

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

**Date:** Tuesday, February 14, 2023

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

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

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN</b>
<b>Faith Formation:</b> <i>Sean O’Brien</i>	<i>Sean read the Gospel for February 19, 2023 Mt. 5.38-48</i>	<i>PEC reflected and shared a word from the reading.</i>
<b>Review of Minutes:</b> <i>January 17, 2023</i>		<i>Melissa Lui moved that the January 17, 2023 General Minutes be adopted as presented. Nicola Thompson seconded and the motion was carried unanimously.</i>
<b>Pastor’s Report:</b> <i>Father Pierre Ducharme</i>	<i>Father Pierre has reviewed the Parish/PEC surveys recently completed by parents. The response was very positive, and the information is helpful.</i>	<i>Parents who requested follow up from the Parish/Father Pierre will receive a response in due course.</i>
<b>Principal’s Report:</b> <i>Andrea Bennett</i>	<i>Andrea’s February 14, 2023 Principal’s Report has been emailed to PEC members. Andrea reviewed her report. The report is attached to these minutes.</i>	

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN</b>
<p><b>Treasurer's Report:</b> <b>Sabrina Chiu</b></p> <p><b>Member's Report:</b></p> <p><b>Uniform Report:</b> <b>Ricardo Hernandez</b></p> <p><b>Clay arrived at 7:50pm</b></p>	<p style="text-align: center;"><i>Page 2</i></p> <p><i>Sabrina's January 2023 Treasurer &amp; Tuition Report has been emailed to PEC members. The report was reviewed and is attached to these minutes.</i></p> <p><u>Used Uniform Sale:</u> <i>We are looking into holding a second Used Uniform Sale during Student-Led Conferences (April 25<sup>th</sup> &amp; 26<sup>th</sup>, 2023) to sell the items we have in our current inventory. We will also still have our larger end of the year sale on the last day of school like years past. Discussion regarding families selling uniform items or 100% donation to the school.</i></p> <p><i>A Neat Uniforms Fit Day will be scheduled, hopefully, starting at Noon after Fun Day on June 16, 2023.</i></p> <p><u>Swag / Spirit Wear:</u> <i>We are considering an updated and fresh new line from a new supplier for this year. We have reached out to a few suppliers and are waiting for samples. Andrea also has a great supplier that we would love to consider as our new partner.</i></p> <p><i>For the 2023-2024 school year, school families will once again indicate their preferences for Parent Participation online in the Portal. The Portal will be open from March 27, 2023 – April 6, 2023. Classroom Coordinator is a new position commencing September 2023. Dean is responsible for assigning parents to parent participation jobs.</i></p> <p><i>Clay's February 2023 Maintenance Report has been emailed to PEC members. The report was reviewed and is attached to these minutes.</i></p>	<p>Nicola Thompson made a motion that the January 2023 Treasurer's Report be adopted as presented. Dean Saldanha seconded and the motion was carried unanimously.</p>
<p><b>Maintenance Report:</b> <b>Clay Ablett</b></p>		

**AGENDA**

**Old Business:**

**Open House & Information Meeting January 25, 2023:**  
**Andrea Bernett**

**PEC AGM February 21, 2023:**  
**Sean O'Brien**

**New Business:**

**Lighting:**  
**Andrea Bernett**

**Adjournment:**

**DISCUSSION**

*The Open House & Information Meeting was very well attended with positive feedback. Thanks to the Grade 7's for leading the tours and for PEC and staff who attended.*

*Please email your PEC portfolio Annual Report to Sean as soon as possible. We will use the screens in the church for presentations. Please arrive at 7pm to commence PEC AGM at 7:30pm. Re-Enrollment Packages will be handed to parents as they leave the PEC AGM.*

*Andrea & Clay are proposing that the lighting be replaced in the hallways, school office and front foyer. Ceiling panels may have to be replaced as they are the original.*

*Bryan Walls has obtained a quote for approx. \$26,000. Projected energy savings over the next 10 years will be huge if we replace the lights.*

*Diane Ison & Denise Lorenz left the meeting.*

*Next Meeting: Tuesday, March 7, 2023*

**ACTION TAKEN**

Motion by Monica Francisco to adjourn the meeting at 8:15pm. Seconded by Dean Saldanha. Carried unanimously.

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

**PEC MEMBERS' REPORTS – Tuesday, February 14, 2023**



**EXECUTIVE REPORT** – Sean O'Brien

No report



**FUNDRAISING REPORT** – Nicola Thompson and Monica Francisco

No report



**MAINTENANCE REPORT** – Clay Ablett

Maintenance Team

- Team completed inspection of each room throughout the school to determine any future work / repairs are required as the Team has completed all prior work identified.
- Grade One:
  - Lights out x 2. (AJ's electrical advised and will replace the units as it is still under warranty)
  - Door stopper x 2. (Determine if any supply of door stoppers in hatch room or need to order)
- Girls Washroom:
  - Light covers – top of sink (Suggest to put covers as safety issue – check Boiler room for supply)
  - Empty tissue/paper towel holders (Request to daily janitorial services for refill)

- **Grade Four:**
  - Door stopper missing x 1
  - Consider repair of cabinet hinges
- **Music Room:**
  - Door stopper missing x 2
- **Religious Room:**
  - Door stopper missing x 1
- **Grade Six:**
  - Door weather strip / seal / sweep (door leading to exterior of building) – (Need to measure the door to purchase weather strip / sweep)
  - Missing cabinet handles (Spare handles may be in hatch room – determine style / size / screws needed)
- **Grade Seven:**
  - Door weather strip / seal / sweep (door leading to exterior of building) – (Same as Grade Six)
- **Library:**
  - Door stopper missing x 1
  - Suggest to place L brackets on middle bookshelves as they are “bending” – potential safety issue (Brackets may be in hatch room – if none, will purchase from hardware store)
- **Gym:**
  - Top two middle row lights are out (unless intentional?)
  - Men’s/Boy’s washroom door
    - Mechanical box is off / removed
    - Missing screws to hold door
- **Staff Room Washroom**
  - Flush mechanism – (Mechanism has been replaced)
  - Missing one fluorescent tube – (stock of lighting bulbs in boiler room – however, if size is not correct, will need to purchase)
- **General**

- o Door latches missing on almost all doors

Parking Lot Safety

- More snowfall this past month, which required the Team to clear the snow in the AM. Thankfully, washed away in the afternoon

Big Toy

- Regular inspection and clean up took place
- Noting previously identified wear and tear on equipment



**UNIFORM** – Ricardo Hernandez

Used Uniform Sale

We are looking into holding a second Used Uniform Sale in the spring with the items we have in our current inventory. We will also still have our larger end of the year sale on the last day of school like years past.

Swag / Spirit Wear

We are considering an updated and fresh new line from a new supplier for this year. We have reached out to a few suppliers and are waiting for samples. Andrea also has a great supplier that we would love to consider as our new partner.



**SOCIETY DELEGATE** – Sean O'Brien

No report.

**POLICY** – Melissa Lui

No report.

**COMMUNITY RELATIONS & PARENT RESOURCE** – TBD

**PARENT PARTICIPATION** – Dean Saldanha

The Parent Participation preferences process for the 2022/23 school year will be held from Feb 22 to March 10.

Similar to last year, parents are expected to log in to the On-Vol Portal and submit their preferences within the allotted timeframe.

**TREASURER & TUITION REPORT** – Sabrina Chiu

*Before I present my February report, I would like to express my gratitude to all PEC Executives and members for your assistance in setting our 2023-2024 tuition at our previous PEC meeting.*

Attached is our school's financial report for January 2023.

Our performance benchmark for January was 58.33% (7/12 school year since July 2022). Financially we are well-ahead in revenue collection (89.10% of our annual budget) and on track with our expenditures (53.78%).

The full report as below. I have highlighted a few non-routine events of the month:

**Revenue:**

We typically receive or record government grants for around \$120K at the end of each month from August to November, then a large sum in January, and finally the remainder of the grant in June. In January, we received \$650,217 in total. This deposit in our Chancery account also realized a return of \$7,538 as investment income.

In addition to that, we recorded the final donation amount from our Gala. After all expenses, the net amount recorded was \$40,515.77.

**Expenditure:**

It was a quiet month on our expenditure side in January. Besides our typical operational expenses such as utilities and instructional expenses, we reimbursed parents for the December holiday celebration (\$2847.60) and also Open House evening (\$1992.79). We also reimbursed \$1155.40 for staff team building activities and recognition.

Lastly, we paid an insurance premium for \$10,439.66 (Roman Catholic Archbishop of Vancouver).

After the AGM this month, we will move on to our **next project** - Setting the **preliminary budget** for 2023-2024. It will be presented to the PEC for approval in around April/May.

This concludes my February report. See you next week!



Sec Ref	Revenue	2020-21		2021-22		2022-23		Monthly Budget	January Actual	Current Actual - Budget Var		YTD Budget	YTD Actual	YTD Actual - Budget Var	YTD Actual - Budget % of Annual	
		Actual	Budget	Actual	Budget	Final Budget	Budget Var			- Budget Var						
6000	MOE Block Grant	\$ 1,173,581.00	\$ 1,171,716.00	\$ 1,141,776.00	\$ 1,171,716.00	\$ 1,171,716.00	\$ 97,843.00	\$650,217.00	\$552,574.00	\$152,574.00	568%	\$683,501.00	\$1,177,047.00	\$493,546.00	72%	100.45%
6010	MOE Special Education Grant	\$ 204,000.00	\$ 276,840.00	\$ 308,560.00	\$ 276,840.00	\$ 276,840.00	\$ 23,053.33	\$0.00	(\$23,053.33)	\$0.00	(100%)	\$161,373.33	\$207,480.00	\$46,106.67	29%	75.00%
6020	Other Govt Grants (French)	\$ 2,100.00	\$ -	\$ 1,372.95	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	0.00%
6030	Other Govt Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	0.00%
6040	Other Non-Govt Special Education Funding	\$ 42,888.52	\$ 4,780.38	\$ 4,780.38	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	0.00%
6050	Tuition Fees (Category 1)	\$ 853,528.00	\$ 645,528.00	\$ 645,528.00	\$ 645,528.00	\$ 645,528.00	\$ 57,541.87	\$51,999.00	(\$5,543.67)	\$0.00	(10%)	\$402,791.87	\$482,272.00	\$79,480.33	20%	69.84%
6060	Tuition Fees (Category 2)	\$ 10,356.00	\$ 22,992.00	\$ 22,992.00	\$ 22,992.00	\$ 22,992.00	\$ 2,151.50	\$1,708.20	(\$443.30)	\$0.00	(21%)	\$15,060.50	\$18,995.20	\$3,934.70	26%	73.53%
6070	Tuition Fees (Category 3)	\$ 47,632.00	\$ 33,000.00	\$ 25,558.00	\$ 33,000.00	\$ 33,000.00	\$ 2,750.00	\$3,300.00	\$550.00	20%	20%	\$19,250.00	\$23,460.00	\$3,910.00	20%	70.18%
6100	Parent Participation Fees	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	0.00%
6110	Other Sunday Fees	\$ 1,930.00	\$ -	\$ 1,930.00	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	0.00%
6120	Parish Sundry Fees	\$ 79,409.57	\$ 1,950.00	\$ -	\$ 70,000.00	\$ -	\$ 5,833.33	\$40,157.56	\$34,324.25	\$5,833.33	580%	\$40,833.33	\$40,157.56	(\$675.75)	(2%)	57.37%
6150	Parish Sundry (School Fundraising)	\$ 6,992.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	0.00%
6160	Parish Sundry (Tuition Assistance)	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 4,166.67	\$0.00	(\$4,166.67)	\$0.00	(100%)	\$28,166.67	\$0.00	(\$28,166.67)	(100%)	0.00%
6180	Investment Income -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	0.00%
6190	CISVA Investment Trust A/C	\$ -	\$ 3,000.00	\$ 1,601.00	\$ 3,000.00	\$ 3,000.00	\$ 250.00	\$7,538.00	\$7,288.00	\$250.00	2915%	\$1,750.00	\$7,538.00	\$5,788.00	391%	351.27%
6200	Investment Income - Chancery A/C	\$ 2,361.72	\$ 3,500.00	\$ 12,972.25	\$ 3,500.00	\$ 3,500.00	\$ 291.67	\$0.00	(\$291.67)	\$0.00	(100%)	\$2,041.67	\$6,978.10	\$7,634.43	374%	276.46%
6210	Investment Income - other accounts	\$ 7,382.92	\$ -	\$ 7.38	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$1.58	\$1.58	0%	0.00%
6240	Deductions	\$ 150.00	\$ -	\$ 19,073.29	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	0.00%
6260	Insurance Claims	\$ 32,228.32	\$ -	\$ 85.21	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	0.00%
6270	Other Income	\$ 2,707.33	\$ -	\$ 6,447.12	\$ -	\$ -	\$ -	\$4,143.78	\$4,143.78	\$0.00	0%	\$0.00	\$94,427.67	\$94,427.67	0%	0.00%
	<b>Total Revenues</b>	\$2,279,276.38	\$2,223,304.39	\$2,223,304.39	\$2,314,174.00	\$2,314,174.00	\$193,681.17	\$789,662.56	\$665,381.59	\$124,280.97	292%	\$1,165,788.17	\$2,070,750.73	\$714,962.56	163%	88.10%

Sec Ref	Expenditure	2020-21		2021-22		2022-23		Monthly Budget	January Actual	Current Actual - Budget Var		YTD Budget	YTD Actual	YTD Actual - Budget Var	YTD Actual - Budget % of Annual	
		Actual	Budget	Actual	Budget	Final Budget	Budget Var			- Budget Var						
7000	Salaries & Benefits (Teaching Staff)	\$ 1,103,039.34	\$ 1,138,563.21	\$ 1,138,563.21	\$ 1,237,540.74	\$ 1,237,540.74	\$ 103,128.40	\$113,619.97	\$10,488.57	\$10,488.57	10%	\$723,898.77	\$666,646.04	(\$57,252.73)	(22%)	45.79%
7020	Salaries & Benefits (Special Ed.)	398,681.51	470,941.56	470,941.56	451,031.75	451,031.75	37,595.98	\$42,552.22	\$4,966.24	\$4,966.24	13%	\$263,101.85	\$218,186.69	(\$44,915.16)	(17%)	48.36%
7040	Salaries & Benefits (TOCs)	45,408.03	38,362.08	38,362.08	33,545.72	33,545.72	2,795.48	\$2,480.13	(\$315.35)	\$0.00	(11%)	\$19,598.34	\$14,691.61	(\$5,176.73)	(26%)	42.01%
7050	Salaries & Benefits (Administrative)	90,928.04	96,175.05	96,175.05	98,535.80	98,535.80	8,211.32	\$8,258.21	\$46.89	\$46.89	1%	\$57,479.22	\$58,380.88	(\$1,098.34)	(2%)	57.22%
7070	Salaries & Benefits (Custodial & Maintenance)	49,760.72	55,164.37	55,164.37	57,466.85	57,466.85	4,768.98	\$4,911.26	\$122.36	\$122.36	3%	\$33,522.33	\$33,967.45	\$445.12	1%	59.11%
7080	Special Education (Instructional)	47,189.43	58,521.31	58,521.31	40,314.03	40,314.03	3,359.50	\$17,718.58	\$14,359.08	(\$3,784.11)	(42%)	\$46,958.33	\$38,179.68	(\$14,863.17)	(32%)	94.71%
7100	Instructional Expenses	39,711.60	34,858.30	34,858.30	80,500.00	80,500.00	6,708.33	\$3,944.22	(\$3,764.11)	\$0.00	(41%)	\$46,958.33	\$32,088.79	(\$14,871.54)	(32%)	36.86%
7130	General Office	39,485.66	43,662.56	43,662.56	23,700.00	23,700.00	1,875.00	\$8,276.37	\$6,301.37	(\$1,975.00)	(31%)	\$13,825.00	\$61,318.31	\$47,493.31	343%	258.71%
7150	Services Received	54,235.62	56,248.71	56,248.71	61,296.20	61,296.20	5,108.02	\$10,863.39	\$5,755.37	(\$5,108.02)	(11%)	\$35,756.12	\$43,428.28	\$7,672.16	21%	70.84%
7170	Operations and Maintenance	160,091.46	95,679.13	95,679.13	117,642.91	117,642.91	9,803.58	\$5,415.89	(\$4,387.59)	\$0.00	(45%)	\$68,625.09	\$148,499.46	\$79,874.42	116%	126.23%
7200	Equipment and Furniture	35,248.91	43,418.05	43,418.05	63,500.00	63,500.00	5,291.87	\$1,029.88	(\$4,261.79)	\$0.00	(81%)	\$37,041.67	\$3,161.57	(\$33,880.10)	(91%)	4.98%
7220	Student Activity Expenses	532.23	3,193.26	3,193.26	2,500.00	2,500.00	208.33	\$552.79	\$344.46	(\$208.33)	165%	\$1,458.33	\$3,628.02	\$2,369.69	162%	153.12%
7240	Fundraising & Development	215.33	918.70	918.70	500.00	500.00	41.67	\$0.00	(\$41.67)	\$0.00	(100%)	\$291.67	\$0.00	(\$291.67)	(100%)	0.00%
7260	Staff Team Building	-	925.69	925.69	6,100.00	6,100.00	508.33	\$1,155.40	\$647.07	(\$508.33)	127%	\$3,558.33	\$3,324.89	(\$233.44)	(7%)	54.51%
	<b>Total Expenditures</b>	\$2,065,076.46	\$2,136,651.46	\$2,136,651.46	\$3,271,474.00	\$3,271,474.00	\$180,914.50	\$220,716.38	\$31,260.80	\$189,455.58	16%	\$1,325,604.50	\$1,222,906.66	(\$102,697.84)	(8%)	53.70%
	<b>Surplus / (Deficit)</b>	\$194,240.50	\$87,172.43	\$87,172.43	\$50,000.00	\$50,000.00	\$4,166.67	\$58,287.17	\$34,120.59	(\$24,166.67)	36%	\$28,166.67	\$107,764.89	\$818,697.40	36%	36%

January 2023 YTD Benchmark: **58.33%**

Time frame: July 1, 2022 - Reporting month 7/12 months

**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.

Actual Revenue		Actual Expenditure	
<b>89.10%</b>	<b>of budgeted YTD revenue</b>	<b>53.76%</b>	<b>of budgeted YTD expenditure</b>
<b>6001</b>	MoE Block Grant Jan 31 - CISVA Government Grant \$650,217 (Disbursement #6)	<b>7130s</b>	General Office 7137 Education Committee (PEC) Jan 3: \$2847.60 PEC/Staff Christmas Celebration (Remaining reimbursement)
<b>6150</b>	Parish Subsidy (School Fundraising) Jan 13 - Gala Deposits: \$40515.77 (\$10515.77+ \$30,000) Jan 13 - Walkathon reimbursement \$358.19	<b>7143</b>	Parent/Teacher Jan 26: Open House evening: \$105.67
<b>6190</b>	Investment Income - Chancery A/C Jan 31 - \$7538 from the deposit of CISVA Government Grant \$650,217 (Disbursement #6)	<b>7150s</b>	Services Received 7156 Insurance Premium and Deductible Jan 3: Insurance \$10,439.66 (INS22-0705, The Roman Catholic-Archbishop of Vancouver)
<b>6270</b>	Other Income Jan 13 - Lunch program \$4043.78 deposits (to be adjusted at school year end after all expenses) + Cr Volleyball party \$100	<b>7240s</b>	Fundraising and Development 7261 Staff Team Building Jan - \$1155.40 Year end activities and recognition