

DEVELOPING AN EFFECTIVE THREE YEAR PLAN FOR SCHOOL COUNCILS

1. Research the school board's three year plan. It is helpful to know what the board has determined as its priorities.
2. Discuss with the Principal what the school three year plan is and how it relates to the board plan.
3. Ask the Principal to share with the council ideas on how they can support the goals of the school.
4. Use the S.M.A.R.T. goals method to develop your plan.
5. Consider setting up a short term, special committee to draft a three year plan for the council and present it to the whole council for input and approval.
6. Communicate the plan to the community and let them know how they can help the council achieve its goals.
7. Put time on the agenda to address the plan on a regular basis.
8. Be prepared to amend the plan as circumstances change at school or in the council.
9. Stay positive.

QUICK TIPS FOR PLANNING

Put it in writing and give everyone a copy so you are working in a common direction.

Make realistic goals and set manageable timeframes.

Address the plan at each meeting and update the progress.

Share the plan with the community to get their support.

It is better to have one or two goals that you are able to complete. Having many goals and not completing them, leaves people frustrated and makes their school council experience a negative one. By having one or two, it is possible to get them done, and people walk away feeling a sense of accomplishment and positive about their contribution to the council.



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SCHOOL COUNCILS

PREPARING AN EFFECTIVE
THREE YEAR PLAN FOR A
SCHOOL COUNCIL

PRODUCED BY:
PARENTS ENGAGED
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S.M.A.R.T. GOALS



SPECIFIC

Goals need to be clear and directly related to what your council wants to accomplish.



MEASURABLE

Each goal should be able to be assessed to determine if it was accomplished.



ATTAINABLE

The goal must be realistic and able to be completed.



RELEVANT

Is this goal going to be worth the hard work it will take to accomplish it?



TIMELY

Set a specific time for each goal to be completed.



future scenarios
 Meetings
 OBJECTIVES
 Planning
 forecasting
 FUNDAMENTAL
 Integration
 process
 Creation
 economic.org

| SCHOOL PLAN | COUNCIL PLAN | ACTION STEPS | YEAR ONE | YEAR TWO | YEAR THREE |
|---|--|--|---|---|--|
| Increase Math Scores | Support parents to engage with their children in math. | Plan a family math night. Apply for grant to support event. | Host family math night. | Apply for PRO grant for math night, do more advertising to increase attendance. | Apply for PRO grant for math night, amend format according to feedback from previous events. |
| Improve parent communication | To increase council communication with community. | Create school council newsletter. | Start with a section of the school newsletter devoted to the council. Start a twitter account for the council | Develop a separate monthly newsletter for parents with council news and tips for parents. | Develop a new section of the school website or separate website. |
| Improve technology for student use | Improve technology for student use. | Establish a sub-committee for technology inviting parents with skills in this area. Establish technology as a priority for fundraising. | Council agrees to establish sub-committee and seeks parent members. By vote of council establish technology as priority for fundraising. | Continue technology sub-committee. By vote of council establish technology as a priority and set up long term funding project. Seek donors that might provide product or assist with funding. | Continue technology sub-committee. Continue long term funding project for technology. Seek donors that might provide product or assist with funding. |