

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

Date: Tuesday, May 21, 2022

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

The PEC General Meeting was held in person in the school staff room and called to order by Sean O’Brien at 7:12 p.m.

AGENDA	DISCUSSION	ACTION TAKEN
<i>Faith Formation: Sean O’Brien</i>	<i>Monica read the Gospel for May 26, 2024. Matthew 28:16-20</i>	PEC reflected and shared a word from the reading.
<i>Review of Minutes: April 16, 2024</i>	<i>April minutes were emailed to PEC members and were reviewed. One correction was noted: In the correspondence, specify it was Andrea Withers’ resignation letter that was received.</i>	Bryan Walls moved that the April 16, 2024 minutes be adopted as presented. Monica Francisco seconded and the motion was carried unanimously.
<i>Correspondence</i>	<i>Sean responded to Andrea Wither’s letter of resignation, and a copy was submitted to CISVA to be placed on Andrea’s file.</i>	
<i>Appreciations</i>	<i>Special thanks to Dean Chan, Neil Collins, Matt Harris for coaching the Gr. 6/7 girls’ soccer team.</i>	
<i>Pastor’s Report: Fr. Pierre</i>	<i>No report.</i>	

AGENDA	DISCUSSION	ACTION TAKEN
<p>Principal's Report: Andrea</p>	<p><i>Andrea reviewed her Principal's Report dated May 21, 2022. The report is attached to these minutes.</i></p>	
<p>Treasurer's Report: Henry Lam</p>	<p><i>The April 2024 Treasurer Reports were emailed to the PEC members. The reports are attached to these minutes.</i></p>	<p>Bryan Walls moved that the April 2024 Treasurer's Report be adopted as presented. Dean Saldanha seconded and the motion was carried unanimously.</p>
<p>Maintenance Report: Bryan Walls</p>	<p><i>There should be a report for next month. Some final quotes will be obtained in the next few weeks for paint, gym floor, and floors in general. Discussed possibility of installing ceiling fans in the gym to circulate air.</i></p>	
<p><u>Old Business:</u> Krispy Kreme Fundraiser – Tuition Assistance Proram</p>	<p><i>Order form will be in form of backpack mail; All orders must be in by June 7 as Krispy Kreme requires 5 business days to process orders; Payment by cash or PAD - PAD will be withdrawn on the 11th; Pick up will be on June 14, at Fun Day dismissal. Trying small fundraising events throughout year to gain more parent participation opportunities, and more engagement throughout the year.</i></p> <p><i>On a side note, our bookkeeper strongly discourages cheques as payment type, as cheques do not get deposited right away; PAD option is preferred. Will look into E-transfer option as another method of payment.</i></p>	
<p>PEC Nominations</p>	<p><i>Sean spoken to current members and everyone expressed interest in returning for next year. Looking to add one new member, and there will be slight shuffling of existing portfolios.</i></p>	

AGENDA	DISCUSSION	ACTION TAKEN
<p data-bbox="199 261 453 326"><u>New Business:</u> Parent Participation</p> <p data-bbox="199 932 390 964"><i>Adjournment:</i></p>	<p data-bbox="518 269 1526 553"><i>An up to date report was generated yesterday and out of 170 families, 23 families showed fewer than 40 hours. Families have until June 1 to commit to volunteering opportunities in June or over the summer, otherwise payment of \$800 or prorated rate of \$20/hour will be withdrawn from families not meeting the 40 hours criteria (as per PAD agreement signed upon registration). A letter will be drafted and signed by Sean and Fr. Pierre to notify these families.</i></p> <p data-bbox="518 818 877 850"><i>Diane Ison left the meeting.</i></p> <p data-bbox="518 927 1031 959"><i>Next Meeting: Tuesday, June 11, 2024</i></p>	<p data-bbox="1551 915 1995 1045">Motion by Nicola Thompson to adjourn the meeting at 08:09 pm. Seconded by Henry Lam. Carried unanimously.</p>



St. Joseph the Worker Elementary School

Principal's Report to the Parish Education Committee

May 21, 2024

1. ENROLMENT – PRESENT AND FUTURE

- ❖ One student has withdrawn from grade 2.
- ❖ Interviewing 2 new families (one for grade 3/k and 7)

2. STAFFING FOR 2024-2025

- ❖ Grade 4 position update
- ❖ Music teacher update

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

a. **Communication:**

- ❖ May newsletter published
- ❖ Various Walkathon emails

b. **Faith**

- ❖ School Mass - May feast day & living Rosary
- ❖ Growing in our Virtues Assembly - Faith will be last assembly for this program
- ❖ First Communion - Sat 25th - 5:30/Sun 26th 9:30 & 11:15
- ❖ Theme Development Day - Anne, Diane, Jamie & Andrea attending
- ❖ Confirmation - Sunday, June 2nd

c. **Teaching and Learning**

- ❖ Teachers finished long term plan edits for the ministry of education under the guidance of Linda O'Reilly who we have hired as a consultant - total bill received and all documents are submitted.
- ❖ IEP meetings and transition meetings this month
- ❖ Parent Appreciation Tea & Concert was a great success with over 200 parents attending

d. **Co-Curriculars/Athletics**

- ❖ Readers Are Leaders placed 4th at the final competition.
- ❖ Track underway - St. Catherines meet this week, St Pauls/SJW next week and CISVA meets in June
- ❖ Girls soccer underway finished - 4th place for grade 6/7 girls
- ❖ Flag football - approx 40 boys and girls in grades 4-7 participating

e. **Maintenance/Building**

- ❖ Bryan to report on floor/paint/bathrooms
- ❖ Gym floor resurfacing to be done July 15th on

f. Technology:

- ❖ New Wi-Fi password for staff
- ❖ new Chrome books to be purchased over the summer for grades 6 and 7, $\frac{4}{5}$ will have a shared cart
- ❖ New iPad purchase will hold off until fall for new technology launch

g. Other:

- Fun Day Scheduled for June 14th
- Missioning planning underway

4. ONGOING ADMINISTRATIVE PROGRAMMING AND PLANNING

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

PEC MEMBERS' REPORTS – Tuesday, May 21, 2024

EXECUTIVE REPORT – Sean O'Brien

No report.

FUNDRAISING REPORT – Nicola Thompson and Monica Francisco

No report.

MAINTENANCE REPORT – Bryan Walls

No report.

UNIFORM – Ricardo Hernandez

No report.

SOCIETY DELEGATE – Sean O'Brien

No report.

POLICY – Melissa Lui

No report.

COMMUNITY RELATIONS & PARENT RESOURCE – TBD

PARENT PARTICIPATION – Dean Saldanha

No report.

TREASURER & TUITION REPORT – Henry Lam

April 2024 – as attached

- high level notes as indicated in report under Financial Highlights

Preliminary Budget – as attached

- must be submitted before May 31, 2024

Apr 2024 Treasurer's Report

Sec Ref	Revenue	2021-22 Actual	2022-23 Actual	2023-24 Budget	Monthly Budget	Apr 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%	\$1,105,773.75	\$1,348,459.00	\$242,685.25	21.95%	121.95%
6010	MoE Special Education Grant	\$308,560.00	\$276,640.00	\$279,360.00	\$23,280.00	\$0.00	-\$23,280.00	-100.00%	\$232,800.00	\$192,060.00	-\$40,740.00	-17.50%	82.50%
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	\$1,508.71	\$1,508.71	0.00%	\$0.00	\$5,005.71	\$5,005.71	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	\$62,221.89	-\$2,500.61	-3.86%	\$647,225.00	\$719,709.12	\$72,484.12	11.20%	111.20%
6060	Tuition Fees (Category 2)	\$22,992.00	\$25,818.00	\$32,696.00	\$2,724.67	\$2,318.00	-\$406.67	-14.93%	\$27,246.67	\$30,378.00	\$3,131.33	11.49%	111.49%
6070	Tuition Fees (Category 3)	\$25,558.00	\$36,360.00	\$34,730.00	\$2,894.17	\$3,473.00	\$578.83	20.00%	\$28,941.67	\$31,257.00	\$2,315.33	8.00%	108.00%
6110	Parent Participation Fees	\$300.00	\$3,344.00	\$1,360.00	\$113.33	\$0.00	-\$113.33	-100.00%	\$1,133.33	\$0.00	-\$1,133.33	-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	\$2,650.00	\$2,650.00	0.00%	0.00%
6140	School Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$17.00	\$17.00	0.00%	\$0.00	\$842.00	\$842.00	0.00%	0.00%
6150	Parish Subsidy (School Fundraising)	\$0.00	\$0.00	\$70,000.00	\$5,833.33	\$23,000.00	\$17,166.67	294.29%	\$58,333.33	\$26,785.75	-\$31,547.58	-54.08%	45.92%
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%	\$41,666.67	\$91,902.83	\$50,236.16	120.57%	220.57%
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%	\$2,500.00	\$2,310.21	-\$189.79	-7.59%	92.41%
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%	\$12,500.00	\$11,863.46	-\$636.54	-5.09%	94.91%
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%	\$18,775.76	\$0.00	-\$18,775.76	-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%	\$166,666.67	\$0.00	-\$166,666.67	-100.00%	0.00%
6270	Other Income	\$6,142.54	\$102,558.26	\$16,200.00	\$1,350.00	\$0.00	-\$1,350.00	-100.00%	\$13,500.00	\$7,891.08	-\$5,608.92	-41.55%	58.45%
	Total Revenues	\$2,225,810.02	\$2,436,328.24	\$2,828,475.41	\$235,706.28	\$92,588.60	-\$143,117.68	-60.72%	\$2,357,062.84	\$2,479,214.16	\$122,151.32	5.18%	105.18%

Apr 2024 Treasurer's Report

Sec Ref	Expenditure	2021-22 Actual	2022-23 Actual	2023-24 Budget	Monthly Budget	Apr 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	\$132,533.79	\$20,139.12	17.92%	\$1,123,946.74	\$995,586.07	-\$128,360.67	-11.42%	88.58%
7020s	Salaries & Benefits (Special Ed.)	\$470,941.56	\$434,942.61	\$531,511.44	\$44,292.62	\$48,680.03	\$4,387.41	9.91%	\$442,926.20	\$392,543.23	-\$50,382.97	-11.38%	88.62%
7040s	Salaries & Benefits (TOCs)	\$38,362.06	\$41,588.86	\$36,267.31	\$3,022.28	\$3,445.86	\$423.58	14.02%	\$30,222.76	\$32,043.19	\$1,820.43	6.02%	106.02%
7050s	Salaries & Benefits (Administrative)	\$96,175.05	\$97,744.97	\$101,962.42	\$8,496.87	\$9,174.61	\$677.74	7.98%	\$84,968.69	\$85,673.38	\$704.69	0.83%	100.83%
7070s	Salaries & Benefits (Custodial & Maintenance)	\$55,164.37	\$61,305.06	\$8,143.11	\$678.59	\$0.00	-\$678.59	-100.00%	\$6,785.92	\$8,500.07	\$1,714.15	25.26%	125.26%
7090s	Special Education (Instructional)	\$58,521.31	\$54,420.26	\$54,000.00	\$4,500.00	\$278.18	-\$4,221.82	-93.82%	\$45,000.00	\$52,687.69	\$7,687.69	17.08%	117.08%
7100s	Instructional Expenses	\$34,858.30	\$66,698.34	\$77,800.00	\$6,483.33	\$15,286.72	\$8,803.39	135.78%	\$64,833.33	\$76,190.67	\$11,357.34	17.52%	117.52%
7130s	General Office	\$40,027.30	\$87,010.93	\$52,300.00	\$4,358.33	\$5,906.35	\$1,548.02	35.52%	\$43,583.33	\$54,593.94	\$11,010.61	25.26%	125.26%
7150s	Services Received	\$56,248.71	\$55,290.63	\$69,941.95	\$5,828.50	\$392.02	-\$5,436.48	-93.27%	\$58,284.96	\$58,790.20	\$505.24	0.87%	100.87%
7170s	Operations and Maintenance	\$95,679.13	\$205,083.62	\$180,000.00	\$15,000.00	\$10,684.92	-\$4,315.08	-28.77%	\$150,000.00	\$111,881.07	-\$38,118.93	-25.41%	74.59%
7200s	Equipment and Furniture	\$43,418.05	\$58,432.01	\$289,402.83	\$24,116.90	\$10,364.77	-\$13,752.13	-57.02%	\$241,169.03	\$261,109.73	\$19,940.71	8.27%	108.27%
7220s	Student Activity Expenses	\$3,193.26	\$10,835.65	\$8,500.00	\$708.33	-\$16,187.50	-\$16,895.83	-2385.29%	\$7,083.33	-\$37,067.45	-\$44,150.78	-623.31%	-523.31%
7240s	Fundraising & Development	\$918.70	\$1,264.71	\$1,250.00	\$104.17	\$0.00	-\$104.17	-100.00%	\$1,041.67	\$41.92	-\$999.75	-95.98%	4.02%
7260s	Staff Team Building	\$925.69	\$7,323.11	\$9,000.00	\$750.00	\$459.71	-\$290.29	-38.71%	\$7,500.00	\$9,428.46	\$1,928.46	25.71%	125.71%
	Total Expenditures	\$2,132,996.70	\$2,417,825.33	\$2,768,815.16	\$230,734.60	\$221,019.46	-\$9,715.14	-4.21%	\$2,307,345.96	\$2,102,002.17	-\$205,343.79	-8.90%	91.10%
	Surplus/ (Deficit)	\$92,813.32	\$18,502.91	\$59,660.26	\$4,971.69	-\$128,430.86	-\$133,402.55	-2683.24%	\$49,716.88	\$377,211.99	\$327,495.11	658.72%	

Apr 2024 Financial Highlights

Apr 2024 YTD Benchmark: **83.33%**

Time frame: July 1,2023 - Reporting month 10/12 months

Actual Revenue

105.18% of budgeted YTD revenue

- 6030 Received final (2nd) disbursement from 2023/24 Feeding Futures Grant of \$1,508.
- 6150 Received \$23k parish subsidy / school fundraising (re: gala)

Actual Expenditure

91.10% of budgeted YTD expenditure

- 7100s & 7220s adjusted \$6k from "student activity expense" to "instructional expenses" [partial bus expense related to ski]
- 7100s purchased ~\$2.1k math textbooks from Nelson Education Ltd

Consolidated Budget 2024-25 St Joseph the Worker School

Sec Ref	Revenues	2022-23	2023-24	2024-25
		Actual	Actual	Budget
6000	MoE Block Grant	\$1,207,010.01	\$1,348,459.00	\$1,399,864.00
6010	MoE Special Education Grant	\$276,640.00	\$192,060.00	\$288,840.00
6020	Other Gov't Grants (French)	\$1,047.78	\$0.00	\$0.00
6030	Other Gov't Grants	\$3,120.00	\$5,005.71	\$0.00
6040	Other Non-Gov't Special Education Funding	\$0.00	\$0.00	\$0.00
6050	Tuition Fees (Category 1)	\$686,322.00	\$719,709.12	\$857,400.00
6060	Tuition Fees (Category 2)	\$25,818.00	\$30,378.00	\$64,990.00
6070	Tuition Fees (Category 3)	\$36,360.00	\$31,257.00	\$30,900.00
6080	Tuition Fees (First Nations)	\$0.00	\$0.00	\$0.00
6090	Tuition Fees (International)	\$0.00	\$0.00	\$0.00
6100	Fee Homeschooling	\$0.00	\$0.00	\$0.00
6110	Parent Participation Fees	\$3,344.00	\$0.00	\$1,416.00
6120	Other Sundry Fees	\$2,650.00	\$2,650.00	\$0.00
6130	Transportation Income	\$0.00	\$0.00	\$0.00
6140	School Uniforms	\$0.00	\$896.00	\$0.00
6150	Parish Subsidy (School Fundraising)	\$0.00	\$26,785.75	\$70,000.00
6160	Parish Subsidy (Tuition Assistance)	\$672.00	\$0.00	\$0.00
6170	Parish Subsidy (direct)	\$50,000.00	\$91,902.83	\$50,000.00
6180	Investment Income - CISVA Investment Trust A/C	\$7,538.00	\$2,310.21	\$3,000.00
6190	Investment Income - Chancery A/C	\$20,133.48	\$11,863.46	\$15,000.00
6200	Investment Income - other accounts	\$3.09	\$0.00	\$0.00
6210	GST Rebate	\$12,611.62	\$0.00	\$12,000.00
6220	Facility Rental Income	\$0.00	\$0.00	\$0.00
6230	Before & After School Care Programs	\$0.00	\$0.00	\$0.00
6240	Donations	\$500.00	\$8,100.00	\$0.00
6250	Internally Restricted Funds Transfer	\$0.00	\$0.00	\$0.00
6270	Miscellaneous Income	\$102,558.26	\$7,891.08	\$17,475.00
		\$0.00	\$0.00	\$0.00
Total Revenues		\$2,436,328.24	\$2,479,268.16	\$2,810,885.00

Note 1: 2023-24 are actual up to Apr '24 (10 out of 12 months)

Note 2: We anticipated ~\$59k surplus for the 2023-24 school year but \$50k was accounted for LSF

233 students @ \$6,088/student
12 students @ \$24,070/student

calculated based on 210 Category 1 students in total (similar to current school year)
calculated based on 13 Category 2 students in total (similar to current school year)
calculated based on 4 Category 3 students in total (similar to current school year)

\$75/student

budgeted revenue for 2023-24 full year was \$2.828M (incl. \$200k big toy)

Sec Ref	Expenditures	2022-23	2023-24	2024-25
		Actual	Actual	Budget
7000s	Salaries & Benefits (Teaching Staff)	\$1,235,884.57	\$962,148.61	\$1,425,785.53
7020s	Salaries & Benefits (Special Education)	\$434,942.61	\$425,980.69	\$641,939.20
7040s	Salaries & Benefits (TOCs)	\$41,588.86	\$32,043.19	\$34,996.15
7050s	Salaries & Benefits (Administrative)	\$97,744.97	\$85,673.38	\$106,002.89
7070s	Salaries & Benefits (Custodial & Maintenance)	\$61,305.06	\$8,500.07	\$0.00
7090s	Special Education (Instructional)	\$54,420.26	\$52,687.69	\$63,500.00
7100s	Instructional Expenses	\$66,698.34	\$76,190.67	\$70,800.00
7130s	General Office	\$87,010.93	\$54,593.94	\$52,800.00
7150s	Services Received	\$55,290.63	\$59,763.40	\$71,324.52
7170s	Operations and Maintenance	\$205,083.62	\$111,881.07	\$176,000.00
7200s	Equipment and Furniture	\$58,432.01	\$261,109.73	\$133,448.00
7220s	Student Activity Expenses	\$10,835.65	-\$37,067.45	\$14,000.00
7240s	Fundraising & Development	\$1,264.71	\$41.92	\$1,500.00
7260s	Staff Team Building	\$7,323.11	\$9,428.46	\$10,000.00
7280s	Pre-paid Expenses, Interest	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Total Expenditures		\$2,417,825.33	\$2,102,975.37	\$2,802,096.28
Surplus/ (Deficit)		\$18,502.91	\$376,292.79	\$8,788.72

CISVA mandated 6% increase for the teacher and support staff categories

outsourced

budgeted to spend ~\$52k for building related work
big drop because 2023-24 had big toy purchase

budgeted expense for 2023-24 full year was \$2.769M (incl. \$200k big toy)

Similar to 2023-24, Parish subsidy will be used to fund operation instead of saving for rainy days.
Scheduled salary increase is the main driver but it's necessary to catchup to public school