

School Council Monthly Checklists

SEPTEMBER	To Do	✓
School Council Election planning	<ul style="list-style-type: none"> Meet with principal to plan election date, nomination forms, procedures, etc. (as per council by-laws) 	
	<ul style="list-style-type: none"> Send out election notices and SAC info/welcome letter to parents 	
First SAC meeting	<ul style="list-style-type: none"> Prepare agenda 	
	<ul style="list-style-type: none"> Hold elections within first 30 days 	
	<ul style="list-style-type: none"> Hire babysitters for meeting 	
	<ul style="list-style-type: none"> Set dates for SAC meetings (at least 4 required each school year) 	
	<ul style="list-style-type: none"> Principal should share EQAO results, any staffing updates/changes, school budget 	
After SAC elections	<ul style="list-style-type: none"> Update communications (SAC website, bulletin board, newsletter, email, etc.) with new meeting dates and new council member list 	
	<ul style="list-style-type: none"> Ask principal to update chair name on school website (if required) 	
	<ul style="list-style-type: none"> Contact new members and provide information or guidance they may need to begin working in their new role. 	
	<ul style="list-style-type: none"> Update financial signing authority 	
	<ul style="list-style-type: none"> Give meeting dates to babysitters and confirm availability 	
SAC Email list sign-up	<ul style="list-style-type: none"> Get parent email addresses via sign-up form or sign-up sheet at events e.g. curriculum night 	
Parents Reaching Out (PRO) Grant	<ul style="list-style-type: none"> Email should be received if grant has been approved. List of approved grants will be posted online. 	
Ward Forums	<ul style="list-style-type: none"> Check with trustee for scheduled ward forum dates and share with parents. 	
Curriculum Night	<ul style="list-style-type: none"> Set up SAC table to provide info to parents and have them sign-up for email list 	
PSAB (financial report)	<ul style="list-style-type: none"> Complete form and submit to principal by due date (usually end of second week of September) 	
Budgeting	<ul style="list-style-type: none"> Check online school budget to see SAC allocation. 	
	<ul style="list-style-type: none"> Begin creating fundraising plan. 	
Police Record Checks (PRC)	<ul style="list-style-type: none"> Get PRCs for new regular, on-going volunteers submitted asap (process can take a while) 	
	<ul style="list-style-type: none"> Offense declaration completed for returning volunteers 	
School committees	<ul style="list-style-type: none"> Caring and safe schools team should be established by principal and include one parent. 	
	<ul style="list-style-type: none"> Check with principal to see if you need to solicit parent reps for other school committees e.g. SIP committee, eco-schools committee 	

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"> Form and letter should be forwarded by principal and due by end of October. 	
School Statement of Needs	<ul style="list-style-type: none"> Form should be completed each year, indicating parent and student needs when/if a new principal needs to be hired. 	
School Improvement Plan	<ul style="list-style-type: none"> Created by a staff committee (which may include a parent rep) and should be shared and discussed with SAC by principal. 	
High School Info Nights	<ul style="list-style-type: none"> Check for dates online (TDSB website) and share with parents. 	
Parent Involvement Advisory Committee (PIAC)	<ul style="list-style-type: none"> 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. 	
Specialized Programs	<ul style="list-style-type: none"> 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) 	
SAC Fundraising Plan	<ul style="list-style-type: none"> Plan includes expected fundraisers and spending. Ask principal for form. Due at the end of October. 	
	<ul style="list-style-type: none"> Principal should consult with SAC about the school fundraising plan. 	
Movie License Renewal	<ul style="list-style-type: none"> If SAC 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. 	
Student Council	<ul style="list-style-type: none"> Invite newly elected Student Council Chair (if applicable) to future SAC meetings. 	

Other happenings this month: gifted testing begins (for ALL grade 3 students), IEP's should be completed (maybe pass special education info/links to parents who are new to the process?)

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NOVEMBER	To Do	✓
Progress reports and Parent-Teacher Interviews	<ul style="list-style-type: none"> • Pass along tip sheets to parents and/or links to find out more information about progress reports (TDSB or Ministry website). 	
PIAC Parent Conference	<ul style="list-style-type: none"> • 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. 	
Early French Immersion Program (SK start)	<ul style="list-style-type: none"> • Check registration dates (TDSB website) and pass along to parents. 	
Transition to grade 9	<ul style="list-style-type: none"> • Grade 8-9 transition information night should be set up in middle schools by principal. If not, council should request one. 	
	<ul style="list-style-type: none"> • Invite high school SACs to attend transition info session to connect with parents who will be new to their school next year? 	

Other happenings this month: Planning winter events (Winterfest, potluck, etc.), Annual Parent for Education conference second weekend of November (note, this is not a free event)

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

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)

JANUARY	To Do	✓
Extended French and Late Immersion program	<ul style="list-style-type: none"> Check online (TDSB website) for registration dates and pass along info to parents. Dates for 2015: Jan 4-28 	

Other happenings this month: grade 9 EQAO testing (for first semester math courses), spring event planning (e.g. Fun Fair)

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

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.

MARCH	To Do	✓
TDSB Long Term Program & Accommodation Strategy	<ul style="list-style-type: none"> 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. 	

Other happenings this month: Ontario Secondary School Literacy Test (OSSLT) usually occurs in late March. (provide info to parents?), Parks and Recreation spring/summer registration begins (pass along info to parents?)

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

Other happenings this month: planning for final spring events (e.g. graduations)

MAY	To Do	✓
Budgeting	<ul style="list-style-type: none"> Check budget to make sure all board and Ministry SAC funding is spent before end of school year. These monies cannot be rolled over into next year's budget. 	
Student Activity Fees	<ul style="list-style-type: none"> Principal should discuss next year's proposed student activity fees with the council 	
Summer School	<ul style="list-style-type: none"> Check TDSB website for information about summer school opportunities and pass along info to parents. 	
Back-to-school notices	<ul style="list-style-type: none"> Discuss with principal and prepare any notices that your council would like to include in the September back-to-school package e.g. email list sign-up form, school council welcome letter, etc. 	

Other happenings this month: EQAO testing (help provide breakfast for students on testing days?), plan staff appreciation event?

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JUNE	To Do	✓
PRO Grant	<ul style="list-style-type: none"> • Make sure all funds are spent by year end (August 31) 	
	<ul style="list-style-type: none"> • Complete online report back form (due mid-July) 	
	<ul style="list-style-type: none"> • Also submit a copy of the report to the Director's Office via the Parent and Community Engagement Office at outreach@tdsb.on.ca 	
New School Calendar	<ul style="list-style-type: none"> • Next year's calendar (with PA Days and Holidays) should be posted online http://www.tdsb.on.ca/AboutUs/Calendar - use it for planning next year 	
Final Budgeting	<ul style="list-style-type: none"> • Prepare for PSAB report (due in early September). 	
	<ul style="list-style-type: none"> • Archive all financial files, bank statements, receipts, etc. (should be kept for 7 years) 	
Final Report	<ul style="list-style-type: none"> • Prepare report (for SAC files and copy to principal) which includes a list of all activities done by SAC this year, reflections, future plans, etc. 	
Parent Survey	<ul style="list-style-type: none"> • Send out survey to parents to find out what they thought about this year and what they'd like to see in future. 	
Police Record Checks (PRC)	<ul style="list-style-type: none"> • If you have new parents signing up to volunteer in regular, on-going positions next year, have them submit their PRCs now so they'll be ready before the school year begins. 	

Other happenings this month: begin planning for next year (how to recruit new parents, goals for next year, how to improve, welcome back BBQ, etc.)

