

PARISH EDUCATION COMMITTEE (“PEC”)
MINUTES OF A MEETING held on January 30, 2019 at 5:30 pm

Present:

Fr. Miguel Segura (“MS”)
Kristen Kurnicki (“KK”)
Adam James (“AJ”)
Marian McDermott (“MM”)
Jarrett Morrison (“JM”)
Karen Carteri (“KC”)
Ana-Maria Hobrough (“AM”)

Absent: Sean Greenhalgh (“SG”)

1. Adoption of Agenda
 - a. AJ motion, JM seconded
2. Minutes for Approval: November 28, 2018 and January 9, 2019
 - a. November 28, 2018 – JM motion, AM seconded
 - b. January 9, 2019 – AJ motion, JM seconded
3. Updates
 - a. Pastor (MS)
 - i. Kindergarten interviews over 2 full days, more next week.
 - 33 families plus 10 siblings
 - b. Principal (MM)
 - i. Gardening program will begin soon for primary
 - ii. Huge interest (24 students) interested in camp counselling at Loon Lake – 6 to be accepted
 - iii. Planning grandparents’ tea just before spring break – March 15, 2019. Ms. Shandel to organize.
 - iv. Staff evaluations ongoing

- c. Chair
 - i. No update
- d. Financial
 - i. We have had another two strong months of financial performance outperforming our budget for a total of \$95,000 over November and December.
 - ii. Revenues have come in largely as expected with tuition slightly below plan mostly because of two things:
 - Support of a family in need within our school
 - One-time adjustment as the after school revenues had previously been counted in our tuition numbers which has been adjusted this month
 - iii. Expenses are where we have outperformed as we have under-spent to date roughly \$25,000 per month vs budget
 - iv. Need to report to parents on Walkathon as to where funds are going
 - AM will follow up with SG and MM in order to prepare to report on that.
 - v. Motion to accept financial report –AJ motion, AM seconded
- e. Building and Maintenance (AJ)
 - i. Query from maintenance staff about summer holidays – staff are coordinating in order to get summer work done.
 - AJ will check in over summer
 - AJ and MM will provide them a work schedule

4. Committee Reports

- a. Search Committee Report
 - i. Meeting with short-listed candidates in about 10 days
- b. Strategic Planning
 - i. Committee met this past Monday
 - ii. Draft Strategic Planning statement (attachment)
 - Motion to accept draft strategy Summary, subject to word-smithing
 - AJ motion, KC seconded

ITEMS FOR DISCUSSION

5. Seismic Upgrade (AJ)
 - a. Approximately \$30,000 for an updated seismic report – would include some design development in anticipation of permit and potential timeframe
 - b. Sean Rodriguez – architect retained by Archdiocese
 - c. Father needs to write to CISVA, then establish building committee to direct project, develop project plan, then source an updated report and plan
 - d. We have some engineers to whom we can put out RFP.
 - e. Immaculate Conception is a good example of a seismic plan and project that went well. They did it over summer with one week extra on either side.
 - f. Skill sets required on the committee – AJ will prepare slides for February 20, 2019 parent meeting
 - i. Finance
 - ii. Construction and Design
 - iii. Grants researcher
 - g. AM will call Project Advance coordinator to get insight into resources for capital fundraising
6. Asbestos Update (AJ)
 - a. Will get proposals for clean up at March break
 - i. Update will be ready for parent meeting
7. Re-registration Evening (AM)
 - a. Topics:
 - i. Principal update, Registration and Tuition, Asbestos and Seismic Updates, Financial Update
8. Tuition and fee structure
 - a. Family categories have been confirmed, except a few
 - b. Several more Category 1 families in terms of parish connection – good for parish

- c. With many families moving from Category 3 to 1, we will have less tuition overall
 - d. Discussion around appropriate percentage increase having regard to new Strategic Plan, capital plan requirements, changes in categories, one time increase of this size in light of foregoing. JM raised concern about effect of increases on Categories 2 and 3
 - i. Motion - PEC recognizes that tuition is increasing at a higher rate this year than last year and BS is committed to ensuring no family is barred by these increases from attending
 - AJ motion, KK seconded
 - ii. Motion to increase tuition by \$40 per child (1 child), \$75 per child (2 children) and \$90 per child (3 or family)
 - KC motion and KK seconded
9. Confirm meetings for February to June 2019
- a. As set out in Agenda, except June 26, 2019
 - i. 5:00 pm, BBQ
 - ii. Location to be determined

KK motion to adjourn, JM seconded

NEXT MEETING: Parent Meeting February 21, 2019 at 5pm

MEETING ADJOURNED AT 6:45PM

REVENUES	Dec Actual	Dec Budget	Variance	2018-19 YTD
MoE Block Grant	90,446	90,446	0	389,787
MoE Special Education Grant	7,628	7,628	0	30,512
Other Govt Grants - French	-	3,200	-3,200	-
Arts In Education Grant	-	-	0	-
Special Purpose Grant/Other Grants	-	-	0	858
Early Learning Grant	-	-	0	-
Other Govt. Grants	-	-	0	-
Other Non-Govt Special Ed Funding	-	-	0	-
Tuition Fees	57,288	72,565	-15,277	278,681
Tuition Fees - First Nations	-	-	0	-
Tuition Fees - International	-	-	0	-
Fee Homeschooling	-	-	0	-
Parent Participation Fees	1,850	400	1,450	1,850
Other Sundry Fees	143	-	143	70,424
Transportation Income	-	-	0	-
School Uniforms	-	-	0	-
Hot Dog & Pizza Income	23	-	23	23
Parish Subsidy - School Fundraising	960	-	960	36,824
Parish Subsidy - Tuition Assistance	-	-	0	4,150
Parish Subsidy - Direct	-	-	0	-
Investment Income - CISVA Trust A/C	-	400	-400	-
Investment Income - Chancery A/C	-	800	-800	-
Investment Income - Other Accounts	-	-	0	-
GST Rebate	-	-	0	-
Facility Rental Income	-	-	0	-
Before & After School Care Programs Rev	15,486	3,732	11,754	22,224
Donations	-	200	-200	-
Miscellaneous Income	54	390	-336	4,181
Tuition Fees - Arrears	-	-	0	-
TOTAL REVENUES	173,854	179,761	-5,907	839,490

EXPENDITURES	Dec Actual	Dec Budget	Variance	2018-19 YTD
TOTAL SAL. & BEN. - TEACHING STAFF	97,647	104,303	6,656	390,995
	-		0	
TOTAL SAL & BENEFITS - SPECIAL ED	18,288	18,900	612	72,628
	-		0	
TOTAL SALARIES & BENEFITS - TOC	3,839	1,963	-1,875	7,154
			0	
TOTAL SALARIES & BENEFITS - ADMIN	4,402	4,886	484	25,337
			0	
TOTAL SAL & BENEFITS - CUSTODIAN	8,965	9,177	212	51,245
			0	
TOTAL SPECIAL ED (INSTRUCTIONAL)	800	4,500	3,700	9,080
			0	
TOTAL INSTRUCTIONAL EXPENSES	2,503	10,875	8,371	19,338
	-		0	
TOTAL GENERAL OFFICE	(1,665)	2,969	4,634	8,919
			0	
TOTAL SERVICES RECEIVED	4,432	7,419	2,987	58,284
			0	
Custodial/Janitorial Services		-	0	-
Cleaning Supplies & Equipment	683	601	-83	3,484
Utilities - Electricity	-	606	606	2,182
Utilities - Gas	989	981	-9	2,097
Utilities - Water	-	128	128	2,832
Garbage Removal	651	325	-326	2,982
Bus Service (in-House)	-	-	0	-
Bus Service (contracted)	-	-	0	-
School Uniforms	-	-	0	-
Building Repairs & Maintenance	461	4,629	4,168	11,849
Portable Building/Structure Lease	-	-	0	-
Equipment Maintenance	-	350	350	-
Emergency Supplies	409	216	-193	2,627
Facility Rental Expenses	-	-	0	-
Before/After School Care Program Exp	2,187	2,700	513	9,683
Groundskeeping & Snow Removal	-	800	800	-
Bldg Repair & Maintenance-Extraordi	-	-	0	-
TOTAL OPERATIONS AND MAINTENANCE	5,380	11,335	5,955	37,737
TOTAL EQUIPMENT AND FURNITURE	2,063	3,071	1,008	9,670
			0	
TOTAL STUDENT ACTIVITY EXPENSES	-	892	892	1,667
			0	
TOTAL FUNDRAISING & DEVELOPMENT	-	1,200	1,200	-
			0	
TOTAL STAFF TEAM BUILDING	536	1,300	764	830
			0	
TOTAL PREPAID EXPENSES & INTERESTS	-	-	0	-
			0	

Blessed Sacrament Financials 2018-2019

TOTAL EXPENDITURES	147,191	182,790	35,599		692,884
			0		
SURPLUS / (DEFICIT)	26,664	6,400	20,264		146,606

REVENUES	% YTD
MoE Block Grant	42%
MoE Special Education Grant	40%
Other Govt Grants - French	0%
Arts In Education Grant	0%
Special Purpose Grant/Other Grants	0%
Early Learning Grant	0%
Other Govt. Grants	0%
Other Non-Govt Special Ed Funding	0%
Tuition Fees	38%
Tuition Fees - First Nations	0%
Tuition Fees - International	0%
Fee Homeschooling	0%
Parent Participation Fees	46%
Other Sundry Fees	119%
Transportation Income	0%
School Uniforms	0%
Hot Dog & Pizza Income	0%
Parish Subsidy - School Fundraising	105%
Parish Subsidy - Tuition Assistance	0%
Parish Subsidy - Direct	0%
Investment Income - CISVA Trust A/C	0%
Investment Income - Chancery A/C	0%
Investment Income - Other Accounts	0%
GST Rebate	0%
Facility Rental Income	0%
Before & After School Care Programs Rev	56%
Donations	0%
Miscellaneous Income	107%
Tuition Fees - Arrears	0%
TOTAL REVENUES	44%

EXPENDITURES	% YTD
TOTAL SAL. & BEN. - TEACHING STAFF	37%
TOTAL SAL & BENEFITS - SPECIAL ED	38%
TOTAL SALARIES & BENEFITS - TOC	36%
TOTAL SALARIES & BENEFITS - ADMIN	46%
TOTAL SAL & BENEFITS - CUSTODIAN	48%
TOTAL SPECIAL ED (INSTRUCTIONAL)	20%
TOTAL INSTRUCTIONAL EXPENSES	17%
TOTAL GENERAL OFFICE	27%
TOTAL SERVICES RECEIVED	54%
Custodial/Janitorial Services	0%
Cleaning Supplies & Equipment	44%
Utilities - Electricity	31%
Utilities - Gas	21%
Utilities - Water	94%
Garbage Removal	60%
Bus Service (in-House)	0%
Bus Service (contracted)	0%
School Uniforms	0%
Building Repairs & Maintenance	22%
Portable Building/Structure Lease	0%
Equipment Maintenance	0%
Emergency Supplies	122%
Facility Rental Expenses	0%
Before/After School Care Program Exp	36%
Groundskeeping & Snow Removal	0%
Bldg Repair & Maintenance-Extraordi	0%
TOTAL OPERATIONS AND MAINTENANCE	29%
TOTAL EQUIPMENT AND FURNITURE	28%
TOTAL STUDENT ACTIVITY EXPENSES	19%
TOTAL FUNDRAISING & DEVELOPMENT	0%
TOTAL STAFF TEAM BUILDING	6%
TOTAL PREPAID EXPENSES & INTERESTS	0%

TOTAL EXPENDITURES	36%
SURPLUS / (DEFICIT)	1291%

REVENUES	2018-19 Projected	2018-19 Budget	Variance
MoE Block Grant	932,464	932,464	0
MoE Special Education Grant	76,280	76,280	0
Other Govt Grants - French	19,200	32,000	-12,800
Arts In Education Grant	-	-	0
Special Purpose Grant/Other Grants	858	-	858
Early Learning Grant	-	-	0
Other Govt. Grants	-	-	0
Other Non-Govt Special Ed Funding	-	-	0
Tuition Fees	714,071	726,760	-12,689
Tuition Fees - First Nations	-	-	0
Tuition Fees - International	-	-	0
Fee Homeschooling	-	-	0
Parent Participation Fees	4,250	4,000	250
Other Sundry Fees	70,424	59,280	11,144
Transportation Income	-	-	0
School Uniforms	-	-	0
Hot Dog & Pizza Income	23	-	23
Parish Subsidy - School Fundraising	36,824	35,000	1,824
Parish Subsidy - Tuition Assistance	4,150	-	4,150
Parish Subsidy - Direct	-	-	0
Investment Income - CISVA Trust A/C	2,400	4,000	-1,600
Investment Income - Chancery A/C	4,800	8,000	-3,200
Investment Income - Other Accounts	-	-	0
GST Rebate	-	-	0
Facility Rental Income	-	-	0
Before & After School Care Programs Rev	44,616	40,000	4,616
Donations	1,200	2,000	-800
Miscellaneous Income	6,521	3,900	2,621
Tuition Fees - Arrears	-	-	0
TOTAL REVENUES	1,918,058	1,923,684	(5,626)

EXPENDITURES	2018-19 Projected	2018-19 Budget	Variance
TOTAL SAL. & BEN. - TEACHING STAFF	1,016,816	1,043,034	26,218
	-	-	0
TOTAL SAL & BENEFITS - SPECIAL ED	186,025	188,995	2,970
	-	-	0
TOTAL SALARIES & BENEFITS - TOC	18,933	19,632	699
	-	-	0
TOTAL SALARIES & BENEFITS - ADMIN	54,652	55,576	924
	-	-	0
TOTAL SAL & BENEFITS - CUSTODIAN	106,305	107,153	848
	-	-	0
TOTAL SPECIAL ED (INSTRUCTIONAL)	36,080	45,000	8,920
	-	-	0
TOTAL INSTRUCTIONAL EXPENSES	84,586	113,900	29,314
	-	-	0
TOTAL GENERAL OFFICE	26,731	32,500	5,769
	-	-	0
TOTAL SERVICES RECEIVED	102,800	108,874	6,074
	-	-	0
Custodial/Janitorial Services	-	-	0
Cleaning Supplies & Equipment	7,087	8,000	913
Utilities - Electricity	5,818	7,000	1,182
Utilities - Gas	7,981	10,000	2,019
Utilities - Water	3,600	3,000	-600
Garbage Removal	4,930	5,000	70
Bus Service (in-House)	-	-	0
Bus Service (contracted)	-	-	0
School Uniforms	-	-	0
Building Repairs & Maintenance	39,623	55,000	15,377
Portable Building/Structure Lease	-	-	0
Equipment Maintenance	2,100	3,500	1,400
Emergency Supplies	3,923	2,160	-1,763
Facility Rental Expenses	-	-	0
Before/After School Care Program Exp	25,883	27,000	1,117
Groundskeeping & Snow Removal	4,800	8,000	3,200
Bldg Repair & Maintenance-Extraordi	-	-	0
TOTAL OPERATIONS AND MAINTENANCE	105,745	128,660	22,915
	-	-	0
TOTAL EQUIPMENT AND FURNITURE	28,097	35,000	6,903
	-	-	0
TOTAL STUDENT ACTIVITY EXPENSES	7,021	9,000	1,979
	-	-	0
TOTAL FUNDRAISING & DEVELOPMENT	7,200	12,000	4,800
	-	-	0
TOTAL STAFF TEAM BUILDING	8,630	13,000	4,370
	-	-	0
TOTAL PREPAID EXPENSES & INTERESTS	-	-	0
	-	-	0

Blessed Sacrament Financials 2018-2019

TOTAL EXPENDITURES	1,789,621	1,912,324	122,703
	-	-	
SURPLUS / (DEFICIT)	185,005	11,360	173,645

DRAFT

BLESSED SACRAMENT SCHOOL (2019-2024)

VISION (IN FIVE YEARS)

ESS is the French immersion school of choice for Catholic Families.

MISSION/PURPOSE (WHO WE ARE)

We are a community of Students, educators, families and parishioners, committed to instilling passion for learning, love of French and dedication to Faith.

OUR COMMUNITY VALUES -

Love, kindness and compassion
Building close supportive connections
Cherishing our culture, history and traditions
Fostering resilience, confidence and adaptability in our children.

OVER THE NEXT FIVE YEARS WE WILL –

RENEW THE SCHOOL’S PEDAGOGICAL, FAITH-BASED FRENCH IMMERSION CURRICULUM

Emphasize and celebrate spoken French by staff and students that is consistently high quality

Renew resources, materials, professional development to support forward-looking/contemporary/modern learning

Develop cross-grade curriculum continuum in core subject areas

Work closely with the parishioners, students, and family members to facilitate faith development

CULTIVATE AND DEEPEN OUR SCHOOL’S CULTURE OF PHILANTHROPY

Initiate programs that encourage and promote the Catholic legacy of social justice

Engage parents and parishioners in meaningful work for the benefit of the community

Develop and initiate programs that compel generosity of time, talent and treasure

EMBED A HIGH FUNCTIONING ADMINISTRATIVE AND GOVERNANCE STRUCTURE

Modernize leadership structure, administrative processes and tools to meet the schools administrative and communication needs.

Clarify and strengthen governance roles, responsibilities and policies to empower transparent, principle-based decision making.

Development and implementation of a ten-year capital plan that includes a seismic upgrade of the school and gym.

CISVA STRATEGIC PRIORITIES – OUR FOUNDATION

VISION FOR LEARNING	GOVERNANCE	LEADERSHIP	EVANGELIZATION	SUSTAINABILITY
To guide students in the pursuit of truth, beauty, and goodness within the Catholic intellectual tradition.	To have an effective Board of Directors and Education committees which are committed to their respective responsibilities within the CISVA Mission.	To call forth and support servant leaders among the key stakeholders so that they form a mission driven leadership team.	To be evangelizing school communities which foster a personal relationship with Jesus in the family of the Church.	To ensure that Catholic education is sustainable, accessible, and affordable.