

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

Date: Tuesday, February 6, 2024

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

The PEC General Meeting was called to order at 7:07pm in the school staffroom.

<i>AGENDA</i>	<i>DISCUSSION</i>	<i>ACTION TAKEN</i>
<i>Faith Formation: Dean Saldanha</i>	<i>Dean read the Gospel for February 11, 2024 Mark 1:40-45</i>	<i>PEC reflected and shared a word from the reading.</i>
<i>Review of Minutes: Jan 16, 2024</i>		Henry Lam moved that the Jan 16, 2024 General Minutes be adopted as presented. Dean Saldanha seconded and the motion was carried unanimously.
<i>Correspondence:</i>	<i>Nil.</i>	
<i>Appreciations:</i>	<i>PEC appreciated Chris Philips for organizing the Gr. 7 annual basketball tournament – Atonement Memorial Cup Tournament</i>	
<i><u>Pastor’s Report:</u> Father Pierre</i>	<i>No report.</i>	

AGENDA	DISCUSSION	ACTION TAKEN
<p><u>Principal's Report:</u> Andrea Bernett</p>	<p><i>The February 2024 Principal's Report has been emailed to PEC members. Andrea reviewed her report. The report is attached to these minutes.</i></p>	
<p><u>Treasurer's Report:</u> Henry Lam</p>	<p><i>An updated January Treasurer's Reports has been emailed to PEC members post meeting (Feb 19) as the February meeting occurred earlier in the month, hence financials have not been reflected in the statement. The report is attached to these minutes.</i></p>	<p>No MOTION completed yet</p>
<p><u>Member's Reports:</u> Fundraising: Nicola Thompson</p>	<p><i>Revenue from Gala is approximately \$33,000 – less than last year, but higher than expected due to low ticket sales Survey will be emailed to canvass what worked well, what did not work, feedback from families that did not participate.</i></p>	
<p><u>Maintenance:</u> Bryan Walls</p>	<p><i>Temporary fix to heaters in the gym – will last for remainder of school year</i></p>	
<p><u>Old Business:</u> Open House</p>	<p><i>Thanks to all who came out to help: Gr. 7s, Jamie, Nicola, Monica, Melissa The Gr. 7s did an amazing job --- all well spoken and new families enjoyed hearing from the kids.</i></p>	
<p>Tuition</p>	<p><i>Update on tuition – be mindful of CISVA range increase for next school year. No other feedback on proposed grid.</i></p> <p><i>To maintain within the range of CISVA increases in the following years:</i> 2024-2025 : \$383 - \$426 2025-2026 : \$416 - \$463</p>	<p>Melissa Lui moved that the tuition grid proposed for 2024-25 school year be approved as presented. Nicola Thompson seconded and motion was carried unanimously.</p>

AGENDA

Tuition – Cont’d

DISCUSSION

ACTION TAKEN

An 8.0% increase from the current school year will bring tuition to the following:

<i>Per month</i>	<i>One Child</i>	<i>Two Child</i>	<i>Three or more</i>
<i>Category 1</i>	\$405	\$380	\$355
<i>Category 2</i>	\$514	\$483.50	
<i>Category 3</i>	\$768	\$727	

AGM – Tues Feb 13, 2024

*All reports to Sean by end of this week
Diary date for registration package is March 1, 2024.*

**New Business:
Gala Feedback**

*Not all the class gifts were on the website – unable to bid on some
Not all items were available to bid
Suggested earlier start time – make the first hour to socialize
Cash bar or Point of Sale machine at bar
Bottle of wine for sale ---ie. 1 bottle = 5 tickets
Silent auction to be opened longer
Not enough dessert – consider a dessert buffet
Potential to sell tickets to grandparents / alumni*

Maintenance Plan

*Quotes for religious side room / music room has been received
Heat in the gym – Fr. Pierre advised the Parish will likely take care of the cost. Various quotes and options available.*

Adjournment:

Next month’s meeting conflicts with CISVA board meeting. Considering it being 3 weeks away, and Spring break, may be cancelled but will be decided closer to.

Motion by Nicola Thompson to adjourn the meeting at 8:04 pm. Seconded by Monica Francisco. Carried unanimously.

Feb 2024 Treasurer's Report

Sec Ref	Revenue	2021-22 Actual	2022-23 Actual	2023-24 Budget	Monthly Budget	Feb 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%	\$884,619.00	\$1,348,459.00	\$463,840.00	52.43%	152.43%
6010	MoE Special Education Grant	\$308,560.00	\$276,640.00	\$279,360.00	\$23,280.00	\$0.00	-\$23,280.00	-100.00%	\$186,240.00	\$192,060.00	\$5,820.00	3.13%	103.13%
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	\$62,596.89	-\$2,125.61	-3.28%	\$517,780.00	\$591,077.34	\$73,297.34	14.16%	114.16%
6060	Tuition Fees (Category 2)	\$22,992.00	\$25,818.00	\$32,696.00	\$2,724.67	\$2,318.00	-\$406.67	-14.93%	\$21,797.33	\$25,742.00	\$3,944.67	18.10%	118.10%
6070	Tuition Fees (Category 3)	\$25,558.00	\$36,360.00	\$34,730.00	\$2,894.17	\$3,473.00	\$578.83	20.00%	\$23,153.33	\$24,311.00	\$1,157.67	5.00%	105.00%
6110	Parent Participation Fees	\$300.00	\$3,344.00	\$1,360.00	\$113.33	\$0.00	-\$113.33	-100.00%	\$906.67	\$0.00	-\$906.67	-100.00%	0.00%
6120	Other Sundry Fees	\$1,950.00	\$2,650.00	\$0.00	\$0.00	\$50.00	\$50.00	0.00%	\$0.00	\$500.00	\$500.00	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	\$3,785.75	-\$2,047.58	-35.10%	\$46,666.67	\$3,785.75	-\$42,880.92	-91.89%	8.11%
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%	\$33,333.33	\$91,902.83	\$58,569.50	175.71%	275.71%
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%	\$2,000.00	\$2,310.21	\$310.21	15.51%	115.51%
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%	\$10,000.00	\$11,863.46	\$1,863.46	18.63%	118.63%
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%	\$15,020.61	\$0.00	-\$15,020.61	-100.00%	0.00%
6240	Donations	\$85.21	\$500.00	\$0.00	\$0.00	\$8,100.00	\$8,100.00	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%	\$133,333.33	\$0.00	-\$133,333.33	-100.00%	0.00%
6270	Other Income	\$6,142.54	\$102,558.26	\$16,200.00	\$1,350.00	\$4,661.73	\$3,311.73	245.31%	\$10,800.00	\$7,519.73	-\$3,280.27	-30.37%	69.63%
	Total Revenues	\$2,225,810.02	\$2,436,328.24	\$2,828,475.41	\$235,706.28	\$84,985.37	-\$150,720.91	-63.94%	\$1,885,650.28	\$2,311,953.32	\$426,303.04	22.61%	122.61%

Feb 2024 Treasurer's Report

Sec Ref	Expenditure	2021-22 Actual	2022-23 Actual	2023-24 Budget	Monthly Budget	Feb 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	\$117,772.96	\$5,378.29	4.79%	\$899,157.39	\$743,496.97	-\$155,660.42	-17.31%	82.69%
7020s	Salaries & Benefits (Special Ed.)	\$470,941.56	\$434,942.61	\$531,511.44	\$44,292.62	\$46,619.64	\$2,327.02	5.25%	\$354,340.96	\$293,790.13	-\$60,550.83	-17.09%	82.91%
7040s	Salaries & Benefits (TOCs)	\$38,362.06	\$41,588.86	\$36,267.31	\$3,022.28	\$6,793.77	\$3,771.49	124.79%	\$24,178.21	\$23,710.23	-\$467.98	-1.94%	98.06%
7050s	Salaries & Benefits (Administrative)	\$96,175.05	\$97,744.97	\$101,962.42	\$8,496.87	\$8,521.25	\$24.38	0.29%	\$67,974.95	\$67,716.82	-\$258.13	-0.38%	99.62%
7070s	Salaries & Benefits (Custodial & Maintenance)	\$55,164.37	\$61,305.06	\$8,143.11	\$678.59	\$0.00	-\$678.59	-100.00%	\$5,428.74	\$8,239.37	\$2,810.63	51.77%	151.77%
7090s	Special Education (Instructional)	\$58,521.31	\$54,420.26	\$54,000.00	\$4,500.00	\$23,364.00	\$18,864.00	419.20%	\$36,000.00	\$50,478.51	\$14,478.51	40.22%	140.22%
7100s	Instructional Expenses	\$34,858.30	\$66,698.34	\$77,800.00	\$6,483.33	\$17,094.48	\$10,611.15	163.67%	\$51,866.67	\$58,089.66	\$6,222.99	12.00%	112.00%
7130s	General Office	\$40,027.30	\$87,010.93	\$52,300.00	\$4,358.33	\$6,063.64	\$1,705.31	39.13%	\$34,866.67	\$46,003.54	\$11,136.87	31.94%	131.94%
7150s	Services Received	\$56,248.71	\$55,290.63	\$69,941.95	\$5,828.50	\$10,653.12	\$4,824.62	82.78%	\$46,627.97	\$58,064.72	\$11,436.75	24.53%	124.53%
7170s	Operations and Maintenance	\$95,679.13	\$205,083.62	\$180,000.00	\$15,000.00	\$11,541.95	-\$3,458.05	-23.05%	\$120,000.00	\$90,773.49	-\$29,226.51	-24.36%	75.64%
7200s	Equipment and Furniture	\$43,418.05	\$58,432.01	\$289,402.83	\$24,116.90	\$6,657.71	-\$17,459.19	-72.39%	\$192,935.22	\$245,037.15	\$52,101.93	27.00%	127.00%
7220s	Student Activity Expenses	\$3,193.26	\$10,835.65	\$8,500.00	\$708.33	\$475.00	-\$233.33	-32.94%	\$5,666.67	-\$27,143.06	-\$32,809.73	-579.00%	-479.00%
7240s	Fundraising & Development	\$918.70	\$1,264.71	\$1,250.00	\$104.17	\$41.92	-\$62.25	-59.76%	\$833.33	\$41.92	-\$791.41	-94.97%	5.03%
7260s	Staff Team Building	\$925.69	\$7,323.11	\$9,000.00	\$750.00	\$1,101.15	\$351.15	46.82%	\$6,000.00	\$8,406.78	\$2,406.78	40.11%	140.11%
	Total Expenditures	\$2,132,996.70	\$2,417,825.33	\$2,768,815.16	\$230,734.60	\$256,700.59	\$25,965.99	11.25%	\$1,845,876.77	\$1,666,706.23	-\$179,170.54	-9.71%	90.29%
	Surplus/ (Deficit)	\$92,813.32	\$18,502.91	\$59,660.26	\$4,971.69	-\$171,715.22	-\$176,686.91	-3553.86%	\$39,773.50	\$645,247.09	\$605,473.59	1522.30%	

Feb 2024 Financial Highlights

Feb 2024 YTD Benchmark: **66.67%**

Time frame: July 1, 2023 - Reporting month 8/12 months

Actual Revenue

122.61% of budgeted YTD revenue

Actual Expenditure

90.29% of budgeted YTD expenditure

- 7090s Auditory Learning Centre \$20.3k for hearing support service Jan - Jun 2024
- 7100s Teaching staff pro-d activities \$7k; \$3.9k paid to Follett School Solutions (Library Materials & Resources)
- 7150s \$9.4k fees to auditor