



Holbrook Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD




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Principal: Mr. G. Carey

School Council Meeting


Date	January 21, 2025
Start Time	6:00PM
Location	Holbrook Elementary School, Library
Attendees	<i>School Representatives</i> <ul style="list-style-type: none">• Gordon C• Katherine B• Jennifer M <i>Council Members:</i> <ul style="list-style-type: none">• Kelly H – Co-chair• Katie A – Secretary• Jordy L - Treasurer• Monica A• Mel L <i>Unavailable for meeting:</i> <ul style="list-style-type: none">• Sam K – Co-chair• Mike P
Upcoming Meetings	<ul style="list-style-type: none">• Feb 18• April 15• May 27

Agenda Topics	Action Items
Family Literacy Day Question: Are we asking for background checks to attend? <ul style="list-style-type: none">- Because of the containment in classes this is different vs. the Joy Breakfast so checks are not required- Concern was raised about the amount of folks on site	No action

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<p>End of 2024 Events</p> <p>How did the mitten tree go?</p> <ul style="list-style-type: none"> - This went well, hundreds of mittens on it <p>Did food donations go well</p> <ul style="list-style-type: none"> - Yes these went well <p>Feedback on the Holiday Market/Winter Break Store</p> <ul style="list-style-type: none"> - There were a good amount of volunteers and the event went well - Gord confirmed this is considered a school run event, and the money raised is at their discretion <p>Feedback on the Winter Concert</p> <ul style="list-style-type: none"> - Feedback was this went well for setup of the stage as there was a bit more room this year - Folks leaving was unfortunate, but unavoidable <p>Suggestion given that the capacity notice to be delivered clear and earlier next year, as families had to uninvite relatives</p>	<p>END OF YEAR – School Council to add a poll to their newsletter email to ask for school community feedback on:</p> <ol style="list-style-type: none"> 1. Concert being AM vs. PM 2. Fundraisers and events 3. Open suggestions to new fundraisers or events
<p>Fundraising Plan - Budget Update</p> <p>Formal full school file is on the website to download now, Gord submitted Oct 29th - Budget link at bottom</p> <p>Below link to Google Sheet with notes and tracking for our School Council to stay organized – please see tab one</p> <p> Holbrook Annual School Fundraising Plan - 2024-2025.xlsx</p> <ul style="list-style-type: none"> - Updates on year to date money brought in (thank you Ms. Miles): <ul style="list-style-type: none"> - 23/24 carryover budget - \$94.70 - Apples - \$366 - Mabels labels - \$45.83 - Factory shoe - \$105 - PRO Funding - \$900 	<p>KATIE and JORDY to work on  Holbrook Annual School Fundrai...</p> <p>first tab to outline what is SC money and try to help with year over year tracking and planning.</p>
<p>Events</p> <p>Suggestion to break out larger events into separate email trails as work needs to be done between meetings.</p> <p>Template for event tracking created here</p> <p> Holbrook School Council - Event Outline (SAMPLE) to be used as a starting point for larger events.</p>	<p>Email trails will be started for the following including the prompt document to be used when needed:</p> <ol style="list-style-type: none"> 1. Joy Breakfast – MIKE sending 2. Cinnabon - SAM leading 3. Unplugged Games Night 4. Open House Carnival

Agenda Topics	Action Items
<p>Joy Breakfast</p> <p> Joy Breakfast - Holbrook School Council - Event Outline</p> <p>Date: February 7th</p> <p>Timing:</p> <ul style="list-style-type: none"> - Cook staff 7:30AM-8:00AM - Eating at 9:00AM <p>Mike leading but not present at meeting so follow up will be via email as event is in 2 weeks</p> <ul style="list-style-type: none"> - Via Gord: Mike sent Spadafora on January 9 to ask for \$560 to support, no confirmation of support or attendance. - Letter can be found here: <ul style="list-style-type: none">  Jan 9 2025 - Letter Sent to Spadafora Office.pdf - Jennifer to get students to make a promo poster for in school with simple key details - Decorations - kindies to do a few decorations, possibly other classrooms can help too <ul style="list-style-type: none"> - Gord wants to keep decorations minimal to allow easy changeover to gym <p>Volunteers:</p> <ul style="list-style-type: none"> - Melissa M. has confirmed 3 volunteers so far <ul style="list-style-type: none"> - Megan L - Lorraine T - Mel L 	<p>MIKE to lead sending out event outline and group email. Goal is to confirm questions from today's meeting and populate event outline.</p> <p>MIKE sent the emails to Spadafora to request \$560 to offset event – what was the feedback from the email?</p> <p>MONICA texted MIKE to find out if he a volunteer list going, or if he wants social media post asks for volunteers if we are short.</p>
<p>Parent Engagement Grant Submission: Unplugged Games Night</p> <ul style="list-style-type: none"> - Select a final date? <ul style="list-style-type: none"> - Tuesday February 25th - 6:00-7:30PM - <i>Revised plan with \$900</i> - Snacks (\$100) - Interpreters (\$500) - Door prize (\$150) <ul style="list-style-type: none"> - 3 games - 3 books - 3 math workbooks - Buy games and sports equipment (\$150 - or \$250) 	<p>JENNIFER looking into connections with Fortinos to supply food. If we get support that \$\$ will be shifted to buying games</p> <p>TAKE HOME ITEMS –</p> <p>KATIE to do a month long 'unplugged' (literacy and math) ideas calendar</p> <p>KATHERINE to support with materials about the effects of screen time as second handout if time allows</p>

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<ul style="list-style-type: none"> - Volunteers needed, how many? Setup vs. at event? <ul style="list-style-type: none"> - SC is the volunteers and some staff - Plan for layout and room use <ul style="list-style-type: none"> - Gym for the majority of games <ul style="list-style-type: none"> - Including movement games and stations - Library for more quiet games / cards etc. - Games so far: <ul style="list-style-type: none"> ■ Holbrook Game Closet Items (2).jpeg ■ Holbrook Game Closet Items (1).jpeg - Plan for take home materials. Katie to do: <ul style="list-style-type: none"> - calendar - effects of screen time - ideas for unplugging with your kids - Can we afford to do \$2 decks of cards, 1 pack per family for attendees? 	
<p>Council Email</p> <p>KELLY shared access with KATIE and SAM</p> <p>Original email shared with SC members was incorrect (had an additional period). KATIE has updated references she has access to to now be the correct holbrookSC@hwsb.on.ca email account This email will also get CC'd on all meeting minutes/planning docs</p>	<p>ALL - ask is to please include holbrookSC@hwsb.on.ca on all emails related to School Council work so we have an ongoing log</p> <p>KATIE will forward all old meeting minutes to holbrookSC@hwsb.on.ca email</p>
<p>Council Newsletter</p> <p>Plan here is for monthly council email to share news with parents about; council activities, volunteer opportunity, upcoming events, fundraisers etc. And holbrookSC@hwsb.on.ca email will send newsletter out to community</p>	<p>KATIE to start email trail with KELLY and SAM from for planning communications calendar.</p> <p>To be shared with wider group once final</p>
<p>New School Logo</p> <p>Logo feedback</p> <ul style="list-style-type: none"> - Circle logo suggested as best option with CLEAR text - Feedback was that ALL BLACK needs to be one of the logos for printing and use - Can also have full colour logo for some options 	<p>HOLD UNTIL APPROVED TO UPDATE SAM and KELLY to outline rules: timeline, submission limit, how voting works etc.</p> <p>GORD should have confirmation by next week</p>

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<p>GORD has started the process with the board to get approval to change the logo – process statement that it is an older logo</p> <ul style="list-style-type: none"> - No date, timeline, or rules set yet for this waiting for feedback on if logo redo is approved 	
<p>Fundraising</p> <p>MELISSA M has been asked to share image of the Factory Shoe Warehouse discount card/code, once received this can be used in newsletters and on social to promote program</p> <p>KATIE has setup FlipGive and tied to SC email. Login shared with Chairs. Email copy for Sunday newsletter will be shared with GORD.</p> <p>KATIE has started the submission for FundScript process, waiting to hear back on approvals.</p>	<p>MELISSA share Factory Shoe Warehouse card for use</p> <p>KATIE share FlipGive email copy with GORD</p>
<p>Social Media</p> <p>GORD does not want to promote that Facebook page is active, or any social media via his newsletter.</p> <p>Social media is run by parent volunteers, and not staff. This is stated across all bios on the associated pages.</p> <p>Instagram live: https://www.instagram.com/holbrookelementarySC</p>	<p>Follow us https://www.instagram.com/holbrookelementarySC</p>
<p>Website Copy</p> <p>KATIE re-shared the website and event copy from October.</p> <p> Website Change Suggestions will need some review of what is useful still as some info is dated</p>	<p>MEL to help proofread KATIE writing</p> <p>Updated copy will be supplied to GORD and MELISSA again for the website pages to be updated. KATIE will connect with MELISSA about her WordPress questions to help support update.</p>
<p>Open House</p> <p>Cannot get Food Trucks, and BBQ are possibly not allowed on site. Revised and much more simple plan.</p> <p>Date: Thursday May 8th, 2025 Time: 5:30-7:30PM</p> <ul style="list-style-type: none"> • Each class has a theme or a small game/activity • Treasure hunt style map to encourage going to all rooms • Fun stations 	

Agenda Topics	Action Items
<ul style="list-style-type: none"> o Fire truck - Sam o Craft center – will need ideas ehre o Book fair in the gym • Sell: <ul style="list-style-type: none"> o Freezies o Popcorn o Pizza • TBC if we want to explore actually running a plant or seedling sale in the gym, possible partners <ul style="list-style-type: none"> o https://www.seed2go.ca/content/17-school-fundraising-programs o https://greenventure.ca/2024-seedling-sale/# 	