



# SCHOOL COUNCIL COMMUNICATION UPDATE

27 SEPTEMBER 2007

## CORRESPONDENCE

Date	From	Regarding	Deadline	Key Contact
Sept 7/07	N. Vollmer	E-mail: Welcome to a new school year at the OCDSB!	N/A	<a href="mailto:norah.vollmer@ocdsb.ca">norah.vollmer@ocdsb.ca</a>
Sept 10/07	N. Vollmer	E-mail: PRO Grants for School Councils	Oct 19/07	<a href="mailto:norah.vollmer@ocdsb.ca">norah.vollmer@ocdsb.ca</a>
Sept 10/07	D. Paxton	Memo: Invitation to Special Education Café on Sept 27/07 at Confederation	N/A	<a href="mailto:judith.kingsbury@ocdsb.ca">judith.kingsbury@ocdsb.ca</a>
Sept 10/07	P4E	E-newsletter	N/A	N/A
Sept 10/07	M. Clarke	Memo: School Council Year-End Financial Reports to be Submitted to the OCDSB	Oct 12/07	<a href="mailto:lina.bangs@ocdsb.ca">lina.bangs@ocdsb.ca</a>
Sept 18/07	OCASC	E-mail: OCASC News	N/A	<a href="mailto:ocasc_chair@ocasc.ca">ocasc_chair@ocasc.ca</a>
Sept 26/07	OCASC	Agenda: Sept 27 OCASC Meeting	N/A	<a href="mailto:ocasc_chair@ocasc.ca">ocasc_chair@ocasc.ca</a>
Sept 27/07	OCASC	E-mail: OCASC News	N/A	<a href="mailto:ocasc_chair@ocasc.ca">ocasc_chair@ocasc.ca</a>

*Should you have any questions about this School Council Communications Update, please do not hesitate to contact Coordinator, Policies and Procedures Norah Vollmer by e-mail at [norah.vollmer@ocdsb.ca](mailto:norah.vollmer@ocdsb.ca) or by telephone at 613-596-8253.*

## **SCHOOL COUNCIL TIPS: WHAT CAN YOUR SCHOOL COUNCIL DO TO ENCOURAGE MORE PARENTS TO COME TO MEETINGS?**

*The following suggestions come from our 2006-2007 school council survey.*

- ✓ Create inviting, friendly, and informative council meetings, for example:
  - Keep your meetings on time
  - Encourage input from all parents at the table
  - Offer refreshments – consider using a sign-up sheet to rotate the responsibility among your members
  - Invite guest speakers to talk about report cards, bullying, or other issues of concern
  - Include a principal's report on your agenda so parents can learn more about school initiatives
  - Find out if other parents can provide translation at council meetings
  - Celebrate other cultures at your meetings, for example, during Ramadan, consider breaking the fast at the beginning of your meeting
- ✓ Be present and visible at school events, for example:
  - Set up a council booth at Meet-the-Teacher night and/or Parent-Teacher interviews to provide information about your council, to encourage attendance at meetings, or to sign up parent-volunteers for special events
  - In a central location in the school, post a list of your annual council meetings, minutes from your last meeting, and your latest newsletter
  - Find out if your council can have a few minutes to speak at information nights for new students or include council information in a welcome package for parents of new students
- ✓ Send a welcome note home at the beginning of the school year from your council and ask for input on goals, meeting agendas, and other important issues
- ✓ Get out into your community at local events, such as children's sports games, and spread the word about your council – it's amazing how fast news travels through word-of-mouth
- ✓ Provide a list of all meeting dates for your council in September and send frequent reminders, or a copy of the agenda, a few days before the next meeting
- ✓ Use local community newsletters or community servers to advertise meetings or put up posters in parks and community centres – if you have a large ethnic community, consider advertising in local ethnic papers as well
- ✓ Develop a parent e-mail contact list and send out information about upcoming meetings
- ✓ Create a council newsletter or find out if you can have some space in your school's newsletter to write about upcoming meetings and activities
- ✓ Develop a council website and keep it up-to-date with copies of your meeting dates, agendas, minutes, and contact information
- ✓ Establish a bring-a-buddy program to encourage parents to bring a friend to council meetings
- ✓ Consider rotating dates, times, and/or locations of your council meetings to accommodate parent schedules – if you have a large catchment area, try a meeting at a local community centre
- ✓ Find out if you can coordinate babysitting during council meetings
- ✓ Organize a car pool for parents who may live farther away from the school

## **NEXT MONTH: WHAT'S IN YOUR ANNUAL REPORT TO YOUR SCHOOL COMMUNITY?**

*If you would like to share your school council's annual report with other school councils, please send me a copy by e-mail at [norah.vollmer@ocdsb.ca](mailto:norah.vollmer@ocdsb.ca) or contact me at 613-596-8253.*