

School Community Council

Work Plan

2019-2020

Important Dates

(Action items are highlighted in yellow)

- August 31** NESD Fiscal Year End – SCC year end (Sept. 1 to August 31) financial statement; bank reconciliation; a copy of the bank statement as of this date is required for Audit purposes. Reporting templates and instructions will be provided by division office and will be available online.
PLEASE SUBMIT SCC Annual Financial Reports by no later than September 30th
- September 4** – First Day of Classes
- September** - Share actions, deliverables, and timelines for the Learning Improvement Plan for SCC approval. (A3 form)
- September** - Plan for SCC Annual Meeting and Elections
- September** – **Ensure that your public school site has an SCC section/tab** – needs to include current members listing, constitution, and previous year and current year minutes.
- September** - **PLEASE SUBMIT List of SCC Meeting Dates and Times including SCC Annual Meeting Date after your initial 2019-2020 meeting.** Email to zenner.triki@nesd.ca
- September 29** – **Please ensure that your SCC Annual Financial Statement, bank statement and bank reconciliation are submitted to mcleod.wanda@nesd.ca by no later than this date.**
- Due September 28**– SCC approval and submission of the Learning Improvement Plan (A3 format) to the Board. Information is uploaded to the ESSP shared drive. Notify jensen.mark@nesd.ca when the document has been approved.
- September/October** – Principal reviews NESD school fees and fundraising guidelines and seeks SCC feedback on the school fundraising plan.
- October 13-19, 2019** – Education Week
- October** – Discuss and decide on format for parent-teacher-student conferences.
- October 9 & 10, 2019** – Parent-Teacher-Student Conferences
- October 31** – School Learning Improvement Plans (LIP) approved by SCC and submitted to jensen.mark@nesd.ca
- November** - **PLEASE SUBMIT List of SCC Members and Positions following your SCC Annual Meeting.** Email to zenner.triki@nesd.ca
- November** – Small School Sustainability-SCC Linkage
- January** – Plan for Teacher/Staff Appreciation week
- January** – SCC Linkage with the Board
- February 9-15, 2020**– Staff/Teacher Appreciation Week
- March (TBD)** – SCC and Municipal Forum with the Board of Education
- March/April** – Review Constitution and propose amendments – if required. If the SCC Constitution changes, please forward a copy to Don Rempel for Board for approval.
- March 11 & 12, 2020**- Parent-Teacher-Student Conferences
- June** – Principal will communicate Learning Improvement Plan yearly results in reading and writing.
- June** – Confirm that all meeting minutes have been added to your school’s public website.
- July/August** – SCC Accounts need to be wrapped up for the 2018-2019 school year.