

HOLLYBURN ELEMENTARY - December PAC Meeting9th December 2025

Location: Library and Online

Time: 9:00am

Meeting Teams Link

- Click this link [Join the meeting now](#) (if prompted enter Meeting ID: 295 373 922 460 2 Passcode: RT3j6NF6)
- To join by phone dial [+1 437-703-4456](#) and enter the Phone conference ID: 211 275 924#

All school family members are welcome to attend HPAC meetings. Every contribution + connection counts

MEETING AGENDA

	# Agenda Item	Description	Assigned to
9:00am	Welcome and call to order	Hello and attendance check	Matthew Louise (Minutes/Attendance Check)
	Acceptance of previous meeting minutes	Confirm Agenda and Minutes from previous meeting	Matthew
9:05am	Chairs's report		Matthew / Sheila
9:10am	Principal's report		Principal LLoyd
9:20am	DPAC report	DPAC Café <ul style="list-style-type: none">• Committees• School Logo	Matthew / Melanie (Sogol unable to attend)
9:30am	Treasurer's report	Update of funds raised for term 1	Rejane / Anya / Sheila
9:35am	Library Sensory Room Funds	Re-allocation of sensory room funds to Library furniture - VOTE	Matthew / Sheila
9:40am	School Site Safety	<ul style="list-style-type: none">• Summary of Site Walk• Next Steps	
9:45am	Winter Concert	Review <ul style="list-style-type: none">• PAC to help with decorations TBC• Gifts for Mr Feige (TBC)	All
9:50am	Hot Chocolate	Confirmed with DeVille Coffee <ul style="list-style-type: none">• Confirm Location• Time / Phasing?	Matthew
9:55am	Other Items for Discussion	<ul style="list-style-type: none">• Graduation Committee• NSBIT – Coffee/Pastries for Teachers• K and Grade 1 trip to Grouse Mountain – PAC Funds for Bus• Family Friday 16th Jan with DeVille Coffee? (TBC)	ALL
10:00am	Meeting adjourned	<ul style="list-style-type: none">• Confirm action items and next meeting date.	Matthew

Meeting Attendees

Breanna Lloyd

Sheila Barton

Matthew Donkersley

Melanie Chapple

Kyoko Nakumara
 Anya Goncharova
 Réjane Almedia
 Jeff Carrie
 Andrea Teuscher
 Jenny Marquiss
 Ravi Vermabest
 Hedyeh Pireh
 Louise Aucoin

	# Agenda Item	Description – Meeting Minutes	Assigned to
9:00am	Welcome and call to order	Hello and attendance check	Matthew Louise (Minutes/Attendance Check)
	Acceptance of previous meeting minutes	Confirm Agenda and Minutes from previous meeting Meeting minutes accepted by Matthew and Melanie	Matthew
9:05am	Chair's report	<ul style="list-style-type: none"> Site Safety meeting went well Rejane is leaving and stepping down as co-Treasurer Hot chocolate Dec 19 Fundraisers so far, Hot lunch, Howl, Spirit wear, Total raised to date: \$16,123 Halfway there to the target for gym AV fund Hopefully order the screen soon and to be installed over the winter 	Matthew / Sheila
9:10am	Principal's report	<p>Presentation</p> <ul style="list-style-type: none"> Term 1 went well – we have ordered the projector screen and parts for the AV and key pieces that are on back order. Spent about \$20k. Carpentry team will professionally install the screen. Miss Lloyd shared with the teachers what the goal is. Looking back – Events this term – <ul style="list-style-type: none"> Family Friday, most well attended, often it is well attended at primary level Grade 7 boys and girls volleyball team – volleyball jamboree – student run event For sports in the school the trend is that it is harder to find sports coaches – working on creative ways to get sports coaches PD day was centered around indigenous learning Connecting together as staff on PD Day Remembrance Day was student run Scholastic book fair was well run by parent volunteers helped to build and enhance classroom libraries Field Hockey k-7 Looking Ahead <ul style="list-style-type: none"> Purdys fundraiser raised over \$700 – money will be spent on signage for accessibility and 	Principal LLoyd

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		<ul style="list-style-type: none"> office – getting something made for school sign o Dance program in January o K-3 Winter primary concert – focussed on the gym o Intermediary concert will be in Spring o Winter spirit school wide activities o PJ and stuffie day on Dec 19 o Learning updates/report cards are being sent through MyEd. Approx 40% of the reports are not opened by Parent/Caregiver – accessibility may be a challenge (can provide the option to print them) – reports are strength based and includes ways to support growth – focus attention in term 2 and should be specific to your child o 3 departures of teachers in one term – series of circumstances – it is explained to the students and the impacted families are contacted, share with staff. o Miss Bystrom looking for support in the library • School Clubs are very popular in school and are run by teachers, professional application for students to set up a club – set-up on a term-by-term basis • Reminder about expected behaviours – use of tech at school – will work with PAC on educating kids on projects • Purchased and running a pilot project on literacy program – Canadian based program will pilot it and feature in Grade 3 and Grade 6 and 7. Help students code/decode and strengthen word skills. Strategies through reading and writing words. Will assess and see how adaptable they are. • Indigenous plan – highlights our education on Indigenous learning 	
9:20am	DPAC report	<p>DPAC Café</p> <ul style="list-style-type: none"> • Committees • School Logo • DPAC World Café – sharing session between all different schools – very good event, a valuable way of sharing learnings • General emphasis on value of committees, same as identifying leads for events, typically a member of the ePAC would support • Fundraising – Hot lunch is key, page on the website that shares all the vendors the schools are using. Hollyburn will be going to 5 days for term 2 • New guidelines around the safety for events at schools – guidelines from a provincial level for example as bouncy castles, dunk tanks are no longer allowed. Guidelines as to what PAC events need to have. • School Logo – number of schools in district has changed the logo. Teachers 	Matthew / Melanie (Sogol unable to attend)

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		and students can get involved in changing the school logo. Need HPAC support to change the logo, stakeholders to engage and a lot of considerations to take on board – emotional attachment to the current logo. It is a process.	
9:30am	Treasurer's report	<p>Update of funds raised for term 1</p> <ul style="list-style-type: none"> • Report provided inflows and outflows • Invoices still need to be paid (pending items listed on report). • Budget – on track for budget forecast • Projected budget income loss is large due to the gym AV fund. 	Rejane / Anya / Sheila
9:35am	Library Sensory Room Funds	<p>Re-allocation of sensory room funds to Library furniture - VOTE</p> <ul style="list-style-type: none"> • Discussed that the library is going to undergo a renovation, it was previously allocated that there would be funds for the upgrade of the sensory room. Fitout wouldn't be the best use of resources. • Latest guidance that designated sensory rooms are no longer preferred. • Could invest in moveable library furniture – need to confirm today. Original quotation of tables and shelves so it is can be used as a learning commons/space. Quotation was higher than expected. Total funds allocated is \$9k • Inclusive Ed money – bringing sensory items incorporating them into other space – using inclusion funds to incorporate into the classroom – destigmatizing the sensory room aspect. • Vote: motion to vote on reallocating the budget from the library room upgrade to moveable furniture – seconded by Melanie • Vote: show of hands (virtual) – above 50% of raised hands will confirm the vote. 11 out of 12 attendees people voted yes. One abstention. 	Matthew / Sheila
9:40am	School Site Safety	<ul style="list-style-type: none"> • Summary of Site Walk - Site Safety and accessibility report – meeting went well • Identification of key safety issues – high priority items <ul style="list-style-type: none"> ◦ Esquimalt known to be an issue as no sidewalk there is an issue in terms of safety and accessibility. Parents dropping off kids ◦ Speed of traffic on 13th ◦ No sidewalks on 13th st layby ◦ Properties on 13th and duchess have extended their gardens ◦ Inconsistent signs – make the signs clear that they are drop offs ◦ Access to the school • Proposed measures discussed with the group including: <ul style="list-style-type: none"> ◦ Changing Esquimalt ave to be one way in consultation with community – this would be a longer-term item ◦ New school signage 	

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		<ul style="list-style-type: none"> ○ Flashing lights on Esquimalt ave and 13th ○ Portable signs about speed ○ Potential to build a ramp at the corner of 13th and Esquimalt ○ Safety and fire concerns ● Report will be provided to Miss Lloyd in January 	
9:45am	Winter Concert	<p>Review</p> <ul style="list-style-type: none"> ● Gifts for Mr Feige (TBC) ● PAC to get gift for Mr Feige and Pianist. 	All
9:50am	Hot Chocolate	<p>Confirmed with DeVille Coffee</p> <ul style="list-style-type: none"> ● Confirm Location ● Time / Phasing? Dec 19 – students will have 6-ounce cups, students will be given small amounts x 270 ● Scope to phase it? Need to review the plan and discuss further – Matthew to review with Miss Lloyd 	Matthew
9:55am	Other Items for Discussion	<ul style="list-style-type: none"> ● Graduation Committee – need a PAC committee – a communication will be sent to the parents of Gr 6 and 7 students. A lot of admin work. Sheila to share learnings from other graduation dances. ● NSBIT – Coffee/Pastries for Teachers – suggest we do it on the first Wednesday of the month ● K and Grade 1 trip to Grouse Mountain – PAC Funds for Bus – any scope for PAC funds for the bus. Allocated funds to field trips? ● Family Friday 16th Jan with DeVille Coffee? (TBC) 	ALL
10:00am	Meeting adjourned	<ul style="list-style-type: none"> ● Confirm action items and next meeting date. 	Matthew