Bel Ayr Elementary

Bel Ayr Elementary School Advisory Council School

The purpose of this school advisory council agreement is to establish the terms of reference for the partnership between the Bel Ayr School Advisory Council, Halifax Regional Centre for Education (HRCE), and the Nova Scotia Department of Education and Early Childhood Development (EECD) to operate a School Advisory Council (SAC) at the school level.

Effective date and review of the agreement

The agreement begins when signed by all parties. The agreement shall be reviewed annually by the SAC before June 30 of each year. Any agreed-upon revisions can be made at that time and submitted to the HRCE and the Department of Education and Early Childhood Development for consideration, to become effective upon approval of all partners.

Structure of the council

The Advisory Council shall include the following members:

- principal, who is a non-voting member;
- three (3) parents/guardians;
- two (2) teachers;
- one (1) member of the school's support staff;
- three (3) community members.

Names of the members of the Bel Ayr School Advisory Council and their respective years of service are detailed in appendix A that is attached to these bylaws.

Executive

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 SAC members other than the principal and will serve no more than two consecutive years as a chair, vice chair, or secretary. The chair should not be an employee of the Halifax Regional Centre for Education.

Membership

Parents/guardians must have a child at Bel Ayr Elementary School and cannot be an employee of the HRCE or an employee on staff at Bel Ayr Elementary. Members can serve on the SAC for three years.

Decision-making process

Bel Ayr School Advisory Council will make decisions in the following ways:

- All decisions will be made by consensus where possible.
- If a consensus cannot be reached, the decision will be delayed until the next meeting, which will occur within thirty days.
- If at that meeting a consensus cannot be reached, a majority vote is required of the quorum present for the proposal to be approved.
- If there is a timeline within which a decision must be reached, an emergency meeting may be called by the chair of the (SAC) prior to the deadline.
- A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of FIVE of the voting members of the SAC and shall include a minimum of one member from each representative group. Representative groups consist of parents/guardians, staff, and community members.
- In addition, the principal or designate must be present. The vice-principal is the designate as the non-voting member.

School advisory council commitments

The Bel Ayr School Advisory Council will be responsible for:

- 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
- advising the principal and the regional centre on: developing policies that promote student achievement and safe and inclusive schools; school practices and initiatives; communication among the school, parents and community; any matters that are referred to the school advisory council by the principal, the regional centre or the Minister
- 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 agendas and minutes available upon request
- 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

Halifax Regional Centre for Education commitments

Halifax Regional Centre for Education will make a commitment to support the Bel Ayr School Advisory Council by:

- providing a yearly professional development session reflective of the roles and responsibilities of the School Advisory Council
- providing a School Administration supervisor to assist the school council as required
- providing feedback to the council on the school improvement plan and the annual report
- providing opportunities to give input on regional centre for education policies and procedures, initiatives and communication
- arranging meetings between the Regional Executive Director of Education or designate and the school advisory council as required
- making available copies of Provincial and HRCE policies via the HRCE's website
- providing mediation services when there is unresolved conflict between the school advisory council and the principal
- responding to advice/questions from the school advisory council

Department of Education and Early Childhood Development commitments

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

Parties to the agreement

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

Bel Ayr School Advisory Council Chair	Date

HRCE Regional Executive Director of Education Date

Department of Education and Early Childhood Development Date

Appendix A - SAC Membership 2025-26

Name	**Role**
Nakita Strowbridge-Ford	SAC Chair and Parent/Guardian (Year 3)
Jeff Morse	Parent/Guardian (Year 2)
Lordwin Jeyakumar	Parent/Guardian (Year 1)
Vacant Seat	Community Member
Vacant Seat	Community Member
Alyse Casey	Community Member (Year 3)
Shawn Marsh	Principal
Karin Hendren	Vice Principal
Jason Schlegel	Teacher (Year 3)
Sarah Brennan	Teacher (Year 1)
Vacant Seat	Support Staff