



Bayview PAC Meeting Minutes

Date: Tuesday June 13, 2023 7:00 pm – 8:30 pm

Location: In-person at Bayview Elementary School: In the library.

Attendees: Brie Lunn, Maria Andriopoulos, Mina MacDonald (guest), Joss Taylor, Liang Wu, Cynthia Esponda, Irene Ibarra, Shana Melanson, Em Carlson, Brandy Stoker, Itzia Paz, Jenny Black, Jess Ellis, Molly Johnson, Birgitte Biorn

Agenda Items

1. Introduction & Approval of last meeting minutes: Brie Lunn

The meeting was called to order at 7:07pm.

All attendees introduced themselves.

The minutes of the previous meeting were adopted as presented. Motion by Joss Taylor, seconded by Maria Andriopoulos.

2. Walking School Bus: Mina McDonald, Society for Children of Youth BC

Mina explained the work of the Society of Children of Youth BC, including legal representation for children, awareness of children's rights, and creating child and youth friendly communities. She attended the PAC meeting as a guest to introduce the Kid Commute initiative / Walking School Bus, which is part of the child friendly community services of the Society for Children of Youth BC and is funded by TransLink. Metro Vancouver is participating in the program and Bayview is one of three schools in Vancouver getting this program in September 2023.

The walking school bus is similar to a regular bus in that the "bus" walks through the neighborhood stopping at each house where a child needs to be picked up. Walk leaders function like bus drivers, leading the group of children along the designated route.

A survey has been sent out to Bayview families to understand interest in the program and volunteer interest. The survey is being extended to June 23rd, and it takes about two minutes to complete. **The link to the survey is [here](#).**

Any questions can be directed to Shana Melanson, a Bayview parent, at shana.melanson@gmail.com.

3. Teacher Update: TBA

No teacher update tonight.

Brie Lunn noted a big thank you for the Volunteer Appreciation Assembly.

4. Principal Update: Birgitte Biorn

- Staff changes – Ms. Cameron will be leaving as she is going back to school for a counseling degree. Brigitte is in the process of hiring a teacher to do the job share with Ms. Roopra. Tara Evans, the school counselor, will be returning to Pemberton with her family.
- Birgitte reported that she will be remaining at Bayview for the 2023-2024 school year. All attendees were thrilled with this news.
- New hires – Bayview will be adding a division next year so a new primary teacher will be hired, in addition to another resource teacher.



Bayview PAC Meeting Minutes

- District program – As mentioned at a prior PAC meeting, a district-wide program, the Core Program, for students with low functioning autism will be coming to Bayview next year. This program has seven students, one teacher, and currently five SSA staff with an additional SSA being hired. The class will have one dedicated classroom, as well as a sensory space, which will be shared with all of Bayview and will be outfitted and funded by the district.
- Bingo night (June 6) was a success, and many noted and appreciated the drop in nature of the event.
- National Indigenous People's Day is on Wednesday June 21st and volunteers are needed for the cedar weaving activity. The PAC is paying for the cedar weaving. Additionally, there will be an activity to make orange hearts to put on the fence around the school. On Friday June 23rd Bannock, made by a local indigenous woman, will be brought to school for students to sample.
- Lots of field trips are happening at the school right now.
- The Grade 7 farewell ceremony will be on June 20th. This is a low-key event at Bayview for Grade 7 students and their families and will include a ceremony and a lunch.
- Welcome to K for incoming kindergarten students was held last week and was a success.
- Project Opera is wrapping up this week and the two classes that participated will be performing on Thursday June 15.
- The shelving in the library is up. The storage room and gym are also getting shelving shortly.
- Athletics awards and recognitions will be held on Friday June 16th.
- Bayview's final assembly for the school year will be on Thursday June 29th.
- The student council has planned two spirit days: Rainbow Pride Day is Thursday June 15th and Wacky Hair and Hat Day is on Friday June 16th.
- Parents expressed interest in additional residency programs, similar to Project Opera. Discussion.

5. Bingo/Platter Update: Jess Ellis

Bingo and platters raised about \$3500. The platters are a Bayview tradition whereby each class decorates a platter and the platters are raffled off.

6. Lord's Shopping Night Recap: Brie Lunn

Jacqueline Tupper, a Bayview parent and owner of Lord's Shoes hosted a shopping night to benefit Bayview on June 7th. From this event, \$600 is coming back to Bayview. Jacqueline is interested in doing another shopping night in the fall.

7. Dine and Donate Update & Survey: Brie Lunn and/or Julie Wong

There were six dine and donates this year, and each was successful. Several restaurants decided not to participate due to inflation cost pressures. Nuba and Double D Pizza have confirmed that they want to do again. There will be a survey to gather feedback from parents for the program for next year.

8. End of Year Potluck June 22nd: Brie Lunn



Bayview PAC Meeting Minutes

The end of year potluck will be held at McBride Park on Thursday June 22nd. No volunteers are needed. Recycling and trash will be brought by PAC. Hope for good weather!

9. Budget & Financials Review for 2022/23 (Regular and Gaming): Jess Ellis

Jess distributed the 2022/23 financials which are attached below.

Regular Account Review:

Jess walked the group through the 2022/23 financials. Highlights include:

- Fundraising was successful and fun
 - The Halloween Howl raised ~\$3,000
 - Fundraisers that will likely be back next year include the winter market and talent show.
 - Note, the platters raffled off last week don't appear on the 2022/23 financials and will appear on the following fiscal year
 - The Cabin Party was very successful raising \$19,000, some of which is in the gaming account.
 - There was not a read-a-thon this year; please reach out if anyone is interested in getting this event running for next year.
 - The hanging flower baskets raised about \$200 net.
 - Hot lunch raised about \$5,000.
- With these funds the PAC was able to purchase laptops and a laptop cart.
- The end balance in May is about \$44,000

Joss Taylor explained some of the details around the donations that were raised by the Bayview PAC to fund equipment (playground, grass field, venting for the kiln, etc.) that is not provided by the district for our new school. Due to administrative and legal reasons these funds had to be donated to the VSB, rather than the Bayview PAC. VSB is holding these monies, which are clearly designated for Bayview's use, and there remains about ~\$11,000.

Gaming Account Review:

Jess reviewed the monies in the gaming account.

Joss Taylor explained that gaming monies have significant restrictions, including that funds must be used for extracurricular programs and activities and must be for students, not parents.

Much of these funds are used for field trips.

For the 2023/24 proposed gaming budget, Jess recommends increasing to \$30 per student for field trip as field trips have become more expensive.

Birgitte noted that Bayview will have an estimated 270 students for 2023-2024.

10. Proposed Budget for 2023/24: Jess Ellis

Jess distributed the 2023/24 budget which is attached below.

The PAC plans to hold many of the same fundraisers, with many fundraisers from prior years, as noted above, coming back now that we are settled in the new school.



Bayview PAC Meeting Minutes

Each year the PAC provides \$200 for class funds to each division and \$100 for science consumables to each division. The PAC is planning to bring Saleema Noon (body science) back next year; notably, due to the increased size of the school this will take place over two days next year and will have a corresponding budget impact.

The PAC will be doing a donor recognition wall near the school the entrance. This wall will recognize donors who have over \$5,000 and was used as a selling point to solicit donations for the new school.

Motion to pass the 2023/24 budget by Joss Taylor, seconded by Jenny Black.

Joss Taylor suggested that we increase the amount for the Spirit of Bayview award. This award goes to a graduating student from Kits High School who was a Bayview student. Currently the award is just \$200. All attendees agreed to increase the award to \$500 for this year and subsequence years.

Motion to pass the proposed 2023/24 budget by Cynthia Esponda, seconded by Em Carlson.

11. Wishlist/Future Fundraising: Brie Lunn

Brie noted that the PAC must purchase new chairs and tables (used at assemblies and events) and install the donor wall, discussed earlier. The monies for these expenses will come from the remaining \$11,000 being held by VSB for Bayview.

Birgitte identified an area of need for PAC funding – a new set of iPads for one of the school's two iPad carts.

12. Executive Members for 2023/24: Brie Lunn

Brandy Stoker has stepped up to be the secretary, all approve.

Em Carlson (incoming parent) will be a member at large to lead parent education, all approve.

Brie Lunn and Jess Ellis will remain in their current roles as president and treasurer, respectively.

13. Intro of Parent Education: Em Carlson

Em is a child and adolescent counselor working with high-risk youth and in suicide prevention.

She is interested in bringing in outside educators and community providers to offer programs for parents. These will be based on parent interest and can range from picky eating to gender identify to trouble with sleeping.

Em has developed a brief Google form to collect ideas and gather topics of interest from parents. ***The link to the form is [here](#).***

13. Call for Volunteers and Events for next year: Brie Lunn

Brie recounted our successful year of events and noted that we'd like to do the events again and we need volunteers to do so. Brie asked folks to consider what they could do to assist next year. A forecast of events will be provided towards the end of the month.

Brie gave a big thank you to all parents and caregivers who helped us have a successful year. Brie gave a special shout out to Jeanine Rix for participating in every activity and with an upbeat spirit and being willing to lend a hand for anything at anytime.

Birgitte did a last call for volunteers for Wednesday Indigenous People's Day activities.



Bayview PAC Meeting Minutes

14. New business

Items for discussion in September include the pumpkin patch, which may be held on the Bayview hill rather than at the church.

Bayview Community School PAC								
2022-2023 Gaming Account								
		Gaming Account		Gaming Account				
		Budget 2022-23		Actuals 2022-2023				
OPENING BALANCE (June 1, 2022)			\$5,754.10					
REVENUES:								
Gaming Grant (est. \$20/student)	\$	4,600		\$4,480.00				
Winter Holiday Raffle	\$	1,000		\$0.00	*Didn't have a holiday Raffle			
Cabin Party 50/50	\$	-		\$485.00	*Cabin Party 50/50			
Bayview's Got Talent - Raffle Proceeds - May 26, 2022	\$	2,895		\$3,315.35				
	\$	-						
REVENUE TOTAL:			\$8,495.34	\$8,280.35				
EXPENSES:								
PAC Funding for Bayview								
Fieldtrip Subsidies (\$15/student)	\$	(3,450)		-\$3,585.00				
Grade 7 Leaving Ceremony - June 2022	\$	(500)		-\$500.00				
Athletics Banquet - June 2022	\$	(500)		-\$534.49				
Misc. Student Activities / Craft	\$	(500)		\$0.00				
Trellis Fee / Licence Fee		-		-\$420.01				
Student Leadership	\$	(200)		\$0.00				
Playground Equipment (balls, bubbles, jump ropes, hula hoops)	\$	(500)		-\$271.73				
Cultural Events/Performances	\$	(5,000)		-\$1,260.00				
				\$992.18	* transferred into gaming from regular account by mistake. Resolved in June			
EXPENSE TOTAL:			-\$10,650.00	-\$5,579.05				
CLOSING BALANCE (May 31, 2023)			\$3,599.44	\$8,455.40				

Bayview Community School PAC				
2022-23 Year End				
	Regular Account		Regular Account	
	Budget 2022-23		Actuals	
Opening Balance (June 1, 2022)		\$46,124.22		NOTES:
REVENUES				
Fundraising Events				
Halloween	\$	500		\$3,093.30
Poinsettia Sale	\$	-		\$304.01
Winter Holiday Market	\$	1,500	+ \$1000 in Gaming	\$0.00 *No Winter Market
Bayview's Got Talent - May 2022	\$	242	+raffle proceeds in Gaming	\$0.00 *No talent show, did bingo instead with platter raffle in June
Cabin Party	\$	10,000		\$14,893.07 *Includes tickets, concession etc.. the 50/50 proceeds are in gaming * approx 3000 in VSB account
Read-a-Thon	\$	5,000		\$0.00
Hanging Basket Sale	\$	750		\$1,462.85 *actual total made with cheques deposited in June \$274.90
Other Sources of Income				
Hot Lunch Proceeds	\$	1,000		\$5,934.23
Bayview Merchandise - 2022	\$	425		\$578.19
Pink Shirts -2022	\$	123		\$0.00 *didn't do any pink shirts this year
Bayview Merchandise - 2023	\$	425		\$172.40
Pink Shirts -2023	\$	125		\$0.00 *didn't do any pink shirts this year
Dine & Donate Events	\$	1,000		\$1,797.21
Popcorn Sales	\$	-		\$299.01
Purdy's Chocolates	\$	2,000		\$1,094.63
Cash-back Rewards	\$	1,000		\$939.72 *Flip Give & Misc. Fundraisers
Other Fundraisers (pizza, bakesale)	\$	1,000		\$464.81
REVENUE TOTAL:		\$ 25,091		\$31,033.43
EXPENSES				
PAC Funding for Bayview				
Classroom Funds (\$250/div)	\$	(2,750)		-\$2,750.00
Science Consumables & STEM (\$100/div)	\$	(1,100)		-\$1,100.00
Art Supplies	\$	(1,500)		-\$1,500.00
Replenish Art Room Supplies (one-time)	\$	(1,500)		\$0.00 *because we moved in late, we will bump to next years budget
Library	\$	(2,500)		\$0.00 *because we moved in late, we will bump to next years budget
Author Visits	\$	(1,500)		-\$1,155.00
School Wide Speakers - Saleema Noon	\$	(1,800)		-\$971.25
School Wide Speakers - Safer Schools	\$	(3,800)		-\$1,417.50 *White Hatter - digital literacy
Performances & Cultural Events	\$	-	Gaming Funds	
Enrichment - Music/Dance/Arts	\$	(6,000)		-\$500.00 *Vancouver Opera Singing Stories
Playground Equipment	\$	-	Gaming Funds	
Pickle Ball program- June 2022	\$	(3,680)		-\$3,864.00
P.E. Equipment (Pickleballs & Tennis)	\$	(3,600)		-\$223.02 *purchased in June 2023 so will transfer budget to next year
Special Education/Resource Teachers	\$	(1,000)		-\$1,000.00
Special Reserve for Moving to New School	\$	(5,000)		-\$1,138.67 *Welcome Back and a large area rug outside gym
Special Expense Reserve	\$	(2,000)		\$0.00
PAC Sponsored Events				
Pancake Breakfast	\$	(350)		-\$119.84 *some supplies were donated
Staff Appreciation Lunch	\$	-		-\$164.56
Yearbook 2022/23 (cost neutral)	\$	-		\$1,436.77 *Paid for last year after year-end. Balances out from previous year.
Terry Fox Run (oranges) - donated	\$	-		\$0.00
Sports Day snacks	\$	(350)		\$0.00
Spirit of Bayview Scholarship (Kits High)	\$	(200)		-\$200.00
Other Miscellaneous	\$	(115)		-\$507.90
PAC Operating Expenses				
Meeting Childcare & Supplies	\$	(100)		-\$41.00
Stripe Fees	\$	(750)		-\$392.86
Bank Fees/interest	\$	-		\$20.00
Website Hosting (expires Sept 2024)	\$	-	*renewed for 2 years	-\$25.50
EXPENSE TOTAL:		\$ (39,595)		-\$15,614.33
Building Bayview:				
Technology - Laptops (\$1150 cart; \$1050/laptop)	\$	(32,650)		-\$17,490.20
Funds in Trust at VSB	\$	20,000		
Donor Recognition (wall & media event)	\$	(5,000)		\$0.00 *Will transfer to next years budget
BUILDING BAYVIEW TOTAL		\$ (17,650)		-\$17,490.20
Closing Balance: (May 31, 2023)		\$ 13,970		\$44,053.12

Bayview Community School PAC			
2023-2024 Proposed Budget			
		Regular Account	
Opening Budget			\$44,053.12
REVENUES			
Fundraising Events:			
Halloween	\$ 1,000		
Winter Holiday Market	\$ 1,000		
Bayview Family Fun Night / Platters (May)	\$ 150		<i>+raffle proceeds in Gaming</i>
Cabin Party	\$ 10,000		<i>*50/50 in gaming</i>
Read-a-Thon / Art Card Fundraiser	\$ 2,500		
Hanging Basket Sale	\$ 500		
Other Sources of Income			
Hot Lunch Proceeds	\$ 3,000		
Bayview Merchandise	\$ 500		
Pink Shirts	\$ 100		
Dine & Donate Events	\$ 1,500		
School Recess Sales (bakesale etc..)	\$ 200		
Purdy's Chocolates	\$ 2,000		
Cash-back Rewards	\$ 1,000		
Other Fundraisers (pizza etc..)	\$ 300		
REVENUE TOTAL:		\$ 23,750	
EXPENSES			
PAC Funding for Bayview			
Classroom Funds (\$250/div)	\$ (3,250)		
Science Consumables & STEM (\$100/div)	\$ (1,300)		
Art Supplies	\$ (1,800)		
Library	\$ (2,500)		
Author Visits	\$ (1,500)		
School Wide Speakers - (Saleema Noon, Safer Schools, etc..)	\$ (5,600)		
Performances & Cultural Events	\$ -		<i>*Gaming Funds</i>
Enrichment - Music/Dance/Arts	\$ (6,000)		
Playground Equipment	\$ -		<i>*Gaming Funds</i>
Parent Education	\$ (300)		
P.E. Equipment (Pickleballs & Tennis) June 2023	\$ (3,600)		
P.E Equipment	\$ (1,000)		
Special Education/Resource Teachers	\$ (1,000)		
Special Expense Reserve	\$ (2,000)		
PAC Sponsored Events			
Pancake Breakfast	\$ (400)		<i>*purchase extra griddle</i>
Staff Appreciation Lunch	\$ (150)		
Yearbook 2022/23 (cost neutral)	\$ -		
Welcome Back and Coffee Mornings	\$ (300)		
Terry Fox Run (oranges) - donated	\$ -		
Sports Day snacks	\$ (50)		
Spirit of Bayview Scholarship (Kits High)	\$ (800)		
Other Miscellaneous	\$ (150)		
Spring Family Fun Night	\$ (250)		
PAC Operating Expenses			
Meeting Childcare & Supplies	\$ (300)		
Stripe Fees	\$ (500)		
Bank Fees/interest	\$ -		
Website Hosting	\$ -		<i>*renewed for 2 years</i>
EXPENSE TOTAL:		\$ (32,750)	
Building Bayview:			
Funds in Trust at VSB	\$ 11,838		
Donor Recognition Wall	\$ (5,000)		
Chairs & Tables	\$ (20,000)		
BUILDING BAYVIEW EXPENSE TOTAL:		\$ (13,162)	
Closing Balance: (May 31, 2023)		\$ 21,892	

Bayview Community School PAC		
2023-2024 Proposed Budget Gaming Account		
OPENING BALANCE (June 1, 2023)		\$ 8,455.40
REVENUES:		
Gaming Grant <i>(est. \$20/student)</i>	\$ 6,000.00	<i>*approx based on 300 students</i>
Winter Holiday Raffle	\$ 500.00	
Platter raffle June 2023	\$ 3,000.00	
Family Fun Night and Platter Raffle May 2024	\$ 3,000.00	
REVENUE TOTAL:		\$ 12,500.00
EXPENSES:		
PAC Funding for Bayview		
<i>Fieldtrip Subsidies (\$30/student)</i>	\$ (9,000.00)	<i>*approx based on 300 students</i>
<i>Grade 7 Leaving Ceremony - June 2023</i>	\$ (600.00)	
<i>Athletics Banquet - June 2023</i>	\$ (600.00)	
Misc. Student Activies / Craft	\$ (500.00)	
<i>Student Leadership</i>	\$ (200.00)	
<i>Playground Equipment (balls, bubbles, jump ropes, hula hoops)</i>	\$ (500.00)	
<i>Trellis Fee</i>	\$ (700.00)	
<i>Cultural Events/Performances</i>	\$ (5,000.00)	
EXPENSE TOTAL:		\$ (17,100.00)
CLOSING BALANCE (May 31, 2023)		\$ 3,855.40