

DR. JOHN C. WICKWIRE ACADEMY
SCHOOL ADVISORY COUNCIL
LETTER OF AGREEMENT

The purpose of this School Advisory Council Agreement is to establish the terms of reference for the partnership between the Dr. John C. Wickwire Academy School Advisory Council, the South Shore Regional Centre for Education and the Nova Scotia Department of Education and Early Childhood Development (EECD) to operate an advisory council at the school level.

The Parties agree to the Following:

1. 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 30th of each year. Any agreed-upon revisions can be made at that time and submitted to the South Shore Regional Centre for Education and the EECD for consideration, to become effective upon approval of all partners.

2. Structure of the council

- a. The SAC shall include the following members:
 - the principal (who is a non-voting member);
 - a minimum of three School Staff (2 teachers, 1 support staff);
 - a minimum of three Parents; and
 - a minimum of three Community Members.
- b. The names of the members of the Dr. John C. Wickwire Academy SAC and their respective years of service are detailed in Appendix "A".

3. Decision-making process

The Dr. John C. Wickwire Academy SAC will make decisions in the following ways:

- a. A Quorum will be established when the meeting is called to order.
- b. A Quorum will consist of a minimum of half of the voting members of the SAC plus the Chair and shall include a minimum of one member from each representative group.
- c. Representative groups are (i) parents/guardians, (ii) teachers/support staff, and (iii) community members;
- d. All decisions will be made by consensus when possible;
- e. If a consensus cannot be reached, then a majority vote of the quorum present at the meeting during which a consensus could not be reached will be required for the motion to be passed;
- f. The Principal or the Vice-Principal (as Designate) must be present as a non-voting member in order for a motion to pass.

4. By-Laws

The By-Laws for the School Advisory Council are attached hereto as

Appendix “B” 5. Responsibilities of the SAC

The Dr. John C. Wickwire Academy SAC will be responsible for:

- a. Providing all SAC members with a voice in decision-making;
- b. 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;
- c. Advising the principal and the regional centre on policies that promote student achievement and safe and inclusive schools, school practices and initiatives, communication among the school, parents/guardians and community, and any other matters that are referred to the SAC by the principal or the South Shore RCE;
- d. Advising on strategies to improve and support the extracurricular programs and special projects of the school;
- e. Maintaining effective communication with parents/guardians by holding regular public meetings and making copies of agendas and minutes available upon request and on the school website;
- f. Determining priorities for spending the funds allocated to support the mandate of the SAC in accordance with the terms of the SAC agreement;
- g. Where the SAC has agreed to do so, advising the EECD on policy and other educational matters as requested; and
- h. Preparing an annual report in the form and containing the information determined by the Minister of Education and Early Childhood Development and agreed to by the SAC.

6. Responsibilities of the RCE

The South Shore Regional Centre for Education will support the Dr. John C. Wickwire Academy SAC by:

- a. Providing orientation and in-service sessions for council members and workshops on special topics upon request;
- b. Appointing a staff person to be responsible for SAC support;
- c. Providing feedback on the school improvement plan and the annual report;
- d. Arranging opportunities for SAC members to provide input on regional centre for education policies, procedures, initiatives, and communication;
- e. Hosting meetings between the regional executive director of education or designate and the SAC upon request;
- f. Sharing copies of relevant policies via the **South Shore** RCE’s website;
- g. Responding to advice/questions from the SAC; and
- h. Offering mediation when there is unresolved conflict between the SAC and the principal.

7. Responsibilities of the EECD

Department of Education and Early Childhood Development commitments

The EECD will support the Name of School SAC by:

- a. Developing educational materials to assist SACs in fulfilling their duties and responsibilities;
- b. Providing opportunities to give input on provincial policies and any other matters referred to the SAC by the Minister;
- c. Organizing and/or supporting professional development opportunities for council members; d. Providing funds to support the mandate of the SAC; and
- e. Providing mediation when there is unresolved conflict between the SAC and the regional centre for education.

We, the undersigned, understand and agree to the terms of this Agreement.

Dr. John C. Wickwire Academy SAC Chair

Date

SSRCE Regional Director of Education

Date

Appendix “A”
Dr. John C. Wickwire Academy
School Advisory Council

Membership 2023-24		
<i>Name</i>	<i>Role</i>	<i>Term¹</i>
Stacy Lovell	Principal	
Scott Miller	Vice-Principal	
Candace Bowers- Chair	Parent	2
Mandy Wagner	Parent	2
Jean Beaton	Parent	2
Maddie Charlton	Parent	2
	Teacher	1
	Teacher	1
Suzanne Williams	Support Staff	1
Traci Hatt- Vice Chair	Community Member	3
Diane Warner	Community Member	3
	Community Member	1

Revised September 2025

¹ All terms should be three years. Members can serve 3 terms. Where known, the number of years on the Committee has been used.

Appendix “B”
Dr. John C. Wickwire Academy
School Advisory Council

1. Membership

- a. The School Advisory Council (hereinafter “SAC”) for Dr. John C. Wickwire Academy (hereinafter “The School”) is committed to a diverse, inclusive, and equitable environment where all board members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. The SAC shall function under the premise that input from a diverse group is inherently more valuable than input from a group lacking in diversity. The SAC will take action to promote diversity, inclusion, and equity in membership and effort shall be made to ensure that, where possible, membership on the committee represents the diversity found in the greater community. In particular, self-identified persons from the African Nova Scotian community and the First Nations community should be encouraged to be members.
- b. The SAC will have a minimum of 10 members including: three parents of the children enrolled in the school, three community members, and three school staff. The school staff, if possible, will be made up of at least two teachers and at least one support staff person. The principal will serve as a permanent non-voting member.
- c. Ideally, of the members who are parents, one will be from each of the South Queens areas:
 - Eastern - Brooklyn and Mill Village;
 - Central - Town of Liverpool; and
 - Western - Port Mouton and Milton.
- d. The principal may appoint the Vice-Principal as a “designate” to perform the duties of his or her role.

2. Eligibility for membership

- a. **Parents/guardians** (hereinafter “Parent”) must have a child at Dr. John C. Wickwire Academy and cannot be a South Shore Regional Centre for Education (South Shore RCE) employee or on staff at The School.
- b. **Teachers** must be a teacher on staff at The School.
- c. **Support staff** must be a support staff member on staff at The School.
- d. **Community members:**
 - i. Must not be an employee of The School;

ii. Must not have a child registered at The School;

iii. Must reside in the geographical area served by The School or provide a service to or within the geographical area served by The School.

3. Elections and appointments

- a.** Meetings to nominate and elect parent representatives will be announced through student notices and on the school website (if any). Nominations will also be taken from the floor at the Annual meeting.
- b.** Parents interested in filling vacant membership positions will be invited to self-nominate and attend our first meeting each year in September/October. A vote will be held between the first and second meeting, in which parents who have children currently enrolled in the school will be able to cast ballots. The results of the voting will be shared before the second meeting of the year.
- c.** School staff that show an interest in the SAC will be elected by teachers and support staff.
- d.** A community representative will be an appointed individual whose participation will enhance the activities of both the School Advisory Council and school. Names of nominees for the position of community representative will be brought forward by council members for consideration at a meeting. A vote by secret ballot will be held, if necessary. If necessary two scrutineers will be chosen at the meeting to assist with the counting of ballots.
- e.** The community members will be appointed to the school advisory council by the SAC prior to the first meeting of the year so that the executive can be selected. The position(s) will be advertised on the school website, School Messenger Broadcasts, and social media. All applicants may be asked to submit, in writing, a brief resume and a letter which explains why the applicant is interested in being on the school advisory council.

4. Terms of service

Terms of service for each representative group are the following:

- a.** Parents/guardians are elected for a term of three years.
- b.** Teachers and support staff are elected/chosen from their respective group for a term of three years.
- c.** Community members are appointed for a term of three years.
- d.** All members can re-offer for election or appointment to the SAC at the end of their term, to a maximum of three consecutive terms.

5. Vacancy

- a. When a Parent Representative or Community Member position on the council becomes vacant the council may appoint a Parent or Community Member (as the case may be) to fill that position until the next annual meeting.
- c. Teaching and support staff vacancies will be filled at the next staff meeting.

6. Attendance

If a council member misses three (3) *consecutive* meetings without reasonable cause, he/she will be contacted by the Chairperson to determine if he/she wants to continue as a member.

7. Executive

The Chair, Vice-Chair, and Secretary are to be elected annually from among the school council membership. The Chair, Vice-Chair, Secretary, and Principal shall comprise the executive of the school advisory council. A council member elected to an executive position may serve in that position for a maximum of two consecutive one-year terms.

8. Meetings

Meeting preparation and procedures are:

- a. The next meeting date will be decided before the current meeting ends.
- b. The agenda, minutes, and meeting notice will be sent out at least two days before the meeting. If there are items that need to be read to discuss at the meeting then the principal will provide council members with that information in early enough that it may be reviewed.
- c. Meetings will be one hour in length unless consensus is reached to extend or shorten the meeting. Meetings will be held at least 6 times during the school year.
- d. A quorum for conducting business shall consist of at least half of the voting members of the SAC plus the Chair (or their proxy) and shall include a minimum of one member from each of the Representative Groups.
- e. Except for those considering disciplinary matters, meetings of the School Advisory Council will be open to the public,.

9. Decision making process

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

- a. All council members are responsible for making decisions which are based on providing the best education possible to our students.

b. All council members will have the opportunity to participate in decision making.

10. Procedures

In addition to the procedures described in the SAC Letter of Agreement, the following procedures will be followed:

- a. Topics and issues will be discussed in a structured way prior to decision making.
- b. 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.
- c. Decisions and recommendations will be recorded in the minutes.
- d. The secretary will prepare a meeting summary (the “minutes”) for each school advisory council meeting which will include highlights of key decisions and actions. Once approved at the subsequent meeting, the minutes will be provided to the principal of The School to be included in the school record in either print or electronic format. Minutes and Agendas will be made available to the public upon request and posted on the school website (or other such media as may be available).

11. School improvement plan and annual report

- a. The school improvement plan for The 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.
- b. 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.
- c. The SAC will prepare an annual report in the form and containing the information determined by the Minister and agreed upon by the SAC. The report will be presented at the June SAC meeting and then submitted to the regional centre for education by the end of June.

12. Adopting/amending by-laws

By-laws may be adopted or amended following a notice of motion at a previous meeting by consensus decision of council members. If consensus cannot be achieved, the council will use a

two-thirds majority voting procedure. 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.

Passed and Accepted as of _____

SAC Chair

Date

SAC Vice Chair

Date

SSRCE Director of Education

Date