

St. Joseph the Worker Elementary School

Parish Education Committee Annual Report 2022 ~ 2023



St. Joseph the Worker School Parish Education Committee

2022-2023 Annual Report

Table of Contents:

1. Pastor's Report - Fr. Pierre Ducharme, OFM
2. Chairperson's Report - Sean O'Brien
3. Treasurer's Report - Sabrina Chiu
4. Fundraising Report - Nicola Thompson & Monica Francisco
5. Maintenance Report - Clayton Ablett
6. Parent Participation Report - Dean Saldanha
7. Uniform Report - Ricardo Hernandez
8. Secretary & Policy Report - Melissa Lui
9. Principal's Report - Andrea Bernett



ST. JOSEPH THE WORKER PARISH

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**St. Joseph the Worker School
Parish Education Committee
Annual General Meeting Report**

February, 2023

Dear School Parents, Guardians,

In many ways, this is a season of new life! Out of the darkness of Covid days, emerges a church that gathers, educates, and serves. How wonderful it was to celebrate Christmas, this year, as we had in previous decades – in crowds! In addition to seeing you around the school, it has been a blessing to sing and pray with you again at Mass.

Recently, you filled out a survey. Thank you! As you are many, your responses will take time to process, but the information is already assisting me and our PEC in the governance of our school. To hear the real challenges facing our school families, helps us to accommodate. If you have asked to be contacted by the parish, specifically, we will get back you in time – this I promise.

I want to thank Andrea Bernett and her staff for the creative energy they are bringing to the school, these days. It is a joy to work with all of them, as together we celebrate the growth of each and every child.

Finally, I thank you, the parents and guardians who have chosen St. Joseph the Worker! Your participation makes for life-giving community, and the best elementary school in British Columbia.

Warm regards,

Fr. Pierre Ducharme, ofm

Pastor

St. Joseph the Worker School Parish Education Committee

Chairperson's Annual Report March 2022 – February 2023

The Parish Education Committee (PEC) has compiled this Annual General Report to provide the community of St. Joseph the Worker with an overview of the past school year. Please note that the minutes of our monthly meetings are posted with members reports for you to review at any time. The PEC ensures that CISVA policies are implemented and sets local policy for the school. The PEC also manages the finances of the school in accordance with the needs and goals of the community. The PEC assists the Pastor and Principal in the administration of the school.

This is my fourth year on the PEC and third serving as Chair. As chairperson, I work closely with Fr. Pierre, Andrea Bennett, as well as with PEC members in their specific portfolios and various sub-committees. I am responsible for chairing our monthly meetings, acting as part of the interviewing committee for new and returning families and organizing our AGM.

I would like to thank each member of the PEC for their time and efforts over the past year. Much of the work of the PEC occurs behind the scenes and we share a commitment to ensuring that St. Joe's is a wonderful and safe place for our children. After the challenges of the last two years, this year has been a refresh in many ways and it has been a pleasure to serve alongside this year's PEC and I am grateful to my peers for supporting me in my third year as Chairperson.

To the Teachers, Educational Assistants, and School Staff of St. Joseph the Worker, I would like to thank you again for your efforts this year. As chair, I sometimes get a behind the curtain look at what happens on a day-to-day basis at the school and I remain in awe of your continued commitment to our kids. Thanks to your efforts, St. Joseph the Worker School continues to be defined as a learning environment where our children are given space and safety to thrive spiritually, academically, and physically. Thank you to our Principal, Mrs. Andrea Bennett and Vice-Principal, Mr. Jamie Withers for your continued leadership and dedication.

This year, we welcomed Mrs. Bennett to our school and from day 1, she has brought with her an enthusiasm and level of engagement that has brought new life to the school community. Her collaborative approach to leadership has made a noticeable and positive impact on our school.

Finally, to our parents, I would like to express my gratitude for your continued support of our school. Your participation sets an example to our children of the importance of community involvement in support of their education and development. This year has brought back the opportunity to engage in person with our beloved school and it has been great to see more of you on a more regular basis. Some of you joined our community during the pandemic and have had limited opportunities to connect both formally and informally with the school and other parents. I would encourage all of you to continue to be active participants in our school community as it has become one of the defining attributes of our community.

Looking forward to 2023-24, the administration of the Parent Participation Program will change. The PEC has approved a change that will result in the return of tuition deposits currently held by the school as 'security' for your 40 hours of volunteer service. These funds will be returned at the end of the school year and upon successful completion of the 40 hours. Starting next year, parents will be asked to sign a pre-authorized debit form that allows for up to \$800 to be drawn from your bank account, should the full commitment not be met. This change reflects a reasonable hourly cost of the work performed. For the majority of our families, the net change of this policy will simply be the return of your existing deposits.

Each April, nominations are accepted for the Parish Education Committee, with elections normally held on the last weekend of May. I encourage everyone to consider putting your names forward. The PEC can only benefit from members with a fresh perspective, new ideas and talents. This past year, we welcomed Mel Lui to the PEC and I look forward to welcoming more new members in the years to come.

Thank you again for your continued support for our School. With you, I journey forward in the spirit of Christian hope.

In Christ,

Sean O'Brien, PEC Chairperson

St. Joseph the Worker School Parish Education Committee

Treasurer's Annual Report March 2022 – February 2023

Dear Parents and Guardians,

As your PEC School Treasurer, it is my responsibility to:

1. Monitor all school accounts and present financial reports;
2. Prepare and submit the school budget to the PEC and, on approval, to the CISVA;
3. Oversee the collection of tuition and assist in setting tuition rates;
4. Assist in external audits.

Please refer to the attached Treasurer's Annual Report for the year ended June 30, 2022. The issuance date of our audited financial statements was November 7, 2022.

Actual 2021-2022 (Previous School Year)

We have been using a conservative approach to setting our school budget at roughly \$2.2 million. Our audited financial statements concluded with an excess of \$92,819 (4.35%) over actual expenses. \$40,000 of this excess was a Parish subsidy to support our unrestricted development fund. We allocated the remainder of this excess to the school's general contingency fund in case of any interruption of government funding and other unforeseen events, such as school closures during the pandemic.

One reason we had a healthy financial balance was the higher-than-expected grant amounts for students in the Richmond School District. In addition, while 83% of our school budget was for instructional and routine operational expenses, the school managed to keep them efficiently at 97% of the budget.

We also had a successful fundraising Gala in November 2021 and an in-school Walkathon in May 2022. To add new Big Toy structures, the PEC decided to defer \$76,436.22 of this fund to the current school year (2022-2023).

Budget 2022-2023 (Current School Year)

The PEC has decided to increase the current school year budget. It has increased the revenue by \$43,386 (1.90%) to \$2,324,174 and decreased expenses by \$6,614 (0.29%) to \$2,274,174. The difference of \$50,000 is the Parish Subsidy for school development.

The budget increase in revenue was mainly due to changes in the number of students eligible for the Special Education Grant, the number of students enrolled and the tuition category each family is registered as this year. Annual changes in staff planning are also necessary to accommodate classroom needs. We also comply with the mandatory 2.25% yearly wage increase in the compensation package for school years 2020-21 to 2023-24.

However, the budget for computer purchases has been decreased by \$10,000 since most computers have already been purchased or replaced in the past school years. The fundraising budget remains at the previous school year's level.

Budget 2023-2024 (Next School Year)

The preliminary budget for the next school year (2023-2024) is currently being drafted and will be presented to the PEC for approval in April/May 2023. The PEC will finalize the budget in October 2023.

Tuition

Every year the CISVA sets a tuition scale for all schools. The PEC will then review tuition and the preliminary budget annually. Our tuition for the current school year remains in the lower range of the tuition scale (\$336 to \$376).

The PEC has also reviewed all revenues versus expenses budgeted for next school year, including a mandatory 2.25% of annual wage increase in 2023-2024, an increased CISVA levy, and a minimum tuition rate set out by the CISVA (\$353 to \$393). After careful consideration, the PEC has set the monthly rate for the first child in Category 1 (Active and practicing St. Joe's parishioners) at \$375. Please refer to the tuition letter in your Re-Enrollment Package for other categories and flat family rates. The new tuition rate will come into effect on September 1, 2023.

In closing, I sincerely thank the entire parent and parish community for your continued dedication and support for me, the PEC and our school. Your active participation and generous donations have been making Catholic education accessible to many families and keeping our faith community strong. It has been my pleasure to serve at St. Joe's with you.

Peace and Blessings,

Sabrina Chiu

PEC Treasurer and Tuition Representative

St. Joseph the Worker School Parish Education Committee

Fundraising Annual Report March 2022 – February 2023

Our major fundraising focus continues to be the building of a new Primary Big Toy and courtyard. We are successful in reaching our annual fundraising goals thanks to the generosity and energy of the school families, the faculty and staff, and the extended parish community.

After two years of virtual galas, happily, our 2022 Guardians Gala returned as an in-person event, with over 150 people coming together at the Richmond Country Club to attend the Gatsby-themed evening. We had a new Gala Chair for the event, Rob Senghera, and working with the wonderful Gala Committee, they achieved the event goals of having fun, building community, and raising money – over \$40,000. Event tickets, raffle tickets, and silent auction items were available through the ClickBid platform, and the exciting live auction component was brought to life by our returning guest auctioneer.

Congratulations to the entire Gala Committee for assembling such a successful evening – there is a lot of work accomplished in the first few months of the school year, soliciting sponsorships and donations, individual contributions, and lining up the behind-the-scenes pieces for the celebration. Thank you to everyone who participated in-person and virtually.

Post-event, a survey was sent out to the families of St. Joe's, and results were shared in a Gala Summary that was linked to the school's January newsletter. Over 80% of the survey respondents answered that they would attend next year – we hope to see you all there!

The 2022 Walkathon was a special event as the first 'regular' school event to take place in two years. The children enthusiastically walked the traditional route to Garry Point (Kindergarten walked to Britannia Shipyard) to raise funds for the new playground. With the return of parent walkers and crossing guards, music and a cheer squad at the finish line, the 2022 Walkathon demonstrated the importance of community coming together to help the children achieve their goals. The Walkathon wouldn't be possible without the hard work and commitment of the Walkathon team. In the months leading up to the event, they worked to ensure the fun event took place without a hitch.

For the second year, pledges were collected online with Clickbid. This format allows the students to invite family and friends near and far to sponsor their walking efforts. With the generous donations of their sponsors, the event was a resounding success in raising \$37000.

The 2023 Walkathon will continue to raise funds for the planned playground and outdoor courtyard. This student-led fundraiser is a great opportunity for the kids to learn and grow. They get to see how their actions not only benefit themselves, but the community.

Monica Francisco & Nicola Thompson

St. Joseph the Worker School Parish Education Committee

Maintenance Annual Report March 2022 – February 2023

This year saw the Maintenance team complete a lot of generalized clean up in and around the school with regular engagement with Principle (Andrea), Teachers/Faculty to identify maintenance needs each month. Continued to utilize Team Snap (mobile app) for the Maintenance Team to communicate/work that needed to be completed. OnVol being utilized to sign up and capture hours completed. This team has continued to follow a set monthly schedule to complete maintenance tasks. Work needing to be addressed was sent to the team prior to the monthly scheduled maintenance day and has been assigned as needed. Noting as unforeseen items come up may need to prioritize and complete work outside of scheduled maintenance days.

Maintenance Team continues to support work such as general repairs (not requiring a licensed Tech), replacement of burnt-out lights, broken hardware, basic plumbing, Painting. Upon completion of Gym Stage Painting/clean up (By one of our Gracious Parents) further cleanup will take place to allow full utilization of covered fenced area. Periodic Inspections of each room/school also provides guidance to work for this team.

Gym Floor

Principal (Andrea) has been working with the insurance company/contractors to see through the completion of work required.

Big Toy Inspection – Bi-weekly safety inspections continue with this work being assigned to Douglas Choy. Work also consists of graffiti removal and redistributing wood chips. Power washing is completed as required.

As Noted By principle and for Fundraising needs current work in place to plan/obtain bids on expansion of Big toy.

Parking Lot Safety Team

Continued with a weekly assignment of two team members responsible for set up/take down. Noting changes to drop off and pick up now in place and seems to be working. Team is also responsible for snow removal/salting as needed. This winter again saw the team very active with the colder temperatures and snowfall we have had thus far. Once again, utilized Team Snap to communicate with the team and schedule tasks as required.

Future Plans

We are in the process of reviewing/planning work from CISVA inspection to address any building immediate and future needs as part of capital preservation and life of current building.

Overall, it has been a good year in that these teams continue to operate and meet the current needs of the school. The efforts and commitment of these teams is appreciated, we are always looking for new Team Members and skills to support this work.

Sincerely,

Clay Ablett

ST. JOSEPH THE WORKER ELEMENTARY SCHOOL

Parent Participation Portfolio Report 2022/2023

The 2022/2023 school year is my third year on St. Joseph the Worker's Parish Education Committee and my first year of being responsible for the Parent Participation Portfolio.

Many thanks to my predecessor Resina Becket for her guidance and stewardship.

In this portfolio, I work quite closely with the other members of the PEC particularly those responsible for the Maintenance and Fundraising portfolios and Mrs. Bernett, all of whom are invaluable and tireless partners.

I also want to take this opportunity to express my sincerest appreciation to all of you. Without the active participation of our parents who contribute effort, talent, ideas and, most importantly, time... our school would not be able to operate the way it does.

Our Parent Participation Program helps with the general operations of the school and ensures that many of our costs are reduced, allowing us to reserve funds for other initiatives, equipment and improvements. More importantly, it also fosters a sense of community and demonstrates the value of service as everyone works together for the good of the school and parish and creates a positive learning environment for our children. As such, we want to continue to encourage all parents to actively participate in our school and parish community.

General Update

Since taking over the portfolio in July of last year (which was an interesting time), we moved forward knowing that many of the available volunteer opportunities at the school would be somewhat different after almost two full years of Covid-19 affecting many of our school-related activities.

We cautiously proceeded with Parent Participation assignments in hopes that we could revert to the "pre-pandemic normal" with appropriate health and safety measures. Thankfully, the majority of our programs have been able to proceed.

Unfortunately, a few others, including our Big Toy Sanitization team have not. As a result, we created different opportunities to address new school needs and were able to offer new assignments to most parents whose programs were affected.

We continue to keep everyone's health and safety in mind. We do our best to identify opportunities and, as they arise, we will ensure parents are given as much opportunity as possible to sign up and contribute. We humbly ask for your kindness, patience and flexibility.

Parent Participation Portal and Preference Submissions

As you know, our school uses an online program, On Volunteers, to make it easy for parents to participate in the volunteer program. The system automates and simplifies the volunteer process.

Please also note that for our Hourly and Fundraising Team Support Workers and other teams who may require hours, we will continue to post upcoming opportunities that you can sign up for in the on-line Volunteer Portal. We rely on parents to be monitoring the Portal for these opportunities. You can also receive automated email notifications for openings that arise by keeping the portal updated with your current email address.

For the 2023/2024 school year, school families will once again indicate their preferences for Parent Participation online in the Portal:

When: March 27 to April 6

Please ensure you submit your preferences within the allotted time frame.

Where/How: <https://portal.onvolunteers.com/login.aspx?s=sjtw.van>

(Please note the portal link is also on our school website)

Your username is: your primary email address

Your default password is: StJTW#2020

Please log in to update and review your profile information and familiarize yourselves with the features.

Last year, we were able to assign almost every family to their first or second choice. I will, once again, do my best to accommodate your preferences for the upcoming year. Thank you in advance for your patience and understanding as we go through the assignment process.

Team Concept

For those who do not know how our Parent Participation Program operates, this is our fourth year continuing with our team concept. This means that most of the programs/initiatives in the school requiring parent support are permanently assigned teams which are made up of multiple families. These include:

- Classroom Aides/Helpers
- Office Aides
- Library Team
- Lunch hour Supervisors
- Green Team
- Hof Lunch Team
- Sunday Sanitization Team
-
- Maintenance
- Parking Lot Safety
- Playground Maintenance
- Sacramental Preparation Teams
- Set up and Take down Team
- Hourly Team
-

We also have a variety of assignments which take care of specific jobs in our school which fall under our Small Teams umbrella:

- Event Coordinators
- Emergency & First Aid Supplies Coordinator
- Recycling Coordinator
-
- Website Coordinator
- Kitchen Coordinator
- Spirit Day Money Counter

Last but certainly not least we have our Fundraising team which is comprised of:

- Gala Team – including Chair and Coordinators
- Walkathon Team – including Chair and support staff
- Fundraising Team Support Worker (hourly)

If you have any questions, please do not hesitate to contact me directly at our SJW Parent Participation email address: st.joes.parentparticipation@gmail.com

Thank you again for your kindness and support.

Yours in Christ,

Dean Saldanha

ST. JOSEPH THE WORKER ELEMENTARY SCHOOL

Uniform Portfolio Report 2022/2023

A school uniform teaches students to dress smartly and take pride in their school and appearance. The feeling of belonging to our Parish, School and community is evident.

We held our **Annual Used Uniform Sale** on the last day of school of 2021-22 school year. It was one of our most successful used uniform sales, thank you for all the amazing support and donations received. For new families, this annual sale allows departing families to dispose of their gently-used uniforms in an environmentally friendly way i.e. by selling them to other families. For current families, it allows them to recycle uniforms their children may have outgrown. Our plan is to continue to have the Annual Used Uniform Sale during the last week of school, but also add a 2nd sale in the spring for families looking for items during the school year. Please look out for further information.

The annual Fit Day, last year the annual fit day returned in person at our school with great success. For all families, this is a great chance to shop and do "fitting" for new uniforms items for your children without having to visit their store.

We proudly launched our Swag/Spirit wear for parents in 2019, it was an overwhelming success with tremendous support. We would like to thank you for that support and for the pride displayed while wearing these items and supporting our kids at school events and sporting competitions. We have over the years added to the Swag/Spirit wear line with new items like hats, toques, and face masks. We will have an all newly designed Swag/Spirit line available at an upcoming sales event later this year. We are looking forward to a fresh new look and for families to join in and support this initiative.

It is important that we as parents and our kids take responsibility to have the complete uniform every day. The school uniform serves to identify our children with our educational philosophy, faith, while building community pride. Let's teach our kids responsibility and build their independence and confidence in wearing their uniforms. Primary and Intermediate grades have shown incredible consistent performance in being in complete uniform. It has been a fantastic addition adding the all black runner style shoe to our uniform guidelines.

Thank you to my fellow PEC members their support and a big thank you to the two parent volunteers, Tamara Koren and Vivian Yu for all their dedication to keeping our standards high by maintaining inventory and planning and executing events. Lastly thank you to Mrs. Lorenz for her continued help in monitoring all gym attire sales.

Best regards,

Ricardo Hernandez

Uniform Portfolio - Parish Education Committee

ST. JOSEPH THE WORKER ELEMENTARY SCHOOL

Secretary and Policy Portfolio Report 2022/23

The 2022/23 school year is my first year on the St. Joseph the Worker's Parish Education Committee (PEC), and being responsible for the role of Secretary and Policy.

Secretary Portfolio

In this role, I work closely with Mrs. Denise Lorenz to provide administrative support to the PEC and to assist with the flow of committee meetings.

The support we provide include:

- Accurately record minutes of every meeting and consolidate the information for future meetings;
- Distribute minutes and other pertinent information to all members in a timely and efficient manner;
- Posting the minutes on the school website for the school community to access and review;
- Compose and distribute appreciation cards to various volunteers, individuals and families for their exceptional contributions, dedication and stewardship to our school.

Policy Portfolio

In this role, the responsibility is to create and update policy and procedures in consultation with the Pastor, Principal, and the PEC.

St. Joseph the Worker's policies are reviewed to ensure that they are in accordance with the Catholic Independent Schools Vancouver Archdioceses (CISVA) policy manual. This year, there has been one policy update so far:

- **Uniform / School Shoes Policy** - This policy was updated to include the type of black school shoes that are allowed as part of the school uniform.

St. Joseph the Worker's policies encompasses the CISVA policies outlined above and are reflected in the Parent Handbook. We continue to work on our local school policies and procedures and we discuss this regularly during our monthly committee meetings.

In addition to the assigned roles, as part of a member of the PEC, my other responsibilities include: attending monthly committee meetings and actively participate through discussion and the exchange of ideas, participating in various sub-committees as required, attending the annual CISVA PEC Orientation and/or other CISVA related events, and most importantly, providing support to the PEC and the school at various PEC/school-organized events.

It has been a great honour to be able to serve on the PEC this year. It has been such a pleasure to work alongside a group of talented, committed and dedicated individuals who we all share the same vision and passion which is to provide a happy and safe place for our children at the school. I would also like to extend my appreciation to Mrs. Lorenz for all her guidance, support, and knowledge in showing me what to do as I develop into my role this year.

Thank you all for your continued support and I look forward in continuing my journey at St. Joseph the Worker and the PEC.

Melissa Lui



St. Joseph the Worker Elementary School

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Principal's Report AGM - 2023

As a new member of the community, it has been a blessing to be welcomed and supported by the staff, parish, students and parents. It did not take long to feel at home here at St. Joseph the Worker. The love and care shown by our staff is evident each and every day. I see it in the faces of our children who in the triumphs, struggles and day to day interactions bring the face of Jesus to each other and to us as educators. The teaching and support provided to all our children is a reflection of the Gospel centred Catholic community that is St. Joseph the Worker.

This year our CISVA wide theme of **"Seeking Truth, Healing and Reconciliation"**, is being lived out in authentic aspects of our curriculum and with our staff as we study, reflect and listen. Our recent Catholic Educators Conference was another opportunity to learn and listen to the voices of our Indigenous brothers and sisters with whom we prayed, learned with and sought to create new and lasting relationships. Our students are learning what it means to seek the Truth which comes from Jesus and how healing and reconciliation is tangible in our own interactions with each other on a day to day basis.

The excitement of beginning a new school year in a mostly post-COVID environment could be felt in the school from September 6th. The opportunity to once again compete in volleyball, soccer, and cross country was a healthy way for our children to begin anew. Morning band and choir enriched their creativity and our Advent Season of Joy Concert and Moana Jr. auditions capped off 2022. A new format for the Senior's Tea was welcomed and enjoyed by over 150 seniors in our community and our school's response to Reason for the Season made Christmas possible for many in our greater Richmond community. Your support as parents made this position possible and I thank you.

Returning from Christmas break to a new gym floor and now a refurbished stage, has created a new excitement for the musical and basketball season. We look forward to our track and field season as well as new to this year; flag football and girls soccer. Capping the year off will be the Sacraments of First Communion and Confirmation followed by Grade 7 Commissioning in late June.

New to the school this year will be a learning opportunity for our intermediate parents. We will be screening a movie along with a Q & A panel on safer and more informed internet and device use for our children. The first week of July will launch a week of summer camps with more information to come in March. We continue to grow and seek ways to meet the needs of our staff, parents and students with these new ventures.

With thanksgiving to God for our many blessings,

Andrea Bernett