



# Holbrook Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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 Principal: Mr. G. Carey

## School Council Agenda

<b>Date</b>	October 22, 2024
<b>Start Time</b>	6:00PM to ~7:30PM
<b>End Time</b>	
<b>Meeting Location</b>	Holbrook Elementary School Library
<b>Attendees</b>	<p><i>School Representatives</i></p> <ul style="list-style-type: none"> <li>• Gordon C</li> <li>• Katherine B</li> </ul> <p><i>Council Members:</i></p> <ul style="list-style-type: none"> <li>• Kelly H – Co-chair</li> <li>• Sam K – Co-chair</li> <li>• Katie A – Secretary</li> <li>• Jordy L – Treasurer</li> </ul> <p><i>General Members:</i></p> <ul style="list-style-type: none"> <li>• Mike P</li> </ul> <p><i>Unavailable this week:</i></p> <ul style="list-style-type: none"> <li>• Monica A</li> <li>• Meg R</li> <li>• Jennifer M</li> </ul>

Agenda Item	Topic	Action Items
Review of Previous Minutes and/or	Policy links: <ul style="list-style-type: none"> <li>• <a href="#">School Council 101's</a></li> <li>• <a href="#">Handbook</a></li> </ul> Brainstorming fundraising research ideas – to review: <ul style="list-style-type: none"> <li>• Programs that are always on, and run themselves once setup:</li> </ul>	Brainstorming:

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<p><b>Topics via Email Correspondence</b></p>	<ul style="list-style-type: none"> <li>○ <a href="#">FundScrip</a>: Offers gift card fundraising programs that allow schools to earn money through gift card purchases.</li> <li>○ <a href="#">FlipGive</a>: A fundraising platform that allows schools to earn money through online shopping with various retailers.</li> <li>• Ideas that need more project management from volunteers <ul style="list-style-type: none"> <li>○ <a href="#">Healthy Hunger</a>: A program that helps schools organize lunch orders from local restaurants, with proceeds supporting school initiatives. Some partners are Tim Hortons, Subway, PitaPit etc.</li> <li>○ <a href="#">MacMillians</a>: selling cookie doughs, muffin batters and other goodies to local schools and organizations. Proceeds of each purchase will go towards the organization's much needed program funding initiatives.</li> <li>○ <b>Local Farmers' Markets</b>: Some markets partner with schools for events or fundraising opportunities. Opportunity also for things like Pumpkin sales, plant sales in spring etc.</li> </ul> </li> </ul> <p>Policy on promotion on the property (i.e. donated items with logo etc.)</p> <ul style="list-style-type: none"> <li>• Regarding businesses sponsoring school events or donating to the school for advertising in return or displaying a logo in return. As per CRA, that would be considered sponsorship.</li> <li>• It is allowed, however, would not be eligible for charitable tax receipt.</li> <li>• The principal would also have to go through facilities if it was to be a fixed (permanent) advertising or logo mounted on or in the actual</li> </ul>	<p>Once council email access is there we can look to setup hands-off style.</p> <p>MacMillians is TBC based on the timing we can make work.</p> <p>Other ideas are good for next school year based on our team capacity</p>
<p><b>Apply for Pro</b></p>	<ul style="list-style-type: none"> <li>• Deadline is _____(?)</li> <li>• Must be parent focused</li> <li>• <b>IDEA (1) Parenting in 2024</b> <ul style="list-style-type: none"> <li>○ Therapist as speaker - how to help kids with self regulation</li> <li>○ How to guide parenting in the digital age <ul style="list-style-type: none"> <li>▪ Paul Davis - <a href="#">cyberbullying</a></li> </ul> </li> <li>○ Strategies for supporting daily family planning</li> <li>○ How to form connections with kids and pathway attachments</li> <li>○ List of purposeful ways to engage <ul style="list-style-type: none"> <li>▪ Questions to ask to learn about their day</li> <li>▪ Taking a digital break around your kids</li> </ul> </li> <li>○ Information package developed in each language for the school 101's. We need to find out how many languages there are.</li> </ul> </li> <li>• <b>IDEA (2) Doing an outdoor bulletin board</b></li> </ul>	<p>Lead for Application: Gord</p> <p>Supporting: Kelly and Sam</p> <p>Gord: to add a survey of topics to the email to find out what parents want to know about. Have a list of ideas and some open ended.</p> <p>Possible communication strategy (digitally) for info</p>

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	<ul style="list-style-type: none"> <li>○ Cost previously was around \$1K</li> <li>○ Gord to talk to Steve Reid (facilities manager)</li> <li>● Other ideas: <ul style="list-style-type: none"> <li>○ Resource bins for parents (books, supplies etc. to loan out)</li> <li>○ Math night or literacy night</li> </ul> </li> </ul>	shared in the “Parenting in 2024”
<b>Access Issues</b>	<ul style="list-style-type: none"> <li>● PC Email access is locked <ul style="list-style-type: none"> <li>a. Website shows: Contact us by email at <a href="mailto:holbrookschoolcouncil@gmail.com">holbrookschoolcouncil@gmail.com</a></li> <li>b. What is the actual HWDSB email??</li> </ul> </li> <li>● Facebook Page (<a href="https://www.facebook.com/#!/HolbrookElementarySchool">https://www.facebook.com/#!/HolbrookElementarySchool</a>), doesn’t seem to work anymore? Who has access?</li> </ul>	<p>Kelly to work with Gord to try and get the formal council email access unlocked.</p> <p>Kelly to email Melissa to find out about the Facebook page</p>
<b>Website</b>	<ul style="list-style-type: none"> <li>● Website pages need to be updated</li> </ul>	Katie to work with Gord to help
<b>Parent 101’s About Holbrook</b>	<p>We’re seeing gaps in knowledge about the schools annual operations and events etc. for parents with younger children.</p> <p>Can we get some sort of communication strategy in place to:</p> <ul style="list-style-type: none"> <li>● Create a welcome parents package</li> <li>● Share on bulletin boards or in communication bags</li> <li>● Update website pages</li> <li>● Get newsletter emails for new parents (opt in?)</li> </ul> <p>Topics:</p> <ul style="list-style-type: none"> <li>● Annual school related events (eg. learning skills presentations, holiday concert)</li> <li>● School policies</li> <li>● Who to contact and how</li> <li>● Report cards and how to read</li> <li>● Extracurriculars</li> <li>● Parent involvement</li> </ul>	Sam and Katie to connect on this to work on an ongoing list of things to learn – and sort out how to best prep the info to share.
<b>Fundraisers by Month</b>		
<b>October</b>	<p><b>Apples</b></p> <p>Date: October</p> <ul style="list-style-type: none"> <li>● Only 19 bags sold – <ul style="list-style-type: none"> <li>○ Pickup window is 2:45-4:30PM on November 5<sup>th</sup></li> <li>○ Who is volunteering to help with handout</li> </ul> </li> <li>● Feedback: next year we should try to do apples before Thanksgiving, or this should be MacMillan’s fall cookie spot</li> </ul>	<p>Lead: Kelly and Sam</p> <p>Volunteers for 2:45-4:30PM pickup window: Jordy L.</p>
<b>November</b>	<b>Donation Collections for Mitten Tree</b>	Lead: Sam

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	<p>Date: November ____ (tbc)</p> <ul style="list-style-type: none"> <li>• Mitten tree /or/ warm clothing bags</li> </ul> <p>Support Needed:</p> <ul style="list-style-type: none"> <li>• TBC</li> </ul>	
<b>December</b>	<p><b>Winter Break Store</b></p> <p>Date: December ____ (tbc)</p> <ul style="list-style-type: none"> <li>• We ask the school population to donate second-hand items</li> <li>• This is setup as a small store where everything is ~\$0.50</li> <li>• Kids shop and wrap items with donated bags/wrap</li> </ul> <p>Support needed:</p> <ul style="list-style-type: none"> <li>• Help with collecting items and sorting</li> <li>• Table setup</li> </ul>	<p>Lead: Jennifer Helm Support: Monica A.</p>
<b>December</b>	<p><b>Winter Concert</b></p> <p>Date: December ____ (tbc)</p> <ul style="list-style-type: none"> <li>• Donate canned food at the concert</li> </ul> <p>Support needed:</p> <ul style="list-style-type: none"> <li>• Decorate donation box for food</li> </ul>	<p>Lead: Healthy Action Team</p>
<b>January</b>	<p><b>Cinnabon</b></p> <p>Date: January</p> <ul style="list-style-type: none"> <li>• Focusing on a lower cost fundraiser for January, coming out of holiday spending</li> <li>• Sam to get share information on this with the team</li> <li>• <a href="https://cinnabon.ca/fundraise/">https://cinnabon.ca/fundraise/</a></li> </ul>	<p>Lead: Sam</p> <p>Sam to share more info so team can choose a good calendar spot</p>
<b>February</b>	<p><b>Joy Breakfast</b></p> <p>Date: Friday February 7<sup>th</sup></p> <p>Timing:</p> <ul style="list-style-type: none"> <li>• Cook staff 7:30AM-8:00AM</li> <li>• Eating at 9:00AM</li> </ul> <p>Food requirements:</p> <ul style="list-style-type: none"> <li>• Pancakes, Syrup</li> <li>• Fruit</li> <li>• Drinks</li> </ul> <p>Volunteers needed:</p> <ul style="list-style-type: none"> <li>• 10 on floor</li> <li>• 4 in kitchen – 3 cooks, 1 batter maker</li> </ul>	<p>Lead: Mike</p> <p>Other volunteers: Gord will send out a “would you like to volunteer” form link to all parents as we get closer</p>

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	Mike to invite: <ul style="list-style-type: none"> <li>• Ward 14, Mike Spadafora</li> <li>• HWDSB → Lindsay Snell (sp?), Kristie (sp?)</li> </ul>	
<b>March and April</b>	<b><u>MacMillians</u></b> Order Window: March to April Date: Pickup early-to-mid April ( <i>just before Easter?</i> ) <ul style="list-style-type: none"> <li>• Selling cookie dough, muffin batters and other goodies to local schools and organizations</li> <li>• Can look to get more information on setup once we have parents' council email</li> <li>• This is big workload for day-of coordination volunteers, so we need to ensure a good date</li> </ul>	Lead: TBC
<b>May</b>	<b>Open House Carnival</b> Date: Thursday May 8 <sup>th</sup> , 2025 <ul style="list-style-type: none"> <li>• This is the big year end event, happen during Education Week</li> <li>• Each class has a theme or a small game/activity</li> <li>• Treasure hunt style map to encourage going to all rooms</li> <li>• Run a plant or seedling sale in the gym, possible partners               <ul style="list-style-type: none"> <li>○ <a href="https://www.seed2go.ca/content/17-school-fundraising-programs">https://www.seed2go.ca/content/17-school-fundraising-programs</a></li> <li>○ <a href="https://greenventure.ca/2024-seedling-sale/#">https://greenventure.ca/2024-seedling-sale/#</a></li> </ul> </li> <li>• Run a book sale in the library</li> <li>• Fire truck - Sam</li> <li>• Food truck(s) or catering on site</li> </ul> <p><b><i>Can we inform Chedoke school of this open house date at Holbrook and ask them to coordinate any open house event at their school around this? We always coordinated with them in the past so that parents can participate in both events with no overlapping date conflict.</i></b></p> <ul style="list-style-type: none"> <li>○ Gord is this coordination something Melissa did before?</li> </ul>	Lead: TBC  (1) Gord to reach out to Mel to see when the book fair is. (2) Gord to add note to parent email to see if anyone has contacts for food trucks? (3) Sam to reach out about the catering option. (4) Sam to reach out about firetruck and visit (5) Gord calling ice cream trucks
<b>Always On</b>	Setup: <ul style="list-style-type: none"> <li>• Factory Shoe Warehouse</li> <li>• Mabels Labels</li> </ul> Not yet setup – waiting on the email: <ul style="list-style-type: none"> <li>• <b>FundScrip</b>: Offers gift card fundraising programs that allow schools to earn money through gift card purchases.</li> </ul>	Lead: Council shared  Factory Shoe: Kelly to Connect with Melissa to get the physical card to photograph. Then Katie

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	<ul style="list-style-type: none"> <li>• <a href="#">FlipGive</a>: A fundraising platform that allows schools to earn money through online shopping with various retailers.</li> </ul>	<p>to make a flyer and help get on website.</p> <p>Not yet setup: Will be looked into once we have access to Parents Council email.</p>
<b>Where can the money go?</b>	<p>Gord and co-chairs must complete the fundraising forms by October 31<sup>st</sup></p> <p>Group brainstorms on what does the fundraising support:</p> <ul style="list-style-type: none"> <li>• End of year trips</li> <li>• Outdoor upgrades</li> <li>• Pay for painting on playground</li> <li>• STEM learning, makerspace</li> <li>• We can support daily physical activity or rainy-day activity supplies <ul style="list-style-type: none"> <li>○ Examples: outdoor toys, and grab bag</li> <li>○ Examples: indoor quiet time</li> </ul> </li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Cannot support furniture</li> <li>• We have a good amount of tech</li> </ul>	<p>Gord, Sam and Kelly to complete the fundraising forms</p>
<b>Upcoming Meetings</b>	<p>Tuesdays from 6-7pm</p> <ul style="list-style-type: none"> <li>• Nov 19</li> <li>• Jan 21</li> <li>• Feb 18</li> <li>• April 15</li> <li>• May 27</li> </ul>	