



# Holbrook Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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Principal: Mr. G. Carey

## Parents School Council Meeting

<b>Date</b>	November 19, 2024
<b>Time</b>	6:00PM to 7:40PM
<b>Location</b>	Holbrook Elementary School, Library
<b>Attendees</b>	<p>Present members:</p> <p><i>School Representatives</i></p> <ul style="list-style-type: none"><li>● Gordon C</li><li>● Katherine B</li><li>● Jennifer M</li></ul> <p><i>Council Members:</i></p> <ul style="list-style-type: none"><li>● Sam K – Co-chair</li><li>● Katie A – Secretary</li></ul> <p>General Members:</p> <ul style="list-style-type: none"><li>● Mike P</li></ul> <p>Voted Over Phone:</p> <ul style="list-style-type: none"><li>● Monica A</li><li>● Jordy L</li></ul>
<b>Upcoming Meetings</b>	<p>Tuesdays from 6-7pm</p> <ul style="list-style-type: none"><li>● No meeting in December</li><li>● Jan 21</li><li>● Feb 18</li><li>● April 15</li><li>● May 27</li></ul>

**HWDSB**

**BE YOU. BE EXCELLENT.**

Topic	Action Items
<p><b>Parent Engagement Grant Submission</b></p> <p>Program application gives us \$1,000</p> <p><b>Unplugged Games Night</b></p> <p>Date: February (near the end)</p> <ul style="list-style-type: none"> <li>● 1.5 hour long event → 6:00-7:30PM</li> <li>● We will be purchasing and selling pizza</li> <li>● Goal is to set out games of varying levels for everyone to have an UNPLUGGED games night.</li> <li>● Have suggestion box on site - allow parents to suggest topics they as parents want help with learning more about (eg. self regulation) - send same Q via email</li> </ul> <p>Tie in for parent support:</p> <ul style="list-style-type: none"> <li>● Play and grow with your children</li> <li>● How to unplug and connect with your kids</li> <li>● Math literacy tie in</li> </ul> <p>Take home tools:</p> <ul style="list-style-type: none"> <li>● Scavenger hunt</li> <li>● Parent engagement 101's</li> <li>● Month long calendar prompting for literacy and math</li> </ul> <p><b>Grant use cost to us:</b></p> <p>Snacks (\$100)  Interpreters (\$500)  Door prize (\$150)</p> <ul style="list-style-type: none"> <li>- 3 games</li> <li>- 3 books</li> <li>- 3 math workbooks</li> </ul> <p><b>Separate council funds costs:</b></p> <p>Pizza purchase (\$200) to sell</p>	<p>Gord completed the application during the meeting, will inform council if we secure the \$\$</p> <p>Once grant secured:  Katherine and Jennifer to help list out some helpful take home topics (in rough). Katie to turn those into take-home materials (brochures, game ideas etc. – tools for parents)</p> <p>–</p> <p>Post event communication: as for feedback survey. also add a survey of topics to weekly email to find out what parents want to know about. Have a list of ideas and some open ended.</p>

Topic	Action Items
<p><b>Parent Council Email</b></p> <p><a href="mailto:kellyhowe21@hotmail.com">kellyhowe21@hotmail.com</a> has access to board email:  <a href="mailto:holbrookSC@howdsb.on.ca">holbrookSC@howdsb.on.ca</a></p> <p>Council looking to send out weekly or bi-weekly email to share news with parents about; council activities, volunteer opportunity, upcoming events, fundraisers etc. – will formally come from the <a href="mailto:holbrookSC@howdsb.on.ca">holbrookSC@howdsb.on.ca</a> email account.</p>	<p>Kelly to share access with Sam and Katie</p>
<p><b>Facebook Page</b></p> <p>Facebook Page <a href="https://www.facebook.com/#!/HolbrookElementarySchool-kburch@hwdsb.on.ca">https://www.facebook.com/#!/HolbrookElementarySchool - kburch@hwdsb.on.ca</a> is the admin and</p> <p>Suggestion to change name to “Holbrook Elementary School Council” so it is clearly from council vs. school, as HWDSB does not want social media accounts</p> <p>All posts for this page will be approved by the council BEFORE posting.</p>	<p>Katherine will add Katie as either content creator or admin for support here.</p>
<p><b>New School Logo</b></p> <p>Holbrook Huskie is what we go with, but from a board perspective we have a somewhat dated coat of arms – that looks like a lion not a husky</p> <p><a href="mailto:mikepalma.ca@gmail.com">mikepalma.ca@gmail.com</a> to check his old files to see if there was ever other logo options created (eg. spirit wear)</p> <p><b>Vote Required</b></p> <p>Formal Idea: Update the school logo. Open to a contest for student creative (with some rules)  Vote: <b>Passed</b></p> <p><b>WORK NEEDED HERE:</b> No date, timeline, or rules set yet for this</p>	<p>Kelly and Sam to outline rules: timeline, submission limit, how voting works etc.</p> <p>Katie create a few different frames (print and digital link) with the school name included. These will be shared with students to give some guidelines when creating their options.</p>
<p><b>Gym Renovations</b></p> <p>Happening in Winter 2025  Vote: <b>Supporting no scoreboard</b> as gym non-standard size, so multi-use items are better and more age appropriate for students</p>	<p>No further action</p>

Topic	Action Items
<p><b>Holbrook Holiday Market</b></p> <p><b>Vote Required</b></p> <p>Formal Idea: Poster review. Vote: <b>Passed with minor edits</b>, shared back with <a href="#">Monica Almas</a></p> <p>Flyer will go out November 21 in agendas Flyer will go out in November 24 Principal weekly email</p>	<p>Monica to share flyer back with Mrs. Helm</p> <p>Gord to add flyer to weekly email – Katie to share email blurb and flyer to attach.</p>

## Fundraisers by Month

Month	Info	Team Lead	Action Items
NOV	<p><b>Donation Collections for Mitten Tree</b></p> <p>Date: November</p> <ul style="list-style-type: none"> <li>Mitten tree /or/ warm clothing bag</li> </ul>	<p>Lead: Healthy Action Team</p> <p><b>RUN BY SCHOOL</b></p>	<p><b>No council action required</b></p> <p>Gord to take the donations at end</p>
NOV + DEC	<p><b>Donation for Food</b></p> <p>Date: Now by December</p> <ul style="list-style-type: none"> <li>Non perishable</li> <li>Boxes in each class</li> <li>Donations due Dec 13</li> </ul>	<p>Lead: NA</p> <p>Neighbour to Neighbour do school pickups</p>	<p>Katie to write copy for Gord's Sunday email</p>
DEC	<p><b>Winter Break Store</b></p> <p>Date: December 17</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</p> <p>Council Support: Monica A.</p> <p>Volunteers:</p> <ol style="list-style-type: none"> <li>Monica A.</li> <li></li> <li></li> <li></li> </ol>	<p>Monica to send update flyer to Mrs Helm</p>
DEC	<p><b>Winter Concert</b></p> <p>Date: December 19, 2024 - First thing AM</p>	<p>Lead: Healthy Action Team</p>	<p><b>No council action required</b></p>

		RUN BY SCHOOL	
<b>FEB</b>	<p><b>Joy Breakfast</b></p> <p>Date: Friday February 7 – student attendance only</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>Mike to invite:</p> <ul style="list-style-type: none"> <li>• Ward 14, Mike Spadafora</li> <li>• HWDSB Lindsay Snell (sp?), Kristie (sp?)</li> </ul>	<p>Lead: Mike</p> <p>Volunteers:</p> <p>Kitchen:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p>Floor:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> </ol>	<p>Mike to invite:</p> <ul style="list-style-type: none"> <li>• Ward 14, Mike Spadafora</li> <li>• HWDSB Lindsay Snell (sp?), Kristie (sp?)</li> </ul> <p>Other volunteers: Gord will send out a “would you like to volunteer” form link to all parents in January</p>
<b>FEB</b>	<p><b>Unplugged Game Night</b></p> <p>Date: February (near the end)</p> <ul style="list-style-type: none"> <li>• 1.5 hour long event → 6:00-7:30PM</li> <li>• We will be purchasing and selling pizza</li> <li>• Goal is to set out games of varying levels for everyone to have an UNPLUGGED games night.</li> <li>• Have suggestion box on site - allow parents to suggest topics they as parents want help with learning more about (eg. self regulation) - send same Q via email</li> </ul> <p>Tie in for parent support:</p> <ul style="list-style-type: none"> <li>• Play and grow with your children</li> <li>• How to unplug and connect with your kids</li> <li>• Math literacy tie in</li> </ul> <p>Take home tools:</p> <ul style="list-style-type: none"> <li>• Scavenger hunt</li> </ul>		

	<ul style="list-style-type: none"> <li>• Parent engagement 101's</li> <li>• Month long calendar prompting for literacy and math</li> </ul> <p><b>Grant use cost to us:</b></p> <p>Snacks (\$100)</p> <p>Interpreters (\$500)</p> <p>Door prize (\$150)</p> <ul style="list-style-type: none"> <li>• 3 games</li> <li>• 3 books</li> <li>• 3 math workbooks</li> </ul> <p><b>Separate council funds costs:</b></p> <p>Pizza purchase (\$200) to sell</p>		
<b>MAR</b>	<p><b>Cinnabon Gift Certificates</b></p> <p>Order Collection: March 3-21 Orders Due back: March 21</p> <ul style="list-style-type: none"> <li>• Gift certificates bought in</li> </ul>	Lead: Sam	Volunteers:
<b>APR</b>			
<b>MAY</b>	<p><b>Open House Carnival</b></p> <p>Date: Thursday May 8<sup>th</sup>, 2025</p> <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> <li>• <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</i></b></li> </ul>	Lead:	Volunteers:
			<p>(1) <b>Gord</b> to reach out to Mel to see when the book fair is.</p> <p>(2) <b>Gord</b> to add note to parent email to see if anyone has contacts for food trucks?</p> <p>(3) <b>Sam</b> to reach out about the catering option.</p> <p>(4) <b>Sam</b> to reach out about firetruck and visit</p> <p>(5) <b>Gord</b> calling ice cream trucks</p>

	<p><i>participate in both events with no overlapping date conflict.</i></p> <ul style="list-style-type: none"> <li>o Gord is this coordination something Melissa did before?</li> </ul>		
<b>ALWAYS ON:</b>	<p>Setup:</p> <ul style="list-style-type: none"> <li>• Mabels Labels (<a href="#">creative</a>)</li> </ul> <p>Setup but not communicated:</p> <ul style="list-style-type: none"> <li>• Factory Shoe Warehouse</li> </ul> <p>Not yet setup – waiting on the email:</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> </ul>	<p>Lead:</p> <p>Creative/Copy: Katie</p>	<p><b>Factory Shoe:</b> <b>Kelly</b> to Connect with Melissa to get the physical card to photograph. <b>Katie</b> to get posters/copy ready after.</p> <p><b>Not yet setup:</b> Will be looked into once we have access to Parents Council email.</p>

## Fundraisers by Month (Notes for 2025/2026)

	Fundraisers by Month	Team Lead	Next Year Notes
<b>SEPT</b>			Look to do: Fresh from the Farm Krispy Kreme
<b>OCT</b>	<p><b>Apples</b></p> <p>Date: October</p> <ul style="list-style-type: none"> <li>• Only 19 bags sold –</li> <li>• Pickup window is 2:45-4:30PM on November 5<sup>th</sup></li> <li>• <a href="#">Creative</a></li> </ul> <p>Feedback:</p> <ul style="list-style-type: none"> <li>• Not a lot of pickup here, possibly due to timing</li> <li>• Parents noted pickup times also issue, can we try at school drop off in AM and one in PM to accommodate</li> <li>• Try to do apples before Thanksgiving if redo</li> </ul>	<p>Lead: Kelly</p> <p>Creative/Copy: Katie</p> <p>Volunteer: Jordy</p>	Apples would need to be very start of October, pre-thanksgiving if we do it – seemed late vs. folks family apple picking trips