



Billy Green Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

1105 Paramount Drive
Hamilton, Ontario L8J 1W2
Phone: 905.573.3505
Fax: 905.573.7330

EMAIL: billygreen@hwdsb.on.ca
www.hwdsb.on.ca/billygreen
Principal: Ms. Susanna Beatrice

September 3, 2025

Dear Billy Green Families,

We welcome all parents/guardians who are willing to volunteer their time to participate on our School Council for the 2025-2026 school year. Information about School Councils can be found here: <https://www.ontario.ca/page/school-councils-guide-members>.

Our first meeting will be on **Tuesday September 30th at 630pm in the Billy Green Library**. We will begin the meeting with our elections.

Why school council?

- Discuss school-wide interests and to make recommendations to the Principal.
- Place students' interests first and support school success planning goals.
- Encourage parent and community involvement.
- Attend meetings to vote on School Council Matters, represent the group's ideas

What time commitment is involved?

- School Council meets every second Tuesday of the month at the school. At times, extra time is needed outside of the school to coordinate events, initiatives and planning. Childminding can be available for all School Council meetings at no cost to parents/guardians.

What are the roles in School Council? There are four main positions for School Council:



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- **Chair:** arranges/send notifications and chairs meetings, prepares meeting agendas, posts the agenda on the school website 48 hours before the meeting and circulates to School Council membership, ensures meeting minutes are recorded and maintained, communicates with the Principal on behalf of the Council.
- **Co-Chair:** Supports the duties of the Chair
- **Secretary:** Takes meeting minutes, provides drafts for Chair and Principal approval, shares minutes with broader council once approval is received.
- **Treasurer:** Oversees all financials of Council. Works with school office admin to maintain budget, submit receipts, etc
- **Member at Large:** Attend meetings, vote and give input as needed.

What's next?

If you are interested in being a part of School Council, please fill in the nomination form below and return to the school office no later than **September 18th, 2025**. You may also nominate another parent/guardian of a student at our school to become an elected School Council member. All nomination forms must be brought to the meeting.

Please note that you must attend the meeting on **Tuesday, September 30th** in order to be elected to Council.

Sincerely,

Billy Green School Council and Susanna Beatrice, Principal



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Billy Green Elementary SCHOOL COUNCIL NOMINATION FORM – 2025-2026

SELF-NOMINATION

I would like to join School Council as an elected member. I understand that an elected position requires more involvement and responsibilities than a general member does. I understand that this role involves attending School Council meetings.

My Name: _____

My Phone: _____

My E-mail: _____

I am interested in serving in one of the following School Council roles (please circle):

CHAIR CO-CHAIR TREASURER SECRETARY MEMBER AT LARGE OTHER

I am the parent/guardian of _____ (student name) who is currently registered in
Grade _____ at Billy Green Elementary School.

I am an employee of the HWDSB (please circle): YES NO

NOMINATION OF ANOTHER CANDIDATE

Nominator's Name: _____

Nominee's Name: _____

Nominee's Phone: _____

Nominee's E-mail: _____

Suggested School Council roles for nominee (please circle):

CHAIR CO-CHAIR TREASURER SECRETARY MEMBER AT LARGE OTHER

I am the parent/guardian of _____ (student name) who is currently registered in
Grade _____ at Billy Green Elementary School

I am an employee of the HWDSB (please circle): YES NO

Please complete and return this form to the school office by **September 18th, 2025.**