

Calgary Science School Council



THREE-YEAR PLAN

2011 – 2014



2011 / 2012 Calgary Science School Council Three-Year Plan

The purpose of School Council is to foster the well-being and effectiveness of the Calgary Science School community with the aim of enhancing student learning in accordance with the mission of the Calgary Science School. To build a strong sense of community, Council encourages parent involvement by providing opportunities for parents to play an advisory role, facilitating opportunities for parents to volunteer within the School community and facilitating communication amongst School community members (parents, administration, teachers, Council and the Board).

- 1. Role:** **Advisory**
- Leader(s):** School Council Executive Team
- Objective:** To improve parent voice
- Audience:** Administration, Board, Parents

Responsibilities	Details	Deadline/ Event Date	Who / How Many?
Governance	<ul style="list-style-type: none"> • Strategic Planning per Bylaws (REFERENCE: CSS Council Bylaws Article 7.2 c) • Recruit and nominate Officers and Community Representatives (REFERENCE: CSS Council Bylaws Article 7.2 a) • Review Annual Education Plan to identify and develop Council-specific support strategies (REFERENCE: Board Policy 7.02) • Develop CSS Council Operations Manual containing timelines for events, roles and responsibilities, history, one-page write-ups for recurring events, information re: annual funding (budget), Board-mandated reporting requirements and other appropriate items 	Nov AGM Nov Jun-2013	SP Comm Executive SP Comm Executive, PVC, Penny M.
Advise Administration and Board	<ul style="list-style-type: none"> • Actively solicit increased Parent participation in providing input to: <ul style="list-style-type: none"> - Charter Renewal (incl. mission, vision & philosophy of CSS) - Annual Education Plan - AERR (Annual Education Results Review) - annual results and budget (REFERENCES: Alberta school councils resource manual page XI, CSS Board Policy 7.02, CSS Council Bylaws Articles 2.1 a), 2.2 1., 7.2 c) ii), 10.1 b)) • Support Board policy development / revision • Provide input to annual school calendar and scheduling / topics for parent information nights • Attend Board meetings/invite Board members to monthly meetings 	2014 Nov-30 Nov-30 Board AGM as needed as needed Monthly	} TBD TBD (Outgoing) President Wendy B.

Responsibilities	Details	Deadline/ Event Date	Who / How Many?
Routine Operations Committees	<ul style="list-style-type: none"> Traffic Safety / Community Liason Annual Parent Conference Parent Handbook Review Parent Volunteer Committee (see role #3) Fun Lunches / Snack Attacks Parent Social (or family social in future years) <p>NOTE: Other committees with parent representatives include Outdoor Ed, bussing, grade 9 grad, band parent council and the health & wellness initiative. School Council provides some funding to some of these committees, but they are not considered School Council committees.</p>	as needed 2012 as needed on-going on-going 2012	PC Comm PVC Nadine, Shelly, Drue +15 TBD
Monthly Meetings	<ul style="list-style-type: none"> Ensure meetings run on time and efficiently (agendas published in advance) Actively solicit increased Parent participation by: <ul style="list-style-type: none"> - adding a social component to some meetings - adding an educational component to some meetings - ensuring time for Parent questions each meeting - looking into the option of virtual meeting attendance 	Monthly Monthly Feb-2012	President Executive TBD
Activities & Events	<ul style="list-style-type: none"> Review and revise annual agenda of Council-sponsored activities and events for upcoming school year so that Parent Volunteer Committee and others can plan accordingly (timing should be before annual budget preparation) Work with school administration to plan and deliver an annual program of parent (and student) education seminars and guest speakers 	April plan - Oct	Executive Denise K. / Shannon
Fundraising	<p>(REFERENCES: Board Policy 3.04, CSS Council Bylaws objective D6)</p> <ul style="list-style-type: none"> Review / approve student-initiated fundraising activities Annually compile and maintain a school-wide "wishlist" NOTE: must be for specific, non-ordinary items / activities Develop fundraising plan for current school year, including: <ul style="list-style-type: none"> - SUTP, Balzac Meats, Fun Lunches / Snack Attacks <p>NOTE: CSS Board has confirmed that an annual fundraising target of \$35k is very much appreciated (this excludes any casino funds)</p> <ul style="list-style-type: none"> Grant writing support Coordinate with / support Board Finance Committee 	as needed November ASAP October as needed as needed	School Council Fundraising Comm (incl. Ray C. & Marc K.) Treasurer

2. Role:

Facilitate Volunteering

Leader(s):

Parent Volunteer Committee - Denise R. , Rebecca L., Heather P.

Objective:

To facilitate volunteering within the CSS community

Audience:

Parents, Administration, Teachers, Council

Responsibilities	Details	Deadline/ Event Date	Who / How Many?
Volunteer Coordination			PVC
Overall	<ul style="list-style-type: none"> • Ongoing operation of Parent Volunteer Committee (prepare ops manual?) • Review "volunteering" section of Parent Handbook • Deliver annual Parent Volunteers' orientation sessions 		
Classroom Activities	<ul style="list-style-type: none"> • Attend staff meeting early each school year to ensure clear understanding of PVC and Parent Room/Pod Rep roles • Implement Parent Room/Pod Rep program • Use (re)registration process information and e-mails to fill classroom volunteer requirements 	August 2011/12 As Needed	
Council Activities	<ul style="list-style-type: none"> • Use (re)registration process information and Welcome Day Coffee sign-up sheets to fill Council volunteer requirements, which are primarily to plan and deliver activities & events to help build a stronger sense of community: <ul style="list-style-type: none"> - Welcome Day Coffee - Fun lunches / snack attacks - CSS clothing (wait for new school logo) - Lost and found - Staff appreciation lunch(es?) - Year end family picnic - Camp Sweet and Clem's Garden/OAC work bees 	August All Year ???	 v leader + 3 or 4 leader(s) + 15
Grant-Writing Support	<ul style="list-style-type: none"> • Over time, develop a list of "go to" people that Administration, Board and Teachers can call on for grant-writing support 	All Year June June May, Aug	Carolynn V leader + 10 Phil Butterfield
			Jackie S, Kim B

3. Role:

Communication

Leader(s):

Communication Coordinator (to be filled)

Objective:

To increase the level of parent engagement within the CSS community

Audience:

Parents, Administration, Teachers, Board, Council

Responsibilities	Details	Deadline/ Event Date	Who / How Many?
Communication Strategy	<ul style="list-style-type: none"> • Develop and implement new communication strategy including: <ul style="list-style-type: none"> - School Council website presence including: meeting calendar, agendas, minutes, committee reports, Camp Sweet recipes, etc. - consideration of Facebook, Twitter, Lakeview Community Association newsletter, livestreaming, etc. - physical Parents' Corner (bulletin board near office) for notices, educational materials, etc. 	TBD Feb 2012 mtg ongoing	Comm Comm Executive, Shannon
Routine Communication	<ul style="list-style-type: none"> • Council meeting agendas / minutes • Upcoming Council-sponsored events • Marketing of Parent Information Sessions 	Monthly as needed as needed	Executive
Annual Parent Survey	<ul style="list-style-type: none"> • Continue to administer the year-end Parent survey and present results to Council 	May	PS Comm

SP Comm

Strategic Planning Committee (2011/12 - Denise K, Penny M, Lianne, Kim B, Darrell)

PVC

Parent Volunteer Committee (2011/12 - Denise R, Rebecca L, Heather P)

PC Comm

Parent Conference Committee (TBD)

Comm Comm

Communication Committee (2011/12 - TBD, including Rob Pegg)

PS Comm

Parent Survey Committee (2011/12 - TBD, including Rob Pegg)

Fundraising Comm

Fundraising Committee (2011/12 - Ray C, Marc K, Darrell)

Executive

School Council Executive (2011/12 - Denise K, Karen C, Ray C, Kim B)