

St. Joseph the Worker School
 General Meeting of the Parish Education Committee
 MINUTES

Date: Tuesday, January 17, 2023

Present: Father Pierre Ducharme, Sean O’Brien, Sabrina Chiu, Clay Ablett, Melissa Lui, Ricardo Hernandez, Dean Saldanha, Andrea Bernett (Principal), Jamie Withers (Vice-Principal), Lynn Whitlock (Teacher Representative), Denise Lorenz (Secretary)
 Apologies: Nicola Thompson, Monica Francisco

The PEC General Meeting was called to order at 7pm in the school staffroom.

AGENDA	DISCUSSION	ACTION TAKEN
Faith Formation: <i>Andrea Bernett</i>	<i>Andrea read the Gospel for January 22, 2023 Mt. 4. 12-23 or 4.12-17</i>	<i>PEC reflected and shared a word from the reading.</i>
Review of Minutes: <i>December 13, 2022</i>	<i>Bryan Walls for painting the wood on the stage and replacing stage light fixtures and electrical outlets. Mike Castro & Monica Francisco for their extra assistance during the Cypress Mountain ski trip.</i>	Dean Saldanha moved that the December 13, 2022 General Minutes be adopted as presented. Melissa Lui seconded and the motion was carried unanimously.
Principal's Report: <i>Andrea Bernett</i>	<i>Andrea's January 17, 2023 Principal's Report has been emailed to PEC members. Andrea reviewed her report. The report is attached to these minutes. Andrea will meet with Colette Foran, Principal at IC Vancouver, to learn about their Peer Mentor Program.</i>	<i>New play equipment (balls, skipping ropes, hula hoops, etc.) has been purchased for the students to play with at recess.</i>

AGENDA	DISCUSSION	ACTION TAKEN
<p>Treasurer's Report: <i>Sabrina Chiu</i></p>	<p><i>Sabrina's December 2022 Treasurer & Tuition Report has been emailed to PEC members. The report was reviewed and is attached to these minutes.</i></p>	<p>Melissa Lui made a motion that the December 2022 Treasurer's Report be adopted as presented. Clay Ablett seconded and the motion was carried unanimously.</p>
<p>Member's Report:</p>		
<p>Maintenance Report: <i>Clay Ablett</i></p>	<p><i>Removed Christmas lights and repaired burnt out lights. Inspected burnt out light in K classroom – no obvious issues observed. Will be looking into possible warranty coverage from company who recently installed lights. May ask for invoice from accountant. Back wall near K class exit to fenced area – installed trim around window to finish, mud drywall & repair. Team member attending Tuesday to sand and prime.</i></p>	
<p>Old Business:</p>		
<p>Open House & Information Meeting January 25, 2023: <i>Andrea Bernett</i></p>	<p><i>We will have a sign-up sheet for parents to complete upon entry. A video is being produced to be shown at the Open House. Coffee, tea and cookies will be available. PEC & staff were asked to attend the Open House if they can. Grade 7's will be leading the tours. Application packages will be available at the school office as parents leave.</i></p>	<p><i>Lynn Whitlock will make an announcement at the Masses this Sunday regarding our January 25, 2023 Open House.</i></p>
<p>PEC AGM: <i>Sean O'Brien</i></p>	<p><i>The PEC AGM is being held on Tuesday, February 21, 2023 at 7:30pm in the church. Mandatory attendance by a parent.</i></p>	<p><i>Please submit your PEC portfolio report to Sean by February 14, 2023. A soft copy of the 2021-2022 Annual Report was emailed to you with the December PEC General Minutes.</i></p>
<p>Adjournment:</p>	<p><i>Lynn Whitlock & Denise Lorenz left the meeting.</i></p> <p><i>Next Meeting: Tuesday, February 14, 2023 at 7pm</i></p>	<p><i>Motion by Melissa Lui to adjourn the meeting at 7:35pm. Seconded by Sabrina Chiu. Carried unanimously.</i></p>

St. Joseph the Worker

Principal's Report to the Parish Education Committee

Jan 17, 2023

1. ENROLMENT/STAFFING – PRESENT

- ❖ Staffing: Erwin Cinco contract change (reduction of hours to 34 and addition of wife to staff for 8 hours)
- ❖ Sheila away on a personal leave for at least 2 weeks.

2. SCHOOL PROGRAMMING AND EVENTS (PRESENT AND FUTURE):

A. Communication:

- ❖ A January newsletter was posted on the website.

B. Faith

- ❖ Grades K-7 January mass January 10th
- ❖ Priest visits will be scheduled moving forward. Working with Friars on a day of the week.

C. Teaching and Learning

Dibbles testing to be completed before report cards

Report cards sent home Feb 3

Grade 4 Field trip to Fraser River Discovery Centre

D. Co-Curriculars/Athletics

New jerseys have arrived and will be used for bb season

Basketball schedule is complete and all teams have coaches.

Moana Jr. musical roles set, practices continuing

Skiing for grades 5, 6, and 7 underway. 2 of 4 done.

E. Maintenance/Building:

Gym floor is not complete - issues with lines and centre logo to be re-done

Stage walls painted by Bryan Walls. Will be staining and sealing the floor black as well.

Brian Ison FOB installation now in process

Big Toy quotes coming in (slowly)

F. Technology:

AV projector, speakers and new laptop needed for Library - still in progress

Full tech inventory in progress by staff

New Website planning with parish

4. ONGOING ADMINISTRATIVE PROGRAMMING AND PLANNING

Lisa Philips has reviewed the Parent Handbook. Will continue after admissions.

Application package edit to be presented.

Registration package edit to be presented to be completed

Acceptance letters to be emailed this year

SIBLING APPLICANTS FOR SEPTEMBER 2023

Family	Name Name of Child	Grade Entering	Siblings
Anandraj	Sharon	K	Andrea G4 G
Andol	Kobe	K	Liana G6 B
Lam	Reina	K	Nevaeh G2 G
Lo	Elvis	K	Mavis G3 B
Lo	Enza	K	Enzo G3 G
Marquardt	Rowen	K	Kyra G3 B
Rodrigues	Shane	K	Daniel G5 B
Senghera	Dasan	K	Nadia G4 B
Withers	Leo	K	Julianne G2 B
Wu	Isaac	K	Courtney G1 B

TOTAL : 10 - 7 x Boys 3 x Girls

**ST. JOSEPH THE WORKER SCHOOL
PARISH EDUCATION COMMITTEE**

PEC MEMBERS' REPORTS – Tuesday, January 17, 2023



EXECUTIVE REPORT – Sean O'Brien

No report



FUNDRAISING REPORT – Nicola Thompson and Monica Francisco

No report



MAINTENANCE REPORT – Clay Ablett

Maintenance Team

- Removed Christmas lights and repaired burnt out lights
- Inspected burnt out light in K classroom – no obvious issues observed
 - Will be looking into possible warranty coverage from company who recently installed lights
 - May ask for invoice from accountant
- *Back wall near K class exit to fenced area* – installed trim around window to finish, mud drywall & repair
 - Team member attending Tuesday to sand and prime

Parking Lot Safety

No Report

[Redacted]

UNIFORM – Ricardo Hernandez

No report.

[Redacted]

SOCIETY DELEGATE – Sean O'Brien

No report.

[Redacted]

POLICY – Melissa Lui

No report.

[Redacted]

COMMUNITY RELATIONS & PARENT RESOURCE – TBD

[Redacted]

PARENT PARTICIPATION – Dean Saldanha

No report.

[Redacted]

TREASURER & TUITION REPORT – Sabrina Chiu

Our performance benchmark for December was 50% (6/12 school year since July 2022). We are well **on track** with our revenue collection (56.02% of our annual budget) and our expenditures (44.07%).

The full report is attached for your review, and below are some highlights of the month:

We typically do not receive or record government grants in December. Grants are expected to be received in January 2023. We did receive some \$568.23 as fundraising from the hot lunch program and that was the only non-routine item we had in December.

It was a quiet month on our expenditure side as well. Besides our typical operational expenses such as utilities and instructional expenses, we had a PEC/Staff celebration (\$2477.46) and Senior's Luncheon and Christmas Concert (\$1992.79)

Next month, we will be setting our tuition rate for the next school year (due Feb meeting). I am in the process of this calculation, which will also be the foundation for our preliminary budget (due May meeting). I will work closely with Andrea in late Jan/ early Feb and present my proposal to our PEC Executives for review in February. Then, I will present it to the PEC to set our 2023-2024 tuition rate (at our February meeting).

December 2022 Treasurer's Report

Sec Ref	Revenues	2020-21 Actual	2021-22 Actual	2022-23 Final Budget	Monthly Budget	December Actual	Current Actual - Budget Var\$	Current Actual - Budget Var%	YTD Budget	YTD Actual	YTD Actual - Budget Var\$	YTD Actual - Budget Var%	YTD Actual % of Annual Budget
6000	MoE Block Grant	\$ 1,173,561.00	\$ 1,141,776.00	\$ 1,177,716.00	\$ 97,543.00	\$ 0.00	(\$87,643.00)	(100%)	\$585,856.00	\$526,830.00	(\$59,026.00)	(11%)	44.96%
6010	MoE Special Education Grant	\$ 204,000.00	\$ 308,560.00	\$ 276,640.00	\$ 23,053.33	\$ 0.00	(\$23,053.33)	(100%)	\$138,320.00	\$207,480.00	\$69,160.00	50%	75.00%
6020	Other Gov't Grants (French)	\$ 2,100.00	\$ 1,172.95	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6030	Other Gov't Grants	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6040	Other Non-Gov't Special Education Funding (e.g. Q)	\$ 42,889.52	\$ 4,780.38	\$ 890,500.00	\$ 57,541.67	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6050	Tuition Fees (Category 1)	\$ 655,528.00	\$ 845,528.00	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6060	Tuition Fees (Category 2)	\$ 10,358.00	\$ 22,992.00	\$ 25,018.00	\$ 2,151.50	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6070	Tuition Fees (Category 3)	\$ 17,632.00	\$ 25,556.00	\$ 33,008.00	\$ 2,750.00	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6100	Parent Participation Fees	\$ -	\$ 360.00	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6120	Other Sundry Fees	\$ 1,950.00	\$ 1,950.00	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6150	Parish Subsidy (School Fundraising)	\$ 79,408.57	\$ -	\$ 70,000.00	\$ 5,833.33	\$ 0.00	(\$5,833.33)	(100%)	\$35,000.00	\$ 0.00	(\$35,000.00)	(100%)	0.00%
6160	Parish Subsidy (Tuition Assistance)	\$ 6,992.00	\$ -	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6170	Parish Subsidy (direct)	\$ 40,000.00	\$ 40,000.00	\$ 50,000.00	\$ 4,168.67	\$ 0.00	(\$4,168.67)	(100%)	\$25,000.00	\$ 0.00	(\$25,000.00)	(100%)	0.00%
6180	Investment Income - CISVA Investment Trust A/C	\$ -	\$ 1,601.00	\$ 3,000.00	\$ 250.00	\$ 0.00	(\$250.00)	(100%)	\$1,500.00	\$ 0.00	(\$1,500.00)	(100%)	0.00%
6190	Investment Income - Chancery A/C	\$ 2,361.72	\$ 12,972.25	\$ 3,500.00	\$ 291.67	\$ 0.00	(\$291.67)	(100%)	\$1,750.00	\$ 0.00	(\$1,750.00)	(100%)	0.00%
6200	Investment Income - other accounts	\$ -	\$ 7.19	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6210	GST Rebate	\$ 7,392.92	\$ 10,073.29	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6240	Donations	\$ 150.00	\$ 85.21	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6260	Insurance Claim	\$ 32,226.32	\$ -	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
6270	Other Income	\$ 2,707.33	\$ 6,447.12	\$ -	\$ -	\$ 0.00	\$ 0.00	0%	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
Total Revenues		\$2,976,273.38	\$2,223,804.39	\$2,324,174.00	\$193,681.17	\$68,020.03	(\$121,661.14)	(61%)	\$1,162,087.00	\$1,302,011.07	\$139,925.07	112%	56.02%

Sec Ref	Expenditures	2020-21 Actual	2021-22 Actual	2022-23 Final Budget	Monthly Budget	December Actual	Current Actual - Budget Var\$	Current Actual - Budget Var%	YTD Budget	YTD Actual	YTD Actual - Budget Var\$	YTD Actual - Budget Var%	YTD Actual % of Annual Budget
7000	Salaries & Benefits (Teaching Staff)	\$ 1,103,039.24	\$ 1,130,563.21	\$ 1,237,540.74	\$ 103,128.40	\$ 108,678.28	\$ 5,549.89	5%	\$818,770.37	\$452,928.07	(\$365,842.30)	(27%)	36.60%
7020	Salaries & Benefits (Special Ed.)	398,681.51	470,941.56	451,031.75	37,585.98	\$42,441.82	\$4,855.94	13%	\$225,515.87	\$175,634.47	(\$49,881.40)	(22%)	38.94%
7040	Salaries & Benefits (TDCs)	45,409.03	39,362.08	33,545.72	2,795.46	\$1,177.77	(\$1,617.71)	(58%)	\$16,772.86	\$11,611.46	(\$5,161.39)	(31%)	34.61%
7050	Salaries & Benefits (Administrative)	60,028.04	66,175.05	98,535.80	8,211.32	\$8,178.16	(\$33.16)	(0%)	\$49,267.93	\$48,122.67	(\$1,145.23)	(2%)	48.84%
7060	Salaries & Benefits (Custodial & Maintenance)	49,780.72	55,164.37	57,466.85	4,788.80	\$4,864.06	\$75.10	2%	\$28,753.43	\$29,056.19	\$302.76	1%	50.56%
7080	Special Education (Instructional)	47,186.43	59,521.31	40,314.03	3,359.50	\$1,743.49	(\$1,616.01)	(48%)	\$20,457.01	\$28,217.57	\$7,760.56	38%	35.05%
7100	Instructional Expenses	39,711.60	34,858.30	60,500.00	6,708.33	\$5,022.99	(\$1,685.34)	(25%)	\$40,250.00	\$30,461.12	(\$9,788.88)	(24%)	50.75%
7130	General Office	39,185.86	43,862.56	33,700.00	1,975.00	\$3,692.70	\$2,017.70	102%	\$11,850.00	\$3,038.64	(\$8,811.36)	(26%)	23.79%
7150	Services Received	54,235.62	56,248.71	61,286.20	5,108.02	\$291.83	(\$4,816.19)	(94%)	\$30,848.10	\$32,556.89	\$1,708.79	6%	53.11%
7170	Operations and Maintenance	160,881.46	95,879.13	117,642.91	9,603.56	\$5,661.89	(\$4,141.69)	(43%)	\$58,821.46	\$143,083.46	\$84,262.01	143%	121.63%
7200	Equipment and Furniture	35,248.91	49,418.05	63,500.00	5,281.87	\$119.85	(\$5,111.72)	(96%)	\$31,750.00	\$2,131.69	(\$29,618.31)	(93%)	3.36%
7220	Student Activity Expenses	532.23	3,193.26	2,500.00	208.33	\$1,992.79	\$1,784.46	857%	\$1,250.00	\$3,275.23	\$2,025.23	162%	131.01%
7240	Fundraising & Development	215.33	948.70	500.00	41.67	\$ 0.00	(\$41.67)	(100%)	\$ 0.00	\$ 0.00	\$ 0.00	0%	0.00%
7250	Staff Team Building	-	925.69	6,100.00	508.33	\$ 0.00	(\$508.33)	(100%)	\$3,050.00	\$2,169.49	(\$880.51)	(29%)	35.57%
Total Expenditures		\$2,065,076.30	\$2,138,931.96	\$2,274,174.00	\$189,654.00	\$184,165.78	(\$5,488.22)	(3%)	\$1,157,087.00	\$1,002,286.27	(\$154,800.73)	(12%)	44.07%
Surplus / (Deficit)		\$194,248.50	\$87,172.43	\$50,000.00	\$4,166.67	(\$115,145.75)	(\$119,312.42)	(12%)	\$25,000.00	\$99,724.80	\$74,725.80	12%	

December Financial Highlights

Actual numbers are compared to the *final* budget approved by the PEC in October 2022.

Other items not highlighted here were routine operational and administrative costs such as school supplies, custodial services, salaries and benefits.

December 2022 YTD Benchmark: 56.06%

Time frame: July 1, 2022 - Reporting month: 6/12 months

Actual Revenues		Actual Expenditures	
56.02%	of budgeted YTD revenue	44.07%	of budgeted YTD expenditure
6270	Other Income December 12, 19, 28: Fundraising from hot lunch program \$568.23	7130s	General Office 7137 Education Committee (PEC) Dec 6, 13: \$2477.46 PEC/Staff Christmas Celebration
		7220s	Student Activity Expenses 7220 Drama, Musical Production Dec: Senior's Luncheon and Christmas Concert \$1992.79