

# Kimberley School Council Handbook



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# School Council Overview

The Kimberley School Council believes that an enriched education is a shared responsibility between both parents and teachers.

School Councils is an excellent way for parents to get involved in their child's education. Our school has an elected School Council that is an important forum for involving all members of the school community in issues that affect the education of Kimberley students.

The School Council is made up of an Elected Executive Committee of Parents, Parent Lead Volunteers, the Principal, a Kimberley Teacher Representative, and a general membership which includes all parents of children attending the school.

The School Council advises the Principal on a variety of issues and activities relating to student achievement, curriculum goals and priorities, school budget priorities, school safety, renovation plans, after school activities, and criteria for selection of new principals.

Becoming an active member of School Council is a great way to meet other parents and staff, and to have a positive impact on your child's public school experience.

# Executive Positions

(elected)

## **Chair**

The Chair will arrange council meetings, prepare agendas, chair council meetings, ensure that minutes of council meetings are recorded and maintained, facilitate the resolution of conflict and communicate with the principal on behalf of the School Council and Kimberley parents. As a team, the Chair and Co-Chair are responsible for everything running smoothly for the entire year.

## **Co-Chair**

The Co-Chair ensures that all School Council initiatives and programs are adequately funded through various fund-raising activities. The Co-Chair will serve as head of the Fund Raising Committee. The Co-Chair will also fulfill the duties of the Chair, in the absence, or at the request, of the Chair.

## **Treasurer**

The Treasurer will be responsible for maintaining the School Council's financial records in compliance with the Education Act, Regulations and Board Policies, arranging for signing authorities for the School Council's bank accounts, depositing and disbursing School Council funds, preparing an annual report setting out the details of the School Council's finances.

# Executive Positions

(elected)

## **Secretary**

The Secretary will be responsible for taking, or arranging for an alternate to take, minutes at each and every School Council meeting and deliver such minutes to the Chair.

## **Communications Coordinator**

The Communications Officer will be responsible for the delivery of information and notices about School Council matters to the Kimberley Junior Public School parent community. This includes meeting minutes, emails to parents, posts to the council website and paper notices.

## **Nutrition Program Coordinator**

The Nutrition Program Coordinator will be responsible for the overall management of the Kimberley/BAS Snack Program, including applications for Municipal and Provincial funding, coordination with produce suppliers, creating monthly menus, picking up produce and maintaining allergy awareness.

# Election Process

The election for members of School Council is held during the first meeting in September. If you would like to be considered for any of the Executive Committee positions, please fill out a nomination form and return it to the Principal during the week prior to our first council meeting.

School Council meetings are typically scheduled for the last Monday of the month @ 7pm – 8:30 pm.

# School Council Event Co-ordinator Positions

## **Pumpkin Carving & Chili Cook Off**

This is usually our first event of the year. The coordinator for this event is responsible for purchasing, or finding donations of 200 pumpkins (for parents to purchase) for carving in the Gym. We also organize a Chili Cook-Off for parents, and provide hot dogs and drinks for the kids.

## **QSP Magazine Drive**

This initiative takes place from late October to December. Parents are provided with a multitude of magazines to purchase for Christmas presents, etc. and a portion of the sales are given back to the school. The coordinator for this initiative will organize distribution of flyers and all sales.

## **Pizza Days**

The students love Pizza Days! Once a month we provide a pizza lunch to all Kimberley students (grades 1-6). You would be responsible for online sales and ordering of pizza and milk, each month. You would also coordinate with the Snack Program to provide fruit and veggies on each pizza day.

# School Council Event Co-ordinator Positions

## **Movie Nights**

Each year we offer the Kimberley/Beaches families a number of Movie Nights in the gym. Typically, we have 150 to 200 attend, and we offer pizza, drinks, popcorn and treats for sale during the event. The coordinator for this events is responsible for ordering the movies, setting up the gym, purchasing popcorn, drinks and treats, and ordering pizza.

## **Skating at Ted Reeve Arena**

Twice each winter, School Council organizes skating for all Kimberley classes at Ted Reeve Arena in either the Arena or Bubble. The coordinator for this event is responsible for booking the dates and working with Kimberley staff to schedule each class and ensure there are adequate parent volunteers for each skate.

## **Valentine's Dance-a-thon**

This is one of our major fundraising events of the year. The coordinator for this event will organize flyers and pledge forms for the event, and will work with the Gym Teacher to organize music and to ensure each class has a scheduled dance time in the gym on the day of the event.

# School Council Event Co-ordinator Positions

## **Spring & Fall Bulb Sales**

In both the Spring and Fall the coordinator for this initiative will work the Gardening Committee to organize bulb sales. You would be responsible for distribution of catalogue and organizing of all sales and distributing of bulbs once they arrive from the supplier.

## **Bake Sales**

Who doesn't love a Bake Sale?! School Council organizes three Bake Sales a year (Winter Concert, Easter, Spring Concert) As coordinator of this event, you will be responsible for sending out emails and flyers requesting baked goods from Kimberley parents, and for organizing the set up and sale of baked goods during each event.

## **Parents Night Out**

This is our major fundraiser of the year, and the most fun for parents! A committee of 5- 10 parents is required to organize this phenomenal event. Volunteers are needed to book a site and DJ, organize a Silent Auction, organize a raffle, prepare food for the night, etc. This event is always a blast and is in partnership with Beaches Alternative School.



# School Council Event Co-ordinator Positions

## **Ward 16 Rep.**

We really need a volunteer each year to act as our Ward 16 Rep. This is a great opportunity to understand everything that is happening in the community with regards to public education. You would be responsible for attending as many Ward 16 meetings put on by our local School Trustee, and report back to Council so we can ensure that all Kimberley parents are aware of current TDSB initiatives and programs.

## **Graduation Committee**

Are you a parent of a Grade 6 student? Come out and volunteer to help the Grade 6 Teachers organize the end of year Grad Trip and Graduation Celebration.

## **Real Food for Real Kids Liaison**

Kimberley School Council is very proud to be able to offer students the opportunity to have a healthy hot lunch twice a week. As RFRK liaison, you would make sure that any questions about the program or complaints were quickly and adequately answered by RFRK.

## **Kimberley READS**

Kimberley School Council is very proud to have started a reading program for Kimberley students. As coordinator of this initiative, you would actively seek out parent volunteers and help to pair them with Kimberley Teachers who have expressed an interest in having parents come in for an hour at a time so that students can practice reading to them at their prescribed reading level.

# School Council Event Co-ordinator Positions

## **Spirit Wear Sales**

In the Fall, School Council will sell Spirit Wear to Kimberley students and parents. The kids love sporting a hoodie, t-shirt, shorts, hat or sweat pants with the Kimberley/Beaches Cougars Logo. Our responsibilities include sourcing the clothing, managing online sales, picking up samples for everyone to try on and distribution of the products to families.

## **Family Fun Night with Centre 55**

This is one of our major fundraising events of the year. This event is in partnership with Centre 55. They provide an army of volunteers and are truly amazing at organizing a phenomenal event for the students of Kimberley. Our responsibilities include ordering the food and drink for the event, bouncy castles, ticket sales, prizes, scheduling a police car & fire truck. A committee of 3-5 parents volunteers is required to organize this amazing event.

## We love our Parent Volunteers

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*Kimberley Public School is a phenomenal school primarily because of the commitment and involvement of the parent community. There are many activities and opportunities to volunteer, each requiring various levels of time commitment. Come on out and volunteer, you'll find the experience rewarding and your kids will love having you participate in their education!*

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### Contact Us

If you have any questions, or would like to volunteer for any of our events please contact us by email at:

Email: [kimberleyjpscouncil@gmail.com](mailto:kimberleyjpscouncil@gmail.com)



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