

2.0 Beginnings

Chapter 2.0 focuses on the near future and includes:

- A two-year “start-up” calendar designed to help Councils consider what they might expect in their first two years of existence in Saskatchewan schools; and
- The calendar may also serve as an advanced organizer for the Handbook itself as for each activity in the calendar reference is made to a section of the Handbook where information related to the activity can be found.

School Community Councils are a new entity at the school and community level and there may be some “growing pains” as Councils first form. This section includes a ***Two-Year Calendar*** designed to provide Councils with an overview of what they may expect in their first two years in operation.

The calendar describes a possible schedule School Community Councils may follow as they are initially formed. It is provided only as an example and is not meant to be prescriptive. Different Councils may follow different paths as they form and go about important tasks associated with laying the initial groundwork that will sustain them in future years. Section and page numbers indicate where information related to the item can be found the Handbooks.

School Community Council Two-Year Calendar

In the following calendar Handbook #1 refers to the *Handbook for School Community Councils and Principals*. Handbook #2 refers to the *Handbook for Boards of Education and Administrators*.

School Community Councils

May

- The Annual meeting – School Community Councils are elected. Chapter 2, Section 2.1, 2.2 and 2.3 Handbook #2

June

- Council members get together for their first meeting and decide upon Officers. Chapter 3, Section 3.2.1 Handbook #1
- Council connects with School Division Administrative Contact to identify communication channels and strategies. Chapter 3, Sections 3.1.5.1, 3.1.5.2, 3.1.5.3, 3.2.3 Handbook #1
- Council Chairperson meets with Principal to develop a communication plan. Chapter 3, Section 3.1.5.2 and Chapter 5, Section 5.2.4 Handbook #1
- Meeting schedule for coming school year is developed. Chapter 3, Section 3.2.2 Handbook #1

September

- The Chairperson calls the first meeting of the School Community Council. Initial agenda items include:
 1. Constitution development. Chapter 2, Section 2.7 Handbook #2 Appendix A, Section 1.0
 2. Planning for Parent Community Engagement Chapter 3, Section 3.1.6.4, Section 3.2.3 Handbook #1 Appendix B, Section 5.0
 3. Development of the School Community Profile. Chapter 3, Section 3.1.1 and Appendix B, 1.0 Handbook #1

October

- Updates and discussion at monthly meeting of continuing work on Constitution and information gathering for the School Community Profile. Chapter 3, Section 3.2.0 Handbook #1
Chapter 2, Section 2.7 Handbook #2
Chapter 3, Section 3.1.1 and Appendix B, 1.0 Handbook

- Chairperson begins to develop communication networks with other School Community Councils. Chapter 3, Section 3.1.5.2 Handbook #1

November

- Discussions/decisions related to providing advice regarding the recruitment of Permanent School Community Council Members to provide advice. Chapter 3, Section 3.1.1 Handbook #1
- Draft of Constitution sent to Board for approval. Chapter 2, Section 2.7 Handbook #2

December

- Learning about the development of the School Division Continuous Improvement Plan. Chapter 5, Section 5.2.5.4 Handbook #2

January

- Welcome and orientation of Permanent Members. Chapter 3, Section 3.1.6.4 Handbook #1
Chapter 2, Section 2.2.8 Handbook #2
- Review/evaluation of Council operations to date. Chapter 3, Section 3.1.6.1, 3.1.6.5 and 3.2.9 , Chapter 4, Handbook #1
- Discussion/decisions regarding School Community Council capacity building opportunities. Chapter 3, Section 3.1.6 Handbook #1

February

- Establish School Community Council Committees. Chapter 3, Section 3.2.8 and Appendix A 6.0 Handbook #1
- Continue School Community Council capacity building activities. Chapter 3, Section 3.1.6 Handbook #1

March

- Continued Committee work, updates at monthly meeting. Chapter 3, Section 3.2.8 Handbook #1
- Draft of Annual Report. Chapter 3, Section 3.1.5.4 Handbook #1

April

- Continued Committee work and updates at monthly meeting. Chapter 3, Section 3.2.8 Handbook #1
- School Community Council Members consider whether they wish to renew their commitment to Council for the upcoming year and actively recruit new members. Chapter 3, Section 3.1.6.4 Handbook #1
- Decisions related to approval of school fees and fundraising. Chapter 3, Section 3.1.3.2 and Appendix B, 4.0 Handbook #1
Chapter 6, Section 6.1 and 6.2 Handbook #2

May

- Annual Meeting – presentation of Annual Report, election of new School Community Council Members. Chapter 2, Section 2.1, 2.2 and 2.3 Handbook #2
- Orientation of new School Community Council Members. Orientation includes but is not limited to: review of Constitution, Annual Report, Council responsibilities. Chapter 1, Chapter 3, Section 3.1 (all) Handbook #1

June

- Council Members get together for first meeting and elect officers. Chapter 3, Section 3.2.1 Handbook #1
- Council connects with School Division Administrative Contact to review communication channels and strategies. Chapter 3, Sections 3.1.5.1, 3.1.5.2, 3.1.5.3, 3.2.3 Handbook #1
- Meeting schedule for coming school year is developed. Chapter 3, Section 3.2.2 Handbook #1
- Council Chairperson meets with Principal to review communication plan. Chapter 3, Section 3.1.5.2 and Chapter 5, Section 5.2.4 Handbook #1

September

- Chairperson of Council calls first meeting of the current year of the School Community Council. Initial agenda items include:
 1. Review of Council Code of Conduct. Chapter 3, Section 3.2.4 and Appendix A, 4.0 Handbook #1
 2. Council Committee set-up. Chapter 3, Section 3.2.8 and Appendix A 6.0 Handbook #1
 3. Review and update of communication plan, including meeting with Principal to discuss communication options. Chapter 3, Sections 3.1.5.1, 3.1.5.2, 3.1.5.3, 3.2.3 and Chapter 5, Section 5.2.4 Handbook #1
- Meeting of Learning Improvement Plan Development Team Chapter 3, Section 3.1.2 Handbook #1
Chapter 5, Section 5.1, 5.2 and 5.3 Handbook #2
- Planning for Parent/Community Engagement Chapter 3, Section 3.1.6.4, Section 3.2.3 Handbook #1
Appendix B, Section 5.0

October

- School Community Profile reviewed and sections to be updated identified. Chapter 3, Section 3.1.1 and Appendix B, 1.0 Handbook #1
- Jointly recommend the Learning Improvement Plan.
- Advice to School Division regarding recruitment of Permanent Council Members. Chapter 3, Section 3.1.1 and Appendix B, 3.0 Handbook #1
- Review Student Code of Conduct and provide suggestions where appropriate. Chapter 3, Section 3.1.3.2 Handbook #1

November

- Continued committee work with updates at monthly meeting. Chapter 3, Section 3.2.8 Handbook #1

School Community Councils

- Welcome and orientation of Permanent Members. Chapter 3, Section 3.1.6.4 Handbook #1
Chapter 2, Section 2.2.8 Handbook #2

December

- Continued committee work with updates at monthly meeting. Chapter 3, Section 3.2.8 Handbook #1
- Draft of Annual Report, including sections relating to Council responsibilities associated with Learning Improvement Plan. Chapter 3, Section 3.1.5.4 Handbook #1

January

- Learning Improvement Plan presented for recommendation. Chapter 3, Section 3.1.2 Handbook #1
Chapter 5, Section 5.2 Handbook #2
- Review/evaluation of Council operations to date Chapter 3, Sections 3.1.6.1, 3.1.6.5, 3.2.9 and Chapter 4, Appendix A, 5.0 Handbook #1
- Discussion regarding School Community Council capacity building opportunities Chapter 3, Section 3.1.6 Handbook #1

February

- Continued committee work and updates at monthly meetings. Chapter 3, Section 3.2.8 Handbook #1
- School Community Council capacity building opportunities. Chapter 3, Section 3.2.8 Handbook #1
- Continue work on activities associated with responsibilities within Learning Improvement Plan. Chapter 3. Section 3.1.1, and 3.1.2 Handbook #1

March

- Continued committee work and updates at monthly meetings. Chapter 3, Section 3.2.8 Handbook #1
- Annual Report draft reviewed and updated based on committee reports and activities associated with the Learning Improvement Plan Chapter 3, Section 3.1.5.4 Handbook #1

April

- Continued committee work and updates at monthly meetings. Chapter 3, Section 3.2.8 Handbook #1
- School Community Council Members consider whether they wish to renew their commitment to Council for the upcoming year. Council Members actively recruit new members Chapter 3, Section 3.1.6.4 Handbook #1
- Formal draft of Annual Report submitted to Board.

May

- Annual Meeting – presentation of Annual Report, election of new School Community Council Members. Chapter 2, Section 2.1, 2.2 and 2.3 Handbook #2
- Orientation of new School Community Council members. Orientation includes but is not limited to: review of Constitution, Annual Report, Council responsibilities. Chapter 1, Chapter 3, Section 3.1 (all) Handbook #1
- Prepare for implementation of ongoing activities related to School Community Council responsibilities within the Learning Improvement Plan.