

## **Hollyburn Elementary PAC Meeting**

**Date: Tuesday February 10, 2026**

**Time: 9am**

**Location: Teams and in person at Hollyburn School Library  
1329 Dutchess Ave West Vancouver BC V7T 1H5**

### **Meeting Attendees**

Anya, Jenny M, Serog, Melanie, Matt, Nasim, Miyuki, Kyoko, Cristina

### **Welcome and call to order - Sheila**

- Adoption of Agenda and Minutes from HPAC meeting held on December 9<sup>th</sup>, 2025  
Motion to adopt, Melanie  
Seconded by Anya
- Next Meetings will be held on April 7<sup>th</sup>, 2026, 9am at Hollyburn school library and on Teams

### **Land acknowledgement - Ms. Lloyd.**

We would like to recognize that we are gathered together on the traditional lands of the Squamish Nation and want to thank our friends and colleagues in the Nation who are working with us to guide our understanding of the history of this land as we bring this knowledge to the students of our community

### **Principal's report – Ms. Lloyd**

#### **Looking back**

- Grade 7 transition opportunities: WVSS Open House was held on Jan 6, 2026. Grade 7 WVSS Presentation to students was held on Feb 5<sup>th</sup>, 2026
- Student Clubs: Hollyburn has 11 student run & teacher supported clubs. The students propose the clubs and teachers sponsor and volunteer their time. Clubs include Greek club, games club, games club.
- Physical Literacy games workshops were held with West Van School District experts Amber and Erin. Among other things, kids learned many games that can be played with one tennis ball.
- Family Friday was held on Jan 23, 2026, 8:50-9:5-am. This was well attended. HPAC hosted a Deville coffee sale and also sold spirit ware.
- Dance workshops were held for all students, k-7
- Hollyburn students presented at West Van School Board highlights
- Basketball season is underway
- The school held fire drill, earthquake drill, lockdown drills with new police liaison Emma Whitehead

- Div 7, 8 & 9 went on a field trip to Fly Over Canada. They took public transit to Canada Place and had many parents interested in volunteering.
- Dibels, student literacy assessments, are ongoing.

### **Looking Ahead**

- Feb 18<sup>th</sup>, 2026 there will be workshops for students in grades 4-7 on online safety & usage of social media /online presence by school police liaison. Parent education session on this topic would be useful.
- March 13<sup>th</sup> learning updates will be posted on MyEd (report cards)
- Spring Break is March 16-27, there is often an increase in vandalism on the school property during spring break. Parents are asked to e-mail Ms. Lloyd if they see vandalism on school property
- Hollyburn office will do a Purdy's chocolate fundraiser before Easter
- Easter weekend is April 3-6
- Hollyburn has started the process of designing a new school logo. The plan is to keep the Hollyburn husky.

### **Traffic Safety Blitz will be held the week of Feb 23-27**

- There will be new traffic signage, including hand held signs and lawn signs informing drivers to keep their speed down and where they are not able to park and stop.
- School staff will partner with District of West Vancouver bylaw services and West Vancouver police.
- People are reminded to not park in drop off only areas. Drivers cannot leave their cars to collect kids from classrooms.
- There will be increased police presence and tickets will be issued.
- Students and guardians are reminded to cross at intersections and to not speed in the school zone.
- Students who arrive and leave the school safely will be celebrated. Students will receive raffle tickets with daily draws throughout the week.

### **Grade 7 Promotional Assembly and Dance – Thursday June 18, 2026**

- A committee of grade 7 parents has been formed. They are connected on a WhatsApp group. The committee is planning a dance and refreshments. The school staff will host a promotional assembly.
- When the committee decides on a budget they will make plans to sell tickets, fundraise and/or solicit donations

### Treasury Report:

summary of funds raised so far this year:	
hot lunch term 1	\$8,400
family photoshoot fundraiser	\$300
Halloween Howl	\$5,842
November family Friday coffee with Deville	\$191
Elf Movie fundraiser	\$652
Hot lunch term 2	\$8,638
Spirit ware	\$939
cheque drive	\$360
<b>total</b>	<b>\$25,322</b>

See appendix for financial reports and budget

### Chair's report:

- We have managed to add a 5<sup>th</sup> day to our hot lunch program. Thank you to the volunteers: Bella, Bona, Janny M, Jenny W, Serog and Irene for their hard work.
- The Family Friday Deville coffee sales were a success. This was a nice community event and opportunity for parents to socialize and buy Hollyburn School spirit ware. Thank you to Matt for organizing and for the posters. Thank you for Jenny and Jenny for organizing the spirit ware sale.
- Thank you to everyone who has volunteered and attended the HPAC initiatives.

### DPAC update - Matt

- There was a DPAC parent education presentation of Sarah Ward on child executive function. This was a very interesting and informative presentation.
- West Van School board recruits and supports international fee paying students. These students add diversity to the schools.
- DPAC is requesting more public transit busses to service West Vancouver Schools.

### Upcoming fundraisers

- We have the Card Project coming up, art is prepared by Feb 20<sup>th</sup>, samples are sent home with parents on March 31, ordering deadline is April 12<sup>th</sup>, products are delivered May 4-8
- Is there any interest in another fundraiser?
- Group buy of White Caps tickets?

## **Community Events**

- Is there any interest in community events?
- Possibly decorations for Lunar New Year and Nowruz?

## **HPAC Executive positions available for 2026/2027 School Year**

1. **Chair & Co Chair**, these people work together to lead the PAC, prepare and runs meetings and coordinate with the Principal and school admin
2. **Hot Lunch Administrator**, administers and supervises the hot lunch program. Including selecting vendors and menu items, setting up the ordering system on munchalunch, answers all parent inquiries regarding the hot lunch program, collects payments and makes sure that vendors are paid within the required timeline, provides reports and labels to vendors and to the hot lunch distribution team
3. **Treasurer**, this is a 2 year commitment, manages the PACs finances and makes sure that transactions are properly recorded
4. **Secretary**, takes minutes at minutes, sends out notices and reminders, keeps track of important documents

Please let us know if you are interested or if you have questions about the positions and what they entail.

**Meeting adjourned - 10:30am**

**BUDGET**  
**HPAC - Hollyburn Elementary Parent Advisory Council**  
**Revenues and Expenses for 2025-07-01 to 2026-01-31**

	2025-2026 Budget	2025-2026 Year-to-Date Actual ***
<b>Income</b>		
BC Gaming Grant	\$ 5,480.00	5,600.00
HPAC Fundraisers *	\$ 35,000.00	70,323.37
Interest & Other	\$ -	161.00
<b>Total Income</b>	<b>40,480.00</b>	<b>76,084.37</b>
<b>Expenses **</b>		
PE/Sports Equipment	\$ 500.00	500.00
Grad Ceremony	\$ 500.00	500.00
Plants & supplies for the garden club	\$ 100.00	100.00
First Aid Training	\$ 450.00	450.00
Other classroom workshops	\$ 500.00	500.00
Indigenous initiatives	\$ 1,500.00	1,500.00
Classroom funds	\$ 3,900.00	3,300.00
ELL classroom	\$ 300.00	300.00
Library	\$ 300.00	300.00
Learning support	\$ 300.00	300.00
Music	\$ 300.00	300.00
Principal	\$ 1,000.00	1,000.00
Hardship funds	\$ 1,500.00	1,500.00
Scholastic book fair - wishlists	\$ 340.00	338.00
Staff lunch and other small events	\$ 2,500.00	
Munch a lunch annual fees	\$ 360.00	
Musician in Residence	\$ 1,500.00	
Sensory Room -> Library Furniture	\$ 9,000.00	8,905.88
Welcome back event	\$ 700.00	170.63
Gym Projector and Sound Equipment	\$ 35,000.00	
<b>Total Expenses</b>	<b>60,550.00</b>	<b>19,964.51</b>
<b>Net income / (loss) for the period ****</b>	<b>(20,070.00)</b>	<b>56,119.86</b>

**Notes:**

\* Includes all the fundraisers. Incomes and expenses from Hot Lunch can vary, this number it is NOT profit until the end of the school year. We still need to pay the invoices.

\*\* Expenses in gray - Fully paid for the year.

\*\*\* Does not include pending transactions.

\*\*\*\* Part of the funding for the approved budget is composed from:

Balance to be used from the PAC bank account from previous years: \$15,000

Balance to be used from the PAC Gaming account from previous years: \$5,000

**CASH FLOW REPORT**  
**HPAC - Hollyburn Elementary Parent Advisory Council**  
**Month: December 2025**  
**(in Canadian Dollars)**

Date	Description	Operating Account	Gaming Grant Ac.	Trust Ac.*	Total Accounts
<b>Balance at start</b>	<b>30-Nov-25</b>	<b>\$65,301.13</b>	<b>\$10,794.69</b>	<b>\$1,176.04</b>	<b>\$77,271.86</b>
<b>Cash Inflows (Income)</b>					
01-Dec-25	Account Payable Pmt Munch Hollyburn Elem **	\$575.68			
04-Dec-25	Deposit 0063 - Family Friday - Hollyburn Sweaters and TShirts	\$910.00			
08-Dec-25	Account Payable Pmt Munch Hollyburn Elem	\$784.90			
12-Dec-25	Hollyburn PAC Donation ***			\$8,905.88	
15-Dec-25	Account Payable Pmt Munch Hollyburn Elem	\$500.65			
15-Dec-25	Deposit for Deville coffee funds donated	\$450.00			
22-Dec-25	Account Payable Pmt Munch Hollyburn Elem	\$11,553.54			
29-Dec-25	Account Payable Pmt - Munch Hollyburn Elem	\$1,510.23			
31-Dec-25	SCO Donations into HPAC Trust Account			\$360.00	
31-Dec-25	HPAC Trust account interest earned			\$18.17	
<b>Total Inflows (Income)</b>		<b>\$16,285.00</b>	<b>\$0.00</b>	<b>\$9,284.05</b>	<b>\$25,569.05</b>
<b>Cash Outflows (Expenses)</b>					
03-Dec-25	Cheque - 1443 - to Hollyburn ES (Bookfair PAC Books/Teachers' wishlists)	\$337.50			
04-Dec-25	Cheque - 1447 - to SD45 - PCard - Hot Lunch Nov (partial)	\$5,826.10			
04-Dec-25	Cheque - 1446 - to SD45 - PCard - Oct 20 Fresh Slice & Oct 21 Subway	\$1,006.55			
05-Dec-25	Cheque - 1445 - To Aburi Mkt - Nov Hot Lunch	\$2,967.00			
15-Dec-25	Cheque - 1448 - To Ravi Verna for HB Movie Night Supplies	\$489.37			
16-Dec-25	Cheque - 1450 - to Matthew Donkersley for Winter Concert for Staff Gifts	\$137.00			
17-Dec-25	Cheque - 1452 - to Hollyburn ES (Hardship, Indigenous, Garden Funds 25/26)	\$3,100.00			
17-Dec-25	Cheque - 185 - to HPAC Trust account for Grad, First Aid Courses, Classroom Workshops 25/26		\$1,450.00		
18-Dec-25	Cheque - 186 - to Hollyburn PAC Trust account for Library furniture		\$8,905.88		
31-Dec-25	Cheque - 1440 - To Orion Screenworks - Sweaters 100 unit	\$2,710.40			
<b>Total Outflows (Expenses)</b>		<b>\$16,573.92</b>	<b>\$10,355.88</b>	<b>\$0.00</b>	<b>\$26,929.80</b>
<b>Balance at end</b>	<b>31-Dec-25</b>	<b>\$65,012.21</b>	<b>\$438.81</b>	<b>\$10,460.09</b>	<b>\$75,911.11</b>

**Notes:**

\* Balance of Trust Account is from Q2 (Dec 31, 2025). The district usually sends the report 3x during the year.

\*\* Account Payable Pmt Munch refers to incomes from Hot Lunch (not profit). Incomes and expenses from Hot Lunch can vary, this number it is NOT profit until the end of the school year.

\*\*\* Hollyburn PAC Donation refers to payment from the HPAC Trust Account for the library tables and furniture.