

HOLLYBURN PARENT ADVISORY COUNCIL (HPAC)

Meeting Minutes

Date: September 22, 2026

Time: 9:00 a.m.

Location: Hollyburn Library and Microsoft Teams

In Attendance

Matt, Melanie, Sheila, Jenny M., Jeff, Anya, Sogol, Miyuki, Tomoe, Anna, Colin, Katrina, Bomi and Ravi

1. Welcome, Call to Order and Land Acknowledgement

The meeting was called to order at **9:00 a.m.**

HPAC acknowledged that we live, work and study on the unceded traditional lands of the Squamish Nation.

2. Approval of Previous Meeting Minutes and Agenda

The minutes of the previous meeting, the **HPAC AGM held June 2, 2026**, and the agenda for the current meeting were presented for approval.

Motion: Anya

Seconded: Melanie

3. Chair's Report

Presented by: Matt

The next HPAC meeting will be held on **October 13, 2026, at 9:00 a.m.** in the Hollyburn Library and via Microsoft Teams.

About HPAC

The Hollyburn Parent Advisory Council (HPAC) serves as the official communication bridge between parents and guardians, school administration, school staff and the School Board.

HPAC is a separate legal entity from the school and is governed by HPAC bylaws and an elected Executive Board. Executive members are elected at the HPAC Annual General Meeting. All parents and guardians of Hollyburn students are members of HPAC.

2026–2027 HPAC Executive

- **Co-Chair:** Matt
- **Co-Chair and Hot Lunch Administrator:** Melanie
- **Treasurer:** Jeff
- **Communications:** Anna
- **DPAC Representative:** Sogol
- **Secretary:** Sheila
- **Members at Large:** Louise, Miyuki, Christie and Ravi

HPAC Goals

The goal of HPAC is to enhance the Hollyburn school community through:

- **Communication:** HPAC meetings provide opportunities to learn about school programs and West Vancouver School Board initiatives.
- **Fundraising:** HPAC raises funds for programs and resources that enhance the school. All funds raised are returned to the school community.
- **Community:** HPAC meetings and events provide opportunities for the school community to come together.

Parents and guardians with ideas for fundraisers or community events are encouraged to share them with Matt and Melanie, who will discuss the ideas with school administration.

Members at Large may take responsibility for events and initiatives, including spirit wear, movie nights, dances, coffee meet-ups and other fundraisers.

4. Principal's Report

Presented by: Ms. Lloyd

Looking Back

- Hollyburn has **10 divisions** this school year.

- The school welcomed **five new teachers**, a new Inclusive Education team, including an ELL teacher, LST teacher and EA team, as well as a new counsellor, Mr. Andy, and several new office staff.
- Hollyburn is no longer an overflow school in the West Vancouver district.
- Cops for Cancer visited the school, and Hollyburn continues to be a strong contributor to the cause.
- Kindergarten gradual entry went well.
- The school held a student-run and student-generated playground assembly that featured the new gym AV system.

Looking Forward

Hollyburn is entering **Year 2 of FESL**. The school's goal is to improve student written communication from Kindergarten through Grade 7 by developing increasingly sophisticated sentence-level writing skills.

“Through explicit instruction, modelling, feedback and authentic opportunities to write across disciplines, students will develop greater clarity, detail, precision and complexity in their writing. Rich content and meaningful learning experiences will support students in strengthening their ability to express, explain and extend their understanding through writing.”

Upcoming School Events and Dates

HPAC Ice Cream Social & Meet the Teacher

September 23, 2026

- **2:50 p.m.:** Students leave their classrooms and HPAC volunteers distribute ice cream to all students.
- **3:00–3:20 p.m.:** Welcome in the gym, including a brief presentation from Ms. Lloyd and HPAC Co-Chairs Matt and Melanie. The 2026–2027 fundraising goal, enhancement of the school front entrance and courtyard garden, will be introduced.
- **3:20–3:45 p.m.:** Meet the Teacher in classrooms.

Terry Fox Run

September 24 at 2:00 p.m.

Donations will be collected for the Terry Fox Foundation, and there will be a poster competition. Families are welcome to participate.

FSA and DIBELS Assessments

Beginning **September 28**

- Foundation Skills Assessment (FSA) exams for Grades 4 and 7
- Dynamic Indicators of Basic Early Literacy Skills (DIBELS) assessments for Kindergarten through Grade 7. These are conducted 3X per year

Orange Shirt Day: September 29

National Day for Truth and Reconciliation: September 30, no school

Fall Intake Conferences: October 7–8. Teachers will provide sign up sheets. Students will be dismissed at 12:45 p.m.

Safety Blitz #1: October 19–20

The focus will be on safe commuting to school. HPAC and District of West Vancouver police will be on site. Parents and guardians are encouraged to observe parking and stopping signage and use designated crosswalks when crossing the street.

5. DPAC Report

Presented by: Sogol

A presentation featuring West Vancouver school trustee candidates will be held at the Kay Meek Theatre. Details will follow.

West Vancouver residents are encouraged to attend to learn more about the school trustee candidates.

6. Treasurer's Report

There has been no fundraising to date. Additional accounting details will be presented at the October HPAC meeting.

7. Hot Lunch

Hot Lunch Administrator Melanie worked over the summer to establish a new ordering platform and vendor.

Hollyburn is the first school in the district to use the new platform, **Lunch Up**, and other West Vancouver schools are interested in Hollyburn's experience with the platform.

One of the significant changes is that parents can order one meal at a time. Individual vendors will have ordering deadlines, for example, one week before a meal is served.

HPAC is also working with a new food vendor.

8. Spirit Wear

The HPAC Executive are exploring options for a new spirit wear vendor.

The new spirit wear will feature the new Hollyburn school logo while retaining the Hollyburn blue colour. Two vendors are currently under consideration.

Plans include a stand-alone ordering website with designated ordering windows. As in previous years, HPAC intends to keep the markup minimal to help ensure spirit wear remains accessible to all students.

9. 2026–2027 Fundraising Goal

The HPAC fundraising goal for the **2026–2027 school year** is the enhancement of the **school's front entrance and courtyard garden**. This fundraising goal was approved at the June HPAC AGM.

Proposed Improvements

First priority:

- Courtyard garden
- Fence
- Signage

Second priority:

- Front entrance/quad area
- Garden planters

The existing wooden amphitheatre seating and planters are in good condition and can be refinished and upgraded rather than replaced.

HPAC would also like to explore:

- Adding harvest tables
- Adding additional planters
- Incorporating plants and design features that pay homage to local Indigenous cultures
- Integrating signage into the gate design

Considerations for the gate include safety, security and visibility.

10. Adjournment

The meeting was adjourned at **10:05 a.m.**

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