

Bridgewater Junior Senior High School

School Advisory Council

Letter of Agreement

First established: June 16, 1996.

Amended: April 21, 2014

April 2014

This Agreement made this 16 day of June, A.D., 1996
(Amended May 6, 2006)

BETWEEN:

BRIDGEWATER JUNIOR/SENIOR HIGH SCHOOL ADVISORY COUNCIL

- and -

SOUTH SHORE REGIONAL SCHOOL BOARD

- and -

THE DEPARTMENT OF EDUCATION

The purpose of this Letter of Agreement is to establish the terms and conditions of the agreement between the Bridgewater Junior/Senior High School Advisory Council, The South Shore Regional School Board and the Department of Education to operate an advisory council at the school level.

The Parties agree to the following:

1. DURATION OF THE AGREEMENT:

The Agreement begins on the date of acceptance of the Department. The agreement will be reviewed on the anniversary date of acceptance by the Department. Revisions of this Agreement can be made at that time or as required, by mutual agreement.

2. STRUCTURE OF THE COUNCIL

The membership of the advisory council will include:

(a) The Principal (non-voting member)
Five (5) parents – **one of whom shall be a parent representative currently serving as a member of the BJSHS Home and School Association. The name of that individual to be put forth by the Home and School Association through a vote of those parents.**

Three (3) teachers
Two (2) support staff
Two (2) students and
One (1) community member

(b) Members of the Council are: as outlined in Appendix A attached.

(c) Council members will serve for the duration of:

1. Students – for a one (1) year term with the option to re-offer for one (1) additional year, if they wish. **Student members to be comprised of one representative from the Junior High population and one from Senior High. The names of these students to be put forth by their respective Student Councils through a student vote.**
2. Parents – for a period of three (3) years with the option to re-offer if they wish, **for an additional consecutive term.** Elections for parents will be held every year, normally in the month of **September.**
3. Community Representative – for a period of three (3) years with the option to re-offer if they wish for an additional consecutive term.
4. Teachers and Support Staff – for a period of two (2) years with the option to re-offer, **if they wish, for an additional consecutive term.**

Elections for available positions to be advertised in a manner best suiting the position. In all cases where an existing member is exercising his/her privilege to re-offer, it will be treated as a new member and hence be open for the applicable election process, should other individuals also be seeking election to that position.

Bridgewater Junior/Senior High School Advisory Council will make decisions in the following ways:

- (a) All decisions will be made by consensus, if possible.
- (b) If a consensus cannot be reached and a vote needs to be taken, that vote will be at the discretion of the Chair. If time does not permit, a vote may be referred to the next meeting. A quorum will be 50% + 1 of the council (8). A quorum for the Suspension Review and Recommendation Committee will be three members.
- (c) Information on important decisions will be distributed at least one week prior to the monthly meeting whenever possible.
- (d) Meetings may be scheduled on a monthly basis from September to June. Meetings at other times or in the months of July and August, will be at the call of the chair.

3. SCHOOL COUNCIL COMMITMENTS

Bridgewater Junior/Senior High School Advisory Council will be responsible for:

1. Acting as an advocacy group for educational excellence;
2. Providing all partners with a voice in decision making;

3. Consulting with all school staff in developing a school improvement plan and submitting this plan to the school board;
4. Assisting in developing school policies which promote academic excellence and a positive learning climate;
5. Developing ways and strategies to improve and support the extra-curricular program and special projects in the school;
6. Advising the principal and staff on the school level issues related to curriculum and programs, school practices and policies such as student discipline and parent-school communications;
7. Having the parent and community members of the council assume the role of the school board's Suspension Review and Recommendation Committee in accordance with Section 125 of the **Education Act**;
8. Advising the school board on program changes, student support services, policy development, funding issues and communication strategies;
9. Preparing an annual (accountability) report that describes school improvement activities undertaken during the year, specific results that have been achieved and factors that influenced the results;
10. Maintaining effective communications among the partners by holding regular, open public meetings and circulating written information;
11. Participating in the selection of the school principal when such a position becomes vacant, as outlined in School Board policy (by representation on the school board selection committee).

4. SCHOOL BOARD COMMITMENT

The South Shore Regional School Board will make a commitment to provide the following support to Bridgewater Junior/Senior High School Advisory Council:

1. An orientation session for school council members and occasional workshops on special topics such as accountability reports and school improvement plans.
2. A facilitator to assist the school council as required.
3. Give feedback to the school council on the (accountability) annual report.
4. Consultation on school board policies and procedures.
5. Meet periodically with the school council executive when appropriate.

6. Provide financial assistance within the Board's operating budget to provide for the School Advisory council operations.

5. DEPARTMENT OF EDUCATION

The Department of Education will support Bridgewater Junior/Senior High School Advisory Council by:

1. Developing materials to support school councils.
2. Training regional school council support teams.
3. Providing ongoing professional development sessions and conferences.

6. PARTIES TO THE AGREEMENT

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

BRIDGEWATER JUNIOR SENIOR HIGH SCHOOL ADVISORY COUNCIL

PER _____	_____
CHAIR	DATE

SOUTH SHORE REGIONAL SCHOOL BOARD

PER _____	_____
CHAIR	DATE

PER _____	_____
PRINCIPAL	DATE

PER _____	_____
SCHOOL BOARD MEMBER	DATE

_____	_____
MINISTER OF EDUCATION	DATE

Amended: November 18, 2003

APPENDIX A

MEMBERS OF COUNCIL - 2008-2009

Principal – C. McLellan	(non-voting)
Deanna Rawding	Teacher
Tom MacDougall	Teacher
Engelina Crouse	Support Staff
Vacant	Junior High Student
Amanda Mullen	Senior High Student
Edwina Ramsay	Parent
Bonnie Minard	Parent
Sara Harding	Parent/Home & School Rep
Suzanne Baker	Community Representative

COUNCIL EXECUTIVE

Edwina Ramsay	Chair
Bonnie Minard	Vice-Chair
Engelina Crouse	Secretary
C. McLellan	Principal non-voting

APPENDIX B

GUIDELINES FOR SCHOOL COUNCIL ELECTIONS

All elections will be conducted by secret ballot.

Teacher and/or support staff representatives are to be elected by teachers and support staff.

Student representatives are to be chosen by the student council from within the student body.

Parent representatives are to be elected by parents who have children enrolled in the school. The person elected cannot represent another group already represented on the council such as Support Staff, Teachers and Students.

Community representatives may be appointed for a specific term by the Council or they may be elected at a Public Meeting. Community representatives will not be parents or staff of the school or employees of the School Board.

When a position on a school council becomes vacant, the school council shall arrange a new election for that position. Alternatively, the council may appoint a person for a term not to exceed six months. The person appointed must be selected from the membership group in which the vacancy occurred.

Upon formation of the council, it is recommended that elected or appointed members have staggered terms so that approximately 50% of the representatives are retained from one year to the next to facilitate continuity. The term of any position will be no longer than three years, but members may re-offer for an additional term.

The Chair is elected annually by the council from among the school council membership. The chair would normally be a parent or other community member. The Chair of the Committee for Suspension Review and Recommendation Committee will be elected annually from among the members of the Committee for Suspension Review and Recommendations.

APPENDIX C

PROCEDURES FOR DECISION MAKING

(We agree to use the following principles and procedures when making School Council decisions.)

1. Principles:

We will employ democratic processes and strategies in our decision making.

All school council members will have an opportunity to participate in decision making.

All members will support school council decisions.

Consultation will be carried out with parents, staff, students and community members as appropriate.

A quorum for decisions requiring a vote will be 50% + 1 (8) members of the Council and three (3) members for the Committee for Suspension Review and Recommendation Meetings.

It is agreed that the following principles and procedures will be used when making decisions:

Principles:

1. All Council members are responsible for making decisions which are based on providing the best education possible to our students.
2. All Council members will have the opportunity to participate in decision making.
3. All Council members are responsible for participating in decision making.

2. Procedures:

Topics and issues will be discussed in a structured way prior to decision making.

We will attempt to reach a consensus on all school council decisions.

If we cannot reach a consensus, the decision may be tabled until the next meeting.

Occasionally we may vote on particular issues.

When we use a voting strategy, a simple majority of voting members will be required.

When appropriate, we will consult with other representatives of the respective partners and return for a second discussion and decision-making session.

We will record decisions and methods used in making specific decisions.

We will inform school and community partners through a school council newsletter.

APPENDIX D

SCHOOL ADVISORY COUNCIL BY-LAWS:

MEMBERSHIP:

The Council for Bridgewater Junior/Senior High School will have fourteen members including; five (5) parents from the children enrolled in the school; two (2) students; three (3) teachers and two (2) support staff, and one (1) community member. Not more than 1/3 of the membership should be from any one of the above groups. The Principal will serve as a permanent non-voting member.

ELIGIBILITY FOR MEMBERSHIP:

Parents: Must have a child enrolled in the school and may not be a Tri-County/South Shore Regional School Board employee:

Students: Must be a student in good standing at Bridgewater Junior-Senior High School.

Teachers: Must be a licensed teacher on the staff of Bridgewater Junior-Senior High School.

Support Staff: Must work at Bridgewater Junior/Senior High School. This includes administrative assistants, custodians, program support assistants, library technician and cafeteria staff.

Community Member: Must reside in the Town of Bridgewater. This individual may not be an employee of the Tri-County or South Shore Regional School Board and may not have children attending the school.

School Advisory Council representatives (with the exception of staff, support staff and students), who cease to maintain their representative status, may be asked to continue as a representative until the expiration of their term.

ELECTIONS:

Parent representatives will be elected at a public meeting by parents. Community representatives will be elected at a public meeting or may be invited by the elected members of the council, to serve on the council. Teachers and support staff will elect their representatives. Students will be elected from the student council representatives.

VACATED POSITIONS:

The council will refill vacated positions by holding a special election for that position or by appointing a person for a term not to exceed six months. Vacant positions must be refilled by individuals from the same membership group as the person who vacated the position. If a

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member of the School Council fails to attend three (3) consecutive meetings, the representative may be asked to vacate their position on the School Council.

EXECUTIVE:

The executive of the council (chairperson, vice-chairperson, secretary) shall be annually elected from among the members. This election must occur before September 30th.

MEETINGS:

All regularly scheduled council meetings will be open to the public with the exception of the Suspension Review and Recommendation Committee meetings. The Committee will hold in-camera meetings for Student Discipline matters unless otherwise requested by Parent(s)/Guardian(s) or student(s) involved in the review. The council must meet at least six (6) times a year. The council will hold an annual general meeting in September of each school year. A quorum will be 50% + 1 (8) members of the council. A quorum for the Suspension Review and Recommendation Committee will be three (3) members of the committee.

AGENDA/MINUTES:

The executive of the council will develop meeting agendas in consultation with the principal and other school council members. The agenda will be distributed at least a week prior to the meeting.

Minutes will be kept for each meeting and included in the school's official records. These minutes are available to the public.

ACCOUNTABILITY REPORT:

An annual school report will be produced by the council, following consultation with school staff and the appropriate partners. This accountability report will be submitted to the school board, the Department of Education and Culture and will be communicated to staff, students, parents and the community at large.

ADOPTING/AMENDING BY-LAWS:

By-Laws will be adopted and amended by a consensus decision of council members. If consensus cannot be achieved, the council will use a voting procedure.

DECISION MAKING STRUCTURE:

(The council will agree on a decision-making process that outlines procedures and strategies to ensure the involvement of all the partners.)

Bridgewater Junior Senior High School

School Advisory Council Terms

Member	Position	Term	Started	Expires
C. McLellan	Principal	n/s	2005	n/a
E. Ramsay	Parent	3	2007	2010
B. Minard	Parent	3	2007	2010
S. Harding	Parent/ Home & School Rep.	3	2008	2011
D. Crowell	Parent	3	2009	2012
G. Mead	Parent	3	2009	2012
Vacant	Comm. Rep.	3	2008	2011
D. Rawding	T. Staff	2	2008	2010
J. Lohnes	T. Staff	2	2009	2011
J. Berrigan	T. Staff	2	2009	2011
T. Bedgood	S. Staff	2	2007	2009
D. Racine	S. Staff	2	2009	2011
Vacant	Jr. St. Council	1	2009	2011
Mikayla Stoddart	Sr. St. Council	1	2008	2009