

## What you need to include in a School Advisory Council Agreement

A school advisory council agreement is a signed agreement that sets out the member composition of the SAC and the responsibilities of the partners. It must be agreed upon by all three parties - the SAC, the regional executive director of education, and the Minister of Education and Early Childhood Development. School advisory council agreements are outlined in section 70 of the Ministerial Education Act Regulations.

The development of a school advisory council agreement is the responsibility of the group coming together to form an SAC for the first time. The agreement may be reviewed, along with the SAC bylaws, annually or at other intervals as the SAC may determine. The legislation provides that the agreement may be amended from time to time. Any changes require the approval of all partners. If one of the partners wishes to propose a change, the regional office staff person responsible for SACs should be contacted early in the process.

### The school advisory council agreement will contain the following items:

- effective date and review of the agreement;
- structure of the SAC (include Diversity Representation where needed);
- decision-making structure (including quorum)
- SAC's commitments;
- regional centre for education's commitments;
- Department of Education and Early Childhood Development's commitments; and
- signatories to the agreement (the SAC Chair, the regional executive director of education, and the Minister of Education and Early Childhood Development).

### Approval Criteria - School Advisory Council Agreement

Find below the criteria used by regional executive directors and the Department of Education and Early Childhood Development to assess proposed school advisory council agreements. **They are included here as guidance for SACs drafting their first agreement or revising their current agreement.**

To be approved by the regional executive director and the department, the agreement must:

- conform to the membership guidelines outlined in Section 71 of the Ministerial Education Act Regulations – remember no one body is greater than 1/3 of the SAC;
- specify the structure of the council (include Diversity Representation where needed);
- specify the review period of the agreement;
- set out a procedure for decision making;
- set out what establishes a quorum;
- set out the commitments of the SAC;
- set out the commitments of the Regional Centre for Education;
- set out the commitments of the Department of Education and Early Childhood Development;
- include the signatures of the parties to the agreement: the SAC Chair, the Regional Executive Director of Education and the Department of Education and Early Childhood Development;
- conform with Regional Centre for Education and Department of Education and Early Childhood Development legislation and policies

Note: The Regional Executive Director of Education (or designate) will ensure that the SAC's written bylaws accompany school advisory council agreement when submitted for review.