

## SCHOOL COUNCIL MONTHLY ACTIVITIES

Updated October 2023

### MONTHLY ACTIVITIES:

- Write NCES & NPCSC update for Eagle Express (10-11 editions):
  - School Secretary will email chair a few days before submission is due with timelines
  - Update often includes summary of previous meeting; requests for volunteers; thanks to volunteers; fundraiser information; membership request renewals; information about NCES involvement in various other relevant information that parents and associate members should be aware of
  - Sign off with list of current board members
  - In addition to publishing this in the Eagle Express, this NCES & NPCSC update can be emailed to the NCES membership
- Plan hot lunch fundraisers:
  - Chicken Nuggets, Hot Dogs or Pizza
  - Pizza is from Leal and Teals – Large pizza cut in to 6 slices (not 8)
  - Hot lunches should not compete with classroom fundraisers. Generally NCES hot lunches should be in fall and early winter
- Arrange for a board member to read opening devotion and closing prayer – PCCE “*See the Story Live the Story – A Throughline Devotional Workbook for School Boards*” is an excellent source of devotions
- Monthly financial reports should include things like:
  - Account balances; maturing investments; number of NCES family and associate membership fees received; revenue and expenses from fundraisers including hot lunches; event expenses; grants received; various donations; etc.
- ASCA Surveys completed as a group at NPCSC meetings – approximately 6/year
- The NCES/NPCSC boards have had requests to support or oppose various political positions or subjects. The NCES/NPCSC boards have decided to not get involved in anything political. Parents wishing to be involved are encouraged to do so independently.

### AUGUST

- Pancake Breakfast Planning:
  - Advertise date (set in June) – typically the first Friday of the back to school week with food service from 7:45-8:45am followed by back to school assembly
  - Arrange for volunteers to: pre-cook sausage (distribute sausage at Aug meeting); batter mixers; servers; runners; cooks; set up gym the night before
  - Arrange to get Neerlandia Coop grills from service centre (use Neer Coop forklift); ensure there is propane; get cooks to bring own utensils
  - Have someone purchase 15 Aluminum oval roaster pans and 30 plastic table clothes at the Dollar Store
  - Have an NCES board member present at the 1<sup>st</sup> day Assembly re: NCES activities
  - Invite our school trustee and superintendent to the Pancake Breakfast
  - Advertise breakfast in Neerlandia CRC and other church newsletters so people are aware it is a community event
- Set upcoming year’s meeting schedule. Consult with Principal. Let Trustee and NPCSC secretary know when our monthly meetings are held. NCES meetings are monthly (but not in July or December). There are approximately 6 NPCSC meetings during the school year.
- Welcome to the school letters for new families/students (NPCSC Secretary to mail out). Introduce NCES and our activities; encourage families to support financially and volunteer at events
- Plan for Terry Fox run popsicles to be handed out (NCES purchases Lollies from Neerlandia Coop)
- Confirm smaller fundraisers for the year. Some ideas include: Nutrien IceMelt (forms go out in late Sept, icemelt arrives in early November); Beef Jerky; Bottle Drive; Highway Cleanup; Will Clinic
- Large fundraiser with auction and meal/entertainment are generally scheduled every second year and held in March of odd numbered years (ie. 2025, 2027, 2029)

### SEPTEMBER

- Check status of playground/sports equipment → restock bins as necessary
- Plan to circulate letters to family & associate members requesting membership fees

- Possible PCCE board governance training; group norm session; mission/vision/objectives review with PCCE leadership
- Select an Alberta School Council Association (ASCA) representative for the board who will lead the ASCA surveys
- Financial records have been provided to the professional accountant
- Often a request is made for NCES to cover registration fees (and potentially some travel) for NPCSC staff to attend the PCCE Christian Educator's Conference in late October. This would come out of the PD budget line item.

## **OCTOBER**

- Review and discuss NCES group norms; bylaws; vision/mission/objectives; list of monthly activities; update as needed
- Assign a board member to keep NCES email membership list updated

### **PROFESSIONAL ACCOUNTANT**

- Send letter to the Charities Directorate

### **TREASURER**

- Financials should be ready from the accountant from the previous fiscal year (June 30 year end) late October or early November

## **NOVEMBER**

- Find volunteer to participate in Council of School Council (All PHPS School Councils) meeting (typically held at end of November)
- Determine if NCES is going to provide pizza for St Nick's
- Plan for January hot lunch as there is not a December NCES board meeting
- In years when large fundraiser is held – start planning process – confirm details of event; date; set schedule of activities to be completed; recruit additional volunteers

## **DECEMBER**

- No board meeting

### **PROFESSIONAL ACCOUNTANT**

- Application for GST/HST Public Services Bodies Rebate and GST Self-Government

## **JANUARY**

- NPCSC – Principal to present - next school year's calendar for NPCSC approval; update on upcoming registration process and open house; division ed plan goals and key strategies
- Plan for cookies and hot chocolate at Winter Walk – confirm date with principal
- Reminder letters to family & associate members that have NOT yet renewed membership to once again support through membership fees (do NOT send to all families)
- Continue planning for large fundraiser in March (odd numbered years)

## **FEBRUARY**

- Brainstorm list of nominees for new NCES/NPCSC board members
  - Advertise in newsletter
  - Come up with names of people to call
- Update NCES profile on Canada Helps.org account – this should not be promoted as a means of donating, as there is a service fee that reduces the contribution to NCES. However, in the past it has provided a net benefit.
- Continue planning for large fundraiser in March (odd numbered years)
- Confirm bylaw revisions that need approval at AGM

### **PROFESSIONAL ACCOUNTANT**

- T3010 – Registered Charity Information Return
- T1235 – Directors List
- Society Annual Return – Alberta Form REG3185

### **TREASURER (with Randy Strydhorst)**

- Donation Receipts

## **MARCH**

- Large fundraiser held in odd numbered years
- Review list of potential NCES/NPCSC board member nominees – recruit additional nominees as needed
- Consider sending a board member to ASCA Annual conference in late April
- Confirm NCES board rep for PCCE AGM in late April (generally the NCES community rep attends)
- Order Adventure bibles for grade 2 students and new students for the upcoming school year and grade 9 grad bibles - school secretary to provide number of students graduating and anticipated number of grade 2 students
- Christian Education Week is in April – ask Principal what NCES can do to support the Grandparent’s tea
- Principal to provide update to NPCSC on Easter Assembly (held every second year)
- In odd numbered years, NCES provides a staff appreciation lunch for a NPCSC Staff PD day in April – OR – NPCSC Staff provide an NCES appreciation/thank you possibly in connection with AGM. Plan appropriately
- Set date for the AGM – right after May long weekend
- Budget meeting (could potentially be delayed until April in years when the large fundraiser is held in March):
  - Review future NCES investments:
    - i.e. playground development, field trip costs, donation towards art supplies for entire NPCSC student use, cost of a speaker for students/parents, etc;
    - Review NCES contribution for Field Trip Reimbursement; make payment if not yet complete; assess if additional funds are available for additional reimbursement for current school year
    - Set strategic goals for NCES funding needs. Consider a google forms survey to gather teacher and parent input on NCES funding priorities
    - Get estimate of NPCSC Staff professional development conferences/training costs for upcoming year
  - Revenue: Look at grant options and fundraising needs for upcoming year; consider requesting donations from other local area churches; get updated Christian Social Services Report on NCES donations
  - Review budget vs actuals - if budget line items are underspent – look how funds can be spent or reallocated
  - Draft upcoming year’s budget (which will be reviewed in April and approved at May AGM)

## **APRIL**

- Personalize Grade Nine Bibles – have names imprinted on cover and write verse;
- Have board member attend PCCE AGM
- Possibly attend ASCA AGM/Conference → Portion of registration fees may be paid by PHPS
- AGM Planning: select board member to read devotions; select board member to present previous year’s minutes; review any bylaw changes that need approval at AGM; find and invite guest speaker; Confirm NCES/NPCSC board member nominees to begin terms at the AGM in May
  - Advertise the AGM at least three weeks prior to the date - NCRC Bulletin, newsletter, Facebook, text message, posters, etc.

## **MAY**

- AGM Final Planning Meeting
  - Confirm NCES/NPCSC board member nominees will attend AGM; confirm quorum (10% of NPCSC families and 10% of NCES paid members)
  - Compile summary of NPCSC and NCES yearly activities, written report sent to principal and Trustee, present report at AGM
  - Finalize budget
  - Finalize bylaw changes for AGM approval
  - Finalize AGM agenda
  - Plan AGM package for distribution
  - Plan snacks and coffee
- Find volunteer to participate in Council of School Council (All PHPS School Councils) meeting (typically held in early to mid-May). This meeting is often where the PHPS satisfaction survey results are presented
- Farewell gifts for retiring NPCSC staff
- Plan Taco in a Bag hot lunch in June – this is generally a cost recovery hot lunch, not a fundraiser

## **JUNE**

- Plan and present thank you gifts and cards to retired NPCSC/NCES members
- Find NCES Presenter for Grade 9 Grad Bibles
- Review and Update as necessary board position Terms of Reference
- Approve NCES and NPCSC board positions; Make up contact information sheet of board members; Take picture of the NCES/NPCSC to hang in the staff room; Introduction in the newsletter of new board members
- Have new hot lunch coordinator complete food safety online course prior to new school year
- Update NCES gmail passwords for new board members
- Compile packages for new board members - a folder or email containing: by-laws, annual report, last meeting minutes, monthly list of events, financial statement
- Determine if PCCE Governance workshop is needed and plan dates
- Set date for Pancake Breakfast – typically the first Friday of the back to school week

### **TREASURER (with Randy Strydhorst)**

- Donation Receipts only in years when there is the large fundraiser

### **PROFESSIONAL ACCOUNTANT**

- Application for GST/HST Public Services Bodies Rebate and GST Self-Government

## **OTHER ACTIVITIES THROUGH OUT THE YEAR**

- **Bylaws** should be regularly reviewed and updated
- NPCSC/NCES Board Potluck/BBQ/Pizza Supper – nice to get together as a group occasionally
- Maintain updated **membership list**
- Review ASCA website regularly for Provincial Education topics to discuss.
- *For promotional items:* eg. We ordered pens in August 2008 with the school name and “Children of the King”