



**SCHOOL COUNCIL TOOLKIT**  
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20-04-2018

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## SCHOOL COUNCIL TOOLKIT

### Elections

20-04-2018

*The criterion for election of School Council members is outlined in [O. Reg. 612/00](#). The designated number of Parent Members elected to the School Council should be defined in your [Election bylaw](#). The majority of the Members of the School Council must be parents/guardians of students at the school. The other Members are the Principal, an elected teacher, an elected non-teaching staff member, an elected student member (secondary school), and one (or more) appointed community representative.*

### **HOW DOES A SCHOOL COUNCIL ELECTION WORK?**

- Elections must be held within the **first 30 days** of the school year. [O. Reg. 612/00, s. 4 \(4\)](#).
- The Principal must post the date, time, and location of the election (as determined in consultation with the Chair(s)) for the parent community, at least 14 days before the election date
- All parents/guardians of students at the school are entitled to one vote for each Parent Member position
- The Chair(s) is elected from the group of elected Parent Members
- Executive positions, or officers, (as defined in your bylaws) are determined from among the elected Parent Members
- The Principal must post the results of the election (the names of the members elected to the School Council), no later than 30 days following the election
- Term of Office is one full year from the date of election or until the 1<sup>st</sup> meeting after the election of the following school year (members may seek reelection, as per your bylaws)

### **TIP: Election Planning Committees**

Your school may choose to form an Election Planning Committee. Members of this committee could include the Principal, parents not running for election, teaching staff, support staff and, in secondary schools, students. The role of the Election Planning Committee is to plan and hold elections for membership of parents, teachers and support staff representatives.

The responsibilities of the Election Planning Committee could include:

- Establishing time(s)/date(s) and location for the election (must include both daytime and evening hours);
- Preparing and distributing election information and notices to the school community;
- Establishing campaign rules/guidelines.

**A TDSB guide for School Council elections can be found here ([link](#)).**

## **WHO ARE THE MEMBERS OF SCHOOL COUNCIL?**

- The number of elected Parent Members as outlined in your School Council Bylaws.
- The Principal of the school (or a Vice Principal designated by the Principal)
- One teacher at the school (elected by their peers)
- One staff member at the school (a non-teaching staff member elected by their peers)
- One student representative, (appointed by the Student Council) where applicable
- One representative from the Home & School Association, if your school has one
- One or more appointed Community Representatives (e.g. from the school daycare or community centre), appointed by the elected Members of Council, as defined in your bylaws

## **QUORUM**

Quorum is defined as the minimum number of members of council that must be present at any meeting to make the proceedings of that meeting valid. For school council meeting quorum, a majority (50%+1) of elected members (including parent members, staff, teachers, community reps, and student reps) must be present, and the majority of members in attendance must be elected Parent Members for a meeting to take place.

## **WHAT POSITIONS ARE ON SCHOOL COUNCIL?**

- Once the Parent Members of the council are elected, those Members may determine who among them will serve as the Officers or Executive of Council
- Every School Council is required to have a Chair or two (2) Co-chairs (note: the Chair(s) cannot be employee(s) of the TDSB)
- A School Council may also have a Secretary, Treasurer, Ward Representative, Communications Coordinator, and any other positions needed to achieve your goals, serve on [school committees](#), or as defined in your bylaws
- *Who cannot vote on School Council?*
  - The only non-voting member of your council is the Principal
- *Who cannot be parent members?*
  - TDSB employees at the same school
  - Trustees of the school board

## **WHAT IF WE DON'T FILL ALL THE POSITIONS?**

- Vacant positions do not prevent the Council from operating as long as Parent Members are in the majority
  - If the bylaws mandate a position not required by [O. Reg. 612](#), and that position is frequently vacant, the bylaws should either be amended or the position should be made an optional one in the bylaws
- Vacancies may be filled by election or appointment, as per your school council bylaws

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## SCHOOL COUNCIL TOOLKIT Bylaws and Operating Procedures

20-04-2018

*School Council operations are governed by the Ministry of Education's [Ontario Regulation 612/00](#).  
School Councils should strive to follow the policies and procedures of the TDSB.*

**School Council bylaws cannot contradict O. Reg. 612**

### **BYLAWS VS. OPERATING PROCEDURES**

Bylaws are formal documents that define the governance (standards & principles) of an organization. Operating Procedures describe the process for that governance - how tasks are carried out. For example, bylaws would state the rules for the number of elected members and how elections are carried out, while operating procedures would outline the process for forming an election committee and list positions/roles of the elected officers ([School Councils: A Guide for Members, section 7](#)). Although it is ideal to separate these, many Councils include operating procedures within their bylaws.

**As per reg. 612, school council bylaws must include the following:**

- Conflict Resolution
- Election Procedures & Filling Vacancies
- Conflict of Interest

**Your bylaws/operating procedures may include:**

- Code of Ethics
- Meeting Norms & Attendance
- Number of Members & Quorum
- Roles & Responsibilities of the Membership
- Requirements of the Signing Officers
- Establishment & Roles of Sub-committees/Working Groups
- Decision Making Process
- Communications Strategy
- Process for storage of and access to council minutes and other records
- Amending bylaws process

**TIP: The following are links to some helpful templates and examples of bylaw and operating procedures:**

- [Bylaws Worksheet](#)
- Election Procedures ([Elections Template](#)) ([Ministry to Education Samples](#))
  - [Sample Nomination Form](#)
  - [Sample Self-Nomination Form](#)
- Filling Vacancies ([Bylaw Template](#)) ([Ministry of Education Samples](#))
- Conflict of Interest ([Bylaw Template](#)) ([Ministry of Education Samples](#))
- Conflict Resolution ([Bylaw Template](#)) ([Ministry of Education Samples](#))
- Code of Ethics ([Template](#)) ([Ministry of Education Sample](#))
- Membership ([Bylaw Template](#))
- [School Council Positions examples](#)

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## SCHOOL COUNCIL TOOLKIT Running Effective Meetings

20-04-2018

*School Councils are required to hold a minimum of four (4) public meetings per year - the first of the year to be held within the first 35 days of school, after the election. These meetings are run by the parent(s) elected as Chair(s). All meetings of the School Council, including "Executive" and Sub-committee meetings, are open to the public. The school is required to provide meeting space free of charge for all School Council meetings.*

Setting dates and posting a clear agenda in advance encourages attendance. Planning the annual meeting schedule should take into account the schedules of the parents in your community, as well as the availability of staff. Providing child-care for families attending the meeting will increase participation. If your meetings are held at dinnertime, consider providing food for your families.

Running effective meetings strengthens a council's effectiveness. A defined purpose/mandate gives the reference point for all council actions and for discussion at meetings. Set annual goals with your parent members & school staff, based on your School Council mandate.

### **TIP: Make your meeting worth attending**

- Define a meeting's purpose
- Send enough information in advance for people to prepare for meeting
- Allow all attendees to participate
- Address each item on the agenda, staying on schedule & on topic
- Assign action items and follow them up each meeting

Use and refer to your council [bylaws and operating procedures](#) to clarify council processes, e.g. purpose of the council, how you make decisions (consensus, voting), minute taking, conflict resolution, etc. Check out the [School Councils: A Guide for Members](#), section 8, for more ideas.

### **GET THE BIG PICTURE**

- Consider having a Ward Representative position on your council:
  - Attends your [Ward Council meetings](#) & reports back to your school on broader issues
  - Shares your school's information and concerns with the community
- Connect with your Ward's [PIAC Representative](#) for support and resources

### **EQUITY ON SCHOOL COUNCILS**

How do you know that your council is representative of your school community? It is not about who shows up. It is about whether council has provided every parent the ability to participate in decision-making and priority setting. Consider surveying your families. Consult your Principal about the School Profile to learn more about your school community.

School Councils are encouraged to seek translation of key engagement documents (in any language suggested by the school admin), including election information, minutes, and any surveys. The board provides written translation of School Council materials free of charge. Ask your Principal about accessing this service.

## **SETTING YOUR AGENDA**

What should be on your agenda each meeting? Use this [checklist](#) to stay on top of monthly agenda items. [School Councils: A Guide For Members](#) template 8.4.

Example agenda:

MICHAEL ST. HIGH SCHOOL COUNCIL AGENDA – November 16, 2008

Welcome and Introductions	7:00 – 7:05pm
Approve Minutes	7:05 – 7:10pm
Follow-up Items	7:10 – 7:15pm
School Improvement Plan – discussion	7:15 – 7:30pm
Principals Report*	7:30 – 7:45pm
Teachers’ Report	7:45 – 7:55pm
Treasurer’s Report	7:55 – 8:00pm
Committee Reports	8:00 – 8:30pm

- Student Council–Gord
- Ward Update–Mary
- PRO Grant Committee–Joanne

Other Business 8:30 – 8:45pm

\*Work with your Principal to focus his/her meeting content and timing.

## **ENDING A MEETING**

- End on time
- Thank all members for attending
- Summarize decisions made to avoid misunderstandings later
- Review actions items handed out to council members
- Ensure members know when next meeting is
- Follow up with minutes shortly after the meeting (a draft of meeting minutes may be made available to the school community shortly after the meeting takes place, with approval of those minutes happening at the following scheduled meeting)

### **MAKING DECISIONS**

There are 2 common ways for your council to make decisions: reaching consensus or voting. Your bylaws may outline the process your council chooses

**N.B. School Council decisions cannot contradict O. Reg. 612**

#### **1. Consensus Decision Making**

- Consensus is an effective and inclusive way for councils to reach a decision. Consensus provides room for discussion and allows all sides to express their opinions before reaching an agreement on an issue
- It doesn’t need to be everyone’s first choice

#### **2. Voting Process**

- Voting can be a more direct method of deciding, using group discussion, followed by a formal motion, then the vote. Simple majority rules
- For more advice refer to “[Robert’s Rules of Order](#)” & [School Councils: A Guide for Members](#) section 8.8

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## SCHOOL COUNCIL TOOLKIT Minutes and Record-Keeping

20-04-2018

Ontario [Regulation 612](#) outlines the records that schools and School Councils are required to keep. The TDSB also requires certain documents of School Councils. Accessible records provide the base for accountability and communication with your school community.

### MINUTES

- Minutes must be recorded for every meeting of a School Council (including sub-committees/working groups). Most School Councils have a Secretary as part of the Executive officers to record minutes
- The school must retain School Council minutes (including sub-committees/working groups) for a minimum of 4 years and make them available to all parents free of charge

**TIP:** School Council minutes must be accessible to the parent community. Hard copies of minutes can be stored in a binder or file at the school office. Minutes can also be stored digitally on the school and/or School Council website.

See: [School Councils: A Guide for Members](#), template e.g. 8.5

### **What should your minutes contain?**

- Date of the meeting
- List of who attended/was absent
- Brief summary of what went on at the meeting
- Motions and decisions or votes of the council
- Financial decisions of the council
- Action items/follow-up items

### ANNUAL REPORTS

- Responsibility of the Chair(s) to ensure the annual report is done
- Responsibility of the Principal to distribute the report to all parents of the school. This can be done several ways, including sending a paper copy home to each family, posting it in an accessible area of the school, uploading to the school's website, or emailing the parent body.
- Include financial statement of Council's fundraising and spending efforts
- Responsibility of the Principal to ensure financial records are kept and available to all parents. The school must store & retain reports for a minimum of four (4) years (Recommended to retain financial records for 7 years, in case of audit)

For more information check out the *School Council Guidebook* e.g. 10.1, fin. e.g. 10.3



### **What should your annual report contain?**

- List of elected members of Council – names & positions
- List of meeting dates
- List of Council accomplishments
- Financial statement
- Thank yous

### **OTHER REPORTING REQUIRED BY THE TDSB**

- Fundraising Plan ([School Generated Funds Financial Plan and School Needs Assessment Form](#)) is a living plan that can be adjusted throughout the year
  - Submitted annually (end of October) through your Principal, as either a separate School Council report or as part of the school's SGFFP (School Generated Funds Financial Plan)
  - Plan is created by the School Council in consultation with the Principal
  - List of expected expenditures & fundraising events for the year with anticipated incomes
  - See TDSB School Councils: "[School Council Funds](#)"
- School Statement of Needs (SSoN)
  - Submitted annually to the Superintendent (end of October)
  - Lists what makes your school community unique
  - Used by the Superintendent when there is a change of administrator in your school
  - See PIAC's [SSON Parent Guide](#) and [SSON template](#)
- PSAB board accounting (Public Sector Accounting Board) Reports
  - Financial semi-annual report & year-end report required by the TDSB
  - Submitted as a separate School Council document or as part of the school's PSAB report
  - PSAB due 2nd week of September; Semi-Annual Report due in March.
  - See TDSB School Councils: "[School Council Funds](#)"

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## SCHOOL COUNCIL TOOLKIT The Role of the Principal

20-04-2018

*The Principal is your partner in School Council. The Principal is the leader of your school community and an important member of the School Council. The Principal's duties regarding School Councils are laid out in O. Regs. 298 & 613, as well as O. Reg. 612. The TDSB also requires Principals to include parents in several additional ways, for example, consultation on matters that affect student learning.*

### **PRINCIPALS ARE REQUIRED TO SUPPORT SCHOOL COUNCILS BY:**

- Ensuring the school has an elected School Council
- Attending all School Council meetings *O. Reg. 613, s.16*
- Giving notice of School Council meetings (date, time, location) to all parents of the school *O. Reg. 612, s.12 (7)*
- Ensuring School Council elections are held in accordance with Ministry regulation (Reg. 612, s.4):
  - Elections must be held within the first 30 days of the school year *O. Reg. 612, s.4 (4)*
  - Principal must post the date, time, and location of the elections for the parent community, at least 14 days before the election date *O. Reg. 612, s.4 (6)*
  - Principal must post the results of the election (the names of the members elected to the School Council), no later than 30 days following the election *O. Reg. 425/98, s.1*
- Distributing School Council information to the parent body:
  - School Council records (minutes, annual report) must be held in the school, accessible to any parent, for minimum of four (4) years *O. Reg. 612, s.16 (2) & s.24 (3)*
  - Materials intended for School Councils from the Ministry of Education to School Council members & post them in an accessible location *O. Reg. 613, s.1*
- Seeking parent input on matters affecting student learning *O. Reg. 613, s.19*
- Seeking parent input on school committees, including but not limited to, school budget, School Improvement Plan (SIP), staffing, and Caring & Safe Schools ([link to School Committees Guide](#))
- Seeking parent input on any school dress code *O. Reg. 613, s.19*
- Considering & reporting back on any recommendation of the School Council *O. Reg. 613, s.18*
- Act as a resource for School Council on laws, regulations, and board policies. *O. Reg. 613, s.1 (3)*

## **OTHER WAYS THE PRINCIPAL CAN SUPPORT COUNCIL**

- Give access to the school website and/or newsletter for School Council information sharing
- Arrange for the provision of school &/or board resources to support operation of the council
- Involve School Council in the development of the School Profile (*SC Guide 3.6*)
- Access the Ministry of Education School Council and Parent Outreach funds provided to School Councils through the TDSB (GL 41500)
- Work with school staff to support the election of staff representatives for council
- Assist in purchasing TDSB insurance for School Council, if your council needs additional insurance coverage beyond the Boards. ([TDSB School Council Insurance](#)) ([School Councils: A Guide for Members, 5.9](#))
- Consult on any fundraising plan of the council
- Apply for event and meeting permits (including those for regular council meetings)
- Determine acceptable avenues and resources for fundraising (TDSB [Advertising Policy P006](#), [Fundraising Policy P021](#), and [Distribution & Display of Materials Policy P041](#))

## **WHAT THE PRINCIPAL DOES NOT DO**

- Have a vote on council
- Run School Council meetings or set meeting agendas (Chair(s) should consult Principal on agenda items)
- Appoint Council Members
- Spend or approve spending of School Council funds without the approval of the voting Members of School Council

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## SCHOOL COUNCIL TOOLKIT Funds and Fundraising

20-04-2018

*Fundraising is an optional activity that many School Councils engage in. School Council fundraising should be done in collaboration with school staff and your Principal and should follow the TDSB's [Policies and Procedures](#) for fundraising and advertising, as well as the [guidelines for fund management](#). Parents may not fundraise for supplies or curriculum materials that are provided by the Ministry of Education ([Fundraising Guidelines](#)) and are encouraged to use vendors and suppliers vetted by the TDSB. The TDSB has produced the following reference guides: [Guide for School Generated Funds](#) and the [Fundraising Guide](#).*

All School Councils receive funding from the Ministry of Education. These funds are intended to be spent each year and are replaced annually with fresh funds. School Councils decide how these Ministry funds are spent (see #1 and 2 below).

### **SOURCES OF SCHOOL COUNCIL FUNDING**

1. **The Ministry of Education via the TDSB:** (\$1.25/full-time student; max. \$1000) for School Council operations (school budget line GL 41500)
2. **The Ministry of Education (Parent Involvement Policy):** \$500 per school annually for Parent Outreach activities (school budget line GL 41500)
3. **TDSB Continuing Education:** Supplementary funding from the Ministry of Education is available for Parent Workshops through the TDSB Continuing Education department. [2017/18 application here](#).
4. **Parent Reaching Out Grants:** PRO Grants are available each year from the Ministry of Education for parent engagement activities (up to \$1000). Applications are accepted in the spring. [Apply here](#).

### **FUNDRAISING PLAN**

Schools and School Councils that fundraise are required to create and submit an annual financial plan using the TDSB's form ([School Generated Funds Financial Plan and School Needs Assessment Form](#))

- Submitted each October as either a separate School Council report or as part of the school's SGFFP (School Generated Funds Financial Plan)
- Plan is created in consultation with the Principal
- Includes a list of planned fundraising activities and expenditures for the year
- This is a living plan that can be adjusted throughout the year

### **HOW DO WE DEVELOP OUR FINANCIAL PLAN?**

- *Identify the fundraising goal(s) or school need.* School Council goals should be identified using the School's Improvement Plan (SIP) or need for resources identified by staff and parents.
- *Ensure that your activities comply with Ministry of Education guidelines* for acceptable spending and TDSB policies regarding food & product sales, games of chance, and advertising.
- *Determine the amount of money or resources to be raised* for each activity and in total.
- *Spend the money on the intended targets.*
  - Funds must be spent within 2 years of being raised and the spending reported to the TDSB and the school's parent community.

- Funds raised for a capital project that is pre-approved by the TDSB (e.g. a large piece of equipment) may be held until the funding goal is reached.

### **CASH DONATIONS OR DIRECT DONATION FUNDRAISING**

- Monetary donations of cash or cheques may be eligible for a tax receipt (over \$25) and can be processed by your school office administrator.
- Monetary donations can also be processed using the School Cash Online system (<http://schoolcashionline.com>) under the TDSB Online Donations Module.
- Direct donations are deposited into the school's bank account as "non-board funds". School Council should record and track these funds to make sure they are used for their intended purpose.

### **WHAT CHOICES DO SCHOOL COUNCILS HAVE FOR BANKING?**

If a School Council receives funds, through any fundraising activity, it is responsible for the management and financial accounting of those funds, including records of signing authorities on accounts, records of cash counting, banking transactions, reimbursements (with receipts), monthly bank statements, and an up-to-date fundraising and expense budget. You will probably want a Treasurer to handle the many accounting tasks associated with School Council banking.

School Councils have three main options for holding funds in a bank account:

1. **The school's bank account (recorded as Non-Board Funds):** Funds are held by the school under "non-board funds". Deposits and money handling are the responsibility of the School Council and must align with the [TDSB's guidelines](#). Although the school administers the funds, only the School Council can authorize spending of the School Council funds; payments are processed with the help of the Principal and/or office administrator.
2. **PACE Credit Union Account:** PACE CU is the bank used by the TDSB. School Councils may open a PACE account that is separate from the school's account. The benefits include secure, in school pick up of deposits rather than parents carrying money off-site, no requirement for a minimum balance, and no fees for regular banking transactions. The Principal is a required signing authority (co-signature) on a PACE account.
3. **Outside Bank Account:** The TDSB currently allows School Councils to maintain bank accounts at accredited financial institutions in Canada. School Council bank accounts should have multiple signing officers (recommended that the Principal be one of the signing authorities). Bank accounts should not allow access to bank machines or use debit transactions. The School Council must maintain all the documentation and submit required reports on the funds as outlined in TDSB fund management guide.

### **BUDGET AND ACCOUNTING SOFTWARE**

School Councils that raise funds may want to use a spreadsheet (e.g. Excel or Google Sheets) or basic budgeting software (e.g. Quicken Starter, YNAB, Mint, etc.) to track income and spending. Budgeting software offers automated setup and calculations however may come with annual fees and limit access to one person/computer. Spreadsheet options like Google Sheets provide free, flexible record keeping that allows shared access with School Council Members however require more independent setup.

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## SCHOOL COUNCIL TOOLKIT

### School Council Monthly Checklists

2017

SEPTEMBER	TO DO	✓
School Council Election Planning	<ul style="list-style-type: none"> <li>Meet with the Principal to plan election date, nomination forms, procedures etc. (as per your Council by-laws)</li> </ul>	
	<ul style="list-style-type: none"> <li>Send out election notices and SAC information/welcome letter to parents</li> </ul>	
First SAC 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</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 SAC meetings (at least 4 required each school year)</li> </ul>	
	<ul style="list-style-type: none"> <li>The Principal should share EQAO results, any staffing updates/changes, school budget</li> </ul>	
After SAC Elections	<ul style="list-style-type: none"> <li>Update communications (SAC 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 the Principal to update chair name on school website (if required)</li> </ul>	
	<ul style="list-style-type: none"> <li>Contact new Council Members and provide information or guidance they may need to begin working in their new role</li> </ul>	
	<ul style="list-style-type: none"> <li>Update financial signing authority</li> </ul>	
	<ul style="list-style-type: none"> <li>Give meeting dates to babysitters and confirm availability</li> </ul>	
SAC Email List Sign-Up	<ul style="list-style-type: none"> <li>Get parent email addresses via sign-up form or sign-up sheet at events (e.g. curriculum night)</li> </ul>	
Parents Reaching Out (PRO) Grant	<ul style="list-style-type: none"> <li>Email should be received if grant has been approved. A list of approved grants will be posted online</li> </ul>	
Ward Forums	<ul style="list-style-type: none"> <li>Check with your Trustee for scheduled Ward forum dates and share with parents</li> </ul>	
Curriculum Night	<ul style="list-style-type: none"> <li>Set up SAC table to provide information to parents and have them sign-up for email list</li> </ul>	
PSAB (financial report)	<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 SAC allocation</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 (this 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 the Principal and include one parent</li> </ul>	
	<ul style="list-style-type: none"> <li>Check with the Principal to see if you need to solicit parent reps for other school committees (e.g. SIP committee, eco-schools committee)</li> </ul>	

*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?)*

OCTOBER	TO DO	✓
School Council Insurance	<ul style="list-style-type: none"> <li>Form and letter should be forwarded by the Principal and is due by the end of October</li> </ul>	
School Statement of Needs (SSoN)	<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 (SIP)	<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 SAC by Principal</li> </ul>	
High School Information 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)	<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> </ul>	
Specialized Programs	<ul style="list-style-type: none"> <li>Pass along information about specialized program information 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>	
SAC Fundraising Plan	<ul style="list-style-type: none"> <li>Plan includes expected fundraisers and spending. Ask Principal for form. Due at the end of October</li> </ul>	
	<ul style="list-style-type: none"> <li>The Principal should consult with SAC about the school fundraising plan</li> </ul>	
Movie License Renewal	<ul style="list-style-type: none"> <li>If SAC is planning a movie night, check with the 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 Chair (if applicable) to future SAC meetings</li> </ul>	

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

NOVEMBER	TO DO	✓
Early French Immersion (SK)	<ul style="list-style-type: none"> <li>Remind parents of online application due date <i>For 2018/2019: Application deadline was 30 November, 2017</i></li> </ul>	
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> </ul>	
PIAC Parent Conference	<ul style="list-style-type: none"> <li>Usually held on the second Saturday in November. Posters and information should be mailed to schools. Put up poster and pass along information to all parents</li> <li>This event is free for all TDSB parents</li> </ul>	
Transition to Grade 9	<ul style="list-style-type: none"> <li>Grade 8-to-9 transition information night should be set up in middle schools by the Principal, if not, council should request one</li> </ul>	
	<ul style="list-style-type: none"> <li>Invite high school SACs to attend transition information session to connect with parents who will be new to their school next year</li> </ul>	

*Other happenings this month: Planning winter events (Winterfest, potluck etc.)*

DECEMBER	TO DO	✓

*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	✓
Junior (Grade 4)/ Intermediate (Grade 7) Extended French and Middle Immersion (Grade 4) program	<ul style="list-style-type: none"> <li>• Check online (TDSB website) for registration dates and pass along information to parents.</li> </ul> <p><i>For 2018/2019: Application deadline for Extended French was 8 February, 2018</i></p>	

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

FEBRUARY	TO DO	✓
PIAC School Council Appreciation Event	<ul style="list-style-type: none"> <li>• Decide which School Council Members/parents will attend (two per school) and complete the online registration</li> <li>• Invitation should be sent to schools in January</li> <li>• This event is free</li> </ul>	
TDSB Excellence Awards	<ul style="list-style-type: none"> <li>• Applications usually come out this month. Complete form if your SAC 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 information/links (e.g. from TDSB or Ministry website) to parents to help them understand report cards</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 SAC information for registration information packet? Set up SAC table to give out information and collect email addresses?</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)*



<b>MARCH</b>	<b>TO DO</b>	✓
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>	

*Other happenings this month: Grade 9 Ontario Secondary School Literacy Test (OSSLT) (provide information to parents?), Parks and Recreation spring/summer registration begins (pass along information to parents?)*

<b>APRIL</b>	<b>TO DO</b>	✓
Open Houses for gifted and French programs (immersion/extended)	<ul style="list-style-type: none"> <li>Find out dates (usually in May) and plan to have council members attend to pass along SAC information 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 SACs</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) testing occurs in late May/early June. Ask parents if they want an information night and ask the Principal to set one up if required</li> </ul>	
Parents Reaching Out (PRO) Grant	<ul style="list-style-type: none"> <li>Online application process begins</li> </ul>	

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

<b>MAY</b>	<b>TO DO</b>	✓
Budgeting	<ul style="list-style-type: none"> <li>Check budget to make sure all board and Ministry SAC funding is spent before end of the school year. These monies cannot be rolled over into next year's budget</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 information to parents</li> </ul>	
Back-to-school notices	<ul style="list-style-type: none"> <li>Discuss with the 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.)</li> </ul>	

*Other happenings this month: Primary (Grade 3) and Junior (Grade 6) EQAO testing (reading, writing, mathematics) (help provide breakfast for students on testing days?), plan staff appreciation event?*

JUNE	TO DO	✓
PRO Grant	<ul style="list-style-type: none"> <li>• Make sure all funds are spent by year's end (August 31)</li> <li>• Complete online report back form (due mid-July)</li> <li>• 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> <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 report (for SAC files and give a copy to the Principal), which includes a list of all activities done by SAC the past year, reflections, future plans etc.</li> </ul>	
Parent Survey	<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>	
Police Record Checks (PRC)	<ul style="list-style-type: none"> <li>• 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</li> </ul>	

*Other happenings this month: Grade 9 EQAO testing (for second semester and full-year math courses), begin planning for next year (how to recruit new parents, goals for next year, how to improve, welcome back BBQ etc.)*

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