

KPR School Council Checklist

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.)
- Review and approve School Council By-Laws
- Set Council meeting schedule for the year. A list of [Regional School Council Meetings](#) is available online.
- Review School Improvement Plan with the Principal and identify opportunities for involvement.
- 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
- Share meeting summaries with the school community through Edsby
- Review monthly transactions/balances for school council funds
- Reach out to parents and community on key issues
- 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:
 - » 2025 Parent Conference (September 27, 2025)
 - » Trustee-School Council Dialogue (May, 2026)
- 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
- Coordinate with the Principal to avoid overlap with school or board-wide initiatives
- Clearly communicate the purpose and use of funds to the school community
- Maintain accurate financial records to report fundraising outcomes –
- Secure all funds post-event and follow the school's financial process

Professional Learning & Resources

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

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
- Attend the Trustee-School Council Dialogue
- Plan for transition to next year's council