

School Community Council Work Plan 2022-2023

Important Dates (Action items are highlighted in yellow)
<input type="checkbox"/> 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 SUBMIT SCC Annual Financial Reports by September 30
<input type="checkbox"/> September 1, 2022 - First Day of Classes
<input type="checkbox"/> September - Share actions, deliverables, and timelines for the School Level Action Plans for SCC approval (formerly A3s)
<input type="checkbox"/> September - Plan for SCC Annual Meeting and Elections
<input type="checkbox"/> September - Ensure that your school website site has an SCC section/tab – needs to include current members listing, constitution, and previous year and current year minutes.
<input type="checkbox"/> September -SUBMIT List of SCC Meeting Dates and Times including SCC Annual Meeting Date after your initial 2022-2023 meeting. Email to zenner.triki@nesd.ca
<input type="checkbox"/> September 30 - Ensure that your SCC Annual Financial Statement, bank statement and bank reconciliation are submitted to eberle.donna@nesd.ca by no later than this date
<input type="checkbox"/> September/October - Principal reviews NESD school fees and fundraising guidelines and seeks SCC feedback on the school fundraising plan
<input type="checkbox"/> October - Discuss and decide on format for parent-teacher-student conferences
<input type="checkbox"/> October 18, 2022 - SCC Linkage with the NESD Board of Education
<input type="checkbox"/> October 5 & 6, 2022 - Parent-Teacher-Student Conferences
<input type="checkbox"/> October - Education week (date and theme – TBD)
<input type="checkbox"/> October 31 - School Priority Action Plans (Project Plans) approved by SCC and submitted to the Coordinator of Continuous Improvement and Reporting
<input type="checkbox"/> November - SUBMIT List of SCC Members and Positions following your SCC Annual Meeting. Triki Zenner will send out a google doc for principals to update
<input type="checkbox"/> January - Plan for Teacher/Staff Appreciation week
<input type="checkbox"/> February 5-11, 2023 - Staff/Teacher Appreciation Week; THEME: TBD
<input type="checkbox"/> March (TBD) – SCC and Municipal Forum with the Board of Education
<input type="checkbox"/> March/April – Review Constitution and propose amendments – <u>if required</u> . If the SCC Constitution changes, please forward a copy to Stacy Lair for Board for approval
<input type="checkbox"/> June – Confirm that all meeting minutes have been added to your school’s public website
<input type="checkbox"/> July/August – SCC Accounts need to be wrapped up for the 2022-2023 school year