

	SCC	Principal
August	<ul style="list-style-type: none"> • August 31 is the fiscal year-end. Gather all records together and begin to prepare the Annual Financial Report. • Remind SCC members and parents of the date for the first SCC meeting of the new school year. 	<ul style="list-style-type: none"> • At your start-up meeting, discuss with all staff members the parameters for staff participation on SCCs: <ul style="list-style-type: none"> ○ Staff members on SCCs must act in their role as parents and not as staff. ○ Staff members on SCCs must avoid bias and ensure that information from one forum is not used in the other forum. ○ Staff members are bound by strict privacy provisions under <i>The Education Regulations</i> and AP-1410: Confidentiality. • At your start-up meeting, discuss AP-1400: Freedom of Information and Protection of Privacy.
September	<ul style="list-style-type: none"> • At the first SCC meeting of the year: <ul style="list-style-type: none"> ○ Review the school's draft Learning Improvement Plan (LIP). ○ Generate ideas for SCC activities to support the LIP. ○ Review SCC membership composition, assess whether it is representative of the student population and aligns with the Regulations, identify any gaps and develop local recruitment strategies. ○ Set up and publicize SCC meetings for the year. Remember SCCs must have at least five meetings per year plus and an annual general meeting. When planning SCC meetings, try to coordinate with other schools in your subdivision and Board member schedules. • Post SCC meeting minutes on the school website within five days of approval. • Check the SCC page on the school website to ensure membership and meeting information for the new school year is up to date and accurate. Include information on programs and activities and how people can get involved with the SCC. For 	<ul style="list-style-type: none"> • Prepare Administrator's Report for the September SCC meeting, using the sample Principal's Report template as a minimum guideline. • Give a demonstration of the Grants Inventory Portal on InSite and the SCC page of the website. Remember that SCC chairs and treasurers can receive access to InSite. To set up access for your SCC, contact Ashton Calder. • Provide your school's draft LIP to SCC members in advance of the September meeting. At the meeting, present the LIP, explain the rationale for targets and actions and outline how you will monitor and report on progress through the year. • At the first meeting of the year, review the confidentiality provisions in <i>The Education Regulations</i> and Administrative Procedures pertaining to SCC members. • By September 21 – Review the SCC Annual Financial Report and submit it to finance@pvsd.ca, fax to 306-949-1277 or send by inter-office mail.

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	<p>an example, refer to Emerald Ridge Elementary School Community Council.</p> <ul style="list-style-type: none"> Gather and organize all financial records for 2017-2018 (and any previous years), organize in date order, mark with the name of the SCC and the year (eg. ABC SCC – 2017-2018 Financial Records). Submit any webpage changes to the principal. By September 21, ensure that every elected SCC member has completed AFP-1400.3: SCC Member Information and Photo Release Form. Develop your SCC Activity and Financial Plan for the year, aligning with LIP goals. 	<ul style="list-style-type: none"> Post the SCC’s Annual Financial Report to the SCC page on the school website.¹
October – November	<ul style="list-style-type: none"> Education Week is October 14 to October 20. This year’s theme “A World of Learning for Every Student”. Finalize your SCC Activity and Financial Plan for the year, using the school LIP as the basis for the SCC’s activities. Post to the SCC page of the school website. Discuss fundraising and spending plans, aligning spending with the SCC activity plan for the year and the school’s LIP. Post SCC meeting minutes on the school website within five days of approval. SCC Annual Meeting must be held by November 30. Remember to email Annual Meeting Minutes to scc@pvsd.ca immediately. 	<ul style="list-style-type: none"> Prepare Administrator’s Report for the next SCC meeting, using the Principal’s Report template as a minimum guideline. Present the school’s fundraising plan for the year to the SCC for discussion. Refer to AP-7410: Fundraising in Schools for details. In particular, note: <ul style="list-style-type: none"> 4(c): School initiated fundraising activities shall be developed in consultation with the School Community Council, and 4(e): Advance notice of fundraising activities and a statement of results at the end of the activity are to be posted on the school website and included in the school newsletter. SCC Annual Meeting must be held by November 30. Remember to email Annual Meeting Minutes to scc@pvsd.ca immediately.

¹ SCCs should use the Annual Financial Report to report back on the year’s finances at the SCC Annual Meeting.

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December	<ul style="list-style-type: none"> Post SCC meeting minutes on the school website within five days of approval. 	<ul style="list-style-type: none"> Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline.
January – February	<ul style="list-style-type: none"> Review the SCC's planned activities for the year; assess progress over the first semester and if necessary, adjust plans for semester 2. By January 31, check the SCC page on the school website to ensure membership and meeting information for the new school year is up to date and accurate. Submit any changes to the principal. Present an update on the SCC's fundraising activities to date and plans for the remainder of the year. Refer to AP-7410: Fundraising in Schools for details. Post SCC meeting minutes on the school website within five days of approval. Staff Appreciation Week (February 10 to 16, 2019). 	<ul style="list-style-type: none"> Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline. <ul style="list-style-type: none"> Include an assessment of school progress at mid-year as compared to the plan set out in the school's LIP. Present an update on the school's fundraising activities to date and plans for the remainder of the year to the SCC. Refer to AP-7410: Fundraising in Schools for details. In particular, note: <ul style="list-style-type: none"> 4(c): School initiated fundraising activities shall be developed in consultation with the School Community Council, and 4(e): Advance notice of fundraising activities and a statement of results at the end of the activity are to be posted on the school website and included in the school newsletter. Check to ensure the SCC page on the school website is up to date, including meeting dates and times for the year, council membership and contact information, meeting agendas and minutes to date, SCC Activity and Financial Plan for the current year, SCC Annual Activity Reports and Annual Financial Reports for previous years and information on upcoming events.
March	<ul style="list-style-type: none"> Plan for school SCC Annual Meeting and SCC elections if they occur in the spring. National Congress on Rural Education, Saskatoon (March 31 to April 2, 2019). Post SCC meeting minutes on the school website within five days of approval. 	<ul style="list-style-type: none"> Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline. Plan for SCC Annual Meeting and elections if they occur in the spring.

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		<ul style="list-style-type: none"> If your SCC has spring elections, discuss again with all staff members the parameters for staff participation on SCCs: <ul style="list-style-type: none"> Staff members on SCCs must act in their role as parents and not as staff. Staff members on SCCs must avoid bias and ensure that information from one forum is not used in the other forum. Staff members are bound by strict privacy provisions under <i>The Education Regulations</i> and AP-7410: Confidentiality.
April – May	<ul style="list-style-type: none"> Evaluate the operation of your SCC over the year. Refer to Chapter 7 of the SCC Operations Manual for information on alternative approaches. Work with SCC members to draft the SCC Annual Activity Report (June). Post SCC meeting minutes on the school website within five days of approval. SCC/Parent Event – April 3 (Education Centre) and April 4 (Broadview). 	<ul style="list-style-type: none"> Prepare Administrator’s Report for the next SCC meeting, using the Principal’s Report template as a minimum guideline.
June	<ul style="list-style-type: none"> Submit the School Community Council Annual Activity Report by June 24 to scc@pvsd.ca or by inter-office mail to the Education Centre and provide a copy to the principal.² At the final SCC meeting for the year, present a report on the SCC’s fundraising activities. Refer to AP-7410: Fundraising in Schools for details. Note that a statement of results at the end of each activity are to be posted on the school website and included in the school newsletter. 	<ul style="list-style-type: none"> Prepare Administrator’s Report for the next SCC meeting, using the Principal’s Report template as a minimum guideline. At the final SCC meeting for the year, present the year-end report on the school’s Learning Improvement Plan. Present the report, explain how actual results compare to targets and whether planned actions were completed. Post the year-end report on your school website. At the final SCC meeting for the year, present a final report of the school’s fundraising activities to the SCC. Refer to

² SCCs should use the Annual Activity Report to report back on the year’s activities and accomplishments at the SCC Annual Meeting.

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	<ul style="list-style-type: none"> • Post SCC meeting minutes on the school website within five days of approval. • Decide on and communicate the date for the September SCC meeting. • Gather together all SCC meeting records for the year (and any previous years), organize in chronological order, mark with the name of the SCC and the year (eg. ABC SCC – 2018-2019 Non-Financial Records), and leave at the school for safe-keeping. • Forward all SCC records that are more than seven years old to the school; the school will send the records to the Education Centre for secure disposal. • Plan for SCC Annual Meeting and elections if they occur in the fall. 	<p>AP-7410: Fundraising in Schools for details. Note that a statement of results at the end of each activity must be posted on the school website and included in the school newsletter.</p> <ul style="list-style-type: none"> • By June 24 – post the SCC Annual Activity Report for the year on the SCC page of the school website. • Before year-end, check to ensure the SCC page on the school website is up to date, including meeting dates and times for the entire year, council membership and contact information, meeting agendas and minutes, SCC Activity and Financial Plans and SCC Annual Activity Reports and Annual Financial Reports for previous years. • Plan for SCC Annual Meeting and elections if they occur in the fall.

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FOR MORE INFORMATION:

- ✓ This work plan and detailed information and resources are posted on pvsd.ca under School Community Councils at <http://www.pvsd.ca/Schools/SCC/Pages/default.aspx>.
- ✓ To provide suggestions, ask questions or request more information, email scc@pvsd.ca or call Derek Smith, Superintendent of Education at 306-949-6396.

Reference Material:

- ❖ [SCC Templates](#)
- ❖ [The Education Regulations](#)
- ❖ [AP-1400: Freedom of Information and Protection of Privacy](#)
- ❖ [APF-1400.3: SCC Member Information and Photo Release Form](#)
- ❖ [AP-1410: Confidentiality](#)
- ❖ [AP-7410: Fundraising in Schools](#)
- ❖ [Learning Improvement Plan \(LIP\)](#)
- ❖ [SCC Operations Manual](#)