

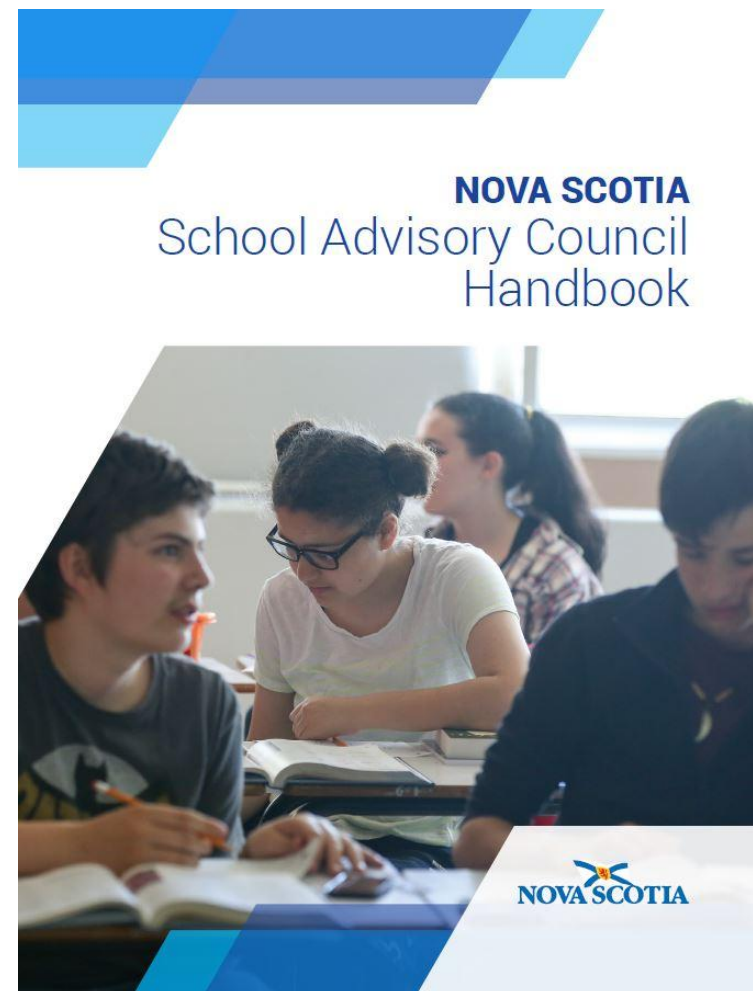
SAC Roles and Responsibilities

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New SAC Handbook

Topics covered:

- ▶ Governance Structure of Education
- ▶ Duties and Responsibilities
- ▶ Establishing a Council
- ▶ Membership
- ▶ Meeting Guidelines
- ▶ Spending Guidelines



Additional support materials available at: <https://www.ednet.ns.ca/SAC>

Duties and Responsibilities

The SAC has a role in:

- ▶ advising principals, RCEs / CSAP, and, as needed, EECD
- ▶ entering into an SAC Agreement and making bylaws
- ▶ participating in efforts to improve student achievement (SSP)
- ▶ participating in provincial and regional meetings, consultations, and professional development opportunities
- ▶ determining spending priorities for the funds allocated

The SAC does **not** have a role in:

- ▶ advising on personnel matters, such as supervision or discipline of staff or the principal.
- ▶ carrying out the responsibilities of staff, each of whom have professional and legal obligations.
- ▶ carrying out the day-to-day operations of the school.

Policy Consultation

- ▶ If SACs have feedback on specific regional or provincial policies, they should submit the feedback, in writing, to the SAC representative at their RCE.
- ▶ RCEs or EECD may solicit feedback on regional and provincial policies that impact student achievement and well-being
- ▶ Whenever possible, SACs will be informed on how their feedback has influenced policy development.

Consultation methods

- ▶ online surveys
- ▶ requests for volunteers to participate in in-person or online consultation sessions
- ▶ participation in regional or provincial meetings

SAC Funds

Spending Guidelines

- ▶ SAC funding decisions should be made during meetings.
- ▶ While an SAC may serve more than one school (i.e., a joint or regional SAC), funding must be spent at the school it was allocated to.
- ▶ All expenditures must fit into at least one (1) these spending categories :
 - A. supporting the school improvement plan (e.g., providing resources to support math and literacy instruction).
 - B. supporting policy development and implementation (e.g., supporting and promoting new policies).
 - C. covering SAC operational expenses. Up to 20 per cent of provincial SAC funding may be used as SAC operational expenses, if necessary, to encourage and support member participation

Annual Reports

- ▶ Any funds used by SACs must be accounted for and reported on
- ▶ A copy of the annual report should be submitted to the RCE before the end of the school year.
- ▶ The report should be made available to the public.

The annual report should include the following information:

- ▶ a list of SAC members including names, membership type (i.e., parent, community member, staff), and role (i.e., Chair, Vice Chair)
- ▶ a summary of work undertaken by the SAC to improve student achievement and school performance
- ▶ any significant milestones and success stories that the SAC would like to highlight
- ▶ any related sub-committee work undertaken by SAC members (e.g., School Options Committee)
- ▶ a statement of statement of revenues and expenditures, including reporting on spending from each spending category

Regional SAC Representatives

- ▶ Each RCE has a staff person who is responsible for supporting SACs.
- ▶ **Role & responsibilities:**
- ▶ Providing orientation and in-service sessions for council members, and workshops on special topics upon request
- ▶ Assist school councils as required
- ▶ Feedback to the council on the school improvement plan and the annual report
- ▶ Facilitation of input on regional centre for education policies and procedures
- ▶ Plan and facilitate meetings between the regional executive director of education or designate and the school advisory council upon request
- ▶ Provide access to policies via the RCE's website
- ▶ Providing mediation services when there is unresolved conflict between the school advisory council and the principal

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