

## **School Council Checklist**

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 a template to help keep you on track. You may add to this list and customize it for your own council. The items listed below are a summary of tasks performed in past years with approximate time frames for your reference.

### **September/October**

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

**Principal** – Post notice of election at least 14 days before the election will take place. Post in school and send notice home to parents.

### **Elections**

The council is to elect:

- Chair or Co-Chairs
- Vice Chair (optional)
- Community Representative(s)
- Secretary/Treasurer
  - Budget details should be discussed at every meeting
    - a. current balance
    - b. spent to date (itemized)

These respective groups are to elect:

- Teacher Representative
- Non-teaching Representative
- Student Representative (if applicable)
- Ontario Federation of Home and School Association Representative (if applicable)

### **Goals**

Set goals of School Council for the upcoming year (include plans for the \$500 Parent Involvement Fund)

Establish timelines for reviewing the following:

- (a) School Council By-laws/Constitution – date to be reviewed
- (b) School Code of Conduct – date to be reviewed
- (c) School Council meeting dates – dates to be reviewed

### **Outstanding Items**

Review outstanding items from the prior school year.

### **Communications**

Determine method of communication to parents and community (ie. website, email, paper, newsletter, phone, etc)

### **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 material.

### **November/December**

- Review your School Council budget information.
- EQAO Results
  1. Discuss EQAO results
  2. Establish School Improvement Plan
- Plan Christmas activities.

### **January/February**

- Principal Profile
  - Review profile and school profile
  - Submit revised/new profile no later than the end of February
- Budget Review
- Review September - December projects
- Plan February – June projects

### **March/April**

- Review current budget.
- Continue January - June plans.
- Start planning for next year's PRO Grant proposal

### **May/June**

- Review and set election and nomination procedures for next year.
- Prepare documents for next year's School Council (see previous year's "Outstanding Items").
- Prepare School Council Annual Report