

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

Date: Tuesday, January 16, 2024

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

Regrets: Dean Saldanha

The PEC General Meeting was called to order at 7:10pm in the school staffroom.

<i>AGENDA</i>	<i>DISCUSSION</i>	<i>ACTION TAKEN</i>
<i>Faith Formation:</i> <i>Dean Saldanha</i>	<i>Andrea read the Gospel for January 21, 2024 Mark 1:14-20</i>	<i>PEC reflected and shared a word from the reading.</i>
<i>Review of Minutes: Dec 17, 2023</i>		Monica Francisco moved that the Dec 17, 2023 General Minutes be adopted as presented. Bryan Walls seconded and the motion was carried unanimously.
<i>Correspondence:</i>	<i>Nil.</i>	
<i>Appreciations:</i>	<i>PEC appreciated the Parent Volunteers who helped at the Advent Concert: Charles Johnson / Chris Estrella / Francis Wu / Vivian Yu / Gordon Foster</i>	

AGENDA	DISCUSSION	ACTION TAKEN
<p><u>Pastor's Report:</u> Father Pierre</p>	<p><i>Nothing to note.</i></p>	
<p><u>Principal's Report:</u> Andrea Bernett</p>	<p><i>The January 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>The December Treasurer's Reports has been emailed to PEC members. The reports are attached to these minutes.</i></p>	
<p><u>Member's Reports:</u></p>		
<p><u>Fundraising:</u> Monica Francisco</p>	<p><i>Gala is 18 days away, and there will be a big push on promoting the event via various avenues --- Encourage participation, being part of school community.</i></p>	
<p><u>Maintenance:</u> Bryan Walls</p>	<p><i>Update regarding the heat / pipe system – with the recent cold weather, the gym and some classrooms are frozen. Strongly suggest to replace current system: gym will have a separated system vs the school. Will cost approximately \$60-80k. While replacing pipes, may also consider installing new water filtration system.</i></p>	<p>Nicola Thompson moved that the December 2023 Treasurer's Reports be adopted as presented. Ricardo Hernandez seconded and the motion was carried unanimously.</p>
<p><u>Old Business:</u> Staff Gifts / Volunteers</p>	<p><i>Good feedback having this as a parent volunteer job, worked out really well for Christmas. Will likely do the same for Year-end.</i></p>	
<p>Tuition</p>	<p><i>Discussion around rate of tuition increase, factoring inflation, the budget, while providing a standard for families, children and future generations.</i></p>	

AGENDA

DISCUSSION

ACTION TAKEN

Tuition – Cont’d

To maintain within the range of CISVA increases in the following years:
2024-2025 : \$383 - \$426
2025-2026 : \$416 - \$463

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	

Open House / Snow Day

Open House will be rescheduled to Thursday depending on weather conditions. Families has been advised via various mediums.

Any snow day closures will be advised before 7:00 am.

AGM – Tues Feb 13, 2024

Member’s AGM reports should be received by Sean by Friday Feb 9, 2024. AGM will be held in the church.

Adjournment:

Lynn Whitlock left the meeting.

Next Meeting: Tuesday, February 6, 2024 at 7pm

Motion by Bryan Walls to adjourn the meeting at 8:09 pm. Seconded by Monica Francisco. Carried unanimously.

Jan 2024 Treasurer's Report

Sec Ref	Revenue	2021-22 Actual	2022-23 Actual	2023-24 Budget	Monthly Budget	Jan 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	\$819,318.00	\$708,740.63	640.95%	\$774,041.63	\$1,348,459.00	\$574,417.38	74.21%	174.21%
6010	MoE Special Education Grant	\$308,560.00	\$276,640.00	\$279,360.00	\$23,280.00	\$0.00	-\$23,280.00	-100.00%	\$162,960.00	\$192,060.00	\$29,100.00	17.86%	117.86%
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	\$61,846.89	-\$2,875.61	-4.44%	\$453,057.50	\$528,480.45	\$75,422.95	16.65%	116.65%
6060	Tuition Fees (Category 2)	\$22,992.00	\$25,818.00	\$32,696.00	\$2,724.67	\$2,318.00	-\$406.67	-14.93%	\$19,072.67	\$23,424.00	\$4,351.33	22.81%	122.81%
6070	Tuition Fees (Category 3)	\$25,558.00	\$36,360.00	\$34,730.00	\$2,894.17	\$3,473.00	\$578.83	20.00%	\$20,259.17	\$20,838.00	\$578.83	2.86%	102.86%
6110	Parent Participation Fees	\$300.00	\$3,344.00	\$1,360.00	\$113.33	\$0.00	-\$113.33	-100.00%	\$793.33	\$0.00	-\$793.33	-100.00%	0.00%
6120	Other Sundry Fees	\$1,950.00	\$2,650.00	\$0.00	\$0.00	\$450.00	\$450.00	0.00%	\$0.00	\$450.00	\$450.00	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%	\$40,833.33	\$0.00	-\$40,833.33	-100.00%	0.00%
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%	\$29,166.67	\$91,902.83	\$62,736.16	215.10%	315.10%
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%	\$1,750.00	\$2,310.21	\$560.21	32.01%	132.01%
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%	\$8,750.00	\$11,863.46	\$3,113.46	35.58%	135.58%
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%	\$13,143.03	\$0.00	-\$13,143.03	-100.00%	0.00%
6240	Donations	\$85.21	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	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%	\$116,666.67	\$0.00	-\$116,666.67	-100.00%	0.00%
6270	Other Income	\$6,142.54	\$102,558.26	\$16,200.00	\$1,350.00	\$1,802.00	\$452.00	33.48%	\$9,450.00	\$2,858.00	-\$6,592.00	-69.76%	30.24%
	Total Revenues	\$2,225,810.02	\$2,436,328.24	\$2,828,475.41	\$235,706.28	\$889,207.89	\$653,501.61	277.25%	\$1,649,943.99	\$2,226,967.95	\$577,023.96	34.97%	134.97%

Jan 2024 Treasurer's Report

Sec Ref	Expenditure	2021-22 Actual	2022-23 Actual	2023-24 Budget	Monthly Budget	Jan 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	\$115,869.48	\$3,474.81	3.09%	\$786,762.72	\$625,724.01	-\$161,038.71	-20.47%	79.53%
7020s	Salaries & Benefits (Special Ed.)	\$470,941.56	\$434,942.61	\$531,511.44	\$44,292.62	\$47,211.42	\$2,918.80	6.59%	\$310,048.34	\$247,170.49	-\$62,877.85	-20.28%	79.72%
7040s	Salaries & Benefits (TOCs)	\$38,362.06	\$41,588.86	\$36,267.31	\$3,022.28	\$5,753.30	\$2,731.02	90.36%	\$21,155.93	\$16,916.46	-\$4,239.47	-20.04%	79.96%
7050s	Salaries & Benefits (Administrative)	\$96,175.05	\$97,744.97	\$101,962.42	\$8,496.87	\$8,593.93	\$97.06	1.14%	\$59,478.08	\$59,195.57	-\$282.51	-0.47%	99.53%
7070s	Salaries & Benefits (Custodial & Maintenance)	\$55,164.37	\$61,305.06	\$8,143.11	\$678.59	\$0.00	-\$678.59	-100.00%	\$4,750.15	\$8,239.37	\$3,489.22	73.46%	173.46%
7090s	Special Education (Instructional)	\$58,521.31	\$54,420.26	\$54,000.00	\$4,500.00	\$1,732.48	-\$2,767.52	-61.50%	\$31,500.00	\$27,114.51	-\$4,385.49	-13.92%	86.08%
7100s	Instructional Expenses	\$34,858.30	\$66,698.34	\$77,800.00	\$6,483.33	\$1,684.82	-\$4,798.51	-74.01%	\$45,383.33	\$40,995.18	-\$4,388.15	-9.67%	90.33%
7130s	General Office	\$40,027.30	\$87,010.93	\$52,300.00	\$4,358.33	\$1,256.61	-\$3,101.72	-71.17%	\$30,508.33	\$39,939.90	\$9,431.57	30.91%	130.91%
7150s	Services Received	\$56,248.71	\$55,290.63	\$69,941.95	\$5,828.50	\$278.83	-\$5,549.67	-95.22%	\$40,799.47	\$47,411.60	\$6,612.13	16.21%	116.21%
7170s	Operations and Maintenance	\$95,679.13	\$205,083.62	\$180,000.00	\$15,000.00	\$4,033.35	-\$10,966.65	-73.11%	\$105,000.00	\$79,231.54	-\$25,768.46	-24.54%	75.46%
7200s	Equipment and Furniture	\$43,418.05	\$58,432.01	\$289,402.83	\$24,116.90	\$2,368.05	-\$21,748.85	-90.18%	\$168,818.32	\$238,379.44	\$69,561.12	41.20%	141.20%
7220s	Student Activity Expenses	\$3,193.26	\$10,835.65	\$8,500.00	\$708.33	-\$10,436.17	-\$11,144.50	-1573.34%	\$4,958.33	-\$27,618.06	-\$32,576.39	-657.00%	-557.00%
7240s	Fundraising & Development	\$918.70	\$1,264.71	\$1,250.00	\$104.17	\$0.00	-\$104.17	-100.00%	\$729.17	\$0.00	-\$729.17	-100.00%	0.00%
7260s	Staff Team Building	\$925.69	\$7,323.11	\$9,000.00	\$750.00	\$1,713.24	\$963.24	128.43%	\$5,250.00	\$7,305.63	\$2,055.63	39.15%	139.15%
	Total Expenditures	\$2,132,996.70	\$2,417,825.33	\$2,768,815.16	\$230,734.60	\$180,059.34	-\$50,675.26	-21.96%	\$1,615,142.18	\$1,410,005.64	-\$205,136.54	-12.70%	87.30%
	Surplus/ (Deficit)	\$92,813.32	\$18,502.91	\$59,660.26	\$4,971.69	\$709,148.55	\$704,176.86	14163.74%	\$34,801.82	\$816,962.31	\$782,160.49	2247.47%	

Jan 2024 Financial Highlights

Jan 2024 YTD Benchmark: **58.33%**

Time frame: July 1, 2023 - Reporting month 7/12 months

Actual Revenue

134.97% of budgeted YTD revenue

6000 Received final block grant (disbursement #5) of \$819k in the month

Actual Expenditure

87.30% of budgeted YTD expenditure

7220s we are at credit position for hot lunch (-\$6.7k) and pizza lunch fundraising (-\$1.1k) for the month - timing for when money is collected vs when it's being paid