

School Council Calendar Ideas

If you would like an electronic version of this handout with all the links, please send an email to Maxeen.Paabo@tdsb.on.ca.

(For exact dates and details ask [your school](#), or visit the [TDSB website](#) or [Ministry of Education website](#))

September

- Back-to-school BBQ
- [Curriculum Night](#) (Set up school council table to provide info to parents and have them sign up for email list.)
- [Fundraising Guidelines](#) (Begin creating fundraising plan.)
- Milk Program Set-up
- Parent Orientation Night (Grade 9)
- [Parents Reaching Out \(PRO\) Grant Results](#) (Email should be received if grant has been approved. List of approved grants will be posted online.)
- [Parks and Recreation Fall and Winter Registration](#)
- [Public Sector Accounting Board \(PSAB\) Report](#) (Complete form and submit to principal by due date, usually end of second week of September.)
- [School Budget line GL41500 to support the running of the School Council \(min \\$300 & max \\$1000\)](#) (Check online [School Budget](#) to see council allocation.)
- School Committee Reps (A Caring and Safe Schools Committee, Staffing Committee (Elementary), Budget Committee, and School Improvement Plan Committee should be established by principal and include one parent. Check with principal to see if you need to solicit parent reps.)
- [School Council Elections](#) (Meet with principal to plan election date, nomination forms, procedures, etc. (as per council by-laws). Send out election notices and info/welcome letter to parents. Hold elections within first 30 days.)
- School Council Elections Follow-up (Update communications (council website, bulletin board, newsletter, email, etc.) with new meeting dates and new council member list. Ask principal to update chair name on school website (if required). Contact new members and provide information or guidance they may need to begin working in their new role. Update financial signing authority. Give meeting dates to babysitters and confirm availability.)
- School Council Email List (Get parent email addresses via sign-up form, sign-up sheet at curriculum night, or shared by principal from school email list.)
- School Council Meeting (Prepare agenda. Hire babysitters for meeting. Set dates for council meetings. Principal should share [EQAO Results](#), [School Staffing Plan](#), [School Budget](#).)
- [School Council Overview and Guidebook](#)
- Special Lunches (Pizza, Subs)
- [Volunteers and the Police Record Check \(PRC\) or Annual Offense Declaration](#) (Get PRCs for new regular, on-going volunteers submitted asap (process can take a while) Offense declaration completed for returning volunteers.)
- [Ward Forum Meetings](#) (Check with trustee for scheduled ward forum dates and share with parents.)
- Welcome New Parents

October

- [By-Law Review, Budget, and Goals](#)
- [Gifted Program Testing \(see pg.55\)](#)
- Goals for the Year
- [High School Information Nights](#) (Check for dates online (TDSB website) and share with parents.)

TDSB Trustee Jennifer Story, Ward 15 Toronto-Danforth Jennifer.Story@tdsb.on.ca

- [Individual Education Plans \(IEPs\)](#) (IEP's should be completed. Consider passing special education info/links to parents who are new to the process.)
- Movie License Renewal (If council 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.)
- [Parent Involvement Advisory Committee \(PIAC\)](#) (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.)
- [Parent Involvement Advisory Committee \(PIAC\) Representative Elections \(if required, usually at Trustee Ward Forums\)](#)
- Parent Involvement in Vice Principal Interview Sessions
- [School Council Fundraising Plan](#) (Plan includes expected fundraisers and spending. Ask principal for form. Due at the end of October. Principal should consult with council about the school fundraising plan.)
- [School Council Insurance](#) (Form and letter should be forwarded by principal and due by end of October.)
- School Improvement Plan (Created by a staff committee (which may include a parent rep) and should be shared and discussed with council by principal.)
- [School Statement of Needs \(SSON\) Update](#) (Form should be completed each year, indicating parent and student needs when/if a new principal needs to be hired.)
- [Specialized Schools and Program Information Sessions and Registration Dates](#) (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)
- Student Council (Invite newly elected Student Council Chair (if applicable) to future council meetings.)

November

- [Bullying Awareness and Prevention Week](#)
- French Program Applications Begin (Extended, Immersion) [Elementary](#) and [Secondary](#) (Check registration dates (TDSB website) and pass along to parents.)
- [Parent Involvement Advisory Committee \(PIAC\) Conference](#) (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.)
- [People for Education Conference](#) (note, this is not a free event)
- Planning Winter Events
- Progress Reports and Parent-Teacher Interviews [Elementary](#) and [Secondary](#) (Pass along tip sheets to parents and/or links to find out more information about progress reports (TDSB or Ministry website)
- School Council Effectiveness
- School Improvement Plan (SIP)
- Transition to Grade 9 (Grade 8-9 transition information night should be set up in middle schools by principal. If not, council should request one. Invite high school councils to attend transition info session to connect with parents who will be new to their school next year)

December

- French Immersion Applications Due (Remind parents of online application due date.)
- Winter Events, Charity Drives, School Concerts, Bake Sale, School Skating Days

January

- [Course Selection \(Secondary\)](#)

TDSB Trustee Jennifer Story, Ward 15 Toronto-Danforth Jennifer.Story@tdsb.on.ca

- [EQAO Math Testing \(Secondary\)](#)
- Extended French and Middle French Applications Open and Due (Check online (TDSB website) for registration dates and pass along info to parents.)
- Planning Spring Events

February

- [African Heritage Month](#)
- [Elementary Academy Registration Information](#) (Check TDSB website for registration information (e.g. Health & Wellness Academies at Rene Gordan PS and Donview MS) to pass to parents.)
- [Grants for Student Needs \(GSN\) \\$500 for school council to support Parent Engagement initiatives](#)
- [Kindergarten Registration](#) (Provide council info for registration info packet. Set up council table to give out info and collect email addresses)
- [Lunar New Year](#)
- [Parent Involvement Advisory Committee \(PIAC\) School Council Appreciation Event](#) (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.)
- Report Cards and Parent-Teacher Interviews (Pass along info/links (e.g. from TDSB or Ministry website) to parents to help them understand report cards.)
- Review School Council Plans (Make sure they are on track e.g. parent workshops/speakers are completed or booked, fundraising and budget are going as planned.)
- School Staffing Committee (Elementary)
- TDSB Budget Information Presentations (Attend sessions (at Ward Council or community consultation – see TDSB website for dates and locations) to learn more about next year's board budget.)
- [TDSB Excellence Awards Nominations](#) (Applications usually come out this month. Complete form if your council wishes to nominate a staff member. Topics that arise from parent consultations.)

March

- [EQAO Literacy Testing \(Secondary - First Semester\)](#) (Provide info to parents.)
- [Ontario Student Assistance Program \(OSAP\) Information](#) (Check for application info online (www.osap.gov.on.ca) to pass along to parents of students who will be graduating this year.)
- [Parks and Recreation Spring and Summer Registration](#)
- [PIAC-SEAC Special Education Conference](#) (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.)
- [TDSB Long Term Program and Accommodation Strategy Update](#) (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.)

April

- EQAO (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.)
- Open Houses: French Programs, Gifted (Find out dates (usually in May) and plan to have council members attend to pass along council info and get email addresses of new parents.)
- Planning for Late Spring Events, Graduations

TDSB Trustee Jennifer Story, Ward 15 Toronto-Danforth Jennifer.Story@tdsb.on.ca

- [School Staffing Plan](#) (Principals should have staffing numbers for next year and should share and discuss this with councils.)
- Summer School Program and Registration Information ([Elementary](#) and [Secondary](#))
- Topics that arise from parent consultations

May

- [Children/Youth Mental Health Week](#)
- [EQAO Testing \(Elementary\)](#) (help provide breakfast for students on testing days)
- Graduations
- [Parents Reaching Out \(PRO\) Grant Applications Due - \\$1000 max for the School Council to support Parent Engagement](#) (Online application process begins.)
- School Budget Forecast
- School Council Budgeting (Check budget to make sure all board and Ministry council funding is spent before end of school year. These monies cannot be rolled over into next year's budget.)
- Teacher Appreciation Event

June

- [EQAO Math Testing \(Secondary, Second Semester and Full Year\)](#)
- [EQAO Testing \(Elementary\)](#)
- Fall Parent Package Review
- [Next Year's TDSB School Calendar](#) (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.)
- Parent Survey (Send out survey to parents to find out what they thought about this year and what they'd like to see in future.)
- Planning for Next Year (how to recruit new parents, goals for next year, how to improve, welcome back BBQ, etc.)
- [PRO Grant Funds Spent and Report Back Due \(July\)](#) (Make sure all funds are spent by year end (August 31). Complete online report back form. Also submit a copy of the report to the Director's Office via the Parent and Community Engagement Office at outreach@tdsb.on.ca.)
- [Public Sector Accounting Board \(PSAB\) Report](#) (Prepare for PSAB report, due in early September.)
- School Council Final Budgeting (Archive all financial files, bank statements, receipts, etc. Should be kept for 7 years)
- School Council Final Report (Prepare report (for council files and copy to principal) which includes a list of all activities done by council this year, reflections, future plans, etc.)
- Social

Adapted from multiple versions of this document idea, including those prepared by Nicole Herbert and Trixie Doyle--Thank you!

Information changes and mistakes do sometimes slip through. If you find an error of any kind, or if you have a suggestion to improve the document, please let us know! Send an email to Maxeen.Paabo@tdsb.on.ca.