

HOLLYBURN PARENT ADVISORY COUNCIL (HPAC)

Meeting Minutes

Date: October 13, 2026

Time: 9:00 a.m.

Location: Hollyburn Library and Microsoft Teams

In Attendance

Matt, Melanie, Jeff, Sogol, Anna, Katrina, Jenny M., Miyuki, Adelaida

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 learn on the unceded traditional territories of the Squamish Nation.

2. Approval of Previous Meeting Minutes and Agenda

The minutes of the **HPAC AGM held September 22, 2026**, and the agenda for the current meeting were presented for approval.

Motion by HPAC member

Seconded by HPAC member

3. Chair's Report

Presented by: Matt

Upcoming Meeting

The next HPAC meeting will be held on **November 10, 2026, at 9:00 a.m.** in the Hollyburn Library and via Microsoft Teams.

Fundraising Goal

The primary fundraising goal for the year is the enhancement of the **school's front entrance and courtyard garden.**

- Matt met with District Facilities regarding improvements to the front-of-school fence.
- The gate and fence are expected to be significant project expenses.
- Additional information is expected at the November HPAC meeting.
- Matt will seek quotes from two additional vendors.

Bylaw Updates

Proposed bylaw changes will be presented for a vote at the November HPAC meeting.

Key proposed change:

- Allow Executive Members-at-Large to be added outside of the annual HPAC AGM.

4. Principal's Report

Presented by: Ms. Lloyd

Looking Back

- Ice Cream Social: Appreciation was extended to HPAC for its support.
- Terry Fox Run raised approximately **\$800**.
- DIBELS reading assessments have been completed.
- School-wide writing activity: "What classroom pet would you choose?"
 - All students participated.
 - Work was assessed by two teachers to reduce bias.
- Orange Shirt Day was recognized.
- Intake conferences were completed.
- ELL Parent Information Session was held.
- Green Shirt Day celebrated students and families living with cerebral palsy.

Looking Ahead

- Earthquake drill preparation and safety discussions.
- Traffic safety event / Safety Blitz will be held October 19 and 20th to increase family awareness around safe travel to and from school.

- Grade 7 volleyball season.
 - District Physical Literacy Leads, Amber and Erin, will be working with students across all grades.
 - School website promotional video will be updated and filmed next week.
 - Kindergarten shrub planting event on October 27 as part of outdoor learning initiatives.
 - Photo retakes scheduled.
 - Halloween celebration and HPAC Dance on October 30.
 - Remembrance Day Ceremony on November 10.
 - Scholastic Book Fair and HPAC Café on November 26.
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5. DPAC Report

Presented by: Sogol

The District Parent Advisory Council (DPAC) shared the following updates:

- Chris Kennedy, Superintendent, reported approximately 7,200 students across the district.
- Approximately 18% of students reside outside the West Vancouver catchment area.
- Hollyburn may apply for a **\$300 district grant** to support its School Safety Blitz initiative.

Fundraising Discussion

DPAC members discussed fundraising best practices.

Observations included:

- Hollyburn fundraising efforts have traditionally focused on student-centered events.
- Other schools have found success with parent-focused fundraising activities such as galas and dances.
- Hollyburn and HPAC have generally experienced stronger engagement through events focused directly on students.

Parent Education Events

West Vancouver DPAC will host parent education events at Kay Meek Arts Centre. Tickets can be purchased through School Cash Online.

6. Treasurer's Report

Presented by: Jeff

BC Community Gaming Grant

The BC Provincial Gaming Grant has been received.

Key information:

- PACs receive **\$20 per student**, with a minimum grant of **\$2,000** for schools with fewer than 100 students.
 - DPACs receive **\$2,500 annually**.
 - Applications are submitted once per year.
 - Application period: **April 1 to June 30**.
 - Grant notifications are issued by **September 30**.
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7. Halloween Howl

Presented by: Matt and Melanie

Event Details

- Pledge sheets will be prepared and distributed.
- Event date: **October 30, 2026**.
- Dance times:
 - 12:20 p.m. - 12:40 p.m.
 - 12:40 p.m. - 1:00 p.m.

Event Setup

- Dance will be held in the gym with a DJ and minimal volunteer requirements.
- A lounge space will be set up in the library.
- Two volunteers are needed for library lounge setup and takedown.

- Setup is anticipated to begin after recess.

Decorations

- Decorations from last year remain available in storage.
- Discussion continued regarding whether students or parent volunteers will lead decorating efforts.

Fundraising Incentives

Classes will compete based on funds raised.

Proposed prizes included:

- **1st Place:** Pizza party and choice of movie for movie night.
- **2nd and 3rd Place:** Additional incentives under discussion, including:
 - Pajamas and Pancakes event.
 - Classroom game.
 - Secret recess.

Donations may be collected as part of the fundraiser.

8. Spirit Wear Update

Presented by: Matt and Melanie

Updates included:

- HPAC is evaluating two vendors recommended by other schools.
- Products will include:
 - Hoodies
 - T-shirts
- Orders will be placed through the vendors' online ordering platforms.
- Spirit wear will be delivered directly through the vendor.

Evaluation Criteria

- Price

- Quality
- Customer service

Design and Timeline

- Colours will remain blue and grey.
 - Goal is to launch spirit wear sales during the last two weeks of November.
 - Samples and promotion may be available during the HPAC Café and Book Fair.
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9. Other Business

Orton-Gillingham Tutoring

The possibility of offering private Orton-Gillingham tutoring after school was discussed.

- Any tutoring program would need to proceed through School District facility rental processes.

Hot Lunch Volunteers

Additional volunteers are urgently needed to support hot lunch distribution.

Current status:

- Four volunteers were lost from last year.
- Three active volunteers remain.
- Two additional volunteers are required.

Volunteer responsibilities:

- Approximately 50-60 minute commitment.
- Receive food deliveries from vendors.
- Verify order accuracy.
- Sort lunches into classroom bins.
- Distribute lunches throughout the school.

HPAC WhatsApp Group

HPAC WhatsApp group facilitates communication among volunteers and event helpers.

Next Meeting

Date: November 10, 2026

Time: 9:00 a.m.

Location: Hollyburn Library and Microsoft Teams

Meeting Adjourned: 10:00 a.m.