

## **Holbrook School Council Meeting Minutes Thursday, September 27, 2018**

Attending: Erin Birch-Jones, Melanie Lupal (Teacher Rep.), Monica Almas, Katherine Burch, Barb Chapman, Leigh-Anne Chapman, Susan Clarke, Joseph Kazubek, Ava Mamkak, Lori Millar, Mike Palma, Laura Redmond

Absent/Regrets: Maricel Fair

Meeting Secretary: Susan Clarke

Call to Order: 6:09pm

Approval of May 2018 Meeting Minutes

- Motion to Approve by Katherine Burch
  - Seconded by Leigh-Anne Chapman
  - Carried

### **Principal's Report: As attached**

- School re-organization has occurred due to provincial regulations.
- Mrs. Legault's gr. 3/4 class needed to release 1 student to Mr. Singh's gr. 4/5 class.
- Holbrook will be introducing a third JK/SK FDK class in Room 11. It will have no more than 15 students. New teacher will be announced shortly. The new class will open on Thursday, October 4<sup>th</sup> with Mrs. Wilkie-Smith as the teacher. Mrs. Burch will remain as the ECE in Room 10 with the newly hired teacher.
- Mrs. Legault's grade 3/4 class will no longer be taking French together. Grade 4 students will participate in French while the grade 3 students will be supervised by a different teacher. A new 0.6 FTE teacher will be hired to cover changes.
- EQAO Discussion:
  - Math scores were low but still had improvement.
  - Reading and writing scores were in line with or above Provincial Standards
- School Annual Plan
  - In line with HWDSB plan.
- New report card system
  - Teachers worked on training during the PD Day and will have additional ongoing training.

### **Treasurer's Report: Summer as attached**

- Accepted
- Balance as of September 1, 2018: \$5297.60

### **Pending Business**

1. Elections (Erin):
  - Current principal, Erin Birch-Jones, will oversee the council.
  - ALL elected positions, including Teacher Representative and listed Voting Members will eligible to vote, including voting by proxy.
  - The 2018-2019 Official School Council has 11 members plus Principal Birch-Jones.

- Chair: Mike Palma
  - Vice-Chair: Joseph Kazubek
  - Treasurer: Susan Clarke
  - Secretary: Susan Clarke
  - Teacher Representative: Melanie Lupal (may be shared with another teacher)
  - Voting Members: Monica Almas, Katherine Burch, Barb Chapman, Leigh-Anne Chapman, Maricel Fair, Emilie Michaluk and Laura Redmond.
- We invite all Holbrook staff and parents/guardians to attend any or all School Council meetings or to contact School Council via [holbrookschoolcouncil@gmail.com](mailto:holbrookschoolcouncil@gmail.com) or by calling the school at 905-385-5369
- 2. Fresh from The Farm Update (Sue & Mike)
  - Orders due October 15<sup>th</sup>
  - Additional forms available & Reminders to be sent out
- 3. World's Finest Chocolate Fundraiser (Mike)
  - Important Dates:
    - Monday, October 29<sup>th</sup> – Intro letter sent home
    - Monday, November 5<sup>th</sup> 2:30pm - Kick off assembly
    - Wednesday, November 7<sup>th</sup> - Chocolates arrive at the school
    - Friday, November 9<sup>th</sup> - Chocolates go home
    - Friday, November 23<sup>rd</sup> - Sales end & collected money is due
    - Friday, November 30<sup>th</sup> - Possible sales extension, if still going strong
- 4. Speed Bumps along Sanatorium Road (Barb & Leigh-Anne)
  - Speed bumps will not be installed, as per the City of Hamilton.
  - Current resolutions:
    - A digital speed radar sign has been installed.
    - Reflective signs were added to the stop sign.
    - White crosswalk lines were repainted.
  - Pending:
    - Curbs will be cut to make them accessible.
  - Next Steps:
    - Considering a petition for one-sided winter parking on West 33<sup>rd</sup> Street to help alleviate congestion.
- 5. Frozen yogurt for Terry Fox was purchased with healthy snack cards
  - \$55 spent

### **New Business**

1. School Council 2018-2019 Meeting Dates (Mike & Erin)
  - Thursday, October 18<sup>th</sup>, 2018
  - Thursday, November 29<sup>th</sup>, 2018
  - Thursday, December 13<sup>th</sup>, 2018
  - Thursday, January 31<sup>st</sup>, 2019
  - Thursday, February 21<sup>st</sup>, 2019
  - Thursday, April 25<sup>th</sup>, 2019
  - Thursday, June 13<sup>th</sup>, 2019 (Restaurant TBD)

- No March and May meetings
- 2. Events for the School year (Mike & Erin)
  - Fresh from the Farm Fundraiser– runs until October 15<sup>th</sup>
  - Open House & BBQ – October 4<sup>th</sup> 6:00pm – 7:30pm
  - World’s Finest Chocolate Fundraiser November 5<sup>th</sup>-23<sup>rd</sup>.
  - Games Night – Thursday, November 22<sup>nd</sup>, 6:00pm- 7:30pm
  - Peace Breakfast – Thursday, December 13<sup>th</sup>, 8:00am – 12:00pm
  - Movie Night – Friday, January 18<sup>th</sup>, 6:00pm – 8:00pm (8:30pm clean-up)
  - Snuggle Up and Read – TBD, potential date: January 28<sup>th</sup> – February 11<sup>th</sup>
  - Family Dance Night – Friday, April 12<sup>th</sup>, 6:00pm – 8:00pm (9:00pm clean-up)
  - Family Meal & Open House – TBD, potential date: Thursday, May 2<sup>nd</sup>, 5:00pm – 6:30pm (7:00pm clean-up)
  - Summer Carnival (pending volunteers) – TBD, potential date: June 7<sup>th</sup>, 4:30pm – 7:00pm (3:00pm set-up, 8:00pm clean-up)
  - Volunteers are welcome and encouraged at each and every Holbrook School Council Event as well as daily within the school. Please contact Principal Erin Birch-Jones for opportunities and requirements.

### **Other Business**

1. Trees in rear yard
  - A work-order was placed to trim the trees but it was determined that they needed to be removed.
2. TCBY/Kernals Treat Days
  - NEW - Will occur on the 2<sup>nd</sup> and last Thursday of each month during 2<sup>nd</sup> nutrition break.
  - Will be sold out of the library to meet fire regulations. There will be one door for entry and one for exiting.
3. Pizza Lunch Days
  - Will be delivered on Wednesdays during 2<sup>nd</sup> nutrition break, as per schedule/order form sent out monthly.
4. Healthy Snack Bins
  - Program will begin again shortly.
5. School Funding Requests
  - School Staff are welcome to submit requests for funding help with classroom & student focused activities/items. All submissions are subject to fund availability and School Council approval.
6. School Council Insurance
  - To be arranged.

Adjournment: 8:15 pm

**Next Meeting:  
Thursday, October 18, 2018 - 6:00pm – 8:00pm  
Holbrook School Library**