

Possible Roles for Council Members

Chairperson

- Facilitates / leads meetings
- Communicates with principal and school board
- Helps to seek consensus and resolve conflicts
- Assists the principal in communicating the annual report to partners
- Develops a meeting agenda in consultation with the principal

Executive

- Records and maintains Council minutes
- Represents Council at other meetings
- Organizes schedule of events for Council

Individual Members

- Participate in the school improvement process with the staff
- Communicates with groups they represent
- Work as team members
- Participate in developing the letter of agreement and the Council by-laws
- Participate in the development of the annual report

Principal

- Provides educational leadership
- Helps to establish the Council
- Coordinates the implementation of the school improvement plan
- Gives periodic updates on the school improvement process
- Assists in the preparation of the annual report
- Consults with the Council on relevant school issues
- Responds to the advice of Council
- Communicates with students, staff, Council and the school board

Testimonials

My involvement as student representative on the SAC has given me a whole new perspective on how the school functions, and how many people contribute to the success of a school. It provides a great link from the school to the community, and it provides me an opportunity to hear the opinions of students, staff, and community members. It has been a valuable experience.

Nicholas MacNeil, Grade 12 Student and Chair
Richmond Academy SAC

From a parent's perspective, sitting on the advisory council puts me more in tune with what is happening in the school community that is educating my son.

Patsy Mooring, Parent and Chair
SAERC SAC

As a community member on the Council, I believe that it provides a necessary and effective means for collaboration among individuals who are concerned about our children and youth's development. Together, we share in a process which leads to measurable improvements in the academic, social, physical, and emotional lives of students.

Christina Williams, BScN, RN, PHN
Public Health Services, Sherbrooke
St. Mary's Education Centre/Academy SAC

My involvement on Council has presented me with a wonderful opportunity to work with students, teachers and administration. I have had a very positive experience working with this team of educators and the students. I am confident that these students and their school have a very promising future.

Gary Cusack, Chair, St. Andrew Junior SAC

Working Together to Enhance
Learning Opportunities for Students

SCHOOL ADVISORY COUNCILS

AND THE STRAIT REGIONAL SCHOOL BOARD

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Strait Regional School Board

Excellence in Lifelong Learning

All About SACs

What is a SAC?

A School Advisory Council (SAC) is a legally recognized body comprised of the principal and representatives of parents, teachers, students, support staff and community members who work together to enhance the quality of education provided at a school (Education Act, S. 20).

Purpose

The fundamental purpose of the Council is to advise the school Principal using a collaborative process of shared decision making that will improve student learning and student achievement.

What does a SAC do?

A SAC operates under a letter of agreement negotiated with the School Board and the Department of Education which outlines its composition and respective responsibilities. It also establishes a set of bylaws to govern the operation of the Council.

Responsibilities of a SAC

Responsibilities of a SAC include:

- Collaborate with school staff in the development and monitoring of a school improvement plan
- Provide each partner with a voice in decision making
- Provide advice in developing school policies which promote academic excellence and a positive learning environment
- Provide advice in the development of ways and strategies to improve and support the extra curricular programs and special projects in the school
- Advise the principal and staff on school level issues related to curriculum and programs, school practices and policies in areas such as student discipline, fund-raising and parent-school communication
- Participate in the selection of the school principal by having representation on the hiring committee
- Advise the School Board, through the principal, on issues such as curriculum and programs, student support services, policy development, funding issues, communication strategies and similar issues
- Maintain effective communication among the partners by holding regular, open, public meetings
- Assist in the preparation of an annual report that summarizes the progress on the school improvement plan

Responsibilities of a SAC

In fulfilling its responsibilities, it is important that members, or Council as a whole, do not:

- take on the role of teachers, principal, support staff or school board, each of whom has professional and legal responsibilities as outlined in the Education Act.
- become involved in the day-to-day professional management of the school.
- hire, suspend, dismiss or discipline any employee of the school board.
- allow special interest or single interest groups to dominate the agenda of the Council .

School Board Commitments to a SAC

- Provide orientation sessions and appropriate professional development workshops related to roles and responsibilities, conducting an effective meeting, school improvement planning, communications and annual report writing
- Provide information on Board programs, policies, procedures and initiatives
- Provide support to assist with the implementation of the school improvement plan
- Provide periodic feedback on recommendations and advice given by the respective Council
- Provide feedback on the annual report

For more information, please contact the Board's Coordinator of School Improvement at 625-2191 or 1-800-650-4448.