



Richard Beasley Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

80 Currie Street
Hamilton, Ontario L8T 3M9
Phone: 905.387.5655
Fax: 905.387.4354

EMAIL: richardbeasley@hwdsb.on.ca
PRINCIPAL: Mrs. J. Corbin Harper
www.hwdsb.on.ca/richardbeasley

January 20, 2025

Dear Parents/Guardians,

Dear Parents/Guardians

School Councils are usually formed at the beginning of the school year within the first 30 days of the new school year. (The elections of members of school councils referred to in paragraph 3, paragraph 4 and subparagraph 5 ii of subsection 3 (1) shall be held during the first 30 days of each school year. <https://www.ontario.ca/laws/regulation/000612>) **When information was sent out in September, we did not get enough parent response to form an official council. Information was sent out twice to the community. Just before the holiday break, we had a parent express an interest in starting up a school council. Due to this request, we are moving forward with election procedures to create a School Council at Richard Beasley. We wish to apologise with the timing as the Ministry's regulations does not set out procedures for elections/creation of a school council during the school year.**

Purpose of School Council

School councils have a legislated role at their schools and are there to ensure the best possible education for students. Our school councils are comprised of democratically elected representatives of our parent community. Together, they:

- focus on student learning and the best interest of ALL students,
- provide a forum through which parents and other members of school communities can contribute to improving student achievement and school performance,
- make recommendations to the school principal and the Board on any matter they see impacting accountability and academic excellence and;
- serve as a communication and information channel between the school and community

According to the Ministry's regulation: 'The principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the school council, give written notice of the date and time of and the location or means to access the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school. **Saying this election for the Richard Beasley School Council will take part on February 11th. If there is no need for elections due to members running unopposed, the meeting will still take place on the date mentioned. The election of parent members shall be by secret ballot. The meeting will take place at the Richard Beasley School library from 6:00 p.m. – 7:00 p.m.**



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Timelines for formation of Richard Beasley School Council 2024-25

- Information sent home to school community – Tuesday, January 21, 2025
- Nomination forms due to school – Tuesday, February 4, 2025
- Elections/1st School Council Meeting – Tuesday, February 11, 2025

If you are interested in being a voting member of the School Council for Richard Beasley please fill out the attached nomination form. You may also self-nominate.

School Council membership has been set at a maximum of 25 members with a 6 member minimum, and 4 member voting privilege. Parent members must constitute a majority of the members of the School Council.

Voting members must be a custodial parent/caregiver of a student attending Richard Beasley and must commit to attending meetings regularly for the entire school year. Please note that there is an expectation at least 4 meetings a school year. HWDSB employees must disclose this in their profile.

If you wish to be a voting member we ask that this form be returned to the office by Tuesday, February 4th, 2025.

If you are interested in learning more about School Councils, feel free to visit the websites below:

<https://www.ontario.ca/laws/regulation/000612>

<https://www.hwdsb.on.ca/wp-content/uploads/2024/10/School-Council-Handbook-Updated-2024-25.pdf>

Please do not hesitate to reach out if you have any questions or concerns.

Yours sincerely,

Tara Gasparik
Temporary Principal
cc. Jo-Ann Corbin-Harper



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RICHARD BEASLEY SCHOOL COUNCIL NOMINATION FORM SCHOOL YEAR 2024-24

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 (a minimum of 4 per school year).

My Name: _____

My Phone: _____ My E-mail: _____

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

CHAIR VICE-CHAIR TREASURER SECRETARY MEMBER AT LARGE (at least 2)

I am the parent/guardian of _____ [student name] who is currently registered in Grade ____ at Richard Beasley Elementary School.

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

NOMINATION OF ANOTHER CANDIDATE

Nominator's Name: _____

Nominee's Name: _____

Nominee's Phone: _____ Nominee's Email: _____

Suggested School Council roles for the nominee (please circle):

CHAIR CO-CHAIR TREASURER SECRETARY MEMBER AT LARGE (a least 2)

The nominee is the parent/guardian of _____, who is currently registered in Grade ____ at Richard Beasley Elementary School.

Is the nominee an employee of HWDSB? (please circle): YES NO

If you wish to be a voting member on the 2024-2025 School Council please complete and return to the school office by **Tuesday, February 4, 2025**. By signing below, I acknowledge that I agree to conduct myself in accordance with the expectations outlined for a member of school council. **I recognize that a minimum of 6 parents are permitted to comprise the Council of this school and that by submitting this form it does not guarantee my candidacy.**

(Parent Signature)

HWDSB
BE YOU. BE EXCELLENT.



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Roles & Responsibilities of School Council Members

CHAIR/CO-CHAIR/VICE-CHAIR

DUTIES OF THE SCHOOL COUNCIL CHAIR

The School Council chair is a parent/guardian who is not employed by the school board. The School Council chair is elected annually and, in addition to performing the same duties as other School Council members, is responsible for the following:

- Arrange and chair meetings
- Prepare meeting agendas (in consultation with the Principal). Post the agenda on the school website 48 hours before the meeting and circulate to School Council membership.
- Ensuring meeting minutes are recorded and maintained. Minutes should be shared with the larger school community after approval by the school council at the subsequent meeting.
- The Chair and Principal should approve the minutes before they are brought forward to the meeting for approval.
- Facilitate the resolution of conflict
- Communicate with the Principal on behalf of the council. Note: HWDSB will provide each School Council Chair with an email address. Principals will provide information about this email account to the chair after the election of the Chair within the first 30 calendar days of the school year.

TREASURER

- Voting member
- Attend four meetings minimum per year as per School Council Regulation.
- Review HWDSB Fundraising Guide and Procedures for School Council Funds
- Keep the council members informed on budgetary matters.
- With the help of the school Office Administrator generate monthly report and updates parents, Principal and Vice-Principal at monthly meetings.
- Work cooperatively with the school Administrators regarding program accounts.
- Be available to accurately count School Council funds raised and prepare deposit slips to school account. All money handling must be done during school hours and at school.



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PARENT REPRESENTATIVES (Members-at-Large)

- Voting members
- Participate on any committees established by the School Council
- Contribute to the discussions of the School Council
- Solicit the view of other parents and members of the community to share with the School Council
- Observe the Council's code of ethics and established by laws

DUTIES OF THE PRINCIPAL

- Distribute material to school council members on behalf of the Board and Ministry of Education. This material should also be posted in an area accessible to parents.
- Attend, support and promote council's operations, meetings and other activities. Note: A Vice-Principal may attend in a Principal's place. Please note that a meeting cannot proceed if a Principal or Vice-Principal is not present.
- Act as an important source of information on laws, regulations and Board policies and procedures including advising the council when they may be in breach of Board policies and procedures
- Solicit council's views; consider and respond to their recommendations
- May participate on committees of the school council
- Notify the community and post materials for parents (e.g., posting of School Council meeting minutes on school website)

(Principals do not vote on School Council decisions.)**

SCHOOL STAFF REPRESENTATIVE

(One each from the teaching and non-teaching staff)

- Voting members
- School staff representatives are voting members who contributes to the discussions of the School Council
- Solicit views from their staff groups to share with the School Council
- May participate on any committees established by the School Council
- Communicate information back to their staff groups
- Observe the Council's code of ethics and established bylaws