



Ocean View Elementary School Advisory Council Bylaws

Membership

The Ocean View School Advisory Council will have eight voting members which shall include three parents/ guardians, three staff, two community members and the principal. The principal is a permanent, non-voting member.

Eligibility for membership

Parents/ guardians

- Must have a child at Ocean View Elementary School (OVES) and cannot be a HRCE employee on staff at OVES
- The chair cannot be an employee of the HRCE

Teachers

- Must be a licensed teacher on staff at OVES

Support staff

- Must be on the support staff at OVES (for example: secretary, educational program assistant, duty aide, caretaker, bus drivers)

Community members

- Must not be an employee of OVES
- Must not have children registered at OVES
- Must reside in the geographical area served by OVES or provide a service to or within the geographical area served by OVES

Elections/ appointments

Elections will be held in September and are usually by secret ballot. Appointments of community members will occur prior to the October meeting.

Parents/ guardians

A call for nominations may be made during the first two weeks of September through the HRCE website, newsletters sent home with children and/or the Home and School Association with a day designated to 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. Elections will be by a simple majority vote of eligible parents/ guardians at a designated voting day. Eligible voters who cannot vote on the voting day can contact the school to arrange to vote prior to the voting day. Eligible parents/ guardians are those who have children enrolled in HRCE. In the event of a tie, a runoff election will be organized.

Teachers and support staff

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

Community Members

The community member(s) will be appointed to the school advisory council by the SAC prior to the October meeting so that the executive can be selected. The position(s) will be advertised on the school website and may be advertised in the local newspaper. All applicants may be asked to submit in writing, a brief resume and letter which explains why the applicant is interested in being on the school advisory council.

Terms of service

Terms of service for each representative group are the following:

- 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 terms
- Teachers and support staff are chosen from their respective group for a term of three years. Teachers and support staff elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.
- Community members are appointed for a term of two years. Community members appointed to fill a vacancy are appointed for the remainder of the term
- 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 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.

Vacancies

Should a vacancy arise, it will be addressed as follows:

- Vacancies on the SAC will be filled from the relevant membership group
- Vacancies of less than 6 months may be filled by school advisory council appointment
- Vacancies of longer than 6 months will be filled according to the by-laws governing elections or appointment of the appropriate membership groups to fill the remainder of the vacated term.

Executive

The executive will consist of the 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 SAC members other than the principal and will serve no more than two consecutive years as chair, vice chair or secretary.

Agenda and meeting summary

The chair will draw up the meeting agenda in consultations with the principal **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 Ocean View Elementary School's 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 summary will be provided to the principal of Ocean View Elementary School 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:

- Regular meetings are held the first Tuesday of every month. There is a minimum of 6 meetings with the exception of meetings in December, March and/or June, and as otherwise determined by the Ocean View SAC. Meetings will be a maximum 60 minutes in length unless the SAC agrees by consensus to go longer
- SAC meetings will not be scheduled during July or August
- Members of the public who wish to address the SAC are asked to inform the SAC through the chair or the school principal in writing at least one week prior to the SAC meeting. They may address the meeting at the discretion of the chair.
- Agendas will allow for a ten minute period for input on the agenda items from the public in attendance at the council meeting upon prior approval from the chair.
- Members who are not able to attend a meeting will notify the SAC secretary by noon of the meeting date
- Any member absent without cause for three consecutive meetings will be considered to have vacated their position. Vacancies will be filled as per these by-laws

Quorum

A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of five (5) of the SAC voting members present and shall include a minimum of one representative from each representative group. Representative groups consist of parents/guardians, staff and community members.

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

Decision making process

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

Principles

- 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 and the time required to review it in advance of a decision
- Whenever possible decisions will be made by consensus
- If consensus cannot be reached, the decision can be delayed until the following meeting which must occur within 30 days. If at that time consensus cannot be reached a majority vote will be required for those members present.
- Decisions and recommendations will be recorded in the meeting summary

School improvement plan and annual report

The school improvement plan for Ocean View Elementary School will be developed by the principal and staff of the school 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 Halifax Regional Centre for Education by the end of June.

Adopting and amending by-laws

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.

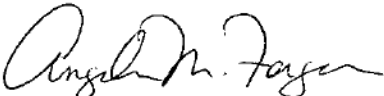
Parties to the agreement

We the undersigned, understand and agree to follow these bylaws.

Ocean View School Advisory Chair Council	Date
Halifax Regional Centre for Education Regional Executive Director of Education	Date

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We the undersigned, understand and agree to follow these bylaws.

 Ocean View School Advisory Chair Council	Date Feb. 4, 2020
Halifax Regional Centre for Education Regional Executive Director of Education	Date

Appendix A

Ocean View Elementary SAC Members

Name	Role	Term	Email
Caroline Canning	Chair Parent	1	902-237-3351 hrce-sac-ove@gnspes.ca
Kelly Brophy	Parent	2	902-229-5296 K_drover@yahoo.com
Melissa McKay	Parent	2	902-222-7149 melissagreg@ns.sympatico.ca
Andrew Ardley	Secretary Staff	3	(902) 465-8670 aardley@hrce.ca
Mary Giles	Staff	1	(902) 465-8670 mgiles@hrce.ca
Andrea Anderson	Staff	3	(902) 465-8670 Aanderson@hrce.ca
Martha Walsh	Vice Principal	Permanent	(902) 465-8670 Walsh.martha@hrce.ca
Mamoona Brace	Principal	Permanent	(902) 465-8670 mbrace@hrce.ca
Unfilled Community Member #1	Community Member	unfilled	
Unfilled Community Member #2	Community Member	unfilled	