



Nelson Mandela Park P.S.

440 Shuter St, Toronto, Ontario M5A 1X6

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Jason Kandankery, Principal Diana Fitzgerald, Vice-Principal

October 3, 2016

Dear Parents/Caregivers,

For those interested in being part of the Executive for the Nelson Mandela Park PS School Advisory Council (more commonly known as Parent Council) please call me at the school at 416-393-1620 or email me at Jason.kandankery@tdsb.on.ca to explain which position you would like to run for. A listing of the 4 positions with roles and responsibilities is found on the 2nd page of this notice.

We look forward to having lots of parents/caregivers come out to our School Advisory Council meetings this year so we can continue to work together to ensure positive outcomes for all the children of Nelson Mandela Park PS!

Here are the remaining dates for our School Council meetings for this year. Please note that childcare will be provided for all sessions. As presenter information is updated we will post on our school Web site: <http://schoolweb.tdsb.on.ca/nelsonmandelapark/home.aspx>

October 25th 5:00-6:00pm

Focus: School Council elections, Positive Parenting Workshop

Light dinner provided

Presenter: TBD

November 22nd 5:00-6:00pm

Focus: Community update (revitalization, recreation opportunities for students in the community)

Snacks and coffee provided

Presenter: TBD

January 24th 9:00-10:00am

Focus: Helping your child with homework

Snacks and coffee provided

Presenter: Dixon Hall TBD

February 21st 9:00-10:00am

Focus: Preparing your child for EQAO

Snacks and coffee provided

Presenter: TBD

March 28th 9:00-10:00am

Focus: Understanding your child's learning style

Snacks and coffee provided

Presenter: TBD

April 18th 5:00-6:00pm

Focus: Positive Parenting Workshop

Snacks and coffee provided

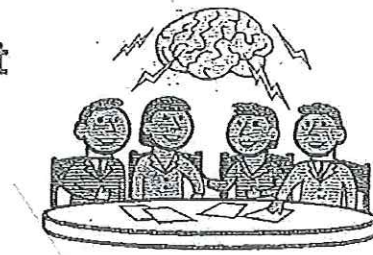
Presenter: TBD

May 23rd 5:00-6:00pm

Focus: Review of school improvement plan (gains and areas for growth, planning next steps)

Presenter: Jason Kandankery and Diana Fitzgerald

Your School Council – Who does What (Roles and Responsibilities)



Nelson Mandela Park PS

Chair / Co-Chair

The chair (or co-chair if this role is shared) acts as the primary representative of the School Council and leads the School Council meetings.

The chair/co-chair will:

- ✓ arrange for meetings;
- ✓ prepare agendas;
- ✓ chair council meetings;
- ✓ ensure that minutes of council meetings are recorded and maintained;
- ✓ encourage consensus among School Council members & facilitate the resolution of conflict;
- ✓ establish sub-committees when deemed advisable;
- ✓ communicate with the school principal on behalf of the council.

Skills you can gain: presentation, public speaking, mediation, leadership, confidence, organizational, and empowerment/mentoring skills.

Secretary

The secretary records and distributes meeting minutes. The secretary will:

- ✓ record the meetings and type up the minutes
- ✓ make note of actions promised and planned
- ✓ distribute the minutes to the chair, co-chair, and principal
- ✓ post the minutes, once approved in a public place for the parents and staff to read

Skills you can gain: listening, speed writing, organizational, and accountability skills.

Treasurer

The treasurer keeps proper records of all monies that are collected and spent by the school council. The treasurer will:

- ✓ record all financial transactions,
- ✓ present quarterly and year-end financial statements to the council
- ✓ follow standard reporting and accounting procedures

Skills you can gain: record keeping & accounting, presentation, organizational, and accountability skills.

Sub-Committee Chair

Each year, the School Council forms sub-committees to address specific issues such as fund-raising, parent communications, etc. Each sub-committee has a chair and members from the school council. Sub-Committee chairs will:

- ✓ co-ordinate the activities of their sub-committees
- ✓ report on their sub-committees at School Council meetings

Skills you can gain: presentation, leadership, confidence, organizational, and mentoring skills.

Parent Representative

The parent representatives are voting members who:

- ✓ participate on any committees established by the school council;
- ✓ contribute to the discussions of the school council;
- ✓ solicit the views of other parents and members of the community to share with the school council;