

Vacated positions will be filled by appointing a person for the remainder of the term of the person leaving the position.

#### **Meetings**

There will be a minimum of six (6) evening meetings per school year held at Leslie Thomas Junior High. The days and dates will be determined by the SAC at the first meeting of the school year. All meetings are open to the public as observers only. Presentation may be made to the SAC with one month prior notice. Membership disputes which cannot be resolved at the local level will be referred to the Halifax Regional Centre for Education for advice and /or mediation as requested.

#### **Agendas**

The agendas will be prepared jointly by the principal and the SAC chair in consultation with the other SAC members if necessary. The agendas will be distributed prior to the meeting.

### **Minutes**

Minutes will be kept for each meeting and included in the school's official records. The minutes will be available on the LTJH website.

### **Quorum**

Seventy percent of the SAC members will constitute a quorum, with representation from each member group.

### **By-Laws**

At any time during the school year, by-laws will be adopted or amended by a consensus decision of SAC members as required.

