

SCHOOL COUNCIL PLANNING CALENDAR FOR EVENTS AND MONTHLY TASKS

—a template for School Councils to amend and refer to throughout the year

Monthly: Regular public School Council meetings & others (Committees) as needed
 Submit column for school newsletter
 Submit approved regular meeting minutes to the Dept

Note: *An update on the progress of students as outlined in the School Growth Process should be an agenda item for every Council meeting.*

September/November and January to April—participation in School Reviews as scheduled

MONTH	SOME RECURRING EVENTS	Our School Council's activities/plans
August	Meet and plan before/as school commences (refer to Sept items as needed) Advertise AGM and regular Council meeting to the school community	
September	Hold Annual General Meeting Review of feedback from School Growth Planning Advisory, revision of School Growth Plan as required Review enrolment, programming and staffing, etc. with Administration Members assigned to committees as needed Review results and patterns on BCPs and other finals written in previous June Submit signed annual financial statement to the Dept for annual Contribution Agreement, deadline Oct 31 Set annual priorities for School Council and establish School Council budget	
October	Attend Fall School Council Conference	
November	Review attendance patterns, improvements and concerns Review enrolment, course offerings, selection and staffing with Administration, especially at secondary level for next semester	
December	Enjoy school celebrations, activities and holidays!	

MONTH	SOME RECURRING EVENTS	Our School Council's Activities/Plans
January	Review School Growth Process and current data (elementary) Review current and projected enrolment numbers and staffing Review ongoing assessments according to the Assessment Matrix	
February	Review School Growth Process and current data (secondary) Review enrolment in various courses and student interest and participation rates Begin reviewing projected student enrolment and known staffing allocation with Administration	
March	Provide input to Principal evaluation process as appropriate Assess continuing interest of members for School Council seats in election years Enjoy SPRING BREAK!	
April	Attend Spring School Council Conference & AYSCBC Annual General Meeting Review projected student enrollment and staffing with Admin Select non-instructional dates for upcoming school year Council begins planning for year end celebrations Generate interest in running for School Council seats in election years School Council nominations and elections process takes place every 2 years Discussion and work on submitting annual School Growth Plan and Innovation Grant proposal as well as application to FNPP* for Cultural Inclusion, Elder in the School and Community Based Orientation funds (as eligible)	
May/June	*Deadline for submission of annual School Growth Plans and Innovation Grants, and FNPP* funding programs is May 30th Review results and patterns on Yukon Achievement Tests (YATs), etc as soon as available Provide input to Principal evaluation as appropriate Review projected student enrollment and staffing with Admin Set date for AGM for month of September Celebrate graduation and/or Farewells!	

*FNPP=First Nation Programs & Partnerships, Yukon Education