

School Council Checklist for Council Members

KPR's primary purpose is student success, a goal that is powerfully reinforced when parents and caregivers are actively involved in and aware of school-based initiatives. School Councils play a key role in strengthening the vital connection between school and home, creating a ripple effect that benefits the entire school community.

Start of School Year (September – October)

- Schedule the first School Council meeting (within 30 days of the school year start).
 - » Share the invite with the whole school.
- Review the [School Council section of KPR's website](#) for policies, guidelines and resources.
- Elect/appoint School Council members (Chair, Regional Council Rep, Secretary, Treasurer, etc.).
- Set Council meeting schedule for the year. A list of [Regional School Council Meetings](#) is available online.
- Establish priorities and goals for the year.
- Review budget and funding.
- Prepare the [School Fundraising Plan](#) (Due end of October).
- Submit [School Council Membership Form](#).
- Join the School Council Group on Edsby.
- Parent's Reaching Out (PRO) Grant Applications available.
 - » [PRO Grant Applications due \(December\)](#).

Ongoing Responsibilities (Monthly/Quarterly)

- Hold regular meetings (minimum 4 per year).
- Maintain meeting minutes and agendas, and share with the school community through Edsby.
- Maintain accurate financial records to report fundraising outcomes.
- Be familiar with, and provide feedback on, school improvement plans.
- Support school events and initiatives.
- Monitor progress on School Council goals.

Communication & Engagement

- Promote School Council activities via newsletters, school website, and at school events (e.g. Kindergarten Information Night, Grade 8 Night).
- Encourage parent involvement in school life.
- Collaborate with the Parent Involvement Committee (PIC) and attend PIC events:
 - » Register for the [2026 Parent Conference](#) (October 17, 2026).
 - » Trustee-School Council Dialogue (May, 2027).
- Gather feedback from parents on school climate and school initiatives.

Fundraising Guidelines

- Review [School Generated Funds Sources and Uses of School Generated Funds](#) to ensure fundraising aligns with KPRDSB policies and supports student learning and well-being.
- Discuss and approve fundraising plans at council meetings.
 - » [School Fundraising Plan](#).
- Coordinate with the school to avoid overlap with school or board-wide initiatives.
- Clearly communicate the purpose and use of funds to the school community.
- Secure all funds post-event and follow the school's financial process.

End of School Year (May – June)

- Review Council achievements.
- Submit relevant year-end reports (e.g. Final PRO Grant Report, School Fundraising Plan Report).
- Celebrate contributions of Council members and volunteers.
- Send representation to the Trustee-School Council Dialogue.
- Plan for transition to next year's Council.

Professional Learning & Resources

- Review KPR's [School Council Guide](#).
- Review KPR's [School Council video page](#).
- Stay Informed about Board policies and Ministry updates.