

School Council Monthly Checklists (Sample Template)

<b>SEPTEMBER</b>	To Do	✓
School Council Election planning	<ul style="list-style-type: none"> <li>Meet with principal to plan election date, nomination forms, procedures, etc. (as per council by-laws)</li> </ul>	
	<ul style="list-style-type: none"> <li>Send out election notices and SC info/welcome letter/package to parents</li> </ul>	
First SC meeting	<ul style="list-style-type: none"> <li>Prepare agenda</li> </ul>	
	<ul style="list-style-type: none"> <li>Hold elections within first 30 days of the school year</li> </ul>	
	<ul style="list-style-type: none"> <li>Hire babysitters for meeting</li> </ul>	
	<ul style="list-style-type: none"> <li>Set dates for SC meetings (may need to be done end of year in preparation for the next year)</li> </ul>	
	<ul style="list-style-type: none"> <li>Principal should share EQAO results, any staffing updates/changes, school budget</li> <li>Good time to ask principal to share school profile</li> </ul>	
After SC elections	<ul style="list-style-type: none"> <li>Update communications (SC website, bulletin board, newsletter, email, etc.) with new meeting dates and new council member list</li> </ul>	
	<ul style="list-style-type: none"> <li>Ask principal to update chair name on school website (if required)</li> </ul>	
	<ul style="list-style-type: none"> <li>Ask principal to set up TDSB school council email account access</li> </ul>	
	<ul style="list-style-type: none"> <li>Contact new members and provide information or guidance they may need to begin working in their new role.</li> <li>Provide SC Guidebook, Reg 612, background info</li> <li><a href="http://www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf">www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf</a></li> </ul>	
	<ul style="list-style-type: none"> <li>Update financial signing authority</li> </ul>	
SC Email list sign-up	<ul style="list-style-type: none"> <li>Get parent email addresses via sign-up form, CASL compliant sign-up sheet at curriculum night, or shared by principal (from school email list)</li> </ul>	
Parents Reaching Out (PRO) Grant	<ul style="list-style-type: none"> <li>Email should be received if grant has been approved. List of approved grants will be posted online.</li> </ul>	
Ward Forums	<ul style="list-style-type: none"> <li>Check with trustee for scheduled ward forum dates and share with parents.</li> </ul>	
Curriculum Night	<ul style="list-style-type: none"> <li>Set up SC table to provide info to parents and have them sign-up for email list</li> </ul>	
PSAB	<ul style="list-style-type: none"> <li>Complete form and submit to principal by due date (usually end of second week of September)</li> </ul>	
Budgeting	<ul style="list-style-type: none"> <li>Check online school budget to see SC allocation (admin. &amp; engagement). Use of these monies is to be a SC decision.</li> </ul>	
	<ul style="list-style-type: none"> <li>Begin creating fundraising plan.</li> </ul>	
Police Record Checks (PRC)	<ul style="list-style-type: none"> <li>Get PRCs for new regular, on-going volunteers submitted asap (process can take a while)</li> </ul>	
	<ul style="list-style-type: none"> <li>Offense declaration completed for returning volunteers</li> </ul>	
School committees	<ul style="list-style-type: none"> <li>Caring and Safe Schools team should be established by principal and include one parent.</li> </ul>	
	<ul style="list-style-type: none"> <li>Check with principal to see if you need to solicit parent reps for other school committees e.g. SIP, Eco-schools, Mental Health, Budget, Staffing (elementary only)</li> </ul>	

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Other happenings this month: Back-to-school BBQs, set-up milk program and special lunches (pizza, sub, etc.),  
Parks and Recreation registration for fall/winter programs (pass along dates to parents?)

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OCTOBER	To Do	✓
School Council Insurance	<ul style="list-style-type: none"> <li>Form and letter should be forwarded by principal and due by end of October.</li> </ul>	
School Statement of Needs	<ul style="list-style-type: none"> <li>Form should be completed each year, indicating parent and student needs when/if a new principal needs to be hired.</li> </ul>	
School Improvement Plan	<ul style="list-style-type: none"> <li>Created by a staff committee (which may include a parent rep) and should be shared and discussed with SC by principal.</li> </ul>	
High School Info Nights	<ul style="list-style-type: none"> <li>Check for dates online (TDSB website) and share with parents.</li> </ul>	
Parent Involvement Advisory Committee (PIAC)  French as a Second Language Advisory Committee (FSLAC)	<ul style="list-style-type: none"> <li>PIAC rep elections should occur at the October Ward Forum if a new rep is required. Forward any information (from Trustee) about election to parents at your school.</li> <li>Parent reps for this board committee are also elected at the ward level</li> </ul>	
Specialized Programs	<ul style="list-style-type: none"> <li>Pass along information about specialized program info nights and application processes e.g. Cyber Arts (Don Mill MS and Don Mills CI), Claude Watson School of the Arts (entry in grade 4)</li> </ul>	
SC Fundraising Plan	<ul style="list-style-type: none"> <li>Plan includes expected fundraisers and spending. Ask principal for form. Due to board at the end of October.</li> </ul>	
	<ul style="list-style-type: none"> <li>Principal should consult with SC about the school fundraising plan.</li> </ul>	
Movie License Renewal	<ul style="list-style-type: none"> <li>If SC is planning a movie night, check with principal to make sure school license covers events outside school hours and find out which movies are covered.</li> </ul>	
Student Council	<ul style="list-style-type: none"> <li>Invite newly elected Student Council rep (if applicable) to future SC meetings.</li> </ul>	
Staff reps for Council	<ul style="list-style-type: none"> <li>Principal to request teaching &amp; non-teaching reps for council membership</li> </ul>	
By-law review	<ul style="list-style-type: none"> <li>Review, update school council by-laws, as needed</li> </ul>	
Goal setting	<ul style="list-style-type: none"> <li>Plan your goals and budget for the year. Communicate plans with your parents</li> </ul>	

Other happenings this month: gifted testing begins, IEP's should be completed (maybe pass Special Education info/links to parents who are new to the process?) Somali Heritage Month, Islamic Heritage Month, Hispanic Heritage Month, Women's History Month

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NOVEMBER	To Do	✓
Progress reports and Parent-Teacher Interviews	<ul style="list-style-type: none"> <li>• Pass along tip sheets to parents and/or links to find out more information about progress reports (TDSB or Ministry website).</li> <li>• Good time to set up table to promote SC</li> </ul>	
PIAC parents conference	<ul style="list-style-type: none"> <li>• Free event for all TDSB parents, usually held on the second Saturday in November. Posters and information should be mailed to schools. Put up poster and pass along info to all parents.</li> </ul>	
Early French Immersion Program (SK start)	<ul style="list-style-type: none"> <li>• Check registration dates (TDSB website) and pass along to parents. Dates for 2015: online registration open Nov 2 – Dec 3</li> </ul>	
Transition to grade 9	<ul style="list-style-type: none"> <li>• Grade 8-9 transition information night should be set up in middle schools by principal. If not, council should request one.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Invite high school SCs to attend transition info session to connect with parents who will be new to their school next year?</li> </ul>	
People for Education annual conference	<ul style="list-style-type: none"> <li>• Pass on info about this event <a href="http://www.peopleforeducation.ca/">http://www.peopleforeducation.ca/</a></li> <li>• N.B. this is not a free event</li> </ul>	

Other happenings this month: Planning winter events (Winterfest, potluck, etc.), Anti Bullying month, Aboriginal Education Month

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<b>DECEMBER</b>	To Do	✓
French Immersion	<ul style="list-style-type: none"> <li>Remind parents of online application due date For 2015: December 2</li> </ul>	

Other happenings this month: charity drives (food, coats, mittens, etc.), Winter Events (Winterfest, potluck, etc.), school concerts (bake sale, raffle?), school skating days (may need parent volunteers)

<b>JANUARY</b>	To Do	✓
Extended French and Late Immersion program	<ul style="list-style-type: none"> <li>Check online (TDSB website) for registration dates and pass along info to parents.</li> </ul>	
Course selection & Post-secondary info	<ul style="list-style-type: none"> <li>Invite Guidance Dept. to present to parents on course selection and post-secondary planning</li> </ul>	
Grade 9 EQAO testing	<ul style="list-style-type: none"> <li>Required to graduate math test</li> </ul>	

Other happenings this month: Spring event planning (e.g. Fun Fair) Tamil Heritage Month

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<b>FEBRUARY</b>	To Do	✓
PIAC Council Appreciation Event	<ul style="list-style-type: none"> <li>Free event held each February. Decide which members will attend (two per school) and complete the online registration. Schools should receive invitation in January.</li> </ul>	
TDSB Excellence awards	<ul style="list-style-type: none"> <li>Applications usually come out this month. Complete form if your SC wishes to nominate a staff member.</li> </ul>	
TDSB budget presentations	<ul style="list-style-type: none"> <li>Attend sessions (at ward forum or community consultation – see TDSB website for dates and locations) to learn more about next year’s board budget.</li> </ul>	
Report Cards and Parent-Teacher interviews	<ul style="list-style-type: none"> <li>Pass along info/links (e.g. from TDSB or Ministry website) to parents to help them understand report cards.</li> <li>Send out parent tips for interviews</li> </ul>	
Elementary Academies	<ul style="list-style-type: none"> <li>Check TDSB website for registration information (e.g. Health &amp; Wellness Academies at Rene Gordan PS and Donview MS) to pass to parents.</li> </ul>	
Kindergarten Registration	<ul style="list-style-type: none"> <li>Provide SC info for registration info packet. Set up SC table to give out info and collect email addresses.</li> </ul>	
Staffing Committee	<ul style="list-style-type: none"> <li>Elementary staffing models are developed at this time of year. Parents may be involved.</li> </ul>	

Other happenings this month: go over plans made earlier in year to make sure they are on track e.g. parent workshops/speakers are completed or booked, fundraising and budget are going as planned. Black History Month, Asian Heritage Month

<b>MARCH</b>	To Do	✓
PIAC-SEAC Special Education Conference	<ul style="list-style-type: none"> <li>Free event for all parents, usually held last Saturday in March. Flyers should be sent to schools in Feb or early March. Pass info to parents.</li> </ul>	
OSAP (post secondary tuition assistance program)	<ul style="list-style-type: none"> <li>Check for application info online (<a href="http://www.osap.gov.on.ca">www.osap.gov.on.ca</a>) to pass along to parents of students who will be graduating this year.</li> </ul>	
TDSB Long Term Program & Accommodation Strategy	<ul style="list-style-type: none"> <li>Check TDSB website or contact your trustee for new report to see if any consultations re: school closings, program changes, etc. are scheduled for your school/ward.</li> </ul>	
EQAO Literacy testing	<ul style="list-style-type: none"> <li>Ontario Secondary School Literacy Test (OSSLT) usually occurs in late March (gr. 10) Graduation requirement</li> </ul>	

Other happenings this month: Parks and Recreation spring/summer registration begins (pass along info to parents?) Greek Heritage Month

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<b>APRIL</b>	To Do	✓
Open Houses – gifted, French programs (immersion/extended), gifted	<ul style="list-style-type: none"> <li>Find out dates (usually in May) and plan to have council members attend to promote SC and get email addresses of new parents.</li> </ul>	
Staffing	<ul style="list-style-type: none"> <li>Principals should have staffing numbers for next year and should share and discuss this with SCs.</li> </ul>	
EQAO	<ul style="list-style-type: none"> <li>Grade 9 math (for second semester or full-year courses) and elementary (grades 3 &amp; 6) EQAO testing occurs in late May/early June. Ask parents if they want an info night and ask principal to set one up if required.</li> </ul>	

Other happenings this month: planning for final spring events (e.g. graduations) Latin-America History Month, Sikh Heritage Month, Genocide Awareness Month

<b>MAY</b>	To Do	✓
Parents Reaching Out (PRO) Grant	<ul style="list-style-type: none"> <li>Online application process begins.</li> </ul>	
Budgeting	<ul style="list-style-type: none"> <li>Check budget to make sure all board and Ministry SC funding is spent before end of school year. These monies cannot be rolled over into next year's budget.</li> <li>Principal to share school budget forecast with council</li> </ul>	
Student Activity Fees	<ul style="list-style-type: none"> <li>Principal should discuss next year's proposed student activity fees with the council</li> </ul>	
Summer School	<ul style="list-style-type: none"> <li>Check TDSB website for information about summer school opportunities and pass along info to parents.</li> </ul>	
EQAO testing	<ul style="list-style-type: none"> <li>Elementary math &amp; literacy testing typically held now</li> </ul>	

Other happenings this month: EQAO testing (help provide breakfast, refreshments for students on testing days?), Play Day, plan staff appreciation event, Children/Youth Mental Health week, Jewish Heritage Month

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<b>JUNE</b>	To Do	✓
PRO Grant	<ul style="list-style-type: none"> <li>• Make sure all funds are spent by year end (August 31)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Complete online report back form</li> </ul>	
	<ul style="list-style-type: none"> <li>• Also submit a copy of the report to the Director’s Office via the Parent and Community Engagement Office at outreach@tdsb.on.ca</li> </ul>	
New School Calendar	<ul style="list-style-type: none"> <li>• Next year’s calendar (with PA Days and Holidays) should be posted online <a href="http://www.tdsb.on.ca/AboutUs/Calendar">http://www.tdsb.on.ca/AboutUs/Calendar</a> - use it for planning next year</li> </ul>	
Final Budgeting	<ul style="list-style-type: none"> <li>• Prepare for PSAB report (due in early September).</li> </ul>	
	<ul style="list-style-type: none"> <li>• Archive all financial files, bank statements, receipts, etc. (should be kept for 7 years)</li> </ul>	
Final Report	<ul style="list-style-type: none"> <li>• Prepare School Council Annual Report – as per Reg 612 (for SC files and copy to principal) which includes a list of all activities done by SC this year, reflections, future plans, etc.</li> </ul>	
Goals Evaluation	<ul style="list-style-type: none"> <li>• Send out survey to parents to find out what they thought about this year and what they’d like to see in future.</li> </ul>	
Planning for next year	<ul style="list-style-type: none"> <li>• Coordinate preparations for your Fall Welcome package</li> <li>• Recruiting new parents</li> <li>• Welcome BBQ</li> </ul>	

Other happenings this month: graduations (parents may coordinate refreshments, celebrations). Italian Heritage Month, Portuguese-speaking Heritage Month, PRIDE Month