

# NEW ROSS CONSOLIDATED SCHOOL COUNCIL

## Letter of Agreement

The purpose of this letter is to establish the terms and conditions of the agreement between the South Shore Regional School Board, New Ross Consolidated School Council, and the Department of Education to operate an advisory council at the school level.

The parties agree to the following:

### Duration of the Agreement

The agreement begins November 8, 1996. The agreement will be reviewed annually, by the partners, before June 30. Any mutually agreed upon revisions can be made at that time.

### Structure of the Council

1. The membership of the advisory council will include:
  - The principal (non voting member)
  - 3 parents
  - 3 students
  - 2 teachers
  - 1 support staff
  - 1 community member
2. Council members, with the exception of the principal, will serve **variable** terms of no longer than 3 years; the principal is a permanent member. A list of current members will be submitted to the Board. Appendix A lists current members.
3. Decisions will be made according to the procedures outlined in Article 7 of the Bylaws.
4. The Council may meet each month and not less than six times per year. The Council will hold an annual general meeting in September.

### **School Advisory Council Commitments**

New Ross Consolidated School Advisory Council will be responsible for:

1. Preparing an annual report that describes school improvement activities undertaken during the year, specific results that have been achieved, factors that influenced the results and recommendations on future action to be taken. This report will be submitted to the school board and communicated to students, parents and the community at large.
2. Collaborating with all partners in developing a school improvement plan.
3. Assisting in developing school policies which promote academic excellence and a positive learning climate.
4. Developing ways and strategies to improve and support the extra-curricular program and special projects in the school.
5. Advising the principal and staff on school level issues such as curriculum and programs, student discipline and parent school communication, school practices (including extra-curricular activities, fund raising), operating budget and similar matters.
6. Advising the school board on issues such as program, student support services, policy development, funding issues, communication with parents and community and similar matters.
7. Participate in the selection of the principal as outlined in the Board's School Administrator Hiring Policy.
8. Having the Suspension Review and Recommendation Committee of the council (3 parents and 1 community member) assume the role of the school board's discipline committee in accordance with Sections 123(3), 124(3), 125(1)(b) of the Education Act and school board policies.
9. Dealing with mutually agreed upon matters delegated to the school council by the School Board within the limits of the Education Act.

10. Subject to the approval of the school board, make bylaws respecting the election of its members, the conduct of its meetings and the operation of the School Advisory Council.
11. Appoint committees to deal with specific issues. The membership of the committees shall be at the discretion of the council.
12. To ensure that the role of the New Ross Home & School Association be recognized and maintained.

### **School Board Commitment**

South Shore Regional School Board will make a commitment to provide the following support to New Ross Consolidated School Advisory Council.

1. Provide an orientation session for school council members and occasional workshops on special topics.
2. Provide a facilitator to assist the school council as required.
3. Respond in writing to the council with recommendations regarding the annual report within two months of submission of report.
4. Provide consultation on school board policies and procedures.
5. Provide a central office liaison person (preferably the Director of Education).
6. Provide financial assistance as outlined in the Board's annual budget.
7. Provide the school council with a copy of school board policies, new policy initiatives and minutes of school board meetings.
8. Provide legal support to the school advisory council whenever needed as a result of assuming discipline responsibilities.
9. Provide the council with copies of all reports pertaining to New Ross Consolidated School (i.e. Dept. Of Health, Dept. Of Labour).
10. The Memorandum of Agreement made as of the 18<sup>th</sup> day of August

1992 between the South Shore Regional School Board and the New Ross Consolidated School Cafeteria Society will be binding. In the event of termination of this agreement by the Society, the school advisory council would have the opportunity to become the second party to this agreement. In the event of termination by the Board, the school advisory council reserves the right to enter into negotiations with the Board in order to ensure that mutually agreed upon cafeteria services are maintained for the students of New Ross Consolidated School.

### **Department of Education**

The Department of Education will support the New Ross Consolidated School Council by:

1. Providing ongoing professional development sessions and conferences.
2. Providing facilitator training for regional school council support teams.
3. Developing materials to support school advisory councils.
4. Providing school advisory council members with a copy of the Education Act and its Regulations.

### **Parties to the Agreement**

\_\_\_\_\_  
Chairperson, New Ross Consolidated  
School Advisory Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
South Shore Regional School Board

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**New Ross Consolidated School Advisory Council  
Bylaws**

School Council bylaws are to guide the structure and operations of the council.

**Article 1 - Membership**

- 1.01 The advisory council of New Ross Consolidated School will have 11 members including 3 parents, 3 students, 2 teachers, 1 support staff, 1 community member, 1 of the parent members will be a member of the Home and School Association and the school principal.
- 1.02 Not more than 1/3 of the membership will be from any one of the above groups.
- 1.03 The principal will serve as a permanent member and will be a non voting member.

**Eligibility**

- 1.04 Parents: Must have a child enrolled in the school and may not be a school board employee who is on staff at New Ross Consolidated School. One of the parent members will be a member of the Home and School Association.
- 1.05 Students: Must be a full time student enrolled in the school. It would be desirable to have one grade 9 student, one grade 8 student and one grade 7 student.
- 1.06 Teachers: Must be a licensed teacher on the staff of New Ross Consolidated School.
- 1.07 Support Staff: Must work at New Ross Consolidated School. This Includes secretary, custodians, bus driver and program support assistants.
- 1.08 Community Member: Must reside in the geographical area served by New Ross Consolidated School. This individual may not be an employee of the school board and may not have children attending the school.
- 1.09 Council members who fail to meet the requirements as set out in

1.04, 1.05 1.06, 1.07, or 1.08 will result in disqualification for eligibility for membership.

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**Elections**

- 1.10 Representatives from each group on the School Advisory Council will be elected by majority vote of their respective groups except for the community member who will be appointed by the council.
- 1.11 Parents will be elected at a public meeting on or before September 30 of each year. Nominations will be accepted prior to and taken from the floor during that meeting. Students and teachers will also be elected annually in September.
- 1.12 All voting (if necessary) will be by secret ballot.
- 1.13 Council reserves the right to remove any member who fails to attend a meeting for two consecutive months.
- 1.14 The term for any position will be no longer than 3 years, except the principal. The principal is a continuous member of the Council.

**Conflicts**

- 1.15 Membership disputes which cannot be resolved at the local level will be referred to the school board. The Department of Education will resolve any disputes that the board cannot resolve.

**Vacated positions**

- 1.16 The council will refill vacated positions by holding a special election for that position if more than six months remain in the member's term. If less than six months remain, a person will be appointed to complete the term.
- 1.17 Vacant positions will be refilled by individuals from the same Membership group as the person who vacated the position.

**Article 2 – Executive**

- 2.01 The executive of the council will consist of the chairperson, secretary and principal.

- 2.02 The chairperson and secretary will be annually elected by the members.

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### **Article 3 – Meetings**

- 3.01 All council meetings will be open to the public with the exception of those that deal with student suspensions.
- 3.02 The council may meet each month but shall meet not less than six times per year.
- 3.03 The council will hold an annual general meeting in September **to hold elections.**
- 3.04 The council may at any time call a special general meeting of members.
- 3.05 A quorum will be a majority of the current membership with at least one member from the principal, teacher, support staff group, and one member from the parent and community member group.
- 3.06 Individuals with concerns will be required to make representation via appearance or written communication. Time will be provided by the council for individuals/groups to bring issues/concerns to the attention of the council as part of the regular meeting.
- 3.07 In the absence of the chairperson, another council member will be appointed to the chair for that meeting.
- 3.08 Robert's Rules of Order shall govern the council as required.

### **Article 4 – Agenda/Minutes**

- 4.01 The executive of the council will develop meeting agendas in consultation with other school council members.
- 4.02 The agenda will be distributed at least one week prior to the meeting whenever possible.
- 4.03 The minutes will be kept for each meeting and included in the school's official records and distributed to council members within

ten days of the meeting. These minutes will be available to the public.

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### **Article 5 – Annual Report**

- 5.01 An annual school report will be produced by the council and the school staff in consultation with appropriate partners.
- 5.02 The school's annual report will be submitted to the school board and Department of Education.
- 5.03 The annual report will be communicated to students, parents and the community at large.
- 5.04 The annual report will be done after the second reporting term.**

### **Article 6 – Adopting/Amending Bylaws**

- 6.01 Proposed amendments must be presented in writing to all members of the council at least one week prior to being voted on.
- 6.02 Bylaws will be adopted or amended by a simple majority vote of the council members.

### **Article 7 – Decision-Making Process**

#### **Principles**

- 7.01 Democratic processes and strategies will be employed in decision making.
- 7.02 All council members are responsible for participating in decision making.
- 7.03 All members will support school council decisions as decisions are binding for each member regardless of his or her presence at a particular meeting.
- 7.04 Consultation will be carried out with parents, school staff, students and community members as appropriate.

## **Procedures**

- 7.05 Topics and issues will be discussed in a structured way prior to decision-making.
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- 7.06 Whenever possible, all decisions will be made by consensus. Individual member's decisions will not be recorded.
- 7.07 Decisions and methods used will be recorded when making specific decisions.
- 7.08 If a consensus cannot be reached, the decision will be delayed until the next meeting. If consensus cannot be reached at the second meeting, a decision will be made by a simple majority vote. A tie vote is a lost vote and will be recorded as such.
- 7.09 If a council member has a conflict of interest with respect to the issue at hand, they shall declare a conflict and withdraw from any discussion and decisions regarding that issue. Conflicts will be stated and recorded in the minutes.
- 7.10 Agendas and information on important decisions will be distributed one week prior to the meeting whenever possible.
- 7.11 School and community partners will be informed whenever possible through the local flyer and school notices.

## **Article 8 – Suspension Review and Recommendation Committee**

- 8.01 The Suspension Review and Recommendation Committee will deal with student suspensions (school and bus) in accordance with the Education Act, sections 123(3), 124(3) and 125(1)(b) and school Board policies and guidelines.
- 8.02 The committee will consist of the parents and the community representative of the council.
- 8.03 A quorum will consist of 3 people.
- 8.04 All Suspension Review and Recommendation Committee meetings dealing with student discipline cases will be in-camera. Suspension Review hearings will be held in-camera unless the

parents of the student, or the student request a public meeting.

8:05 The Suspension Review and Recommendation Committee chairperson will be elected annually from among the members of the committee.

8.04 All decisions will be reached by a simple majority vote.

### **Appendix A**

Current Membership List.

<b>Partner</b>	<b>Name</b>	<b>Completion of Term</b>
Principal	Lindsay Willow	N/A
Student	Morgan Levy	June 2014
Student	Casper Naugler	June 2014
Parent	Wendy Harvey	June 2014
Parent	Sheila Ernst	June 2014
Parent	Sheena Isenor	June 2015
Community	Diane Webber	June 2014
Staff	Valerie Lenihan	June 2014
Staff	Crystal Thorburne	June 2015
Staff	Elaine Munroe	June 2015