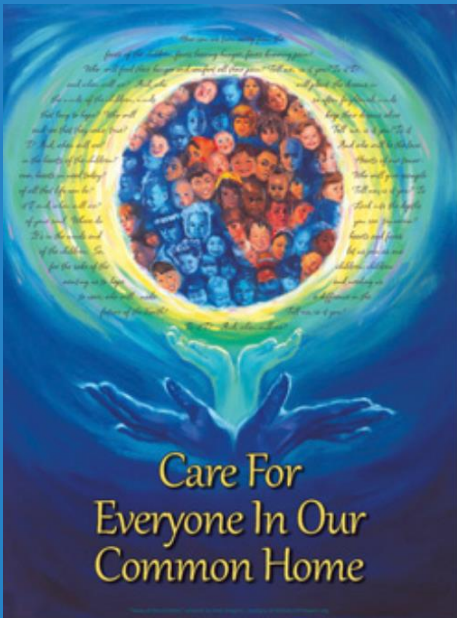


ESS PARENT MEETING

AGENDA

Thursday April 26, 2018



1. Introduction
2. Q3 Financial Update
3. Parent Survey
4. CISVA/ESS Governance Structure
5. Standing Committees and Task Forces
6. PEC and Committee Nominations
7. Principal Search Update

ESS Q3 FINANCIAL UPDATE

2017-2018 ESS Budget

About this update...

- Quarterly update – new format that will be made available quarterly
- Reflects the school's financial position including a forecast to yearend and projected budget variances
- Detailed financials will be included in PEC minutes and will be available on the school website once minutes are approved.

Revenue Breakdown

	YTD		Annual Projections			
	July17- Mar 18 YTD	% of Budget	July 17-18 Projected	July 17-18 Budget	Projected Variance	Var as a % of Budget
REVENUES						
MoE Block Grant	632,547	73%	884,562	866,235	18,327	2%
MoE Special Education Grant	126,868	70%	181,240	181,240	0	0%
Other Gov't Grants (French)	0	0%	30,000	30,000	0	0%
Other Gov't Grants - CEF	57,458	85%	67,597	67,597	0	0%
Total tuition fees	480,528	70%	685,994	685,230	764	0%
Parent Participation Fees	1,421		1,421		1,421	
Other Sundry Fees	60,795	104%	60,795	58,510	2,285	4%
Parish Subsidy (School Fundraising)	45,219	94%	45,219	48,000	(2,781)	-6%
Parish Subsidy (Tuition Assistance)	1,000		1,000		1,000	
Investment Income - CISVA Investment Trust A/C	2,606	59%	3,926	4,400	(474)	-11%
Investment Income - Chancery A/C	4,287	47%	7,050	9,210	(2,160)	-23%
Before/After School Care Program	27,802	84%	37,702	33,000	4,702	14%
Donations	630	21%	1,530	3,000	(1,470)	-49%
Internally Restricted Funds Transfer	63,226	0%	63,226	63,226	0	0%
Other income - Miscellaneous	5,773		4,903		4,903	
Other Income - Tuition arrears	825		825		825	
TOTAL REVENUES	1,510,985	71%	2,076,960	2,049,648	27,313	1%

Expense Breakdown

	YTD		Annual Projections			
	July17- Mar 18 YTD	% of Budget	July 17-18 Projected	July 17-18 Budget	Projected Variance	Var as a % of Budget
EXPENSES						
I Salaries & Benefits (Teaching Staff)	786,420	70%	1,105,920	1,120,523	14,603	1%
II Salaries & Benefits (Special Education)	109,668	65%	175,305	167,437	(7,868)	-5%
III Salaries & Benefits (TOCs)	14,380	57%	15,880	25,300	9,420	37%
IV Salaries & Benefits (Adminstrative)	62,162	70%	85,755	88,779	3,024	3%
V Salaries & Benefits (Custodial & Maintenance)	85,299	86%	112,480	99,210	(13,270)	-13%
VI Special Education (Instructional)	45,188	100%	49,613	45,000	(4,613)	-10%
Total Salary Expenses	1,103,118	71%	1,544,954	1,546,249	1,296	0%
Total Instructional Expenses	64,587	78%	85,992	82,500	(3,492)	-4%
Total General Office	13,910	58%	19,879	24,017	4,137	17%
Total Services received	71,806	80%	90,787	89,453	(1,334)	-1%
Total Operations & Maintenance	216,362	89%	244,769	243,600	(1,169)	0%
Total Equipment and Furniture	36,801	75%	41,321	48,767	7,446	15%
Total Student Activity Expenses	392	5%	2,942	8,500	5,558	65%
Total Fundraising & Development	305	30%	605	1,000	395	40%
Total Staff Team Building	3,032	55%	4,700	5,562	862	15%
TOTAL EXPENDITURES	1,510,311	74%	2,035,949	2,049,648	13,698	1%
SURPLUS / (DEFICIT)	673		41,011	0	41,011	

PROJECTED BUDGET VARIANCES

2017-2018 ESS Budget

REVENUES:

- Block grant \$18k higher than budget
- Overall revenues \$27k higher than budget

EXPENDITURES:

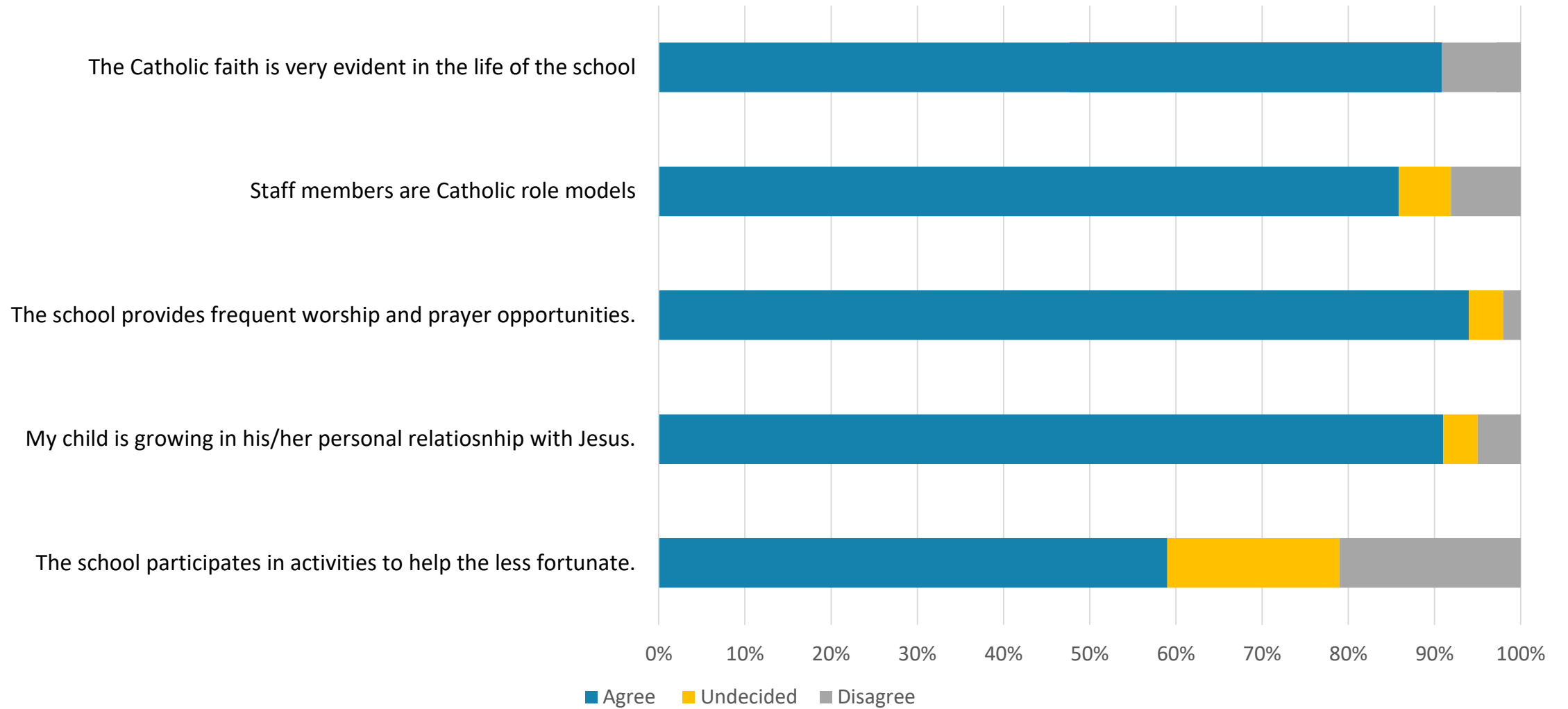
- \$26K over budget in salaries for some non-teaching positions
- \$7K under budget for Chromebooks & MacBooks
- Overall, \$41K under budget for budgeted items
- \$100K unbudgeted legal fees and expenses lead to a projected \$59K deficit for the year

ESS PARENT SURVEY

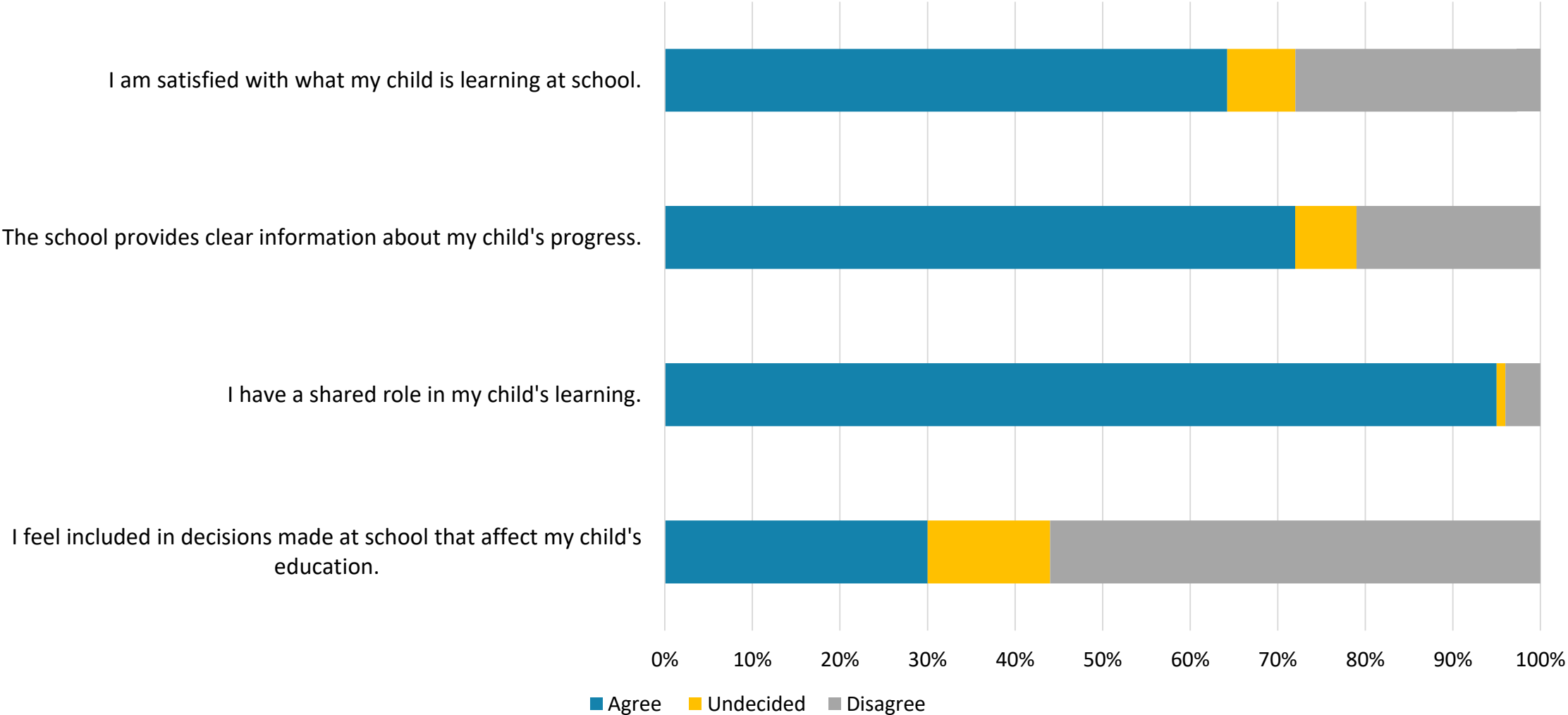
CONTEXT

- Conducted by CISVA
- All but five final questions are standard CISVA survey questions
- Data collection: March 6 – March 21, 2018
- 150 families invited to participate
- 125 participants engaged with the survey
- Confidential and anonymous
- Participation eligibility was not verified

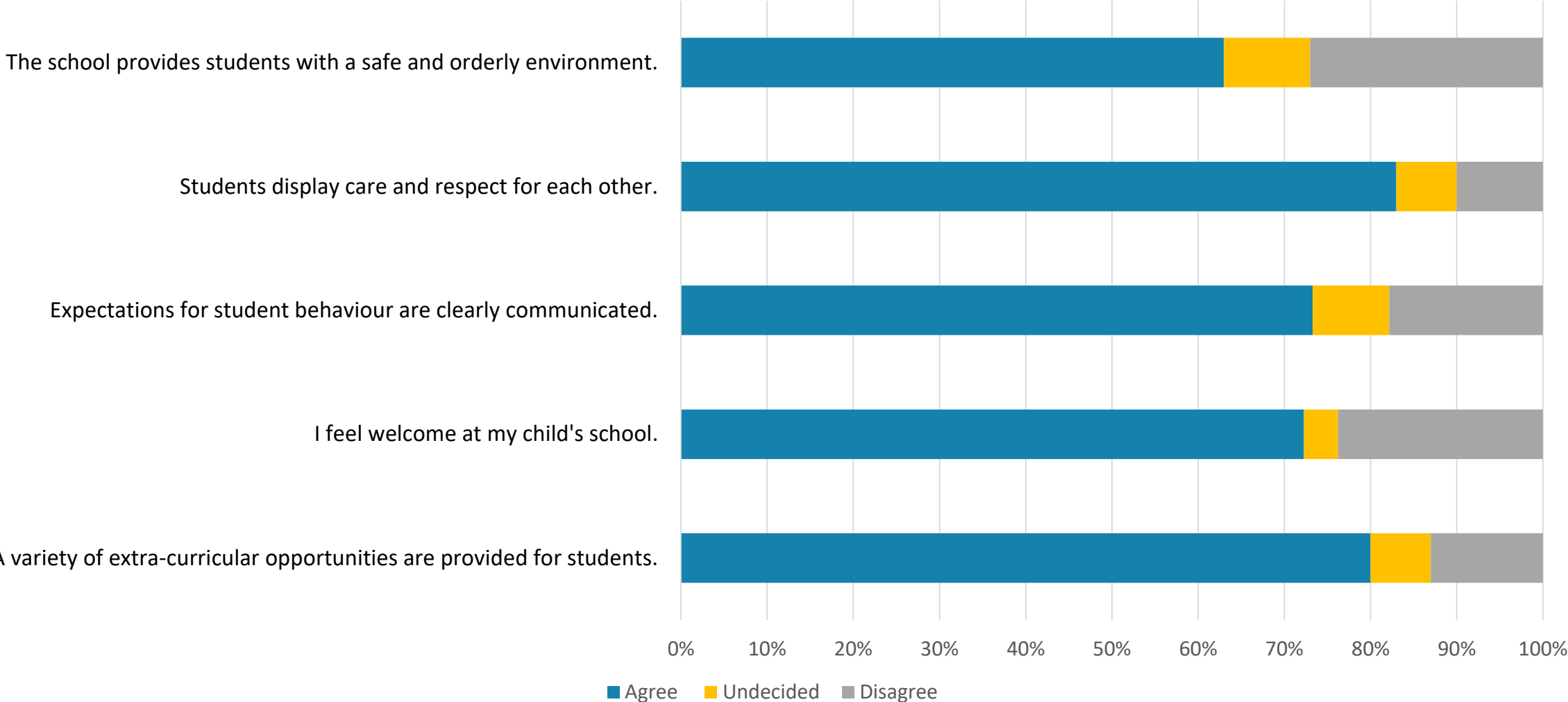
ESS PARENT SURVEY



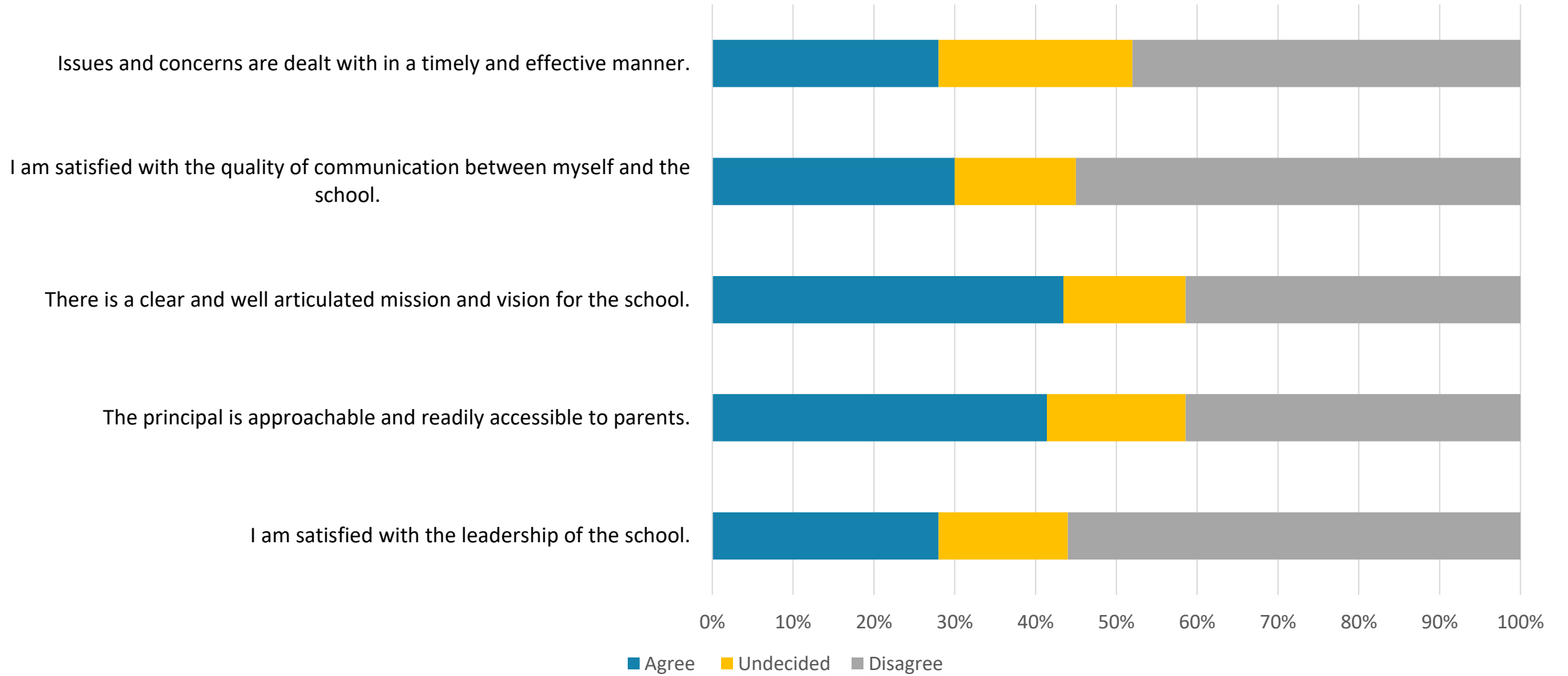
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ESS PARENT SURVEY



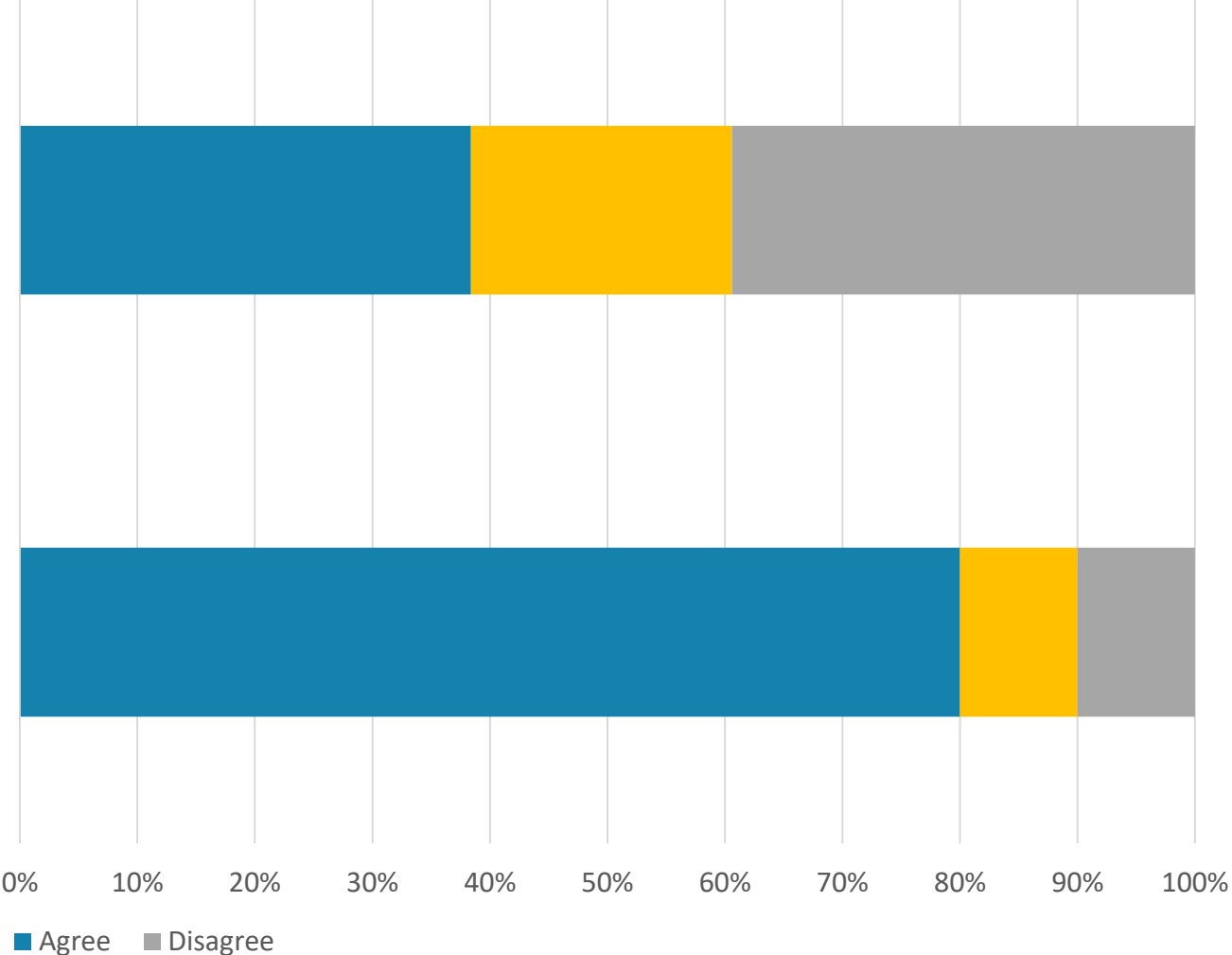
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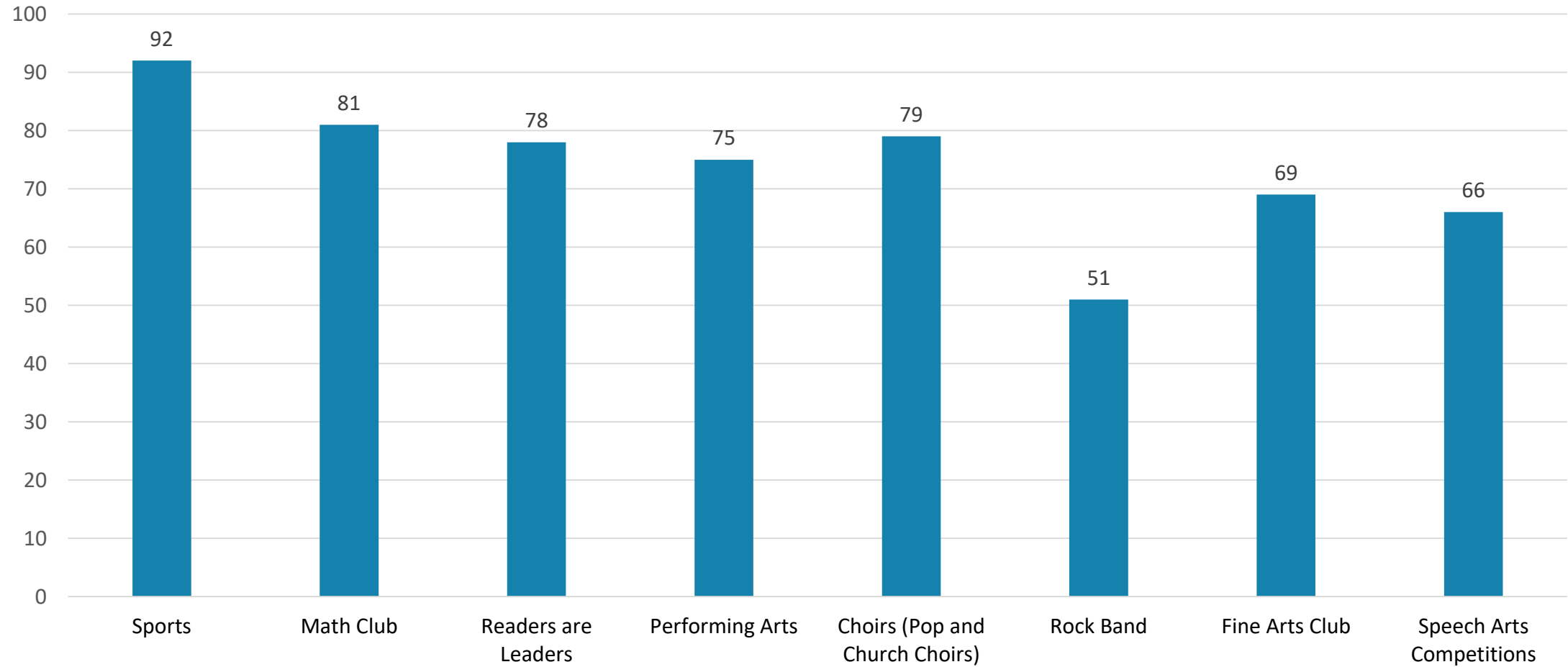
ESS PARENT SURVEY

I would recommend our school to new families. (Please rate from 1 to 5 stars).

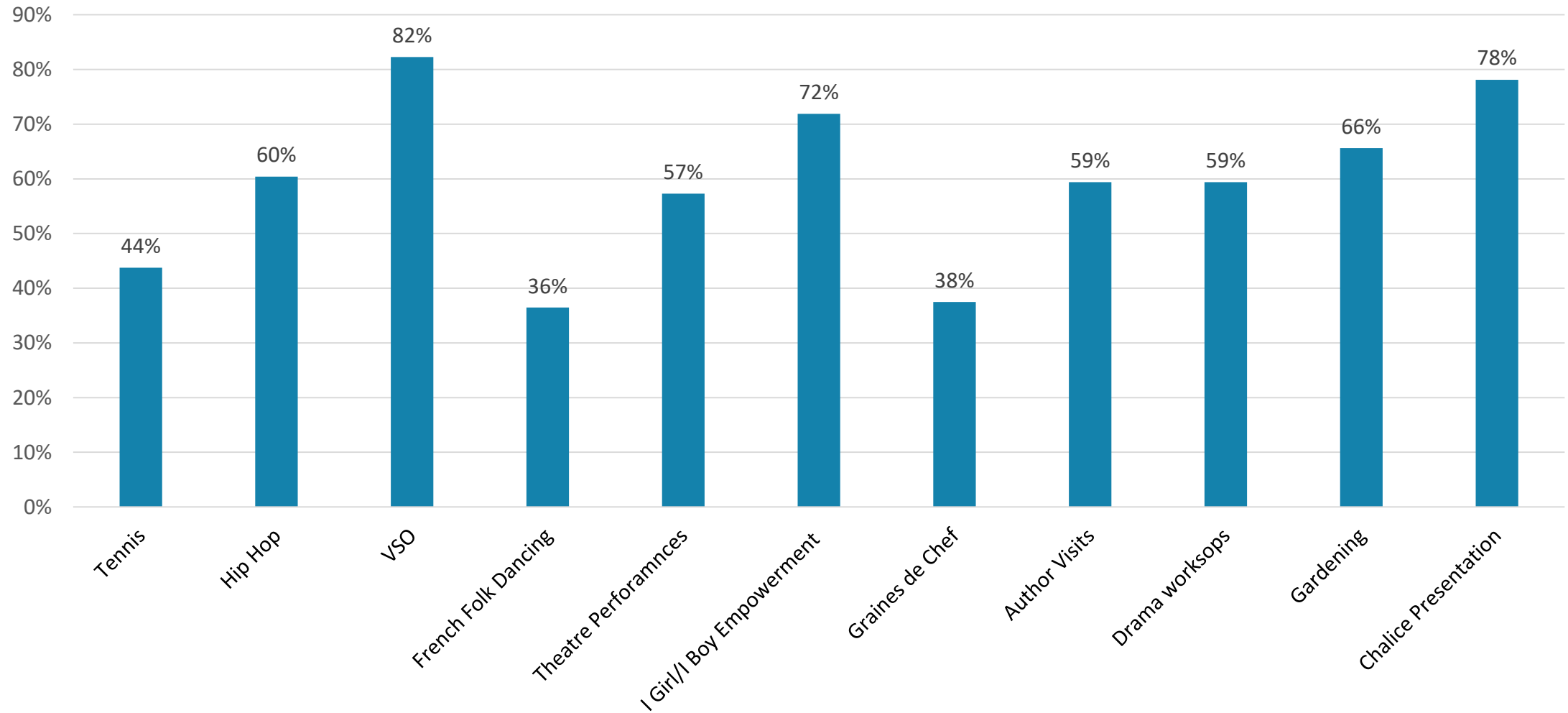
ESS Students in grade 6 and 7 have traditionally participated in a trip to Quebec as an opportunity to be authentically immersed in French culture. This trip exemplifies a valuable learning opportunity for our students particularly if we enhance the exper



Which of these extra curricular activities are important to you and bring value to our school community?



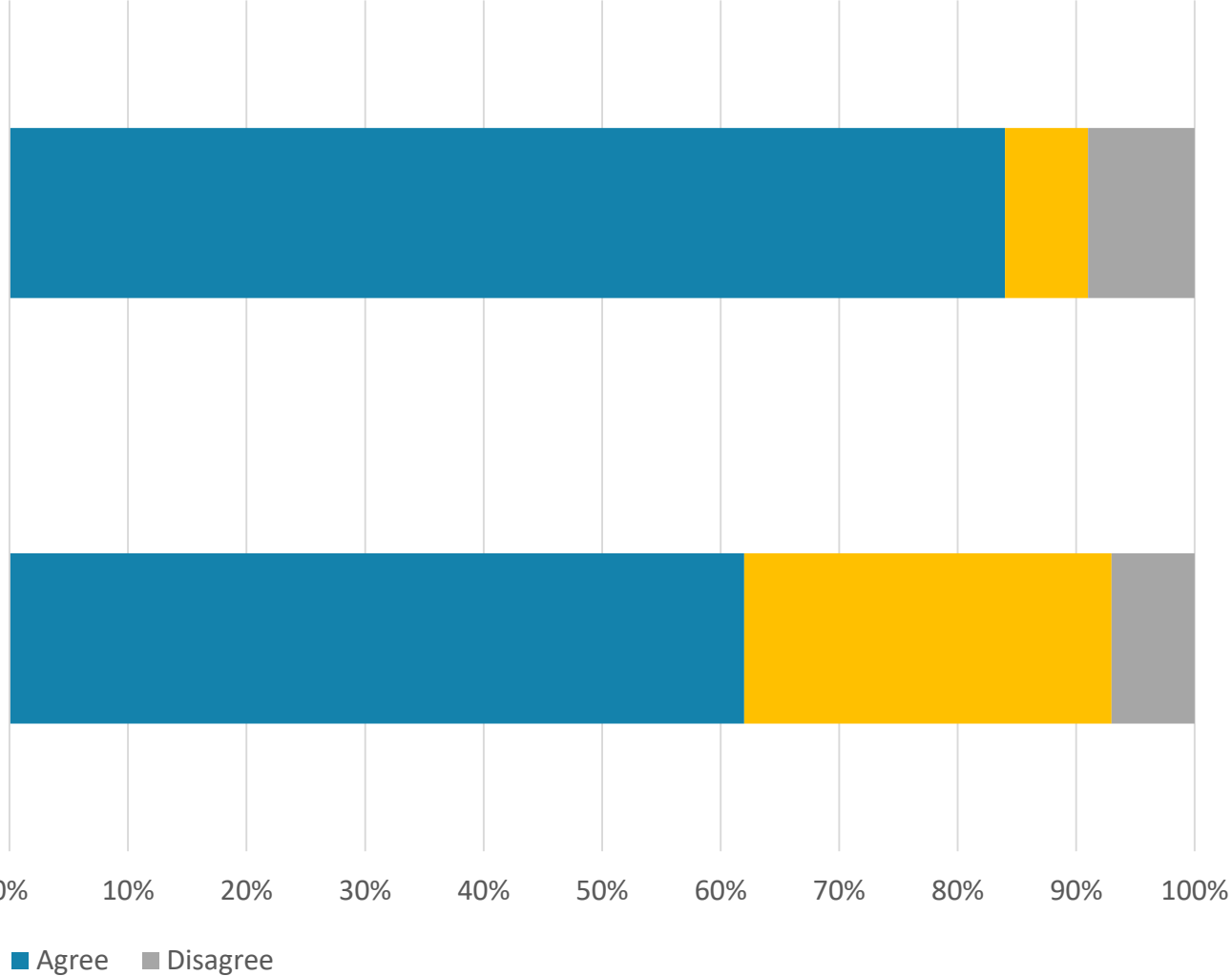
Many enriched learning opportunities have and will be provided throughout the year. Which of these would you like to see continued?



ESS PARENT SURVEY

Fees are collected at the beginning of the school year for all textbooks, workbooks, extra learning opportunities and activities as well as class field trips. A one time payment is better than collecting for each and every event throughout the year.

ESS has been providing after school care for parents who require this service. Expanding this program to include before school care (7:30 - 8:30 am) would be important for working parents and a service worth investing in.



ESS PARENT SURVEY

OBSERVATIONS

- Great appreciation for ESS teachers
- Strong commitment to Catholicity of the school and the ESS community
- Overwhelming desire for improved communications and a high functioning leadership team
- Parents are committed to participation in their children's education and have questions about the new curriculum and academic programming
- In areas where sentiments appear aligned the comments suggest a wide range of opinions
- As a community, it's time...

STRATEGIC PLANNING

- Start planning in June
- Consultation and collaboration to launch in September 2018.
- Ad hoc task force of the PEC is being established to develop and manage the strategic planning process.
- Nomination Committee is actively recruiting for community members with strategic planning experience.
- All members of ESS community will be invited to engage and contribute to the strategic plan.

CISVA/ESS GOVERNANCE STRUCTURE

- The Catholic Independent Schools Vancouver Archdiocese (CISVA) is the Society that governs parochial elementary schools and regional high schools in Vancouver
- The CISVA Board sets the policies that govern all CISVA schools
- The CISVA Board of Directors is led by its President, Archbishop J. Michael Miller and includes four pastors and four lay board members, one of whom is Roy Gordon

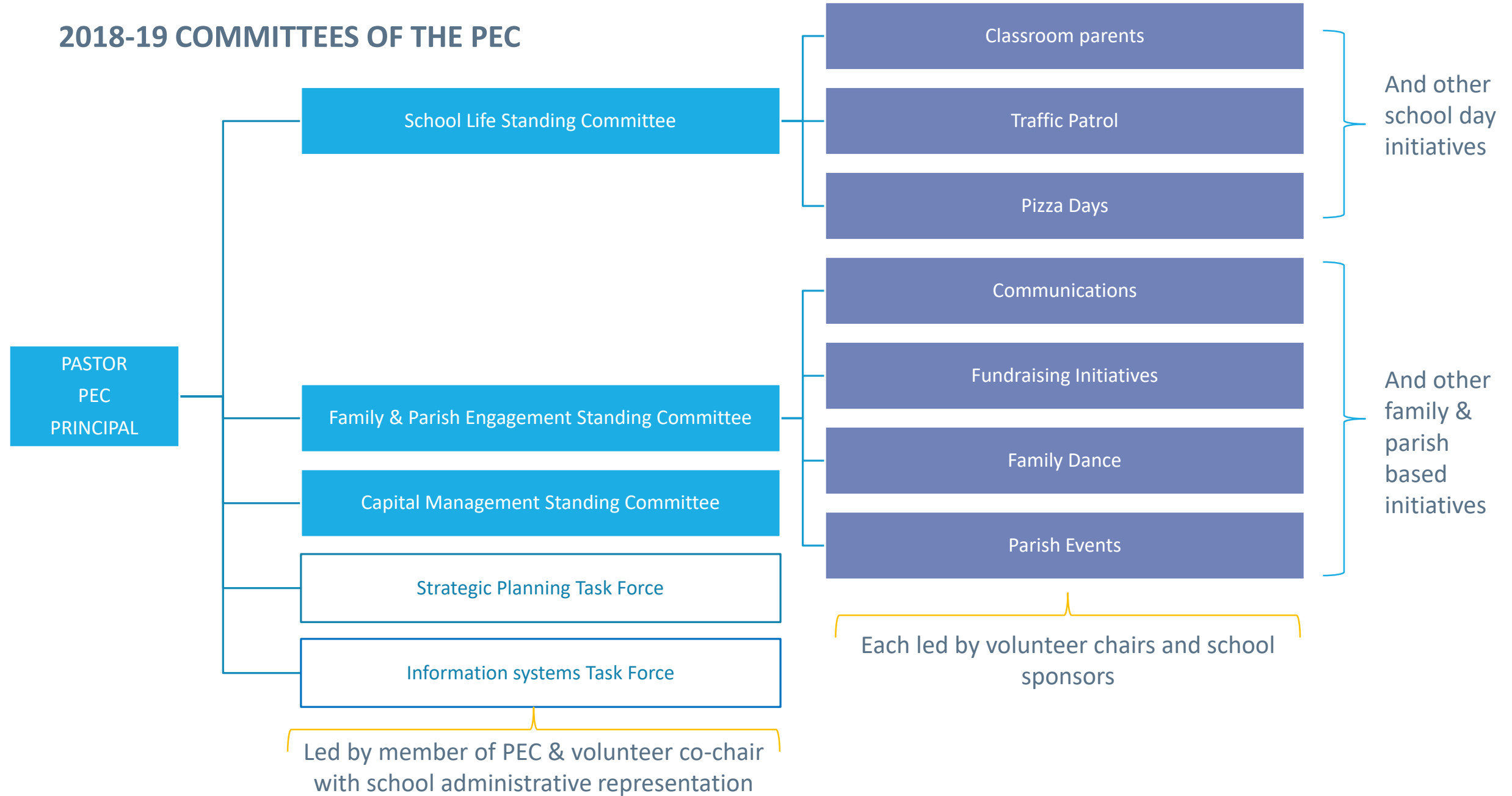
CISVA/ESS GOVERNANCE STRUCTURE

- The Superintendents office is currently led by Dan Moric and is responsible for administrative oversight of CISVA schools including human resources/recruitment
- ESS functions within the CISVA structure
- The Parish Education Committee's role is to implement policies and decisions of the CISVA Board of Directors
- All volunteer committees supporting school are committees of the PEC and governed by CISVA policy

ESS COMMITTEES OF THE PEC

- In 2018-19, there will be two types of committees of the PEC:
 - Standing Committees – permanent working groups to enable core activities of the PEC and ESS Community that will be comprised of multiple organizing committees.
 - Ad Hoc Task Forces – temporary working groups of the PEC to engage on a specific initiatives
- This is new for ESS and PEC will adjust as we determine best practice for our school

2018-19 COMMITTEES OF THE PEC



CALL FOR PEC & COMMITTEE NOMINATIONS

Nomination Committee
Members:

Roy Gordon, Chair
Kirsten Kurnicki
Ana-Maria Hobrough
Father Miguel

Three members are being elected to the PEC in June. One of these members may be from another parish. The committee is currently recruiting nominees with the following:

Core competencies:

- Interpersonal skills
- Integrity and ethics beyond reproach

Specific professional experiences:

- Governance
- Human resources
- Written communications/public relations
- Capital planning and building management

CALL FOR PEC & COMMITTEE NOMINATIONS

Nomination Committee
Members:

Roy Gordon, Chair
Kirsten Kurnicki
Ana-Maria Hobrough
Father Miguel

In addition, to members of the PEC, the nomination committee is recruiting individuals to take leadership roles in the following committees of the PEC:

Standing Committees:

School life

Family & parish engagement

Infrastructure and property management

Ad Hoc Task forces:

ESS strategic planning process

ESS Information systems strategy

TIMELINE FOR PEC & COMMITTEE NOMINATIONS

Nomination Committee
Members:

Roy Gordon, Chair
Kirsten Kurnicki
Ana-Maria Hobrough
Father Miguel

Friday May 18, 2018 – Deadline for nominations

Monday May 21 – Thursday May 24, 2018 -
Interviews with potential nominees

Friday May 25, 2018 – Confirmation of nominees

Sunday June 3, 2018 – Election Day

Nominations packages are available tonight and will be on the PEC Minutes section of the ESS website on Friday April 27, 2018.

ESS PRINCIPAL RECRUITMENT

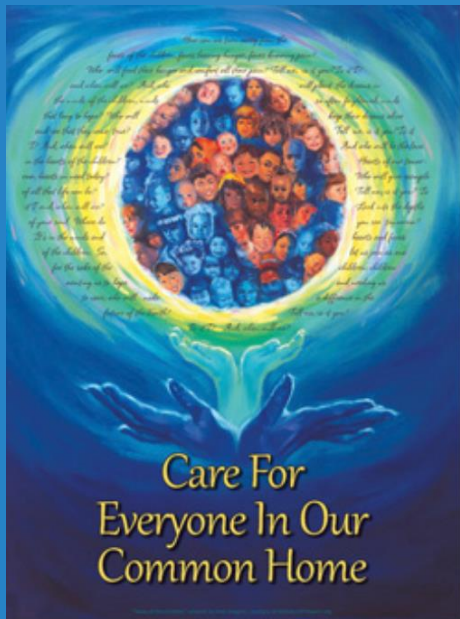
Search Committee Members:

Ana-Maria Hobrough, Chair
Kirsten Kurnicki
Jenny Bovin
Elia Domingos
Stephanie Pimentel
Father Miguel

- All ESS recruitments are subject to CISVA policy and procedures
- ESS PEC Principal Search Committee is supported by CISVA professional team
- The position was posted at the end of March
- Position posting closes April 27, 2018

ESS PARENT MEETING

Thursday April 26, 2018



Merci

APPENDIX: 1

Detailed quarterly financial report

	Jul 17- Mar 18 YTD	% of Budget	July 17-Jun 18 Projected	July 17-Jun 18 Budget	Projected Variance	Var as a % of Budget
REVENUES						
MoE Block Grant	632,546.50	73%	884,562.40	866,235	18,327	2%
MoE Special Education Grant	126,868.00	70%	181,240.00	181,240	0	0%
Other Gov't Grants (French)	-	0%	30,000.00	30,000	0	0%
Other Gov't Grants - CEF	57,458.00	85%	67,597.00	67,597	0	0%
Other Non-Gov't Special Education Funding	-		-		0	
Total tuition fees	480,527.68	70%	685,994.08	685,230	764	0%
Parent Participation Fees	1,421.00		1,421.00		1,421	
Other Sundry Fees	60,795.28	104%	60,795.28	58,510	2,285	4%
	-		(30.00)		(30)	
Transportation Income	-		-		0	
School Uniforms	-		-		0	
Parish Subsidy (School Fundraising)	45,219.07	94%	45,219.07	48,000	(2,781)	-6%
Parish Subsidy (Tuition Assistance)	1,000.00		1,000.00		1,000	
Parish Subsidy (direct)	-		-		0	
Investment Income - CISVA Investment Trust A/C	2,606.00	59%	3,926.00	4,400	(474)	-11%
Investment Income - Chancery A/C	4,287.37	47%	7,050.37	9,210	(2,160)	-23%
Investment Income - other accounts	-		-		0	
GST Rebate	-		-		0	
Facility Rental Income	-		-		0	
Before/After School Care Program	27,802.00	84%	37,702.00	33,000	4,702	14%
Donations	629.95	21%	1,529.95	3,000	(1,470)	-49%
Internally Restricted Funds Transfer	63,226.00	100%	63,226.00	63,226	0	0%
Other income - Miscellaneous	5,773.02		4,902.57		4,903	
Other Income - Tuition arrears	825.00		825.00		825	
	-		-		0	
TOTAL REVENUES	1,510,984.87	74%	2,076,960.27	2,049,648	27,313	1%

EXPENSES	YTD (Actuals)		Annual Projections			
	Jul 17- Mar 18 YTD	% of Budget	July 17-Jun 18 Projected	July 17-Jun 18 Budget	Projected Variance	Var as a % of Budget
I Salaries & Benefits (Teaching Staff)	786,420.22	70%	1,105,920.22	1,120,523	14,603	1%
II Salaries & Benefits (Special Education)	109,667.73	65%	175,304.73	167,437	(7,868)	-5%
III Salaries & Benefits (TOCs)	14,380.28	57%	15,880.28	25,300	9,420	37%
IV Salaries & Benefits (Adminstrative)	62,161.71	70%	85,755.00	88,779	3,024	3%
V Salaries & Benefits (Custodial & Maintenance)	85,299.44	86%	112,480.10	99,210	(13,270)	-13%
VI Special Education (Instructional)	45,188.20	100%	49,613.20	45,000	(4,613)	-10%
Total Salary Expenses	1,103,117.58	71%	1,544,953.53	1,546,249	1,296	0%
	-		-		0	
Teaching Supplies	10,560.47	81%	13,755.73	13,000	(756)	-6%
Professional Development	11,745.80	98%	15,345.80	12,000	(3,346)	-28%
Textbooks, Learning Resources, Mandatory	10,000.44	65%	12,450.60	15,500	3,049	20%
Library materials, resources	3,136.03	42%	4,946.32	7,500	2,554	34%
Athletics Program	7,681.36	77%	10,681.36	10,000	(681)	-7%
Outdoor, Fieldtrips	16,566.30	110%	21,066.30	15,000	(6,066)	-40%
Music, Fine Arts	486.90	16%	1,386.90	3,000	1,613	54%
Special Events	2,129.13	85%	2,879.13	2,500	(379)	-15%
Small Equipment Supplies	2,280.08	57%	3,480.08	4,000	520	13%
Total Instructional Expenses	64,586.51	78%	85,992.22	82,500	(3,492)	-4%

EXPENSES	YTD (Actuals)		Annual Projections			
	Jul 17- Mar 18 YTD	% of Budget	July 17-Jun 18 Projected	July 17-Jun 18 Budget	Projected Variance	Var as a % of Budget
VIII General Office	-		-		0	
Printing & Copy cost	2,227.80	90%	2,942.62	2,473	(469)	-19%
Paper	1,506.51	84%	2,019.41	1,800	(219)	-12%
Telecommunications	3,414.43	68%	4,665.59	5,000	334	7%
Postage & Courier	469.48	52%	739.48	900	161	18%
Office Supplies	1,751.54	50%	2,717.63	3,500	782	22%
Bad debts	-	0%	818.25	2,728	1,909	70%
Education Committee	80.00	20%	200.00	400	200	50%
Student Information D-base Management	1,102.36	42%	1,887.16	2,616	729	28%
Other #1 - Internet expenses	392.30	22%	932.30	1,800	868	48%
Other #2 - Miscellaneous	2,965.71	106%	2,957.01	2,800	(157)	-6%
Total General Office	13,910.13	58%	19,879.46	24,017	4,137	17%
	-		-		0	
IX Services Received	-		-		0	
CISVA Superintendent's Office Levy	26,182.00	99%	26,293.30	26,553	260	1%
Audit and Accounting fees	32,169.96	77%	44,769.96	42,000	(2,770)	-7%
CRA Religious Education Calculation Audi	619.76	89%	829.76	700	(130)	-19%
Legal	-		-			

EXPENSES	YTD (Actuals)		Annual Projections			
	Jul 17- Mar 18 YTD	% of Budget	July 17-Jun 18 Projected	July 17-Jun 18 Budget	Projected Variance	Var as a % of Budget
Bank Charges	1,474.98	82%	2,014.98	1,800	(215)	-12%
Insurance	8,289.00	59%	12,489.00	14,000	1,511	11%
International Expenses	-		-			
EEWS	1,054.74	70%	1,504.74	1,500	(5)	0%
Inspections, water testing	-		-			
Security	256.62	29%	526.62	900	373	41%
Donations from school social justice	-		-			
Payroll provider services	1,758.54	88%	2,358.54	2,000	(359)	-18%
Total Services received	71,805.60	80%	90,786.90	89,453	(1,334)	-1%
	-		-		0	
X Operations and Maintenance	-		-		0	
Custodial (contracted out)	10,894.94	91%	13,989.45	12,000	(1,989)	-17%
Cleaning Supplies and Equipment	6,658.53	266%	7,408.53	2,500	(4,909)	-196%
Utilities -electricity	7,382.36	105%	8,884.44	7,000	(1,884)	-27%
Utilities - gas	6,769.91	68%	9,769.91	10,000	230	2%
Utilites - water	2,196.10	73%	3,096.10	3,000	(96)	-3%
Garbage Removal	4,986.06	100%	6,486.06	5,000	(1,486)	-30%
Bus Service (in-House)	-		-	-	0	
Bus Service (contracted)	-	0%	1,050.00	3,500	2,450	70%
School Uniforms	-		-	-	0	
Building Repairs & Maintenance	33,996.50	75%	40,273.09	45,100	4,827	11%
Portable Buildings/ Structures Lease Costs	-		-	-	0	
Equipment Maintenance	1,136.87	32%	2,177.73	3,500	1,322	38%
Emergency Supplies	1,724.08		1,724.08	-	(1,724)	
Facility Rental Expenses	-		-	-	0	
Before/After School Care Program	27,802.00	103%	35,902.00	27,000	(8,902)	-33%
Groundskeeping, Snow Removal	7,114.54	142%	8,614.54	5,000	(3,615)	-72%
Other - School courtyard & parking asphalt project	121,021.86	101%	121,021.86	120,000	(1,022)	-1%
Total Operations & Maintenance	216,361.71	89%	244,769.19	243,600	(1,169)	0%

EXPENSES	YTD (Actuals)		Annual Projections			
	Jul 17- Mar 18 YTD	% of Budget	July 17-Jun 18 Projected	July 17-Jun 18 Budget	Projected Variance	Var as a % of Budget
XI Equipment and Furniture	-		-			
Leases (photocopier)	4,013.43	83%	5,025.54	4,827	(199)	-4%
Leases (instructional)	9,739.92	68%	9,739.92	14,400	4,660	32%
Equipment Purchases (instructional)	11,297.88	75%	11,297.88	15,000	3,702	25%
Furniture Purchases	4,595.14	92%	5,717.26	5,000	(717)	-14%
Software Licences, Admin Technology	-		-		0	
Technology & Web Services, Network Maintenance	7,155.00	75%	9,540.00	9,540	0	0%
Total Equipment and Furniture	36,801.37	75%	41,320.61	48,767	7,446	15%
	-		-			
XII Student Activity Expenses	-		-		0	
Drama, Musical Production	-		-		0	
Campus Ministry	-		-		0	
Graduation	-	0%	300.00	1,000	700	70%
Yearbook, Newsletter	-		-		0	
Tournament Participation Fees (Athletic, Other)	392.12	11%	1,442.12	3,500	2,058	59%
Other Sundry Activities	-	0%	600.00	2,000	1,400	70%
Awards	-	0%	600.00	2,000	1,400	70%
Total Student Activity Expenses	392.12	5%	2,942.12	8,500	5,558	65%
	-		-			
XIII Fundraising & Development	-		-		0	
Advertising	304.80	30%	604.80	1,000	395	40%
Fundraising Activities	-		-		0	
Promotions	-		-		0	
Other #1	-		-		0	
Other #2	-		-		0	
Total Fundraising & Development	304.80	30%	604.80	1,000	395	40%

EXPENSES	YTD (Actuals)		Annual Projections			
	Jul 17- Mar 18 YTD	% of Budget	July 17-Jun 18 Projected	July 17-Jun 18 Budget	Projected Variance	Var as a % of Budget
XIV Staff Team Building	-		-		0	
Retreats	1,130.39	113%	1,430.39	1,000	(430)	-43%
Christmas, end of year activities, recognition	-	0%	1,140.00	3,800	2,660	70%
Non-teaching staff Pro-D, training	-		-		0	
Staff room & staff expenses	1,901.27	250%	2,129.87	762	(1,368)	-180%
Total Staff Team Building	3,031.66	55%	4,700.26	5,562	862	15%
	-		-			
TOTAL EXPENDITURES	1,510,311.48	74%	2,035,949.08	2,049,648	13,698	1%
	-		-		0	