

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” This checklist is not intended to be used as a replacement for the procedures.

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 commence;

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

- ☐ Parent Members- in accordance with School Council By-laws
- ☐ Chairperson or Co-Chairpersons
- ☐ Vice Chairperson - optional according to school council by-laws
- ☐ Secretary/Treasurer - optional according to school council by-laws

Appointed

- ☐ Teacher Representative
- ☐ Non-teaching Representative
- ☐ Community Representative(s)
- ☐ Student Representative (if applicable)
- ☐ Ontario Federation of Home and School Assoc. Representative (if applicable)

School Councils Goals

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

Establish time lines for reviewing the following:

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

Outstanding Items

Review outstanding items from the prior school year.

Communications

Determine method of communication to parents and community (ie. Web site, 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

- EQAO Results
- School Improvement Plan
- Action Planning- Parent Involvement Funds \$500

January/February

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

March/April

- Continue January - June plans.
- Identify parent engagement project; 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”)
- Celebrate Accomplishments
- Prepare and submit reports
 - School Council Annual Report
 - Use of Parent Involvement Funds
 - PSAB- School Council Financial Summary Report
 - Forward the completed report to the School Board