

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

Date: Tuesday, April 16, 2022

Present: Father Pierre Ducharme, Sean O’Brien, Dean Saldanha, Monica Francisco, Bryan Walls, Ricardo Hernandez, Andrea Bennett (Principal), Jamie Withers (Vice-Principal), Lynn Whitlock (Teacher Representative)
 Apologies: Melissa Lui, Nicola Thompson, Henry Lam

The PEC General Meeting was held in person in the school staff room and called to order by Sean O’Brien at 7:10 p.m.

AGENDA	DISCUSSION	ACTION TAKEN
<i>Faith Formation: Sean O’Brien</i>	<i>Sean read the Gospel for April 21, 2024. John 10: 11-18</i>	<i>PEC reflected and shared a word from the reading.</i>
<i>Review of Minutes: February 6, 2022</i>	<i>There was no PEC meeting held in March. The February 6, 2024 Minutes were emailed to PEC members and were reviewed by Sean. One minor correction was noted: Dean read the Gospel in February (not Sean).</i>	Monica Francisco moved that the February 6, 2024 Minutes be adopted as presented. Bryan Walls seconded and the motion was carried unanimously.
<i>Correspondence</i>	<i>Sean noted that he received Andrea Withers’ letter of resignation. He will respond on behalf of the PEC and a formal record will be added to Andrea’s CISVA file.</i>	
<i>Appreciations</i>	<i>A card will be sent to the Knights of Columbus for the food donation they made for the Shrove Tuesday Pancake Breakfast</i>	
<i>Executive Report</i>	<i>Andrea is leaving SJW. Jamie Withers was interviewed for the role of Principal and is the successful applicant.</i>	

AGENDA	DISCUSSION	ACTION TAKEN
<i>Father Pierre: Pastor's Report</i>	<i>No report this month. Encourages everyone to attend the upcoming Missioning Workshop.</i>	
<i>Principal's Report: Andrea</i>	<i>Andrea reviewed his Principal's Report dated April 19, 2022. The report is attached to these minutes.</i>	Dean Saldanha moved that the February 2024 Treasurer's Report be adopted as presented. Ricardo Hernandez seconded and the motion was carried unanimously.
<i>Treasurer's Report: Henry Lam</i>	<i>There was no PEC meeting held in March. The February and March 2024 Treasurer Reports were emailed to the PEC members. The reports are attached to these minutes.</i>	
Member's Reports:		Monica Francisco moved that the March 2024 Treasurer's Report be adopted as presented. Bryan Walls seconded and the motion was carried unanimously.
<i>Maintenance Report: Bryan Walls</i>	<i>The February Maintenance Report was emailed to PEC members and is attached to these minutes. The kitchen renovation is going forward. A large portion of the funding will come from Project Advance. The gym floor is being replaced mid-July.</i>	
<i>Uniforms Report: Ricardo Hernandez</i>	<i>Currently dealing with suppliers for new parent swag. Considering adding an on-line store with a few samples left at the school for parents to try on.</i>	
<i>Parent Participation Report: Dean Saldanha</i>	<i>The Parent Participation report is attached to these minutes.</i>	

AGENDA	DISCUSSION	ACTION TAKEN
<p><i>Old Business:</i></p> <p>AGM</p>	<p><i>There was discussion about how to enforce 100% parent attendance at the AGM as it was noted that several families either didn't show up or showed up at the last minute only to pick up their registration packages.</i></p>	
<p><i>New Business:</i></p> <p>Parent Participation Activity Eligibility</p>	<p><i>There was discussion about whether or not parents who participate in field trips are eligible to receive Parent Participation hours. A similar discussion was held about coaching. Outcomes:</i></p> <ul style="list-style-type: none"> • <i>Field Trip participation does not count towards Parent Participation hours. However, if an emergency situation arises, the Principal may allow for hours to be awarded.</i> • <i>Coaching: Parent Participation Hours will be awarded to pre-selected coaches. Principal and/or Mr. Girard must sign off on hours to be credited.</i> 	
<p>PEC Nominations</p>	<p><i>Held discussion about PEC nominations and elections. Will be finalized next month. Sean O'Brien to follow up with prospective new parents and re-confirmation of current PEC members.</i></p>	
<p>Krispy Kreme Fundraiser</p>	<p><i>SJW will be holding a Krispy Kreme Fundraiser with funds going to the Tuition Assistance Program. It was suggested that this fundraiser be held on Fun Day (June 14) and/or Welcome Wednesdays to encourage participation.</i></p>	

<p><i>Adjournment:</i></p>	<p><i>Lynn Whitlock left the meeting.</i></p> <p><i>Next Meeting: Tuesday, May 21, 2024</i></p>	<p>Motion by Dean Saldanha to adjourn the meeting at 8:34 pm. Seconded by Monica Francisco. Carried unanimously.</p>
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Mar 2024 Treasurer's Report

Sec Ref	Revenue	2021-22 Actual	2022-23 Actual	2023-24 Budget	Monthly Budget	Mar 2024 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	\$1,141,776.00	\$1,207,010.01	\$1,326,928.50	\$110,577.38	\$0.00	-\$110,577.38	-100.00%	\$995,196.38	\$1,348,459.00	\$353,262.63	35.50%	135.50%
6010	MoE Special Education Grant	\$308,560.00	\$276,640.00	\$279,360.00	\$23,280.00	\$0.00	-\$23,280.00	-100.00%	\$209,520.00	\$192,060.00	-\$17,460.00	-8.33%	91.67%
6020	Other Gov't Grants (French)	\$1,172.95	\$1,047.78	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	0.00%
6030	Other Gov't Grants	\$0.00	\$3,120.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$3,497.00	\$3,497.00	0.00%	0.00%
6040	Other Non-Gov't Special Education Funding	\$4,780.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	0.00%
6050	Tuition Fees (Category 1)	\$645,529.00	\$686,322.00	\$776,670.00	\$64,722.50	\$66,409.89	\$1,687.39	2.61%	\$582,502.50	\$657,487.23	\$74,984.73	12.87%	112.87%
6060	Tuition Fees (Category 2)	\$22,992.00	\$25,818.00	\$32,696.00	\$2,724.67	\$2,318.00	-\$406.67	-14.93%	\$24,522.00	\$28,060.00	\$3,538.00	14.43%	114.43%
6070	Tuition Fees (Category 3)	\$25,558.00	\$36,360.00	\$34,730.00	\$2,894.17	\$3,473.00	\$578.83	20.00%	\$26,047.50	\$27,784.00	\$1,736.50	6.67%	106.67%
6110	Parent Participation Fees	\$300.00	\$3,344.00	\$1,360.00	\$113.33	\$0.00	-\$113.33	-100.00%	\$1,020.00	\$0.00	-\$1,020.00	-100.00%	0.00%
6120	Other Sundry Fees	\$1,950.00	\$2,650.00	\$0.00	\$0.00	\$2,100.00	\$2,100.00	0.00%	\$0.00	\$2,600.00	\$2,600.00	0.00%	0.00%
6140	School Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$825.00	\$825.00	0.00%	0.00%
6150	Parish Subsidy (School Fundraising)	\$0.00	\$0.00	\$70,000.00	\$5,833.33	\$0.00	-\$5,833.33	-100.00%	\$52,500.00	\$3,785.75	-\$48,714.25	-92.79%	7.21%
6160	Parish Subsidy (Tuition Assistance)	\$0.00	\$672.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	0.00%
6170	Parish Subsidy (direct)	\$40,000.00	\$50,000.00	\$50,000.00	\$4,166.67	\$0.00	-\$4,166.67	-100.00%	\$37,500.00	\$91,902.83	\$54,402.83	145.07%	245.07%
6180	Investment Income - CISVA Investment Trust A/C	\$3,911.21	\$7,538.00	\$3,000.00	\$250.00	\$0.00	-\$250.00	-100.00%	\$2,250.00	\$2,310.21	\$60.21	2.68%	102.68%
6190	Investment Income - Chancery A/C	\$12,972.25	\$20,133.48	\$15,000.00	\$1,250.00	\$0.00	-\$1,250.00	-100.00%	\$11,250.00	\$11,863.46	\$613.46	5.45%	105.45%
6200	Investment Income - other accounts	\$7.19	\$3.09	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	0.00%
6210	GST Rebate	\$10,073.29	\$12,611.62	\$22,530.91	\$1,877.58	\$0.00	-\$1,877.58	-100.00%	\$16,898.18	\$0.00	-\$16,898.18	-100.00%	0.00%
6240	Donations	\$85.21	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$8,100.00	\$8,100.00	0.00%	0.00%
6250	Internally Restricted Funds Transfer	\$0.00	\$0.00	\$200,000.00	\$16,666.67	\$0.00	-\$16,666.67	-100.00%	\$150,000.00	\$0.00	-\$150,000.00	-100.00%	0.00%
6270	Other Income	\$6,142.54	\$102,558.26	\$16,200.00	\$1,350.00	\$371.35	-\$978.65	-72.49%	\$12,150.00	\$7,891.08	-\$4,258.92	-35.05%	64.95%
	Total Revenues	\$2,225,810.02	\$2,436,328.24	\$2,828,475.41	\$235,706.28	\$74,672.24	-\$161,034.04	-68.32%	\$2,121,356.56	\$2,386,625.56	\$265,269.00	12.50%	112.50%

Mar 2024 Treasurer's Report

Sec Ref	Expenditure	2021-22 Actual	2022-23 Actual	2023-24 Budget	Monthly Budget	Mar 2024 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)	\$1,138,563.21	\$1,235,884.57	\$1,348,736.09	\$112,394.67	\$119,555.31	\$7,160.64	6.37%	\$1,011,552.07	\$863,052.28	-\$148,499.79	-14.68%	85.32%
7020s	Salaries & Benefits (Special Ed.)	\$470,941.56	\$434,942.61	\$531,511.44	\$44,292.62	\$50,073.07	\$5,780.45	13.05%	\$398,633.58	\$343,863.20	-\$54,770.38	-13.74%	86.26%
7040s	Salaries & Benefits (TOCs)	\$38,362.06	\$41,588.86	\$36,267.31	\$3,022.28	\$4,887.10	\$1,864.82	61.70%	\$27,200.48	\$28,597.33	\$1,396.85	5.14%	105.14%
7050s	Salaries & Benefits (Administrative)	\$96,175.05	\$97,744.97	\$101,962.42	\$8,496.87	\$8,781.95	\$285.08	3.36%	\$76,471.82	\$76,498.77	\$26.95	0.04%	100.04%
7070s	Salaries & Benefits (Custodial & Maintenance)	\$55,164.37	\$61,305.06	\$8,143.11	\$678.59	\$260.70	-\$417.89	-61.58%	\$6,107.33	\$8,500.07	\$2,392.74	39.18%	139.18%
7090s	Special Education (Instructional)	\$58,521.31	\$54,420.26	\$54,000.00	\$4,500.00	\$1,931.00	-\$2,569.00	-57.09%	\$40,500.00	\$52,409.51	\$11,909.51	29.41%	129.41%
7100s	Instructional Expenses	\$34,858.30	\$66,698.34	\$77,800.00	\$6,483.33	\$2,814.29	-\$3,669.04	-56.59%	\$58,350.00	\$60,903.95	\$2,553.95	4.38%	104.38%
7130s	General Office	\$40,027.30	\$87,010.93	\$52,300.00	\$4,358.33	\$2,684.05	-\$1,674.28	-38.42%	\$39,225.00	\$48,687.59	\$9,462.59	24.12%	124.12%
7150s	Services Received	\$56,248.71	\$55,290.63	\$69,941.95	\$5,828.50	\$333.46	-\$5,495.04	-94.28%	\$52,456.47	\$58,398.18	\$5,941.71	11.33%	111.33%
7170s	Operations and Maintenance	\$95,679.13	\$205,083.62	\$180,000.00	\$15,000.00	\$10,422.66	-\$4,577.34	-30.52%	\$135,000.00	\$101,196.15	-\$33,803.85	-25.04%	74.96%
7200s	Equipment and Furniture	\$43,418.05	\$58,432.01	\$289,402.83	\$24,116.90	\$5,707.81	-\$18,409.09	-76.33%	\$217,052.12	\$250,744.96	\$33,692.84	15.52%	115.52%
7220s	Student Activity Expenses	\$3,193.26	\$10,835.65	\$8,500.00	\$708.33	\$6,263.11	\$5,554.78	784.20%	\$6,375.00	-\$20,879.95	-\$27,254.95	-427.53%	-327.53%
7240s	Fundraising & Development	\$918.70	\$1,264.71	\$1,250.00	\$104.17	\$0.00	-\$104.17	-100.00%	\$937.50	\$41.92	-\$895.58	-95.53%	4.47%
7260s	Staff Team Building	\$925.69	\$7,323.11	\$9,000.00	\$750.00	\$561.97	-\$188.03	-25.07%	\$6,750.00	\$8,968.75	\$2,218.75	32.87%	132.87%
	Total Expenditures	\$2,132,996.70	\$2,417,825.33	\$2,768,815.16	\$230,734.60	\$214,276.48	-\$16,458.12	-7.13%	\$2,076,611.37	\$1,880,982.71	-\$195,628.66	-9.42%	90.58%
	Surplus/ (Deficit)	\$92,813.32	\$18,502.91	\$59,660.26	\$4,971.69	-\$139,604.24	-\$144,575.93	-2907.98%	\$44,745.19	\$505,642.85	\$460,897.66	1030.05%	

Mar 2024 Financial Highlights

Mar 2024 YTD Benchmark: **75.00%**

Time frame: July 1, 2023 - Reporting month 9/12 months

Actual Revenue

112.50% of budgeted YTD revenue

Actual Expenditure

90.58% of budgeted YTD expenditure

7200s reminder that the \$24k/mo (\$289k for the year) budgeted in the equipment & furniture includes big toy. Normalized spend is around \$7k otherwise
 7220s in/out expenses only - timing