



Holbrook Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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 Principal: Mr. G. Carey

School Council Meeting

Date	October 21
Start Time	6:00PM
Location	Holbrook Elementary School, Library
Attendees	<p><i>School Representatives</i></p> <ul style="list-style-type: none"> ● Gord ● Jennifer ● Katherine <p><i>Council Members:</i></p> <ul style="list-style-type: none"> ● Melissa P (Treasurer) ● Mel L (recording notes) ● Monica <p><i>Unavailable for meeting:</i></p> <ul style="list-style-type: none"> ● Kelly ● Katie (sick) ● Jordy ● Mike
Upcoming Meetings	<ul style="list-style-type: none"> ● November 18 ● January 20 ● February 17 ● April 21 ● June 2

Agenda Topics and Notes	Action Items
<p>Principals Report & Teachers Report (5-min)</p> <ul style="list-style-type: none"> ● Parent Reaching Out (PRO) funding application update <ul style="list-style-type: none"> ○ <i>It's been submitted and was due in November</i> ● Gord's update: 	<p>Staff – Reminder to share what they are teaching in the classroom and some of the language to repeat and use at home</p>

Agenda Topics and Notes	Action Items
<ul style="list-style-type: none">○ <i>Gym is almost ready - but just need to put the volleyball net covers over the holes & one more inspection</i><ul style="list-style-type: none">▪ <i>There will be a walkthrough when it's ready and an assembly</i>○ <i>Holbrook Huskies logo was approved and will be painted on the wall of the gym</i>○ <i>Staffing:</i><ul style="list-style-type: none">▪ <i>Staffed</i>○ <i>PA Day on Friday:</i><ul style="list-style-type: none">▪ <i>Math Up is the focus</i>▪ <i>Literacy is focus on writing</i>▪ <i>Teaching human rights</i>▪ <i>Share with parents</i>	

Agenda Topics and Notes	Action Items
<p>Last Month Meeting Minutes: Outstanding Items</p> <ul style="list-style-type: none"> ● Website copy update needed still. Sent 9/24/2025 in email called "Copy for Memo & Website Holbrook School Council 2025-2026" <ul style="list-style-type: none"> ○ <i>We review the minutes from the last meeting and then they get posted (typically a month behind)</i> ● Handouts given 9/26/2025 with ~280 copies each printed and collated by class count with labels for: <ul style="list-style-type: none"> ○ (a) all promotions ○ (b) krispy kreme <ul style="list-style-type: none"> ▪ <i>Can school cash online be setup to launch on 10/27</i> ○ As well as ~10 copies (c) to display including laminated 	<p>Gord – Ask teachers to send the handouts on October 27th</p> <p>Gord & Melissa – To update website with minutes from last meeting, events calendar and fundraising based on instructions sent on 9/24</p> <p>Melissa – To set up school cash online to start 10/27</p> <p>Jennifer – To put up the laminated copies around the school</p>
<p>Halloween Rules</p> <p>Can Gord confirm rules around costumes? Will be shared on social Wednesday before Halloween (Friday).</p> <p><i>Cultural appropriation, violent weapons and the treats that are allowed</i></p>	<p>Gord – To update the letter going home to parents to include: –The start time (9:30am) –Parents should not park on Sanatorium to keep children safe</p>
<p>Parent Submitted Question</p> <p>We received this from a parent submission: "An educator is complaining to students that parents use the parking lots for before and after care drop off – even when outside of school hours (eg. 7:30AM)"</p>	<p>Gord – To remind educators that if they are having an issue with parents and parking - they should send a note to the parent and not raise the issue with a child</p> <p>Gord – To speak to the YMCA supervisor to come up with a consistent plan and rollout to parents</p>
<p>Communication of Events/Updates</p> <ul style="list-style-type: none"> ● Correcting the Principal newsletter copy errors <ul style="list-style-type: none"> ○ Grammar, information ○ Correct SC section where whole email was inserted vs. just info to be shared ○ <i>Difficult to adjust the template</i> ○ <i>Should we put the always on updates in a new packet for new parents?</i> ● Website – hide the calendar tab if the last date was 2018 – confusing for parents 	<p>Gord – To check with the webmaster for the "Calendar"</p>

Agenda Topics and Notes	Action Items
<div data-bbox="110 264 899 541" data-label="Image"> </div> <ul style="list-style-type: none"> ● Conversation around social media 	
<p>Fundraising</p> <p>Krispy Kreme</p> <ul style="list-style-type: none"> ● Order window Nov 3-14, Pickup must be on Nov 24 ● Kelly – getting contact name for cheque and form for School Cash Online done ● Need volunteers for doughnut pick-up and handout ● Handout window? 2:45PM-5PM? ● <i>Mel P can come in on Nov 14 to count \$</i> <p>Promotion</p> <ul style="list-style-type: none"> ● Handouts to go home link --> HERE ● Katie printed: <ul style="list-style-type: none"> ○ ½ size handouts to go home to students ○ Posters in colour for inside school ● Three posts are set-up: early teaser, week before announcement, week-of reminder. Creative HERE. <p>Copy for sharing: Krispy Kreme 2025-2026</p> <ul style="list-style-type: none"> ● Copy provided to Gord/Melissa for three newsletters (09/23) ● Copy provided to Gord/Melissa for website update (09/24) 	<p>Kelly – To facilitate with Krispy Kreme for contact name for cheque</p> <p>Volunteers to pickup are:</p> <ol style="list-style-type: none"> 1. Kelly? 2. Mel L <p>Volunteers to handout are:</p> <ol style="list-style-type: none"> 1. Mel P 2. Mel L
<p>Fundraising</p> <p>Update for: Always On Events</p> <p>Promotion</p> <ul style="list-style-type: none"> ● Social posts have gone out to remind folks about Mabels, Shoe Factory, and FlipGive ● Katie printed: <ul style="list-style-type: none"> ○ Handouts to go home to students ○ Copies for the entrances of the school and Kindy class windows (laminated to last all year) ● Copy provided to Gord/Melissa for newsletter update (09/24) ● Copy provided to Gord/Melissa for website update (09/24) 	<p>Flyers will go home: October 27 Website will be updated: October 27</p> <p>Kelly – To facilitate with Krispy Kreme</p>

Agenda Topics and Notes	Action Items
<p>Event Planning - TABLED UNTIL NEXT MEETING</p> <p>Unplugged at Holbrook:</p> <p>Grant \$900 etc (tbc) Date: January 27, 2026 Time: 6:00 – 7:30 p.m.</p> <ul style="list-style-type: none"> ● Plan to organize this over email as no Dec meeting – who is on board to help dig in on this work ● Sell items at games night: pizza, snacks, drinks – ensure Halal and vegetarian options available ● Send out survey in weekly email to get folks to RSVP again – help plan numbers 	<p>Who will lead from SC: _____</p>