



School Council Actions – Yearly Planner

The following checklist is to be used in conjunction with procedures as outlined in the Ontario Ministry of Education - School Councils "A Guide for Members" and the Ontario Regulations 612/00 & 613. This checklist is not intended to be used as a replacement for the procedures outlined in the above referenced material. It is to be used as an overview for timeline and documentation purposes.

On-Going Initiatives:

1. Monthly review of District School Board of Niagara draft policy/procedures. Submit any recommendations to the Board contact as well as sending a courtesy copy (cc) to the Parent Involvement Committee.
2. Identify and submit to District and Parent Involvement Committee any topics/issues or concerns your School Council feels need to be addresses at that level.

September/October: Actions to be taken within the first 30 days after the new school year commences (enter results and contact information):

1. Elections

Position	Name	Contact Info
Chair/Co-Chairs		
Vice-Chair		
Secretary		
Parent Representatives		
Teacher Representative		
Non-Teaching Representative		
Community Representative		
Student Representative		
Home & School Fundraising Representative		



2. **Communications:** Determine methods of communicating to parents and community

Website	
Email	
Newsletter	
Phone Fan Out	

3. **Outstanding Items:** Review outstanding items from the prior school year:

4. **Goals:** Set goals of School Council for the upcoming year:

5. **Review:** Establish time lines for reviewing the following:

School Council By-laws	
Constitution	
School Code of Conduct	
School Dress Code	

6. **Sub-Committees:** Review previous year's sub-committees. Determine if new ones are necessary and if previous ones should be continued based on goals and/or review of materials.

7. Submit the name of the School Council Chair to the Parent Involvement Committee.



November/December

1. Complete People for Education survey
2. EQAO Results
 - a. Discuss EQAO results
 - b. Establish School Improvement Plan based on results

January/February

1. Principal Profile
 - a. Review profile
 - b. Submit revised/new profile to your Superintendent no later than the end of February

March/April

1. Plan year end activities
2. Review School Growth Plan

May/June

1. Review and set election and nomination procedures for next year.
2. Prepare documents for next year's School Council (see January/February - Section 3 for previous year's "Outstanding Items").
3. Prepare School Council Annual Report: Forward the completed report to DSBN and the Parent Involvement Committee by June 15.