

West Bedford School Advisory Council Bylaws

Membership

The West Bedford School Advisory Council will have thirteen (with 12) voting members, which shall include:

- four parents/guardians; (which includes one member of the Home and School Association when established)
- four staff: three teachers and one support staff member
- four community members; and

The principal (or designate) is a permanent, non-voting member.

Eligibility for membership

Parents/guardians

- Must have a child at West Bedford School and cannot be a Halifax Regional Centre for Education (HRCE) employee on staff at West Bedford School

Teachers

- Must be a teacher on staff at West Bedford School

Support staff

- Must be a support staff member on staff at West Bedford School

Community members

- Must not be an employee of West Bedford School
- Must not have a child registered at West Bedford School; and
- Must reside in the geographical area served by West Bedford School or provide a service to or within the geographical area served by West Bedford School.

Elections and appointments

Elections will be held in September and are usually by secret ballot. Appointments of community members will occur at the first meeting of the elected SAC members.

Parents/guardians

A call for nominations may be made during the first 10 school days of September through the school website, newsletters sent home with students, and/or the Home and School Association, with a day

designated for 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 SAC co-chairs. Election will be by a simple majority vote of eligible parents/guardians on a designated voting day. Those unable to vote on that day can contact the school to make arrangement to vote prior to the voting day. The principal will appoint three individuals to act as scrutineers to count the vote. In the event of a tie, a run-off election will be organized.

The Home and School Association will appoint a parent/guardian member to sit on the SAC when the next available parent/guardian seat becomes available. Moving forward, one of the four SAC parent/guardian seats will be open to a Home and School member first. If there is no one interested for the dual role of Home and School rep and SAC parent/guardian member, the SAC parent/guardian seat will be open to other parents/guardians within the school community.

Teachers and support staff

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

Community members

The community member(s) will be appointed to the school advisory council by the SAC prior to the November meeting so that the executive can be selected. The position(s) will be advertised on the school website and newsletter. All applicants may be asked to submit, in writing, an expression of interest in being on the school advisory council.

Terms of service

Terms of service for each representative group are as follows:

- Parents/guardians are elected for a term of two years. Parents/guardians elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.
- Teachers and support staff are elected/chosen for a term of two 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 six months may be filled by SAC appointment.
- Vacancies of longer than six months will be filled according to the bylaws governing the election or appointment of the appropriate membership group to fill the remainder of the vacated term.

Executive

The executive will consist of two co-chairs, a secretary, and the principal. The selection of the co-chairs, and secretary will be done annually at the first meeting of the elected and appointed members. The co-chairs and secretary will be selected from those SAC members other than the principal and will serve no more than two (2) consecutive one-year terms as co-chair or secretary. The co-chairs cannot be an employee of the HRCE.

The executive will remain in place until a new executive is selected at the next annual organizational meeting.

Agenda and meeting summary

The co-chairs will draw up the meeting agenda in consultation with the principal a minimum of 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 West Bedford School records, in either print or electronic format. Agendas will be made available to the public upon request and/or posted on the school website.

The secretary will prepare a meeting summary for each SAC 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 West Bedford 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, after the summary notes are approved.

Meetings

Meetings will be conducted according to the following guidelines:

- A regular meeting schedule will be determined at the initial meeting of the school year with a minimum of six (6) meetings annually. Additional meetings may be scheduled as determined by the West Bedford School SAC. Meetings will be a maximum of 60 minutes in length unless the SAC agrees by consensus to go longer.
- All meetings are open to the public as viewers only. Members of the public who wish to address the SAC are asked to inform the SAC through a co-chair and the school principal in writing at least one week prior to the SAC meeting. Members of the public will be provided with up to 10 minutes to provide input.

- Members who are not able to attend a meeting will notify the SAC secretary or an SAC co-chair 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 bylaws.

Quorum

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

In addition, the principal or the designate (vice principal) must be present and is non-voting.

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 students at West Bedford School.
- 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 required for an agenda item, the principal or other relevant person will provide this information to council members a minimum of 2 days prior to the meeting date.
- 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 of those members present.
- Decisions and recommendations will be recorded in the meeting summaries.

School improvement plan and annual report

The school improvement plan for West Bedford 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. The school improvement plan of West Bedford School will be a standing agenda item at each SAC meeting.

In addition, in accordance with the terms of the SAC agreement, the SAC will determine priorities for spending the funds allocated to support the mandate of the SAC including student achievement and report annually on the expenditures of funds to the HRCE and the school community.

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 regional centre for education by the end of June.

Adopting and amending bylaws

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 at HRCE for approval. 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.

West Bedford School SAC Co-Chair

Date

West Bedford School SAC Co-Chair

Date

HRCE Regional Executive Director of Education

Date

Appendix A

West Bedford School Advisory Council 2024-2025 Members. Members will serve for the following duration:

Partner	Name	Completion of Term
Principal	Susan Casey	Permanent Member
Community Member (Co-Chair)	Gary Schmeisser	1 year
Parent/Guardian (Co-Chair)	Julia Spence	2 years (1 year as co-chair)
Parent/Guardian (HSA Rep)	Haley Flewwelling	2 years
Parent/Guardian	Alex Li	2 years
Parent/Guardian	Bei Zhou	2 years
Teacher	Paola Bartolacci	2 years
Teacher	Shannon Christie	2 years
Teacher	Corinne Trottier	2 years
Support Staff	Heather MacIntyre	2 years
Community Member	Tricia Schmeisser	2 years
Community Member	Susan Hart	2 years
Community Member	<i>Vacant</i>	