



J.L. Ilsley High School

"Home of the Judges"

38 Sylvia Avenue, Halifax, NS B3R 1J9
Phone: 902.479.4612 Fax: 902.479.4635

JL Ilsley Advisory Council Letter of Agreement

The Purpose of this Letter of Agreement:

Between: JL Ilsley High School Advisory Council (SAC)

And: Halifax Regional Center for Education (HRCE)

And: Nova Scotia Department of Education and Early Childhood Development (EECD)

Is to establish the terms and conditions to operate the Advisory Council at J.L. Ilsley High School, located at 38 Sylvia Avenue, Halifax, Nova Scotia, B3R 1J9.

Effective Date and Review of the Agreement

This agreement begins when signed by all parties and will be reviewed by the SAC before June 30th of each year. Any agreed-upon revisions can be made at that time and submitted to 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 parents/guardians
- Three Staff (2 Teachers; 1 Support Staff)
- Two students
- Three community members

Names of the members of the JL Ilsley High School Advisory Council and their respective years of service are detailed in an appendix to the bylaws. Efforts will be made to include individuals who reflect the diversity of our communities who are served by the JL Ilsley Family of Schools.

Decision Making Process

JL Ilsley High School Advisory Council (SAC) 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. Information on important decisions will be distributed one week prior to the meeting.
- 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.



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- A quorum will be established when the meeting is called to order. A quorum will consist of one half (1/2) plus one of the voting members of the SAC with representation from each member group. Representative groups consist of parents/guardians, staff, students, and community members.
- In addition, the principal or designate shall be present. The vice-principal is the designate.

School Advisory Council Commitments:

The JL Ilsley High 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, student and community well-being by receiving information on school success planning (SSP) and monitoring progress and improvements under the plan.
- Assisting in developing school policies that promote student academic achievement, a safe and inclusive school.
- Developing ways and 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.

Regional Centre for Education (HRCE) commitments:

HRCE will provide the following support to the JL Ilsley School Advisory Council:

- 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 the Regional Center for Education policies, 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.



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Department of Education and Early Childhood Development (EECD) commitments:

The Department of Education and Early Childhood Development will support the JL Ilsley High 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.
- Providing mediation when there is unresolved conflict between the School Advisory Council and the Halifax Regional Centre for Education (HRCE).
- Organizing and/or supporting professional development opportunities for council members.
- Providing funds to support the mandate of the school advisory council.

Parties to the Agreement:

We, the undersigned, understand and agree to follow through on the commitments made in the JL Ilsley High School Advisory Council agreement.

JL Ilsley High School Advisory Council (SAC) Chair

Date:

HRCE Regional Executive Director of Education

Date:

Department of Education and Early Childhood Development

Date: