

## HOLLYBURN ELEMENTARY - December PAC Meeting

9<sup>th</sup> 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	<b>Welcome and call to order</b>	Hello and attendance check	Matthew Louise (Minutes/Attendance Check)
	<b>Acceptance of previous meeting minutes</b>	Confirm Agenda and Minutes from previous meeting	Matthew
9:05am	<b>Chairs's report</b>		Matthew / Sheila
9:10am	<b>Principal's report</b>		Principal LLoyd
9:20am	<b>DPAC report</b>	DPAC Café <ul style="list-style-type: none"><li>• Committees</li><li>• School Logo</li></ul>	Matthew / Melanie (Sogol unable to attend)
9:30am	<b>Treasurer's report</b>	Update of funds raised for term 1	Rejane / Anya / Sheila
9:35am	<b>Library Sensory Room Funds</b>	Re-allocation of sensory room funds to Library furniture - VOTE	Matthew / Sheila
9:40am	<b>School Site Safety</b>	<ul style="list-style-type: none"><li>• Summary of Site Walk</li><li>• Next Steps</li></ul>	
9:45am	<b>Winter Concert</b>	Review <ul style="list-style-type: none"><li>• PAC to help with decorations TBC</li><li>• Gifts for Mr Feige (TBC)</li></ul>	All
9:50am	<b>Hot Chocolate</b>	Confirmed with DeVille Coffee <ul style="list-style-type: none"><li>• Confirm Location</li><li>• Time / Phasing?</li></ul>	Matthew
9:55am	<b>Other Items for Discussion</b>	<ul style="list-style-type: none"><li>• Graduation Committee</li><li>• NSBIT – Coffee/Pastries for Teachers</li><li>• K and Grade 1 trip to Grouse Mountain – PAC Funds for Bus</li><li>• Family Friday 16<sup>th</sup> Jan with DeVille Coffee? (TBC)</li></ul>	ALL
10:00am	<b>Meeting adjourned</b>	<ul style="list-style-type: none"><li>• Confirm action items and next meeting date.</li></ul>	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	<b>Welcome and call to order</b>	Hello and attendance check	Matthew Louise (Minutes/Attendance Check)
	<b>Acceptance of previous meeting minutes</b>	Confirm Agenda and Minutes from previous meeting Meeting minutes accepted by Matthew and Melanie	Matthew
9:05am	<b>Chairs's report</b>	<ul style="list-style-type: none"> <li>• Site Safety meeting went well</li> <li>• Rejane is leaving and stepping down as co-Treasurer</li> <li>• Hot chocolate Dec 19</li> <li>• Fundraisers so far, Hot lunch, Howl, Spirit wear, Total raised to date: \$16,123</li> <li>• Halfway there to the target for gym AV fund</li> <li>• Hopefully order the screen soon and to be installed over the winter</li> </ul>	Matthew / Sheila
9:10am	<b>Principal's report</b>	<p>Presentation</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Looking back –</li> <li>• Events this term –               <ul style="list-style-type: none"> <li>◦ Family Friday, most well attended, often it is well attended at primary level</li> <li>◦ Grade 7 boys and girls volleyball team – volleyball jamboree – student run event</li> <li>◦ For sports in the school the trend is that it is harder to find sports coaches – working on creative ways to get sports coaches</li> <li>◦ PD day was cantered around indigenous learning</li> <li>◦ Connecting together as staff on PD Day</li> <li>◦ Remembrance Day was student run</li> <li>◦ Scholastic book fair was well run by parent volunteers helped to build and enhance classroom libraries</li> <li>◦ Field Hockey k-7</li> </ul> </li> <li>• Looking Ahead               <ul style="list-style-type: none"> <li>◦ Purdys fundraiser raised over \$700 – money will be spent on signage for accessibility and</li> </ul> </li> </ul>	Principal LLOYD

	# Agenda Item	Description – Meeting Minutes	Assigned to
		<p>office – getting something made for school sign</p> <ul style="list-style-type: none"> <li>○ Dance program in January</li> <li>○ K-3 Winter primary concert – focussed on the gym</li> <li>○ Intermediary concert will be in Spring</li> <li>○ Winter spirit school wide activities</li> <li>○ PJ and stuffie day on Dec 19</li> <li>○ 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</li> <li>○ 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.</li> <li>○ Miss Bystrom looking for support in the library</li> </ul> <ul style="list-style-type: none"> <li>• 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</li> <li>• Reminder about expected behaviours – use of tech at school – will work with PAC on educating kids on projects</li> <li>• 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.</li> <li>• Indigenous plan – highlights our education on Indigenous learning</li> </ul>	
9:20am	<b>DPAC report</b>	<p>DPAC Café</p> <ul style="list-style-type: none"> <li>• Committees</li> <li>• School Logo</li> <li>• DPAC World Café – sharing session between all different schools – very good event, a valuable way of sharing learnings</li> <li>• General emphasis on value of committees, same as identifying leads for events, typically a member of the ePAC would support</li> <li>• 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</li> <li>• 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.</li> <li>• School Logo – number of schools in district has changed the logo. Teachers</li> </ul>	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	<b>Treasurer's report</b>	Update of funds raised for term 1 <ul style="list-style-type: none"> <li>• Report provided inflows and outflows</li> <li>• Invoices still need to be paid (pending items listed on report).</li> <li>• Budget – on track for budget forecast</li> <li>• Projected budget income loss is large due to the gym AV fund.</li> </ul>	Rejane / Anya / Sheila
9:35am	<b>Library Sensory Room Funds</b>	Re-allocation of sensory room funds to Library furniture - VOTE <ul style="list-style-type: none"> <li>• 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.</li> <li>• Latest guidance that designated sensory rooms are no longer preferred.</li> <li>• 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</li> <li>• Inclusive Ed money – bringing sensory items incorporating them into other space – using inclusion funds to incorporate into the classroom – destigmatizing the sensory room aspect.</li> <li>• Vote: motion to vote on reallocating the budget from the library room upgrade to moveable furniture – seconded by Melanie</li> <li>• Vote: show of hands (virtual) – above 50% of raised hands will confirm the vote. 11 out of 12 attendees people voted yes. One abstention.</li> </ul>	Matthew / Sheila
9:40am	<b>School Site Safety</b>	<ul style="list-style-type: none"> <li>• Summary of Site Walk - Site Safety and accessibility report – meeting went well</li> <li>• Identification of key safety issues – high priority items               <ul style="list-style-type: none"> <li>○ Esquimalt known to be an issue as no sidewalk there is an issue in terms of safety and accessibility. Parents dropping off kids</li> <li>○ Speed of traffic on 13<sup>th</sup></li> <li>○ No sidewalks on 13<sup>th</sup> st layby</li> <li>○ Properties on 13<sup>th</sup> and duchess have extended their gardens</li> <li>○ Inconsistent signs – make the signs clear that they are drop offs</li> <li>○ Access to the school</li> </ul> </li> <li>• Proposed measures discussed with the group including:               <ul style="list-style-type: none"> <li>○ Changing Esquimalt ave to be one way in consultation with community – this would be a longer-term item</li> <li>○ New school signage</li> </ul> </li> </ul>	

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		<ul style="list-style-type: none"> <li>○ Flashing lights on Esquimalt ave and 13<sup>th</sup></li> <li>○ Portable signs about speed</li> <li>○ Potential to build a ramp at the corner of 13<sup>th</sup> and Esquimalt</li> <li>○ Safety and fire concerns</li> <li>• Report will be provided to Miss Lloyd in January</li> </ul>	
9:45am	<b>Winter Concert</b>	Review <ul style="list-style-type: none"> <li>• Gifts for Mr Feige (TBC)</li> <li>• PAC to get gift for Mr Feige and Pianist.</li> </ul>	All
9:50am	<b>Hot Chocolate</b>	Confirmed with DeVille Coffee <ul style="list-style-type: none"> <li>• Confirm Location</li> <li>• Time / Phasing? Dec 19 – students will have 6-ounce cups, students will be given small amounts x 270</li> <li>• Scope to phase it? Need to review the plan and discuss further – Matthew to review with Miss Lloyd</li> </ul>	Matthew
9:55am	<b>Other Items for Discussion</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• NSBIT – Coffee/Pastries for Teachers – suggest we do it on the first Wednesday of the month</li> <li>• 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?</li> <li>• Family Friday 16<sup>th</sup> Jan with DeVille Coffee? (TBC)</li> </ul>	ALL
10:00am	<b>Meeting adjourned</b>	<ul style="list-style-type: none"> <li>• Confirm action items and next meeting date.</li> </ul>	Matthew