

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

Date: Tuesday, May 16, 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), Jamie Withers (Vice-Principal), Lynn Whitlock (Teacher Representative), Denise Lorenz (Secretary)

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

AGENDA	DISCUSSION	ACTION TAKEN
<p>Faith Formation: Ricardo Hernandez</p>	<p><i>Ricardo read the Gospel for May 21, 2023 Mt. 28. 16-20</i></p>	<p><i>PEC reflected and shared a word from the reading.</i></p>
<p>Review of Minutes: April 18, 2023</p>	<p><i>The PEC appreciated: Erin & Grant Bryan, Sandy Wright, Ursula Mendez & Rachael Katsura for an extremely well organized and successful Walkathon.</i></p>	<p>Dean Saldanha moved that the April 18, 2023 General Minutes be adopted as presented. Ricardo Hernandez seconded and the motion was carried unanimously.</p>
<p>Appreciations:</p>	<p><i>The Parish has purchased projectors, repaired gutters around the school and installed a new telephone system in the parish and school. Our next project will be repairs to the Parish Centre kitchen.</i></p>	
<p>Pastor's Report: Father Pierre Ducharme</p>		

AGENDA	DISCUSSION	ACTION TAKEN
<p>Principal's Report: <i>Andrea Burnett</i></p>	<p><i>Andrea's May 17, 2023 Principal's Report has been emailed to PEC members. Andrea reviewed her report. The report is attached to these minutes.</i></p>	<p><i>A proposal from Classmates will be presented to the PEC for their consideration.</i></p>
<p>Treasurer's Report: <i>Sabrina Chiu</i></p>	<p><i>Sabrina's April 2023 Treasurer & Tuition Report has been emailed to PEC members. The report was reviewed and the Labour Settlement Funding explained. The report is attached to these minutes.</i></p>	<p><i>Melissa Lui made a motion that the April 2023 Treasurer's Report be adopted as presented. Ricardo Hernandez seconded and the motion was carried unanimously.</i></p>
<p>Member's Report: Fundraising: <i>Nicola Thompson & Monica Francisco</i></p>	<p><i>The May 2023 Fundraising Report has been emailed to PEC members. The report was reviewed. Next year, we will assign a parent to coordinate the Walkathon Mass Collection (20 hours) and add an additional 20 hour parent participation Walkathon role. We are aware there were difficulties with the Click Bid QR code. Criminal Record Check is required for parents in check point cars. Spouses can't do the same Walkathon task and expect double parent participation hours. Spouses can share parent participation roles. The report is attached to these minutes.</i></p>	<p><i>A Zoom meeting will be scheduled to discuss the Onvolunteers school volunteer software that we are currently using with a view to upgrading or changing to another system.</i></p>
<p>Maintenance: <i>Clay Ablett</i></p>	<p><i>The May 2023 Maintenance Report has been emailed to PEC members. Clay reviewed the report which is attached to these minutes.</i></p>	
<p>Parent Participation: <i>Dean Saldanha</i></p>	<p><i>The May 2023 Parent Participation Report has been emailed to PEC members. Dean reviewed the report which is attached to these minutes.</i></p>	

AGENDA	DISCUSSION	ACTION TAKEN
<p><i>Old Business:</i></p> <p>PEC Nominations & Election Dates</p>	<p>PEC Election will be held on May 27 & 28, 2023.</p>	<p>There will be some movement on the PEC for the 2023-2024 school year.</p>
<p>Big Toy:</p>	<p>Andrea circulated the quote from Green Roots Play Equipment (\$184,000) with respect to the installation of the new Big Toy. The quote includes excavation, installation, warranty & fencing. Discussion ensued. If PEC approves soon, construction can commence over the Summer.</p>	<p>PEC will consider the Green Roots Play Equipment quote which Sean O'Brien recommends be increased to \$200,000. PEC will vote via email.</p>
<p>Lighting:</p>	<p>Andrea has received an updated lighting quote which is included in this year's budget.</p>	<p>Work will commence over the Summer.</p>
<p>New Business:</p>	<p>Missioning planning is underway. David Joe has kindly offered to take care of the meal. PEC are not required to attend Missioning. There will be parent participation opportunities for Grade 4 parents to sign up and help at Missioning.</p>	<p>Motion by Dean Saldanha to adjourn the meeting at 8:18pm. Seconded by Melissa Lui. Carried unanimously.</p>
<p>Adjournment:</p>	<p>Next Meeting: Tuesday, June 13, 2023 at 6pm</p>	

St. Joseph the Worker

Principal's Report to the Parish Education Committee

May 17, 2023

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1. a. ENROLMENT

- ❖ no update

b. STAFFING

- ❖ Libby Taylor hired for grade 3
- ❖ Bickie Lam hired for Ivy Zuzartee's maternity leave.
- ❖ One more interview for an additional EA - Monday
- ❖ Possible need for grade 4 sept-dec

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

A. Communication:

- ❖ May newsletter and May 15th letter to parents

B. Faith

- ❖ May 3rd - Feast day mass
- ❖ First Communion - May 7th
- ❖ Living Rosary - May 10th
- ❖ Hope Aloud Concert May 15th
- ❖ Confirmation upcoming - June 12th

C. Teaching and Learning

- ❖ New desks for K ordered along with a few replacement pieces and hall furniture
- ❖ Transition meetings May 30th

D. Co-Curriculars/Athletics

- ❖ Track Season & Flag football underway
- ❖ Readers are Leaders finished 2nd overall
- ❖ Games club ongoing

E. Maintenance/Building:

- ❖ Gym floor not complete and ongoing
- ❖ Brian Ison FOB installation complete - training ongoing
- ❖ Big Toy quotes - 1 in and recommended we go with this
- ❖ Lighting Quote

F. Technology:

- ❖ Full tech inventory in progress by staff & Free tech analysis done last week by Classmates, follow up meeting Wednesday
- ❖ New Website planning with parish (ongoing)
- ❖ Projector install in gym for this summer

G. Events:

- ❖ **Walkathon:** total over 41,000 with 4 classes with 100% participation, pledges will continue this week.
- ❖ **Parent Appreciation Tea:** 1pm start, 1:30 concert this Wednesday
- ❖ **Fun Day:** planning to begin next week. Includes fit day for uniforms
- ❖ **Missioning:** planning underway

4. ONGOING ADMINISTRATIVE PROGRAMMING AND PLANNING

- ❖ Summer Camps - July 3-7: Registration sent out May 15th (54 registrations in May 16th)
- ❖ Ministry Evaluation - Sept 2023
- ❖ CISVA Evaluation - Dec 2/3

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

PEC MEMBERS' REPORTS – Tuesday, May 16, 2023

EXECUTIVE REPORT – Sean O'Brien

No report

FUNDRAISING REPORT – Nicola Thompson and Monica Francisco

Walkathon – Friday May 12

The 2023 Walkathon was a resounding success.

The students had a fun and safe walk on the 8km route, raising over \$40k for the new primary playground.

The event was well planned and executed by the Walkathon team: Sandy Wright, Erinn Bryan and Ursula Turner.

Primary students had an opportunity to show their school spirit with the Walkathon mass collections on April 29 and

30. The students collected \$2500 from parishioners during the five weekend masses.

MAINTENANCE REPORT – Clay Ablett

Maintenance Team

- Team did quick inspection of school and noted the following:
 - LED in library not working – Clay to inspect / contact electrician for potential faulty unit

- o U-shaped bulbs burnt out – replaced 1 with current stock, and team member purchased 3 more
- o Both fields (soccer and small grass area in front of school / library entrance) – Aerated to help with drainage, as it has not been done for some time – rented aerator from Home Depot
- o Washroom door in gym - fixed

Parking Lot Safety / Big Toy

No updates.



UNIFORM – Ricardo Hernandez

No updates.



SOCIETY DELEGATE – Sean O'Brien

No report.



POLICY – Melissa Lui

No report.



COMMUNITY RELATIONS & PARENT RESOURCE – TBD

PARENT PARTICIPATION – Dean Saldanha

- In the final two months of the school year. Most families have completed their service hours or will do so in the next few weeks.
- However, there are several families with fewer than 20 hours. More to be discussed in May In-Camera.
- Approximately 84 families have completed their hours and will be receiving their current deposit cheque by end of May.
- For the families that will be completing their hours in the coming few weeks, they will receive their deposit cheques back by end of June.
- Deposits for the new school year will be processed in September 2023.

TREASURER & TUITION REPORT – Sabrina Chiu

I will be presenting 2 reports this month. Report#1 - Our monthly Treasurer's Report. Report #2 – preliminary budget.

I will present the preliminary budget and ask for our PEC's approval as part of our in-camera meeting. Please review it before the meeting and thank you for your precious time (Please see Sabrina's email sent May 15, 2023).

Here are some highlights for April 2023:

The **benchmark** for April 2023 was **83.33% of the budget** (9/12 months since July 2022). Our actual revenue has already reached 99.04% and the expense level is now at 79.71%.

Specifically, we have received Labour Settlement Funding of \$52,483, a GST rebate of \$6,973.45, and revenue of \$3,948.75 from Moana the Musical. Revenues from the musical production include both tickets and t-shirt sales for \$3,148.75 and \$800 respectively.

On the expense side, there were no major non-routine expenses recorded in April.

This concludes my report for April. Now is the best time for our school to plan the allocation of the remaining budget which includes both major repairs and upgrades.

April 2023 Treasurer's Report														
Sec Ref	Revenue	2020-21 Actual	2021-22 Actual	2022-23 Final Budget	Monthly Budget	April Actual	Current Actual - Budget Var#	Current Actual - Budget Var%	YTD Budget	YTD Actual	YTD Actual - Budget Var\$	YTD Actual - Budget Var%	YTD Actual - Budget	YTD Actual % of Annual Budget
6000	MOE Block Grant	\$ 1,173,581.00	\$ 1,141,776.00	\$ 1,171,716.00	\$ 97,643.00	\$52,483.00	(\$45,160.00)	(46%)	\$976,430.00	\$1,229,530.00	\$253,100.00	26%	\$253,100.00	104.03%
6010	MOE Special Education Grant	\$ 204,060.00	\$ 308,560.00	\$ 276,648.00	\$ 23,053.33	\$0.00	(\$23,053.33)	(100%)	\$230,533.33	\$207,480.00	(\$23,053.33)	(10%)	(\$23,053.33)	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	0.00%
6030	Other Gov't Grants	\$ 42,889.52	\$ 4,780.38	\$ -	\$ -	\$0.00	\$0.00	0%	\$0.00	\$3,126.00	\$3,126.00	0%	\$3,126.00	0.00%
6040	Other Non-Gov't Special Education Funding	\$ 855,526.60	\$ 845,529.00	\$ 890,500.00	\$ 57,541.67	\$50,684.00	(\$6,857.67)	(12%)	\$575,416.67	\$635,638.00	\$60,221.33	10%	\$60,221.33	92.05%
6050	Tuition Fees (Category 1)	\$ 10,358.00	\$ 22,992.00	\$ 25,818.00	\$ 2,151.50	\$1,708.20	(\$443.30)	(21%)	\$21,515.00	\$24,109.80	\$2,594.80	12%	\$2,594.80	93.38%
6070	Tuition Fees (Category 2)	\$ 17,632.00	\$ 25,566.00	\$ 33,000.00	\$ 2,750.00	\$3,300.00	\$550.00	20%	\$27,500.00	\$39,060.00	\$11,560.00	20%	\$11,560.00	100.18%
6110	Tuition Fees (Category 3)	\$ -	\$ 380.00	\$ -	\$ -	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	0.00%
6120	Parent Participation Fees	\$ 1,950.00	\$ 1,950.00	\$ -	\$ -	\$50.00	\$50.00	0%	\$0.00	\$2,650.00	\$2,650.00	0%	\$2,650.00	0.00%
6150	Other Sundry Fees	\$ 79,409.57	\$ -	\$ 70,000.00	\$ 5,633.33	\$0.00	(\$5,633.33)	(100%)	\$56,333.33	\$40,157.58	(\$16,175.75)	(31%)	(\$16,175.75)	57.37%
6160	Parish Subsidy (School Fundraising)	\$ 6,992.00	\$ -	\$ -	\$ -	\$672.00	\$672.00	0%	\$0.00	\$672.00	\$672.00	0%	\$672.00	0.00%
6170	Parish Subsidy (Tuition Assistance)	\$ 40,000.00	\$ 40,000.00	\$ 50,000.00	\$ 4,166.67	\$0.00	(\$4,166.67)	(100%)	\$41,666.67	\$0.00	(\$41,666.67)	(100%)	(\$41,666.67)	0.00%
6180	Investment Income -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	0.00%
6190	CISVA Investment Trust A/C	\$ -	\$ 1,601.00	\$ 3,000.00	\$ 250.00	\$0.00	(\$250.00)	(100%)	\$2,500.00	\$7,538.00	\$5,038.00	202%	\$5,038.00	251.27%
6200	Investment Income - Chantry A/C	\$ 2,361.72	\$ 12,972.25	\$ 3,600.00	\$ 281.67	\$0.00	(\$281.67)	(100%)	\$2,916.67	\$9,676.10	\$6,759.43	232%	\$6,759.43	276.46%
6210	Investment Income - other accounts	\$ -	\$ 7.18	\$ -	\$ -	\$0.00	\$0.00	0%	\$0.00	\$3.09	\$3.09	0%	\$3.09	0.00%
6240	GST Rebate	\$ 7,392.92	\$ 10,073.29	\$ -	\$ -	\$6,973.45	\$6,973.45	0%	\$0.00	\$6,973.45	\$6,973.45	0%	\$6,973.45	0.00%
6260	Donations	\$ 150.00	\$ 85.21	\$ -	\$ -	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0.00	0.00%
6280	Insurance Claim	\$ 32,228.32	\$ -	\$ -	\$ -	\$0.00	\$0.00	0%	\$0.00	\$94,427.87	\$94,427.87	0%	\$94,427.87	0.00%
6270	Other Income	\$ 2,707.33	\$ 6,447.12	\$ -	\$ -	\$3,948.75	\$3,948.75	0%	\$0.00	\$6,886.73	\$6,886.73	0%	\$6,886.73	0.00%
Total Revenues		\$2,379,276.38	\$2,223,804.39	\$2,324,174.00	\$193,681.17	\$119,819.40	(\$73,861.77)	(35%)	\$1,936,811.07	\$2,391,622.42	\$454,811.35	115%	\$454,811.35	99.04%

Sec Ref	Expenditure	2020-21 Actual	2021-22 Actual	2022-23 Final Budget	Monthly Budget	April 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
7000s	Salaries & Benefits (Teaching Staff)	\$ 1,103,039.34	\$ 1,136,563.21	\$ 1,237,540.74	\$ 103,128.40	\$113,863.32	\$10,734.92	10%	\$1,031,283.85	\$906,325.32	(\$124,958.63)	(12%)	73.24%
7020s	Salaries & Benefits (Special Ed.)	388,681.51	470,941.56	451,031.75	37,585.88	\$42,233.65	\$4,647.77	12%	\$375,659.79	\$346,108.52	(\$29,551.27)	(8%)	76.74%
7040s	Salaries & Benefits (TOCs)	45,408.03	38,362.06	53,545.72	2,795.48	\$3,443.42	\$667.94	23%	\$27,854.77	\$29,579.27	\$1,724.50	6%	86.18%
7050s	Salaries & Benefits (Administrative)	60,928.04	98,175.05	96,535.89	6,211.32	\$8,279.92	\$2,068.60	1%	\$82,113.17	\$91,112.08	\$9,000.91	7%	82.32%
7070s	Salaries & Benefits (Custodial & Maintenance)	49,760.72	55,164.37	57,488.85	4,788.90	\$5,155.59	\$366.69	8%	\$47,869.05	\$50,069.75	\$2,200.70	5%	87.13%
7090s	Special Education (Instructional)	47,188.43	58,521.31	40,314.03	3,359.50	\$397.50	(\$2,962.00)	(88%)	\$33,595.02	\$45,445.78	\$11,850.76	35%	112.73%
7100s	Instructional Expenses	39,711.60	34,858.30	80,500.00	6,708.33	\$5,891.65	(\$916.68)	(12%)	\$67,083.33	\$53,433.43	(\$13,649.90)	(20%)	86.38%
7130s	General Office	39,195.66	43,662.56	23,700.00	1,975.00	\$3,550.07	\$1,575.07	80%	\$19,750.00	\$70,808.35	\$51,058.35	259%	298.77%
7150s	Services Received	54,235.62	58,248.71	61,298.29	5,108.02	\$318.72	(\$4,789.30)	(94%)	\$51,080.17	\$53,470.75	\$2,390.58	5%	87.23%
7170s	Operations and Maintenance	160,891.46	95,679.13	117,842.91	9,803.56	\$3,755.97	(\$6,047.61)	(62%)	\$98,085.76	\$180,627.50	\$82,541.74	84%	136.54%
7200s	Equipment and Furniture	35,248.91	43,418.05	63,500.00	5,291.87	\$386.95	(\$4,904.72)	(92%)	\$52,916.87	\$4,352.42	(\$48,564.45)	(92%)	6.85%
7220s	Student Activity Expenses	532.23	3,193.26	2,500.00	208.33	\$681.92	\$473.59	227%	\$2,083.33	\$7,996.37	\$5,913.04	284%	319.85%
7240s	Fundraising & Development	215.33	919.70	500.00	41.87	\$0.00	(\$41.87)	(100%)	\$418.67	\$0.00	(\$418.67)	(100%)	0.00%
7260s	Staff Team Building	-	925.69	6,100.00	508.33	\$0.00	(\$508.33)	(100%)	\$5,083.33	\$3,324.89	(\$1,758.44)	(35%)	54.51%
Total Expenditures		\$2,065,026.60	\$2,136,631.96	\$2,274,174.00	\$189,514.89	\$190,754.16	\$1,239.66	1%	\$1,895,145.00	\$1,912,654.43	(\$17,509.43)	(1%)	79.71%
Surplus/ (Deficit)		\$194,249.50	\$87,172.43	\$50,000.00	\$4,166.67	(\$70,934.76)	(\$75,101.43)		\$41,666.67	\$49,267.99	\$447,601.32	20%	

April 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.

April 2023 YTD Benchmark: **83.33%**
 Time frame: July 1, 2022 - Reporting month 10/12 months

Actual Revenue	Actual Expenditure
99.04% of budgeted YTD revenue	79.71% of budgeted YTD expenditure
6001 MoE Block Grant Apr 28 - Labour Settlement Funding \$52,483	7100s Instructional Expenses 7118 Ski Program Apr 6 - Reallocated \$3,000 from fundraising to cover cost of bus for ski program
6160 Parish Subsidy (Tuition Assistance) Apr 21 - Tuition Assistance (1 school family) \$672	
6210 GST Rebate Apr 10 - \$6,973.45	
6270 Other Income Apr 10 - Moana \$3,948.75 (Ticket sales \$3,148.75 + t-shirt sales \$800)	