

MEMORANDUM

2017-2018: 221

**ATTENTION: School Administrators
School Councils**

CONTACT: Superintendent Stuart Finlayson, sfinlayson@scdsb.on.ca, ext. 11397

SUBJECT: SCHOOL COUNCILS – ANNUAL REPORT 2017-2018

DETAILS:

Each school council is required to prepare and submit annually, a written report to the school and to the board, outlining the council's goals, activities and achievements, as well as any fundraising activities. The intent of the report is to provide a brief overview of the activities of the school council, a detailed financial report, council membership and council meeting dates.

The principal, on behalf of the school council, is required to provide a copy of the report to every parent/guardian of a student who, on the date the copy is given, is enrolled in the school (O. Reg. 612/00, section 24 (3) (4)). Principals can give the report to the student for delivery to their parent/guardian, post the report on the school's website or post the report in the school in a location accessible to parents/guardians.

The Ministry of Education Handbook, *School Councils: A Guide for Members*, was delivered directly from the Ministry to all schools in October 2001. Updates for the school council handbook were available electronically in February 2003. If the handbook in your school has not been updated, updates are available on the Ministry of Education website [School Councils: A Guide for Members](#).

ACTION:

1. Attached is a sample letter, Annual Report for the School Year (FORM 1) and the School Councils - Annual Report Form (FORM 2). School councils are requested to complete their annual report for the period September 5, 2017 to May 31, 2018 and distribute to parents/guardians, along with the School Council Year - End Fundraising Report (your school's "Q" drive).

2. Any additions or changes to the report for fundraising activities after May 31, 2018 are to be completed by September 30, 2018 and can be posted at the school or included in a fall newsletter to parents/guardians. **Copies of all reports are to be forward to your area superintendent of education by September 28, 2018.**

Superintendent Stuart Finlayson
April 17, 2018