

HPAC meeting AGENDA
October 7th, 2025 Time: 9am
Location: Hollyburn School LST room and Microsoft Teams
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Meeting ID: 295 373 922 460 2
Passcode: RT3j6NF6

Dial in by phone +1 437-703-4456 Canada, Toronto
Phone conference ID: 211 275 924#

Meeting Attendees

Anya Goncharova, Iris Fan, Miyuki Nakayama, Matthew Donkersley, Shawna Lawson, Sogol Zaimi, Kyoko Nakamura?, Hedyeh Pireh, Cristina Pascale, Jenny Marquiss, Melanie Chapple, Ravi.vermabest, Yuka Kodama

1. Acceptance of previous meeting minutes -

- Previous meeting minutes from meeting held on Sep 9 2025 accepted by Matthew Donkersley (co-chair) and Anya Goncharova (Co-Treasurer)

2. Principals report

Looking back

- Accumulated over 12 ribbons for Cross Country - overall feeling of inclusivity and school pride
- Orange shirt day
- Terry Fox - raised over \$1300 (highest ever total) - big excitement with
- Val Jerome came and talked to Gr 4-7 about perseverance, inclusion, struggle, racism, and it was inspiring for students. Piloting/Trialing the creation of a Valerie Jerome school award which would be centered around resilience.
- Ice cream social successes - ran smoothly, nice to tag on the piece where parents went to classrooms
- Cops for Cancer - number one for donations, one of the smaller schools but always have the most heart
- DIBELS - assessment underway for K-Gr 7. No official report will be provided but parents/guardians can reach out to their teachers for more information. This information will be shared with all school family members.

Looking ahead

- Early dismissals and Parent Teacher conferences this week
- Volleyball is coming up for Grade 7s and may open up to Grade 6 (oct 21)
- Photo day - Oct 23 using a new photographer
- Field Hockey starting for all students week long program Nov 3-7 - provide kids with opportunities to engage in sports that they may not have the opportunity to engage in, things that are not as prevalent - kids voted last year
 - Funds are taken out of activities that parents/guardians pay for using School Cash online

- Book everything in June for the coming school year (Hub cycling North Shore Family Services came in June and it was a great success)
- Usually plan for 3 sporting activities coming, some catering to k-3 and 4-7

3. DPAC Update

- At latest DPAC meeting the Principals from Pauline Johnson and Rockridge presented.

Key points

- Important to have open communication, and collaboration between school and PAC
- Sometimes the PAC has goal has a vision but it is not aligned with the school goals
- FSA goal -make sure all parents/guardians understand
- PAC chair(s) should connect with Principal on a monthly basis
- Consider different ways of being able to celebrate the teachers and support them
- Enable feedback loop between PAC and School members
- Take a group photo of the PAC team members and ePAC so as to put a face behind the emails/names
- Keep school Website up to date - ensure have all minutes, meeting details and section for upcoming fundraisers
- Apply for Active Travel grant - Sogol and Louise to apply for the Active Travel grant
- Safety meeting about each school zone happening on October 23rd at Canyon Heights at 6pm - Sogol to share map of school and zoning
- Chris Kennedy advised that this year student enrollment is down district wide and on average about 130 students down (this includes international students)
- Kindie registration is upcoming
- Should share budget - provide a snapshot of funds raised to date for transparency purposes - provide information on school website
- DPAC training even happening soon
- Should have executive PAC meeting once a month
- Parent evening with speaker Dr Molly - Oct 20th, details will be included in newsletter

4. Treasurer's Report

- Inflows (income) \$ - \$15,819 YTD (not all income still have to pay invoices, halfway towards budget)
- Outflows (Expenses) \$6,270
- 2025-2026 Budget \$60,550 (Expense and Fundraising goal included)
- Working with District to enable School Family members to donate funds and obtain a tax receipt (for donations of over \$20)
 - will use School Cash Online to facilitate this as it is for a capital project (GYM AV upgrade). District can assist with set-up and provide a link/QR code
 - Cannot access the funds. Until we are ready to spend it

Question: Hot lunch went from 3 days to 4 days, how much has our income increased with the additional day?

- **Answer provided after meeting:**

- 2024 Term 1 HL total (3 days) was \$ 7 140.00 (numbers from Anya - don't know if this also includes profits from cutlery sales and/or direct donations)
- 2025 Term 1 HL total (4 days): \$ 8 011.00 + \$85 for cutlery & \$550 in direct donations to the HPAC. Total profit for term 1 "Food": \$8 646.10 (MC)

- **School Spirit wear**

- Spirit wear - should place an order in advance of school starting in September so that Kindie family members can buy the gear. Takes approx 2 weeks for order to be delivered
- Need to order more tshirts in smaller kids sizes as now available on munch a lunch
- Request to order Half-Zips - Miss Lloyd to connect PAC with school wear contact (Adam) and facilitate order

5. Fundraising Goal

- New AV system
- Artwork and banners worked well, Student voice needs to be incorporated into fundraising activities
- Goal is to get same AV system as new one in Gleneagles -
- There is scope to structure it in phases
- Prepare a more detailed plan and cost breakdown of the options - key variable is installation costs
- Cristina Pascale (ePAC member at large) can work with Matthew on AV system research and options.. Miss Lloyd to connect Matthew with Peter (District head of IT from District) to assist with guidance.

6. Halloween Howl Dance

- Students can wear costumes the whole day but there are guidelines - Miss Lloyd to send guidelines
- Duration of 20 mins for dance works
- Library lounge in place and will be decorated
- Fundraiser form - include payment options of cash, cheque or via munch a lunch
- Parents/Guardians to distribute the forms - need to populate the forms with division #s
- Teachers to collect the cash and donation forms.
- Deadline **10am on Thursday October 30th** (include deadline in announcements in advance) - for counting purposes, it is helpful to have the funds in the day before. Although they will still accept the money later, it wouldn't count towards class totals.
- Prizes -

- Class that has the most funds kids that get pizza, a certificate and a choice of 1 of 3 vetted movies to be played at a school movie night
- Class that raises second highest funds gets secret recess/ supervision - additional certificate
- Class that raises third most funds - recess and cookies
- Individual prizes - creative dance or costume - 3 creative costume/Best home made costume, goofy costume
- Judges: Miss Tobin, Miss Denman and Miss Lloyd
- Matthew to set-up a Halloween Subcommittee - to discuss more details
- Decorations - Students can prepare decorations
- Start promoting it now and parents need to know - kids know what the prizes are
- Gym set-up timing - miss Lloyd will block off the gym 10:50-12:10 am on Oct 31st. decor and equipment
- Library lounge preparation - could leverage student and leadership, calm and chill space. Library will also need to be blocked off on Oct 31 to allow time for set-up.
- Kids will choose where they want to be either at lounge or gym
- PAC volunteers required to help with form distribution, decoration and setup supervise the areas can assist with take down
- Prize giving at end of day Oct 31 - on the PA system within the day (include in poster) and will be handed out at the office
- PAC should not take any photos of school students where any faces are visible. School students have provided consent on specific platforms.

Family photo session

- Sarah Jane Photography - mini photo sessions
- \$50 for 20 min sessions, limited amount of spots between 9am-4:30pm on Oct 25th - information will be shared in school newsletter