



AGENDA
PCAA CONSTITUENCY MEETING /
PARENT ADVISORY COUNCIL MEETING (ZOOM MEETING)

December 3rd, 2023 - 10:00 a.m. – 12:00 p.m.

<https://zoom.us/j/5029116387?pwd=N1g3MnlGd3FEQ00rd2wxMnZuK1VuZz09>

Meeting ID: 502 911 6387 Passcode: 730022

| <u>Item</u> | | <u>Time</u> |
|---|--|-------------|
| 1. Welcome/Devotion/Prayer | <i>Dr. Chrispin Ntungo, Chair</i> <i>Pr. Shaun Young, (Chaplain)</i> | 10 |
| 2. Approval of Agenda | | 1 |
| 3. Approval of Previous Minutes (Dec 04, 2022 & April 11 th , 2023 Meetings) | | 2 |
| 4. Matters Arising from Previous Minutes | | 5 |
| 5. Reports: -Academic & Operations Reports -Audited Financial Report -2023-2024 Operations Budget | <i>Ian Mighty, Principal</i> <i>Dorian Roberts, Accounting</i> <i>Karl Hergenroeder, Treasurer</i> | 20 |
| 6. Development & Fundraising Report | <i>Cormac Foster, Dev. & Fundraising</i> | 10 20 |
| 8. Adjournment/Prayer | <i>Dr. Chrispin Ntungo</i> | 5 |

Motions for Consideration:

1. *To Approve the Agenda*
2. *To Approve the Previous Minutes (Dec 4, 2022 & April 11, 2023)*
3. *To Receive the Academic & Operations Reports*
4. *To Receive the Audited Financial Statements*
5. *To Approve the 2023-2024 Operations Budget*
6. *To Receive the Development & Fundraising Reports*
7. *To Adjourn*

Elected Delegates: Please confirm your attendance by telephone or by email.

Tel: 204-667-2383

Email: imighty@pcaa.ca

MEETING ATTENDANCE:

| | | | | |
|--------------------|---|--|--|---|
| Present: | Chrispin Ntungo, Chair Barrington Lumsden Jennifer Stewart Samantha Soriano Charmaine Mitchell Rubylyn Tagarao Vinette Tobias Brooks Kasandra Peart Pr. Joel Kim Rev Tupas | Pr. Shaun Young Cameron Gumbs Cormac Foster Alvin Waite Rey Jereos Karen Foster Eveth McKenzie Rolly Gonzales Jasmine Tupas Noel Vedoya | Ian Mighty, Secretary Neva Pieper Ryle Mutya Angela Manzanares-Lanza Jean Walker Kim Paz Lemlem Gashaw Pr. Wally Lyder Lyndon Krym | Shelly-Ann Young Hyeyoung Lee Adeniyi Ola Nora Chavez Pastor Neil Tagarao Pastor Ricardo Mena Clifford Bignail Digna Malabanan Evelyn |
| Conference: | Corinne Lindberg | Pr. Charles Ed II Aguilar | | |
| Absent: | Francene Gautron Melanie Marcellana Cindy Keenan Orville Lawrence Celia Magat Phyllis Bruce Roy Yamomo Alex Unarse | Delvie Mutya Ken Riemche Reyna Sifuentes Bryce Kraushar Stephanie Yamniuk Jomar Padasas Carlton Labitoria Russell Reyes | Julius Macam Dorian Piedra de Roberts Atinuke Lawal Pastor Herbert Oliphant Pat Forteau Suk Kyun Chang Felidad Yamomo Joan Filart | Elmer Manzanares Karl Hergenroeder Abednigo Mandalupa Martha Pop Anderay Jumawan Clair Padasas Gomar Partido Reggie Remocal |

1. WELCOME / DEVOTION / PRAYER

Dr. Chrispin Ntungo welcomed and thanked the Constituency Representatives for attending the Especially Called Constituency meeting. He also acknowledged the presence of the Man/Sask Conference president, Pastor Charles Ed II Aguilar.

Pastor Shaun Young led the devotional and opening prayer.

Dr. Ntungo called the meeting to order at 6:36 p.m.

Dr. Ntungo asked whether all the churches have been represented. Mr. Mighty indicated that there was a very good representation of the churches.

2. APPROVAL OF AGENDA

17/04/23 Motion: To approve the Agenda as circulated.

MOVED, SECONDED, CARRIED

3. APPROVAL OF PREVIOUS MINUTES OF MEETING DATED DECEMBER 4, 2022

The following correction was made to the December 4, 2022 Minutes:

- In the meeting attendance under 'Regrets', the name Karen Paz was changed to Kim Paz. Karen Paz is not a member of the PCAA Constituency.

18/04/23 Motion: To approve the minutes of the December 4, 2022 PCAA Constituency meeting.

MOVED, SECONDED, CARRIED

4. MATTERS ARISING FROM PREVIOUS MINUTES

No matters arising from previous minutes of meeting were raised.

5. SCHOOL DEVELOPMENT REPORT

Dr. Ntungo provided background information regarding the space constraints at PCAA and the two motions approved by constituents in 2020, including:

015/04/2020 Motion: To approve an expansion of about 5,000 sqft to the southwest area of the current facility for about \$1.4M, to accommodate the growing K-12 Academic Program, phased over 2 years, pending Man-Sask Conference approval, continued Man-Sask school subsidy, approval of a loan from the SDACC Revolving Fund, confirmation of continued MB Education pupil funding, as well as, MB Education approval to re-open the school.

Question 13: Will there be a separate motion to address both the type of building structure and who will build the structure?

Response: The motion was intended to be broad, allowing the School Board and the School Administration to decide on the project's finer details.

Carried. In Favour: 22, Opposed: 11, Abstained: 1

016/04/2020 Motion: To authorized School Administration to sell the existing 24 x 60 Portable classroom and its adjoining 12 x 8 portable washroom at their fair market value.

Carried. In Favour: 32, Opposed: 0, Abstained: 1

Additionally, he provided an update regarding the actions taken with regards to the aforementioned approved motions. Dr. Ntungo stated that Mr. Ian Mighty and Mr. Cormac Foster will be presenting a concept for the present PCAA location situated at 56 Grey Street, Winnipeg, Manitoba that includes cost implications and the overarching vision for the school.

Mr. Mighty thanked the constituents, teachers, and staff for their attendance and support at the meeting. He presented the PCAA's current situation challenges and their impact on various areas, including space, K-12 program delivery, faculty and staff, perception of quality, retention, and misdirected focus. He discussed the existing portable classrooms and their functions. Although they helped alleviate some of the space issues, he noted that they can also be restrictive. He explained that the 10 X 40 portable classroom located behind the gymnasium is used for kindergarten. This classroom's size restricts the number of kindergarteners PCAA can accommodate in a safe and comfortable manner. This restriction has an effect on growth because it reduces the number of kindergarten pupils who can be admitted, which functions as a feeder. The other two 24 x 60 portable classrooms are for the Grades 5 and 6. Leaks in the spring and frozen pipes in the portable restroom were identified as obstacles; the kitchen is also being used as an additional classroom; and the stage is packed with equipment.

Mr. Foster provided background information on the long-term vision, PCAA expansion options, PCAA expansion proposal, and project plan. He also discussed the progress that has been made. Regarding the long-term vision, Mr. Foster explained that the ultimate goal that the Board would still like to pursue, plan for, and work towards for PCAA is to build a campus on a larger plot of land to accommodate various programs, chapel space, additional gymnasium space, and more outdoor space for sports activities to better serve the community and our students. To address the immediate requirements at the current location, the Board has voted to pursue the construction of a 5,120-square-foot addition and to partially fund it by applying for a loan from the SDACC Revolving Fund. He also provided the following summary of the expansion options that have been considered:

- The short-term options included renting a satellite campus. Due of the disadvantages associated with dividing the campus, this choice is not regarded to be the best alternative.
- The long-term vision is in progress. This option could allow us to fulfill our vision of service to the community but anticipated to be a number of years away.
- The proposed expansion at current campus will alleviate immediate space concerns. However, the current site's limitations prohibit this expansion from being an all-encompassing solution. Parking, gym space, outdoor space, and additional rooms for bands, resources, and meetings will still be required.

Mr. Foster elaborated on the proposed expansion of PCAA at 56 Grey Street, which entails an additional 5,120 square feet. The proposed plan includes the construction of a permanent, single-story building that has been designed to facilitate the potential addition of a second level in the future. There will be an addition of five classrooms adjacent to the southwest corner. It will have two restrooms, one UTR, one mechanical/storage area, one connecting corridor, sinks and cabinets in each classroom, additional lockers, and one exit to the playground. The architect will be responsible for ensuring that the structure complies with all applicable national and provincial building and fire codes. The estimated construction cost per square foot was approximately \$220. The estimated date of completion is January 2024. Gabriel Profetta will complete the code analysis with consultation with the school administration and school board. The building plans will be finalized for submission to the City of Winnipeg, and once the City has issued the permit, construction will commence. Arthur Consultant will develop and manage the construction schedule and timeline. Mr. Foster also walked the constituents through the design and drawings to illustrate the location of the additional classrooms, as well as a sample architect rendering drawings to illustrate the appearance of the structure. This proposed addition will serve as a replacement for the 24 x 60 portable classrooms and its adjoining 12 x 8 portable washroom, which are going to be sold at their fair market value.

Mr. Mighty presented the finances with respect to how the proposed PCAA expansion would or could be financed. He described the operating budget, paid loans, capital reserve allocations, and surplus. It has been projected that the budget for the fiscal year 2022-2023 will be balanced. Regarding expansion funding, the following fund allocations were detailed:

| | |
|---|---------------------|
| Total Cash from Banks & Investments | \$1,235,000.00 |
| Less: Restricted Funds in Reserves (for Long Term Vision) | \$466,332.37 |
| Balance | \$768,667.63 |
| Minus: Cushion for Operations | \$218,667.63 |
| Funds Available for Down Payment | \$550,000.00 |
| Sales of Current Two 24 X 60 Portables: \$40K +/- | |
| Total Resources for Down Payment | \$550,000.00 |
| Requesting Man-Sask Support for | \$250,000.00 |

The breakdown of cost estimates for the expansion project was as follows:

| | |
|--|----------------|
| Construction Cost | \$1,126,400.00 |
| Architectural Fees | \$20,000.00 |
| Site Preparation | \$50,000.00 |
| Permit Application | \$10,000.00 |
| Engineered Drawings | \$20,000.00 |
| Furnace (will made to the existing building) | \$36,687.00 |

| | |
|---|-----------------------|
| Flooring (will be made to the existing building) | \$20,000.00 |
| Total Cost (including taxes + contingency) | \$1,475,550.00 |

Mr. Mighty explained that, per the Revolving Fund SDACC Policy Loan, PCAA will be required to contribute 50% of the \$1,476,000, bringing the minimum downpayment to \$737,775.00. PCAA has a \$550,000.00 downpayment available, and if the Man-Sask Conference approved the requested \$250,000.00 support, PCAA would have a larger downpayment than required and the loan amount would decrease. The loan from the Revolving Fund (RF) will be repaid over a period of 15 years. If PCAA met the minimum down payment requirement, the total loan amount to be repaid would be \$675,550 (including conference support). In the event that PCAA must submit a variance request to the SDACC, the total loan amount would increase to an estimated \$925,550 (without additional support).

Mr. Mighty explained that in accordance with the Revolving Fund SDACC Policy loan, PCAA will be required to contribute 50% of the \$1.476M, bringing the minimum downpayment to \$737,775.00. PCAA has a \$550,000.00 downpayment available, and when the Man-Sask Conference approved the \$250,000.00 support, it would put PCAA above the minimum downpayment. The Revolving Fund (RF) loan will be repaid over a 15-year period. If PCAA would be able to meet the minimum downpayment, the total loan amount to the serviced would be \$675,550 (with Man-Sask Conference support). If not, if PCAA is to ask for a consideration for a variance at the SDACC, the total loan amount would increase at about \$925,550 without any additional support. Below is an illustration of the \$925,550 loan repayment:

\$925,550 to be repaid @ 4% over 15 years:

| | |
|-------------------------------|---------|
| Loan Repayment per month | \$6,846 |
| Total Loan Repayment per Year | ~\$82K |

\$925,550 to be repaid @ 8% over 15 years:

| | |
|-------------------------------|-----------|
| Loan Repayment per month | \$8,883 |
| Total Loan Repayment per Year | \$106,000 |

\$925,550 to be repaid @ 16% over 15 years:

| | |
|-------------------------------|-----------|
| Loan Repayment per month | \$13,583 |
| Total Loan Repayment per Year | \$163,000 |

* The 4% Annual payments have been included in the draft 2023-2024 budget and will be included in the budget for the next 15 years.

Mr. Mighty indicated that this proposal would be submitted to Man-Sask Conference for approval before being sent to the Union for consideration as an application for a revolving fund.

Additionally, Mr. Mighty discussed the proposed budget for 2023-2024 School Year Programming for Grades JK-12. He highlighted that the financials are strong due to various factors including continued government subsidies, strong enrollment (expected to be 180), increased from conferences advances, and because of the expansion the potential for further growth to 260 students with expanded marketing efforts. A tuition fee increase of 3% for next year was announced. The yearly RF loan repayment could potentially decrease if an additional \$250,000 is raised. Some expenses or increases were taken into account and may be supported by year-end surpluses and funds taken from the capital reserves.

After the presentation, a Q&A session was held to address any inquiries and feedback. The following inquiries and comments were made:

Q1. There is an overarching factor for the ideal location, and it is based on where the current market/demand is. In the short term, it is essential to do an upgrade at that present location. It's been five years now, and I do not believe that factor is going anywhere, and it really is as to why do we need to look for a site in the east of the city? It remains the same. So, in the long term, if five years are coming, I believe in the next five years it will still be the same. So why don't we do the additional 5 classrooms upstairs? We should just settle in for the next 10, 20 years and do what we

can rather than start and then stop at this point in time and move on because, personally, I do not believe that the demand for that location will subside anytime soon. Is it possible, and what's the cost for us to move forward with the additional floor?

Response: Several surveys were conducted among the parents to determine their level of comfort. It is important to note that the impact of the move may be adverse, depending on the distance from the current site. As far as the continued support that we have, yes, you may be right that this location has continued demand; certainly, we have great exposure here where we are right now. Currently, we're looking at the funding component. It would be nice if we could go upstairs right away. That first level, if we could get permission to go ahead and everything worked out to build it, we could add to it later on. I would be pleased if at least we did get the go-ahead to go ahead and put those extra five classrooms in, and then later on, we can work towards that.

It's great to have a long-term vision, but we know that there will still be obstacles, and that there may be something greater out there, so it's up to us to maintain a portion of that vision. We do not know how long the process will take, but we believe that these five additional classrooms could alleviate many of our current concerns. As far as additional cost is concerned, this is likely to be roughly double, making that one point approximately 1.2 or close to it. Right now, the current budget and available funds allow us to at least construct this long-overdue addition on 56th Grey St.

Q2. Excellent presentation. I'm excited about the future of this school. Just one quick question in the architect renders drawing, I didn't see where there might be a possibility to put the ABC permanent building is that being considered at all?

Response: There's some consideration there. It's just the initial studies that we're doing. I do know the ABC from speaking with them; they are on board, and for some time, in fact, we have been talking about the possibility of allowing the school to house some, if not all, of the products now. Well, there is that one portable that is still there, and it's behind the gymnasium. Chances on the west side are a possibility that we could do something there on a small scale, and so on. So, we continue to give it some thought as to where this space could be for the ABC. The surveys actually came back this weekend, and there was a lot of interest in people saying that they would support this and that they liked the idea, so small steps.

Q3. I guess my question is more centered around the current state of the building and the needs of the building and how pressing they are. Because if the needs are pressing and if we have leaks in the building where little ones are learning and then we are considering leaks and roofing, then my concern is mold and other things that could potentially affect children. So this is quite pressing when we think about the funds that are required because not only is it in regards to academics, but it actually involves the general safety and well-being of the children inside the building. And as a facility that houses the most precious individuals of our society, it is so imperative that there be some sense or sort of funding in order to support them and ensure not only their minds are growing, but they are doing that in a safe and healthy environment. So that's just something I wanted to bring up because my concern is in regards to water, in regards to mold, in regards to it being such an older building, I don't know what has been done to it. I don't know if there has been a lot of work done overtime. Has there been a lot of renovations or changes done to the building already, in regards to just the general maintenance of the building? Or is this something that really needs to be done but hasn't been done over a prolonged period of time?

Response: Ongoing maintenance is done here at the school, so there are odd times when there's a roof leak in one or two classrooms, we address it by having a maintenance crew come in to caulk those areas, and so on. Seven years ago, we completely redid our gymnasium roof system, and it has been functioning quite well. I guess that's the lower section of the 1985 additions. There are times when there are some leaking situations, and we have taken maintenance steps to address some of those, so that's an ongoing thing, and eventually, yes, that lower side will have to be replaced. The area of leak in question was more or less with the 10 x 40 portable classroom space, which is the envelope. It's outside the building, though it is attached, and so since it's not fully attached, this addition has caused issues of leakage coming in, and we have taken steps to go up and reseal and so on. But it is an ongoing concern. As far as mold is concerned, the last mold test that was conducted revealed that there is no mold in that area. We feel comfortable knowing that at least the students aren't exposed to any form of mold, but it is an ongoing concern, which can be a little bit inconvenient when you happen to stumble into a wet area in the spring when the snow starts to melt and so on, and it comes down.

Q4. I think the success of this project will depend on the membership of the churches in Winnipeg. What are we doing to promote the school in the churches so that it is something that is ever present? I'm thinking here for sure—putting our programs in the churches and things like that to advertise that is a vital part of the church and the community. And if we don't do that, a lot of people don't even think about it. So, we've got to keep it at the forefront of what we're doing.

Response: Yes, that's an important point. We have to keep it in front of the constituents. The last few years of the COVID pandemic have certainly had their impact in terms of our going into churches as we would in the past in terms of doing service projects with nursing homes and so on. Things are starting to come back now, and in fact, in the past, we used to, when possible, do two or three churches depending on the resources and availability. On April 22, we were targeting about five churches across the city. We are looking at some new approaches to putting the school in front of the constituents.

Comment. Right now, you absolutely should move forward with this project because money in the bank is losing value on a regular basis; you're losing 10% to 15% per year through inflation. Regarding the project and the funds in reserves, it is recommended that the current allocation be directed towards hard assets rather than programs.

Q6. Does this mean that if we make a motion to pass this, we're not saying that we're still not looking for a building; we're just saying that we're looking to have this done now, is that correct? Like you're still looking for a site to move in the future, or are we saying that this is where we will stay, settle, and continue to grow?

Response: The idea being presented is that this expansion on site is really just to help deal with the immediate needs. But we are still looking at the long-term picture. We're still looking for a piece of land. Some of the challenges that we have on the current site are still there even if we build this extension. For example, we still have issues with green space, sports space like our gymnasium, parking, etc. All of these other things still need to be addressed, but at least the expansion frees up and gives more classroom space, so we get some of that critical infrastructure, but we would still be looking at the long-term picture. That's what's being proposed.

19/04/23 Motion: To approve the proposed expansion project (5,120 sqft. addition at 56 Grey Street) with a total estimated cost of \$1,475,500 and to authorize the PCAA School Board via the Finance Committee to apply to the SDACC Revolving Fund for a maximum loan amount of \$925,550 following the protocols of the Man-Sask Conference, then to the SDACC.

MOVED, SECONDED, UNANIMOUSLY CARRIED

20/04/23 Motion: To receive the School Development Report.

MOVED, SECONDED, CARRIED

6. 2023-2024 Draft Operations Budget

21/04/23 Motion: To approve the proposed preliminary 2023-2024 School Operations Budget, after the final draft to be approved at the Fall Constituency Meeting.

MOVED, SECONDED, CARRIED

7. OTHER

No new business was brought forward.

8. ADJOURNMENT

Dr. Ntungo expressed gratitude to all present. He indicated that the motion would be submitted to the Man-Sask Conference for their approval. The outcomes will be conveyed to the PCAA Constituency.

22/04/23 Motion: To adjourn the meeting.

MOVED, SECONDED, CARRIED

Pastor Shaun Young led the closing prayer.

The meeting terminated at 8:06 p.m.



Signature of School Board Chair

November 24, 2023

Date



Signature of School Board Secretary

June 24, 2023

Date

MEETING ATTENDANCE:

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|--------------------|---|--|--|---|
| Present: | Chrispin Ntungo Barrington Lumsden Jennifer Stewart Samantha Soriano Charmaine Mitchell Rubylyn Tagarao Vinette Brooks Francene Gautron Kassandra Peart | Pr. Shaun Young Cameron Gumbs Cormac Foster Delvie Mutya Alvin Waite Rey Jereos Karen Foster Eveth McKenzie | Ian Mighty Neva Pieper Julius Macam Ryle Mutya Angela Manzanares-Lanza Jean Walker Dorian Piedra de Roberts Atinuke Lawal | Elmer Manzanares Karl Hergenroeder Abednigo Mandalupa Shelly-Ann Young Hyeyoung Lee Adeniyi Ola Nora Chavez Ryle Mutya |
| Conference: | Corinne Lindberg | | | |
| Regrets: | Cindy Keenan | Ken Riemche | Karen Paz | |
| Absent: | Pr. Joel Kim Melanie Marcellana Rev Tupas Orville Lawrence Celia Magat Phyllis Bruce Roy Yamomo Noel Vedoya Alex Unarse | Reyna Sifuentes Bryce Kraushar Stephanie Yamniuk Jomar Padasas Carlton Labitoria Rolly Gonzalez Russell Reyes Jasmine Tupas | Pastor Herbert Oliphant Pat Forteau Suk Kyun Chang Felidad Yamomo Joan Filart Clair Padasas Reggie Remocal | Pastor Ricardo Mena Clifford Bignall Martha Pop Anderay Jumawan Digna Malabanan Gomar Partido |

1. WELCOME / DEVOTION / PRAYER

The devotional and opening prayer were led by Pastor Shaun Young.

It was asked how long you had to wait if there was no quorum. It has been clarified that Article 3.09 of the PCAA By-Laws states, “Quorum: b) Regardless of article 3.08 (a), if the constituency is not completed within 30 minutes of the appointed time, it will be adjourned to the same day of the following week, at the same time and place. If a quorum is not present within 30 minutes of a second meeting, the constituency meeting will be adjourned to a date to be determined by the school board, with proper notice provided in accordance with the by-laws.”

The meeting was called to order at 10:35 a.m.

2. APPROVAL OF AGENDA

09/12/22 Motion: To approve the Agenda as presented.

MOVED, SECONDED, CARRIED

3. APPROVAL OF PREVIOUS MINUTES OF THE MEETING DATED MAY 15, 2022

10/12/22 Motion: To approve the Minutes of the May 15, 2022, PCAA Constituency meeting.

MOVED, SECONDED, CARRIED

4. MATTERS ARISING FROM PREVIOUS MINUTES

a) The following corrections were made to the PCAA Constitution and By-Laws document:

Schedule 1: Definition

- *Special Meeting: This means unscheduled meetings called from time to time for a specific purpose to address issues that need immediate attention or that need more time and discussions than can be handled in routine or annual meetings.*
- The term “routine” should be replaced with “regular.”

b) *Motion #04/05/22: To authorize the PCAA School Board to immediately submit a request to the Man-Sask Conference to determine through the SDAAC the maximum amount of funds that PCAA can borrow and to secure that amount for PCAA to purchase property for its development. – During the discussion of their reports, it was requested that either Ms. Corrine Lindberg or Mr. Cormac Foster provide an update.*

MOTIONS: 015/04/2020: To approve an expansion of about 5,000 sqft to the southwest area of the current facility for about \$1.4 M, to accommodate the growing K-12 Academic Program, phased over 2 years, pending Man-Sask Conference approval, continued Man-Sask school subsidy; approval of a loan from the SDACC Revolving Fund confirmation of continued MB Education pupil funding, as well as, MB Education approval to re-open the school.

Question 13: Will there be a separate motion to address both the type of building structure and who will build the structure? Response: The motion was intended to be broad, allowing the School Board and the School Administration to decide on the project's finer details.

Carried. In Favour: 22 Opposed: 11 Abstained: 1

016/04/2020 Motion: To authorize School Administration to sell the existing 24 X 60 Portable classroom and its adjoining 12 X 8 portable washroom at their fair market value.

Carried. In Favour: 32 Opposed: 0 Abstained: 1

5. SCHOOL OPERATIONS REPORT

Mr. Ian Mighty, PCAA Principal, presented the School Operations Report, which included a comprehensive report on the school's day-to-day operations. He briefly overviewed PCAA's vision,

mission, and values and thanked the faculty, school board members, committee members, delegates, and constituent churches.

Mr. Mighty discussed and provided updates on the school's operations, activities, programs, plans, and goals, such as successes and milestones, cultural diversity, in-rich, the 2021-2022 financial picture, enrollment history, student attendance data, school staff, faculty/staff profession growth, faith formation activities, 2021-2022 faith development goals, academic emphasis, meeting student academic needs, measures of growth, and accountability. He stated that the COVID pandemic impacted some activities and programs. He highlighted the following milestones, challenges, and needs:

- a) In 2024, PCAA will commemorate its 98th Year of Service. Several committees will be formed in advance of the big event to plan, organize, and execute it. PCAA needs more volunteers to help with this event. The constituency was invited and encouraged to serve on or refer someone to the 98th Year of Service planning committees.
- b) Regarding cultural diversity, Seventh-day Adventists account for 30% of the student body. The constituency was reminded that everyone has a role and was asked to be PCAA cheerleaders and assist the school in promoting and encouraging families, especially those in the church who would benefit from an Adventist education, to consider the school.
- c) The school's aging facilities are currently its primary challenge. The following facility requirements and cost estimates were presented:

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|---|--|
| Playground Replacement (\$120,000) | 10 Windows (\$35,000) |
| New Rooftop and North-side Furnace (\$80,000) | Kitchen Renovation – Floors and Cupboards (\$30,000) |
| Carpet Replacement – 5 Classrooms (\$35,000) | Drainage System (estimate pending) |

PCAA welcomes donors and appeals to the constituency and community for financial assistance to address the facility's needs. The Constituency has been encouraged to contact the school if they wish to support and donate to any of the listed facility needs.

- d) It was pointed out that space constraints at the school's current location have been identified as contributing to a loss of enrollment opportunities. There isn't enough space to accommodate all applicants, especially in the JK/K programs.
- e) The importance of having more parents serve on the PCAA Home and School Committee was emphasized to boost engagement. This committee was significantly affected by the COVID pandemic, as their engagement was mostly in-person. The PCAA Home and School Report in the Constituency Information Package outlined their 2022–2023 School Year priorities. At this time, PCAA is awaiting the names of church representatives to serve as PCAA Home and School Liaisons. Mr. Mighty reminded the Constituency that the sooner their church submits the name of their representative, the better so that the committee's plans and goals for the school year may be implemented.
- f) A status update was provided on the two previously approved motions listed below:

- Motion #: 015/04/2020 – *To approve an expansion of about 5,000 sqft to the southwest area of the current facility for about \$1.63M, to accommodate the growing K-12 Academic Program, phased over 2 years, pending Man-Sask Conference approval, continued Man-Sask school subsidy; approval of a loan from the SDACC Revolving Fund and pending confirmation of continued MB Education pupil funding, as well as, MB Education approval to reopen the school.* This motion, which the PCAA Constituency approved at their April 2020 meeting, is still pending.
- Motion #: 016/04/2020 – *To authorize School Administration to sell the existing 24 x 60 Portable classroom and it's adjoining 12 x 8 portable washroom at their fair market value.* This is tied to the first motion.

Because the approval of these motions coincided with the COVID pandemic, the work done since then has primarily focused on research and information gathering to find the most appropriate and best solution for this specific case. Mr. Mighty reported that the PCAA School Board is still carefully evaluating a few options and contemplating new setback information from the City of Winnipeg regarding what could be done to the existing site. With the setbacks that were allowed before, we could only construct or place a building in a tiny portion of the school's southwest corner. The new information indicated that if we built a 12-foot wall on the north side of the property to separate it from their railroad tracks, we could utilize the whole campus right off the wall. This will cost nearly \$500,000 to build. This information is significant, and the PCAA School Board is also considering it. In the interim, Mr. Mighty presented two draft drawings that the PCAA School Board is contemplating to illustrate how any options would look regarding their layout. The first drawing depicts a 2,800-square-foot portable classroom that would supply two additional classrooms. The second drawing is for a permanent, 3,000-square-foot structure. Regarding costs, Mr. Mighty stated that a portable structure would cost approximately \$500,000, while a permanent structure would cost approximately \$850,000. He also mentioned that the permanent building could be built to add a second floor in phases. Depending on the classroom size, this would add 8 to 10 classrooms. Somewhere around \$1.5 million would be needed for this addition.

Mr. Mighty stated that all options are being thoroughly investigated and that the PCAA School Board continues collaborating with the School Administration to find the best solution possible. They are optimistic that a decision will be made soon. Continued prayers and support for this endeavor were requested.

11/12/22 Motion: To receive the School Operations Report.

MOVED, SECONDED, CARRIED

Mr. Abednigo Mandalupa commended PCAA for its excellent work and its positive impact on many people in the community, both inside and outside the church. He thanked the faculty and staff for all their efforts and the students for their contributions to the West Park Manor Care Home's fundraising efforts. He reported that they had raised approximately \$17,000 and had been able to furnish approximately 40 rooms thus far. Mr. Mighty thanked Mr. Mandalupa for his kind words and thanked the West Park Manor Care Homes for giving PCAA a scholarship for Grade 12.

6. SCHOOL DEVELOPMENT REPORT

Mr. Cormac Foster, PCAA Development Coordinator, presented the School Development Report. He reported on variety of completed, ongoing, and planned activities and priorities. Mr. Foster provided an update on the projects, initiatives, and activities listed below:

- a) **Development** – Mr. Foster reviewed the following previously explored properties and provided updates:
 - 1) Fun Mountain Property (804 Murdock Road, Springfield, Manitoba) – Following November 30, 2021, Emergency PCAA Constituency Meeting, the PCAA School Board passed and approved with conditions a motion to submit an offer to purchase this property. The signed conditional offer to purchase was submitted on December 1, 2021, and PCAA was notified on December 20, 2021, that the property had been conditionally sold to another party on December 10, 2021. As a result of the lessons learned from this endeavor, the bylaws were modified to permit a special constituency meeting in situations where a time-sensitive opportunity emerges.
 - 2) Navin Road Property (RM of Springfield) – An offer was not submitted due to safety concerns, regulations, access, and infrastructural issues.
 - 3) 130 Allard Avenue Property – It was decided not to pursue this property because of the 50% equity requirement for borrowing, which capped our prospective offer amount and renovation funds, as well as the concerns about transportation and overall expenditures for retrofitting this building.

Mr. Foster stated that the SDACC and Man-Sask Conference provided the following information regarding borrowing capacity for similar projects:

- 1) that the schools require 50% equity of the total project cost to borrow the other 50% from the Revolving Fund,
- 2) pursuing loans outside of the Revolving Fund is decided at the Conference level, and
- 3) the SDACC confirmed that land purchase and building projects could be separated for a revolving fund loan application.

This information satisfied motion #04/05/22: To authorize the PCAA School Board to immediately submit a request to the Man-Sask Conference to determine through the SDAAC the maximum amount of funds that PCAA can borrow and to secure that amount for PCAA to purchase property for its development.

Mr. Foster stated that searching for properties that meet PCAA's requirements is continuous and that no new opportunities are currently available. The Constituency was encouraged to notify the School Administration if they knew of any property that someone might want to sell or is for sale.

Mr. Foster emphasized that PCAA's need for space remains a significant challenge. He indicated that the PCAA School Board is continually investigating possibilities for expansion at the existing location. A vital element of this process is figuring out our long-term objective, whether we want to remain at 56 Grey Street indefinitely or are we still working toward a more expansive goal.

Considered interim options include the placement of portables or a permanent structure. To re-evaluate our long-term goals, the PCAA School Board is planning a strategic planning exercise with the constituency and other stakeholders. Requests for ongoing support and prayer were made.

- b) **Software and Engagement** – Mr. Foster reported that the revamp of the school website is progressing well and will be completed soon. Additionally, he mentioned that he is currently using the Grant Connect tool to seek grant opportunities to acquire funding for the long-term goal and PCAA’s different operational and capital projects at the current location. He indicated that one of the capital projects for which he will seek funding is for the replacement of an aging playground structure in need of repair.
- c) **Rebranding Committee** – Mr. Foster reported that the Rebranding Committee had finished naming the PCAA sports team, which would be used for all future sporting events. The students and staff chose PCAA Warriors as the new official name of the PCAA sports team.
- d) **General Development Coordinator Activities** – Mr. Foster stated that the School Development Report, included in the Constituency Information Package, outlines his 2022-2023 Plans and Goals.

12/12/22 Motion: To receive the Development Coordinator’s Report.

MOVED, SECONDED, CARRIED

7. A) **AUDIT STATEMENT & 2021-2022 FINANCIAL STATEMENTS**

Ms. Dorian Piedra De Roberts, PCAA Accountant, presented the MNP 2021-2022 Audited Financial Statement. She briefly explained management’s responsibility and that the Operating Fund’s Statement of Financial Position was prepared in compliance with government standards. The audit concluded with a “clean opinion,” indicating that PCAA met the criteria for completeness. She referred to the statement and stated that the current year’s surplus was \$24 (after allocations). This amount was reflected on page 61 of the Constituency Information Package in the Statement of Operations and Changes in Surplus for June 30, 2022.

B) **2021-2022 FINANCIAL OPERATION REPORTS**

Ms. Roberts reviewed the 2021-2022 Financial Operations Reports and pointed out the following:

- 1) Collection efforts to reduce accounts receivable, which account for 10% of tuition income, have been successful. The balance was 7% as of June 30, 2022, and it had been reduced to 5% as of November 30, 2022. Approximately 60% of the receivables have already been collected.
- 2) Roughly half of the GST receivable has been collected.
- 3) In 2023, the bus loan will be paid off.
- 4) The Net Operating Surplus for June 30, 2022, was \$37,39.
- 5) The budget underperformed slightly, but we could still fund capital and development reserves.
- 6) The Fund for Development Reserves has been boosted by \$15,000. The growth was attributable to various sources, including allocations, fees and registrations, and fundraising. Ms. Piedra de Roberts encouraged everyone to continue contributing to these accounts and emphasized the availability of pre-authorized automatic payment deductions.

13/12/22 Motion: To receive the Accountant Report – the Audited Financial Statement & the 2021-2022 Financial Statements.

MOVED, SECONDED, CARRIED

8. 2022-2023 OPERATIONS BUDGET

Mr. Karl Hergenroeder, PCAA School Board Treasurer, presented the 2022-2023 Operations Budget. He reported that the proposed budget for the Programming for Grades JK-12 for the 2022-2023 School Year was based on 172 students. He reviewed the proposed budget and pointed out the following:

- 1) In the draft budget, the projected Total Operating Revenue is \$1,645,007, while Total Operating Expenses were projected to be \$1,694,969. After deducting capital and reserve expenses, the Net Surplus (Deficit) is (\$80,801).
- 2) The \$90,000 allotment for the Portable Classroom Lease to Own program has not yet materialized, so this amount will not be utilized.
- 3) Considering the \$90,000 allocation, the budget is balanced.

14/12/22 Motion: To approve the 2022-2023 Operations Budget as presented.

MOVED, SECONDED, CARRIED

The Constituency was reminded that if they had questions or concerns at any time during the year, they should reach out to the school administration or the school board to address their questions.

15/12/22 Motion: To receive all Departmental Reports as per the Constituency Information Package.

MOVED, SECONDED, CARRIED

9. OTHER

Dr. Chrispin Ntungo, Chair, pointed out that the Long-Range Planning Report contains an inaccurate value under the balance fund in the development fund reserve, which must be corrected before signing the minutes.

In addition, he complimented the presenters for their efforts in preparing their reports and thanked everyone for attending the meeting.

10. ADJOURNMENT

16/12/22 Motion: To adjourn the meeting.

MOVED, SECONDED, CARRIED

Pastor Elmer Manzanares led the closing prayer.

The meeting terminated at 11:54 a.m.



Signature of School Board Chair

November 24, 2023

Date



Signature of School Board Secretary

January 15, 2023

Date



Prairie Central
Adventist Academy

Graduating Class 2023

Aim: "Let Your Light Shine Before Others..." Matt. 5:16

Motto: "Help to strengthen others in their faith to know Christ and have a future that fosters a blessed hope **Jeremiah 29:11**"

Flowers: Yellow lilies or Pink lilies



Mirad Debesay

Medical Doctor -U of Manitoba
Gold Medallion Award
Gem Gazan Award Queen
Elizabeth Entrance
Scholarship \$3000



MA Dianne Filart

Therapeutic Recreation -RRC Gold
Medallion Award
Gem Gazan Award
Caring Heart Award \$500
PM Manor Care Achievement Award \$500



Sefer Ghabr

Pediatrician -U of Winnipeg
Silver Medallion Award
Gem Gazan Award



Betel Tekelehaimanot

Medical Doctor -U of Manitoba
Gold Medallion Award
Gem Gazan Award
Dr. Sudesh Ebenezer Scholarship \$1000
Student of the Year Award
WP Manor Care Achievement Award \$500



Yonas Tekie

Aviation - Winnipeg Aviation
Academy Silver Medallion Award
Gem Gazan Award



Amanuel Woldegergis

Pharmacology - U of Winnipeg
Silver Medallion Award
Gem Gazan Award



Prairie Central Adventist[®] Academy

Principal's Annual Report
2022-2023

Ian W. Mighty

Our Mission Statement:

“To foster holistic development and provide quality education in a Christ centered environment.”

Our Vision statement:

A Christian academy known for its pursuit of excellence, nurturing environment and developing leaders who bring positive change to the world.

Our Core Values:

| | |
|-----------------------|--|
| Christ-Centred | We reflect Jesus’ character in our thoughts, words and actions. <i>(1 Peter 2:5)</i> |
| Respect | We respect God, Self, Others & Property. <i>(Romans 12:10)</i> |
| Engagement | We believe meaningful learning is achieved when our community of learners are curious, interested and passionate. <i>(Proverbs 20:5)</i> |
| Commitment | We believe in our school and we will give our time and our energy to it. <i>(Luke 9:62)</i> |
| Responsibility | We follow directions, complete tasks and take ownership of choices, words and actions. <i>(Colossians 3:23)</i> |
| Excellence | We strive to be outstanding and surpass ordinary standards. We prepare well We always seek to get better We never stop learning <i>(Philippians 4:8)</i> |
| Service | We work for the benefit of others <i>(Galatians 5:13)</i> |

This 2022-2023 annual report articulates the growing and dynamic nature of our school and the commitment of the administration, faculty and staff in striving for Excellence through Christ.

Established in 1924 PCAA continues its educational pursuit of preparing learners for this present world and the world which is expected to come. Our school will have served the Winnipeg community for 100 years.

This year enrolment has witnessed an increase to 1944 wonderful students over last year's 173. The group represents a variety of ethnic backgrounds. This diverse ethnicity is also reflected in the staff---who are representative members at six of the 8 constituent churches.

While a highly rewarding vocation, good teaching is a complex, demanding role and I sincerely thank each and every faculty member for their individual and collective energy, expertise, professionalism and enthusiasm throughout the year. Our children are in very safe, caring and capable hands.

Our parents, School Board, Home & School Association and sub-committees play visible and important roles in our school and I also extend thanks to each individual for the role they have played.

The PCAA Strategic Plan (2015); School Improvement Plans (2017/19) and School Expansion Plans 2022/2023) were developed with significant input from staff, parents, administration and School Board members.

As principal, I regularly report to the School Board by providing glimpses into the operational aspects of the school. I am also striving to report on our school's progress towards the implementation of strategies within the Strategic Plan, as well as on the achievement of milestones and targets.

These Plans communicate to faculty, staff, students, parents and the community our strategic direction and what we aim to achieve in the coming future.

ACHIEVING THE MISSION:

-The Mission is frequently communicated.

-The School Board & Administration allocate the required resources (human, material, financial and time).

The Administration, Faculty & Staff continue to be the driving force providing leadership, modeling, instruction and values.

The Administration, Faculty and Staff schedule, plan and implement the Academic, Social & Spiritual activities of the school.

JOURNEYING TOWARDS THE VISION:

The Vision is frequently communicated.

Each major player in the facility are called on to know, understand and internalize “the vision”.

Each major player must be intentional in “**fostering holistic development**” and providing “**quality education**” in a “**Christ-centred**” environment.

ORGANIZATIONAL CHANGE:

PCAA reverted to the one campus model as of September 2022. The growing enrolment and imminent partnerships to attract International students continue to increase the need for an expanded facility and or the erection of a new school facility.

PCAA is changing to reflect a rich ethnic diversity. The student body and faculty & staff makeup is highly diverse.

The religious diversity of the student population has changed:

33% of the Student body represent Seventh-day Adventist affiliation/connection

67% of the Student body would identify as having Pentecostal, Catholic or Evangelical affiliation

The institution has high demands to meet the educational needs of many families who are recent immigrants as well as a growing interest from International students. This places a high priority on meeting the needs of students for whom English is an Additional Language and who are adapting to new social mores within the Canadian context.

2022-2023 HIGHLIGHTS:

Adapting to changes in teacher retirements ((Mr. McGuire)) and teacher relocation (Mrs. Manzanares.)

Increased Faculty/Staff involvement through participation on various extra-curricular committees.

Increased focus on student academic achievement as evidenced in our emphasis on improving student reading and comprehension levels.

Renewed interest in raising the spiritual climate in the school.

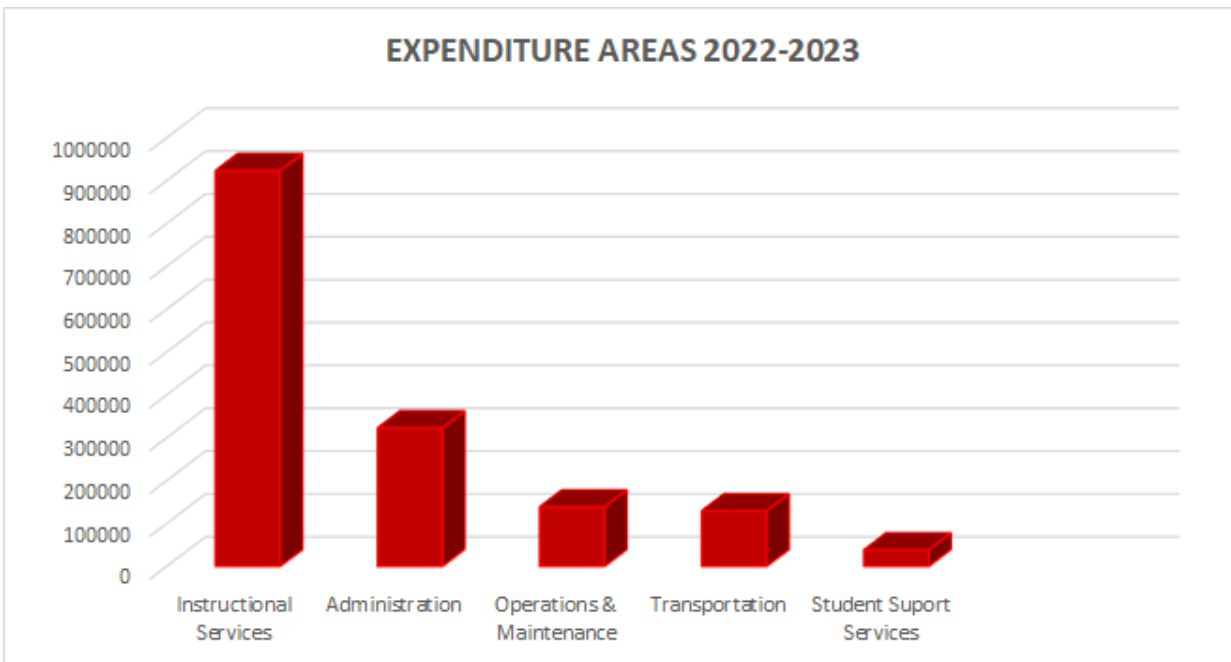
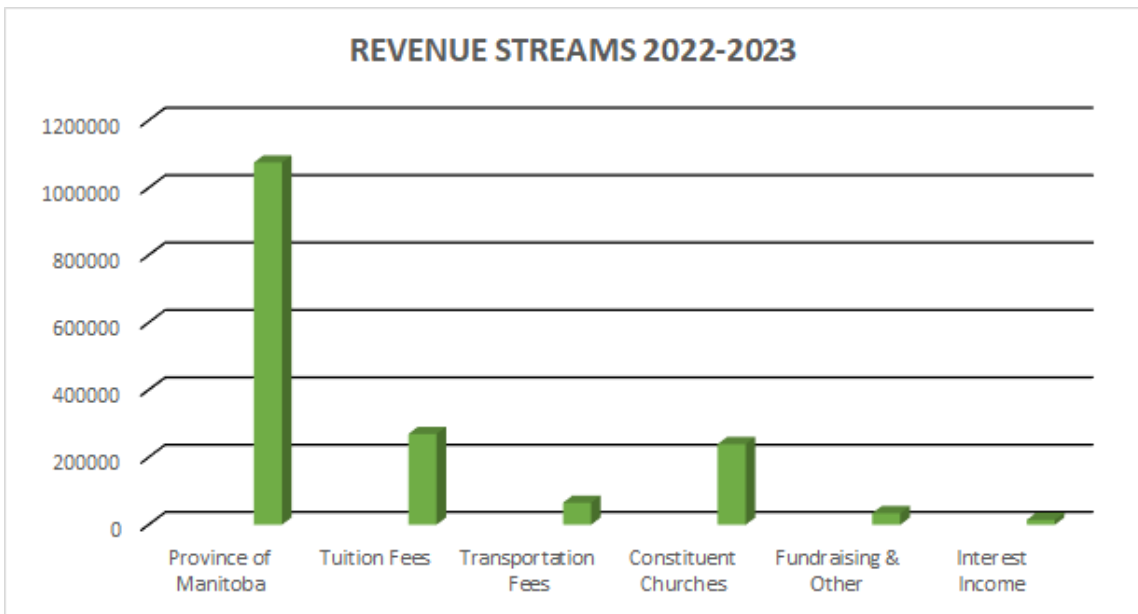
Six Grade 12 Graduates were awarded their Manitoba Grade 12 Diploma in June 2023.

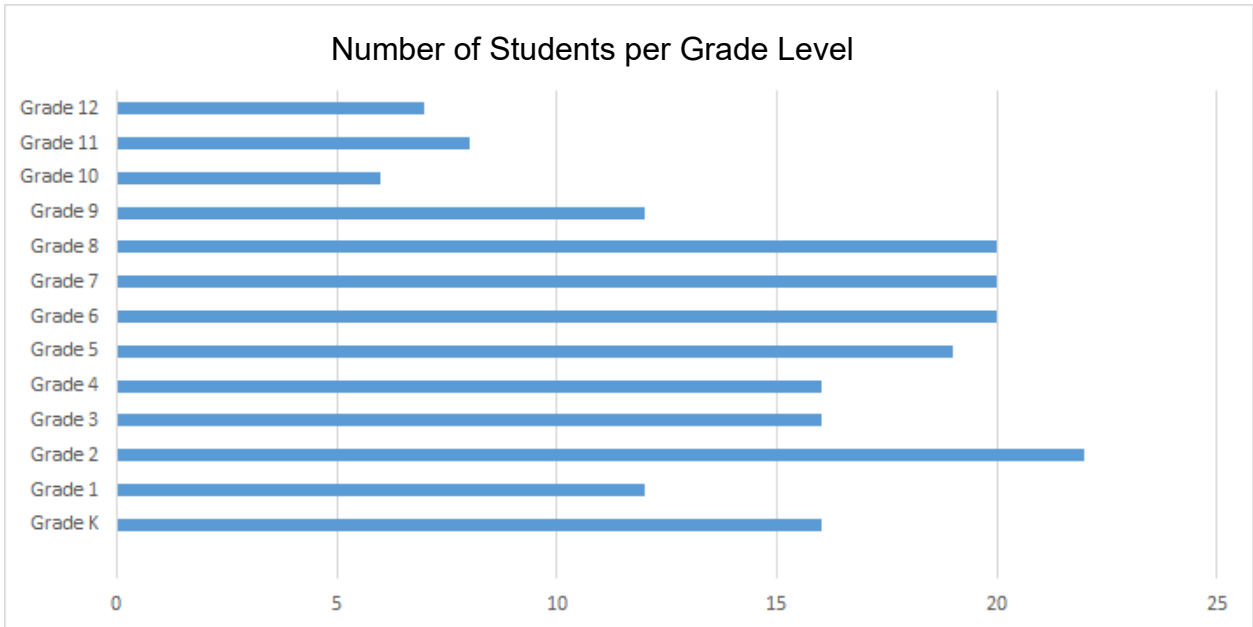
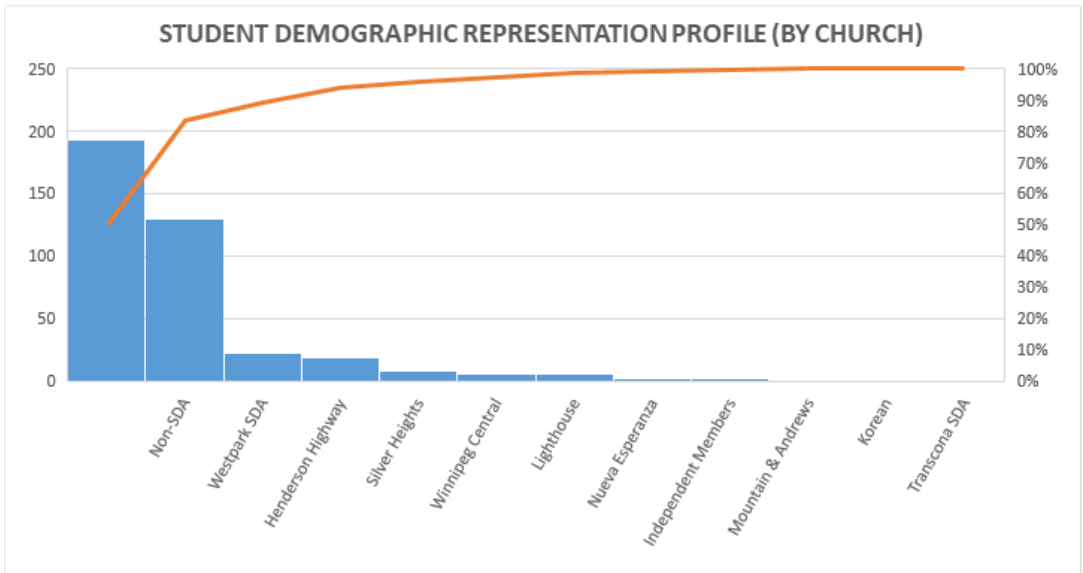
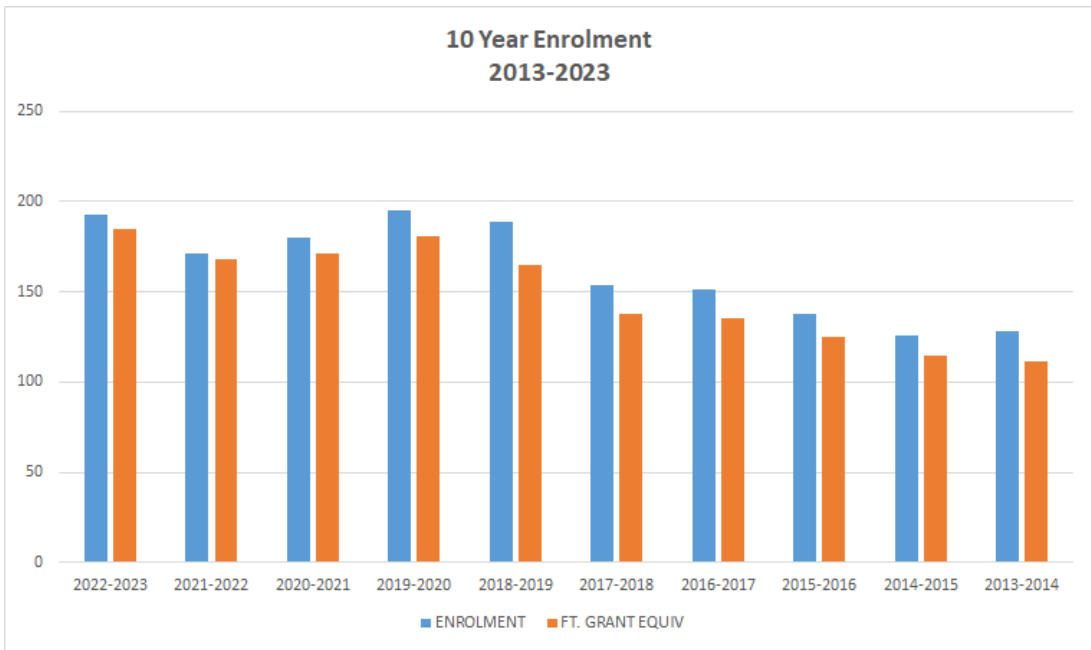
OUR CHALLENGES:

- Lack of adequate spaces to meet the needs of our enrolment.
- Impactful shortage of teachers across the North American Division
- Low enrolment from Constituent Churches.
- Lack of adequate spaces for program expansion. Example extra-curricular programs
- Poor drainage; limited parking lot spaces, aging infrastructure/furnaces.

OUR FINANCIAL PICTURE:

PCAA is a non-profit entity. All funds generated by the school are used to continually reinvest in both physical and human resources in a responsible and sustainable manner to ensure ongoing school improvement and successful outcomes for students.





CURRENT YEAR (2023-2024) FACULTY/STAFF PROFILE:

| | |
|--|---|
| <p>Mrs. Peart: K</p> <p>Mrs. Tagarao: Grades 1-2</p> <p>Mrs. Brooks: Grades 1-2</p> <p>Mrs. Lee: Grades 3-4</p> <p>Mrs. Chavez: Grades 3-4</p> <p>Mrs. Mitchell: Grades 5-6</p> <p>Mrs. Young: Grades 5-6</p> <p>Mr. Waite: Grades 7/8:</p> <p>Grade 9-12</p> <p><u>Mrs. Young:</u> ELA 9-10,, Math 9, Science 9, Biology 11/12,, French 5-12</p> <p>Ms. Mutya: ELA 11/12, Humanities 9-12,, Personal Finance 9-12, Digital Photos 9-10</p> <p>Mr. Ola: Math 8,, 10-12,, Science 10, Physics 11/12, Chem. 11-/12,</p> | <p>Resource/Support Team:</p> <p>Mrs. Landry: Resource Support</p> <p>Mrs. Ott: Educational Assistant</p> <p>Ms. Young: Educational Assistant</p> <p>Mr. Curtis: Educational Assistant</p> <p>Melvin Arcon: Building Maintenance</p> <p>Khuram Gill: Computer Support</p> <p>Nicolae Budica: Bus Driver</p> <p>Cormac Foster: Development Coordinator</p> <p>Evelyn Mallorca: Admin. Assistant</p> <p>Dorian Piedra: Accountant</p> <p>Pr. Shaun Young: Chaplain</p> <p>Ian Mighty: Principal</p> |
|--|---|

Pr. Young: Bible 7-12

TEACHING STAFF QUALIFICATIONS:

| Degrees | Number of Faculty/Staff |
|-----------------------|-------------------------|
| Doctoral | 1 |
| Masters | 3 |
| Bachelor of Education | 8 |
| Bachelor of Science | 2 |
| Bachelor of Arts | 3 |

TEACHERS YEARS OF EXPERIENCE:

| Years | Number of Teachers |
|-------|--------------------|
| 1-5 | 2 |
| 5-10 | 2 |
| 10-15 | 2 |
| 15-20 | 2 |
| 20+ | 4 |

SPECIAL SCHOOL ACTIVITIES & ACHIEVEMENTS:

Faith-Development Activities

| Description of Activity and Facilitators | Location | Average Number of Hours/Days | Participants Involved |
|--|---|---|-----------------------|
| Daily Faculty/Staff Worship | Staff Room | 30+ hours September 2022 to June 2023 | Teachers, Staff |
| Daily class worships – Teacher led | Classrooms | 110+ hours per classroom | Teachers & Students |
| Friday Chapels Pr. Young, Student praise Team | PCAA Gym | 50+ hours September 2022 to June 2023 | School-Wide |
| 2 Annual (WISE) Week of Prayers 1 led by Chaplain and or Guest 1 led by students | Gymnasium | Nov 27 – Dec 1, 2020 | Teachers & Students |
| Church Visitations: | 8 Churches Visited | Education Sabbaths | Teachers & Students |
| Care Home Visitations: | TThe Care Homes were not visited last school year | | |

RESULTS: Faith Improvement Goals for 2022-2023

| | |
|---|---|
| *Increased opportunities for students to be involved in planning and implementation of faith based activities | This goal continues to be met. Opportunities for student involvement in planning worship events (Chapels, House Meets & Sabbath Vespers programs at the school.) |
| *Increased opportunities for students to receive Bible Studies outside of the regular school day. | Intentional Bible Studies were not conducted during the 2022-2023 school year. However,, the Chaplain has started Bible Studies this current school year. |
| *Ongoing implementation of our “ Spiritual Master Plan ” | This is an ongoing endeavor. Faculty/Staff will continue to revisit the Spiritual Master Plan with the intent of setting and focusing on specific yearl goals. |

Community Service Project Activities

| Description of Activity and Facilitators | Location | Average Number of Hours/Days | Participants Involved | Results |
|---|----------|---|--------------------------|--|
| Terry Fox Annual Run Administration, Teachers & Staff | PCAA | September, 2022 | School-Wide | Cancer Awareness |
| Winnipeg Harvest "Food-Tober" | PCAA | October 2022 | School-Wide | 2 tubs of non-perishable food items donated |
| Salvation Army Food Distribution | PCAA | February 2023 | 440 persons participated | Teachers,, students, parents and community Volunteers |
| "I Love to Read Month" Read for A Cause Project | PCAA | Raised & Donated \$1600.00 to purchase food items for the less fortunate. | | |
| Adventist Community Service (ACS) | PCAA | April 2023 | Kindergarten | Collected and distributed food and clothing items ACS |

Co/Educational Activities & Field Trips

| Description of Activity and Facilitators | Date | Participants Involved | Outcome |
|--|---------------------------------------|-----------------------|--|
| Camping Trip | September 2022 | Grade 9-12 | 22 Students & 5 Staff participated |
| School Literacy Day Event | October 2022 | Grade K-8 | 172 students, teachers, parents and visitors |
| Canadian Scholastic Challenge | January 2023 | Grades 5-8 | Grade 6: Highest Score: Abijah Castro Grade 8: Highest Score: Matthew Stewart |
| Principal's Reading Challenge SWOLE Program: 10 character-based programming sessions; | February 2023 Jan 2022 to Apr 2023 | Grades 5-6 | 45 students |
| Winnipeg Children's Museum-Recycling | June 2023 | Grades K-3 | 51 students |
| Manitoba - Planetarium | June 2023 | Grades K-3 | 51 students |
| Winnipeg Art Gallery | February 2023 | Grade 9/10 | 15 students |
| Winnipeg Aviation Museum | April 2023 | Grades 5-6 | 38 students |

MEETING THE NEEDS OF STUDENT:

- A. Teacher planning, preparation and increased collaboration
- B. Commitment to a spiritual and supportive environment
- C. Providing meaningful and engaging learning experiences
- D. Continued review and discussions of available assessment data to pin-point learning challenges.
- E. Continued dialogue about student needs and how to best support those needs
- F. Liaison with the Winnipeg Child Guidance Clinic to access the resources of a School Psychologist, Reading Clinician, Speech Pathologist and Community Social Worker
- G. Maintaining the use of Teacher Support Staff/Educational Assistants
- H. Use of a variety of online learning support software. Ex. Mathletics, Reading A to Z, Essential Skills
- I. Supporting ongoing PD for Faculty & Staff
- J. School-wide Focus on Student Engagement, Student responsibility for learning, Reading & Comprehension.

Teacher Professional Development:

- A. Continued to provide/support Professional Development for teachers
- B. Encourage Teacher initiative in seeking to grow and develop their practise.
- C. Encourage Teacher High Expectations for student learning.

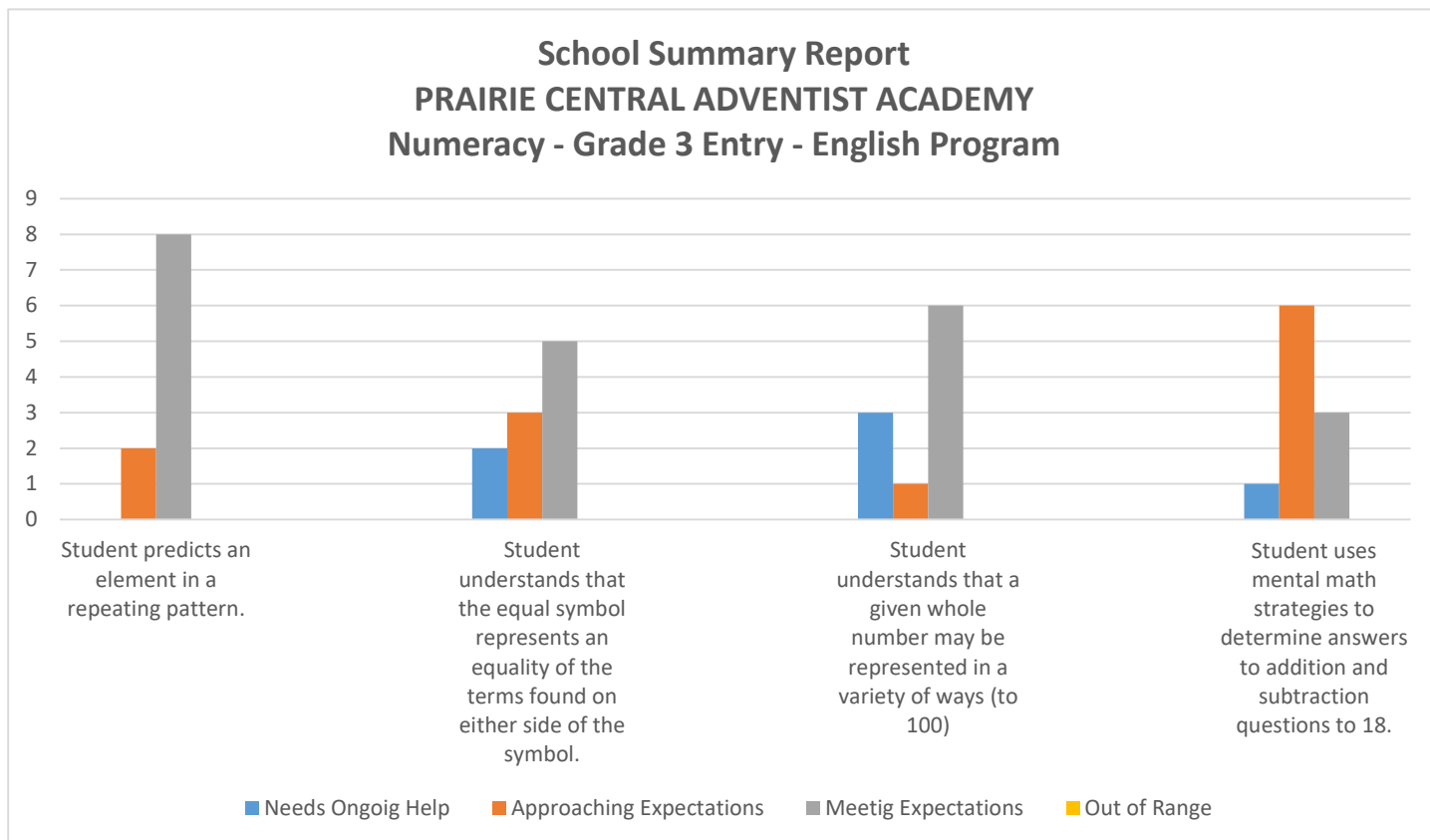
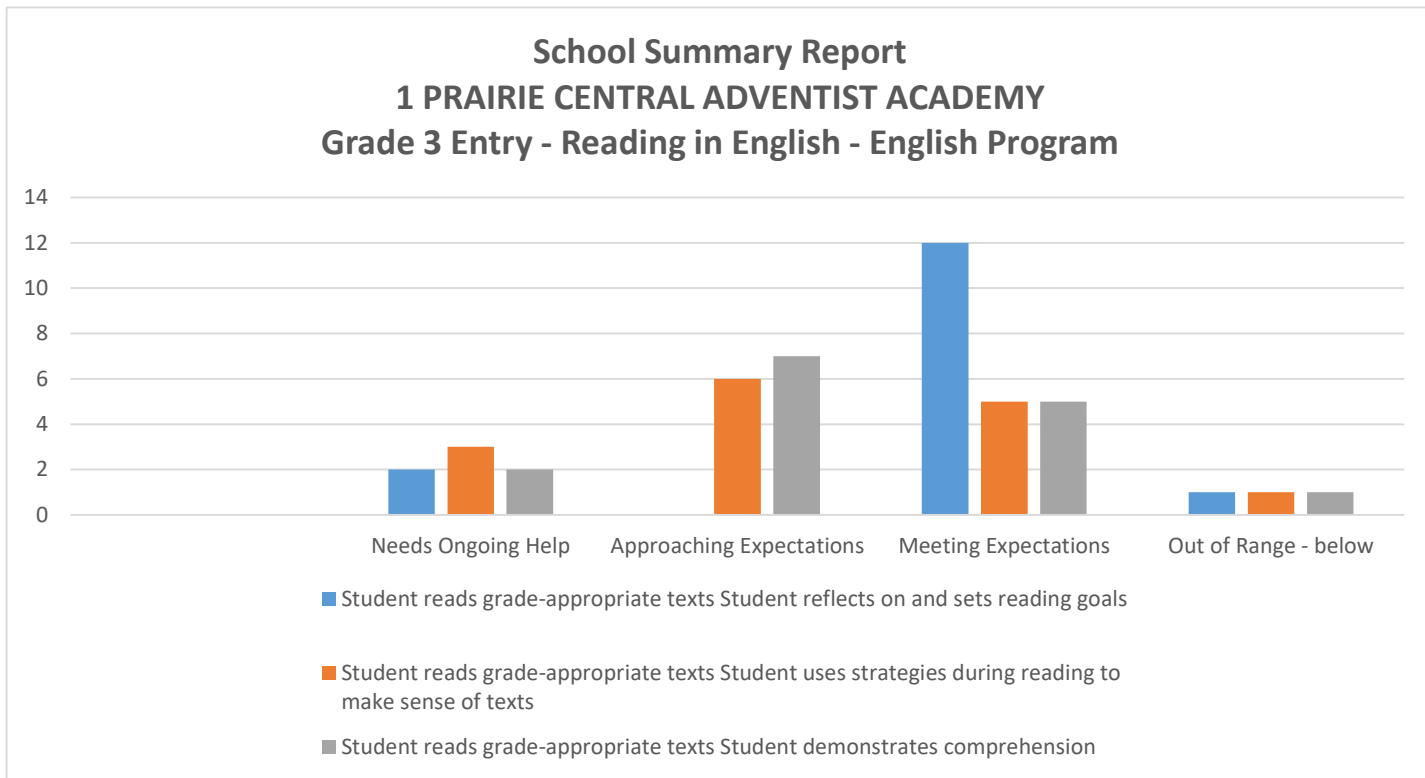
Parental involvement:

Parents being involved their child's education is very important. Continue to hold annual parent/teacher back to school events to introduce parents to their child's teacher, discuss routines and expectation and for parents to connect with their child learning. Parents are always welcome to contact teachers/staff whenever they wish to discuss their child's progress.

Formal Parent Teacher Interviews are held at the end of Term 1 and Term 2. School reports are issued at the end of terms 1, 2 and term 3 & during Quarters 1-4 at the High School Level.



Manitoba Grade 3 Assessment in Literacy & Numeracy (2022-2023)

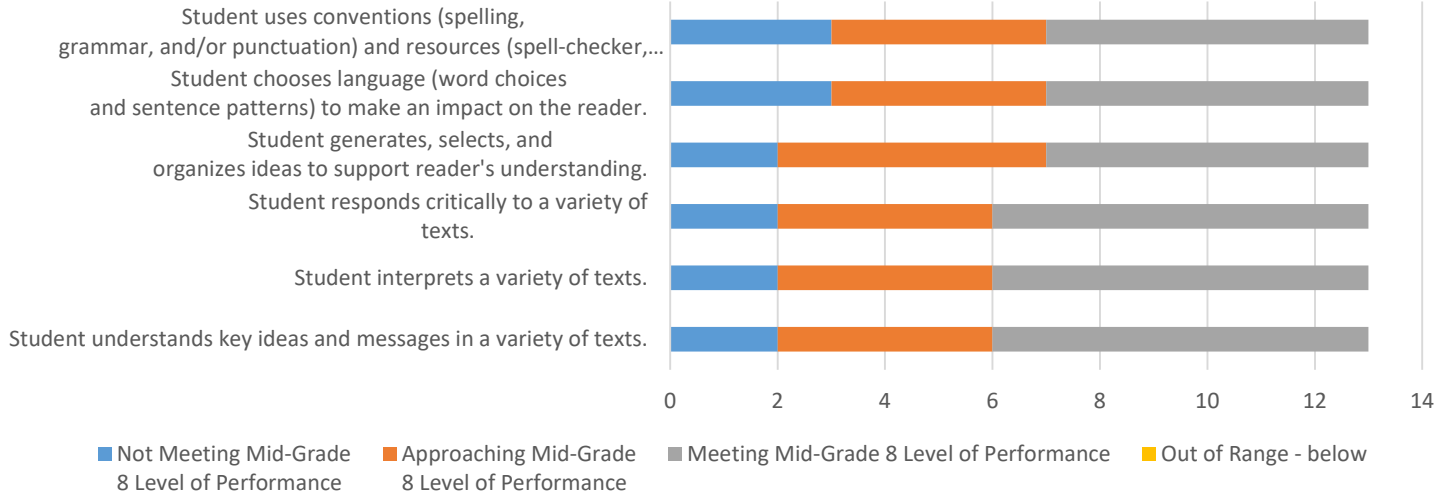


Manitoba Middle Years Assessment in Literacy & Numeracy (2022-2023)

School Summary Report

1304 - PRAIRIE CENTRAL ADVENTIST ACADEMY

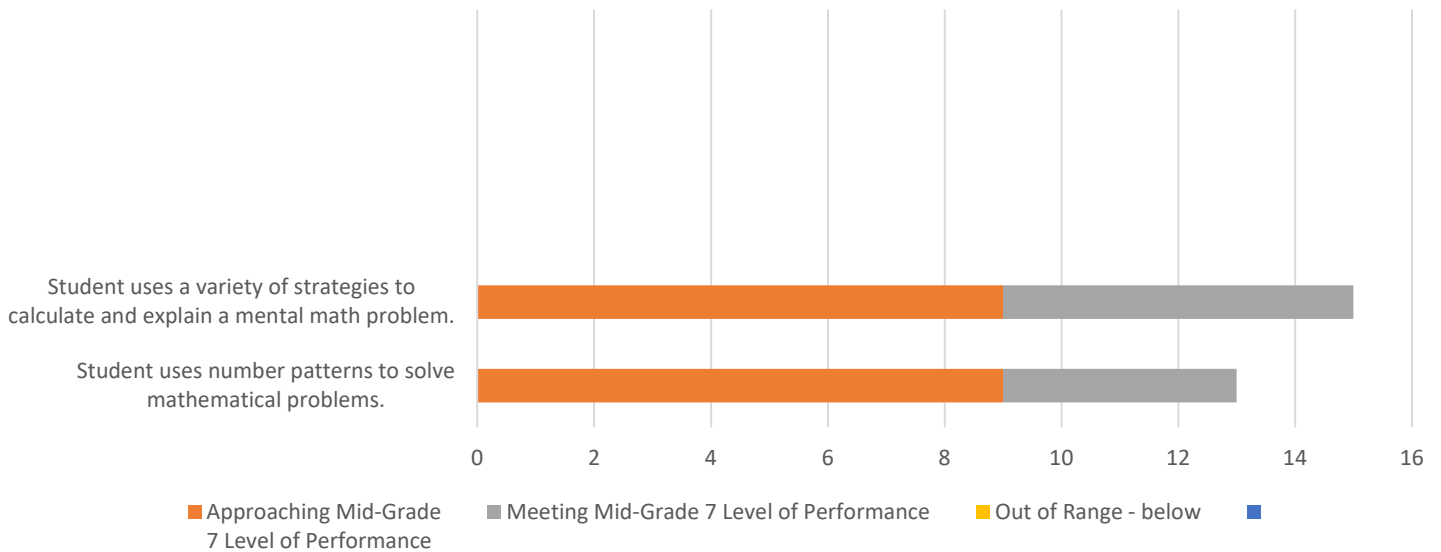
Grade 8 Reading Comprehension and Expository Writing - English Program



School Summary Report

1304 - PRAIRIE CENTRAL ADVENTIST ACADEMY

Grade 7 Number Sense and Number Skills - English Program



STUDENT ATTENDANCE DATA: 2019-2020

| Grade | Average Attendance % |
|--------------|----------------------|
| Kindergarten | 90+ |
| 1-2 | 90+ |
| 3-4 | 90+ |
| 5-6 | 90+ |
| 7-8 | 90+ |
| 9-10 | 85+ |
| 11-12 | 85+ |

INFORMATION & COMMUNICATION TECHNOLOGY USEAGE

DATE

HARDWARE

DESCRIPTION-QUALITY

| | | |
|---------------|--|--|
| 2021-2022) | Purchased New Server | PowerEdge T350 Server |
| 2020-2021 | <ul style="list-style-type: none"> • Purchased additional 30 ChromeBooks Units + 1 Charging Cart • Purchases Sony Alpha 7III Canon EOS RP camera • Ongoing subscriptions of: Reading AtoZ, Mathletics, Essential Skills, Language Nut, Reading Eggs, Zoom | Dell 2021 Systems State of the Art Camera Equipment Educational Software subscriptions |
| 2019 | Acquired Grant funding of \$10,000 US for STEM Program Implementation | *Source of Funding Versa-Care Foundation |
| 2019 | Purchased 12 Rasberry Pi Units for classrooms to enhance teacher presentations | New Units |
| 2019 | Purchased 7 Mini Desktop Units for Offices and 3 classrooms | Dell 2019 Systems |
| 2018/2019 | 12 Computer Workstations to meet the needs of the High School | Purchased this year though Computers For Schools- Very good to excellent quality. |
| 2017/2018 | Acquired Grant funding of \$10,000 US 25 IPad Units (IPad Minis) | Units Purchased within the last 3 years—Equipped with a variety of Apps |
| 2015 –Present | The Gymnasium and each Classroom equipped with a digital projector to enable presentations. | New Units |

Devices in all classrooms are connected to the internet via either a wireless and or a hard-wired network.

Progress Report
From the Full-Scale Site Visit on (Insert Date) to
 Evaluation Visit (March 19-21, 2017)
 Senior Academy Visit (August 29, 2019)
Red River Valley Junior Academy

Place and (X) after the number of each recommendation indicating the degree to which it has been completed.

C=Completed

PC=Partially Completed

NC=Not Completed

Evaluation Recommendations

| Recommendation | 1 st Year Status | | | 2 nd Year Status | | | 3 rd Year Status | | | 4 th Year Status | | | 5 th Year Status | | | 6 th Year Status | | |
|----------------|-----------------------------|----|----|-----------------------------|----|----|-----------------------------|----|----|-----------------------------|----|----|-----------------------------|----|----|-----------------------------|----|----|
| | C | PC | NC | C | PC | NC | C | PC | NC | C | PC | NC | C | PC | NC | C | PC | NC |
| 1 | | X | | X | | | X | | | X | | | X | | | X | | |
| 2 | | X | | X | | | X | | | X | | | X | | | X | | |
| 3 | | | X | | X | | | X | | | X | | | X | | | X | |
| 4 | | | X | | X | | | X | | | X | | | X | | | X | |
| 5 | | X | | | X | | | X | | | X | | | X | | | X | |
| 6 | | X | | X | | | X | | | X | | | X | | | X | | |
| 7 | | | X | | | X | | X | | | X | | | X | | | X | |
| 8 | | | X | | X | | X | | | X | | | X | | | X | | |
| 9 | | | X | | X | | | X | | | X | | | X | | | X | |
| 10 | | X | | X | | | X | | | X | | | X | | | X | | |
| 11 | | X | | | X | | | X | | | X | | | X | | | X | |
| 12 | | X | | | X | | | X | | | X | | | X | | | X | |
| Percentage | 0 | 58 | 42 | 33 | 42 | 25 | 42 | 58 | | 50 | 50 | | 50 | 50 | | 50 | 50 | |

Secondary Academy Status Recommendations

| Recommendation | 1 st Year Status | | | 2 nd Year Status | | | 3 rd Year Status | | | 4 th Year Status | | | 5 th Year Status | | | 6 th Year Status | | |
|----------------|-----------------------------|----|----|-----------------------------|----|----|-----------------------------|----|----|-----------------------------|----|----|-----------------------------|----|----|-----------------------------|----|----|
| | C | PC | NC | C | PC | NC | C | PC | NC | C | PC | NC | C | PC | NC | C | PC | NC |
| 1 | | | | | | | | X | | | X | | | X | | X | | |
| 2 | | | | | | | X | | | X | | | X | | | X | | |
| 3 | | | | | | | | X | | | X | | | X | | X | | X |
| 4 | | | | | | | | X | | | X | | | X | | | | |
| 5 | | | | | | | | X | | | X | | X | | | X | | |
| 6 | | | | | | | | X | | | X | | X | | | X | | |
| 7 | | | | | | | | X | X | | | | X | | | X | | |
| 8 | | | | | | | X | | | X | | | X | | | X | | |
| 9 | | | | | | | X | | | X | | | X | | | X | | |
| 10 | | | | | | | | X | | | X | | X | | | X | | |
| 11 | | | | | | | | X | | | X | | X | | | X | | |
| 12 | | | | | | | X | | | X | | | X | | | X | | |
| 13 | | | | | | | | X | | | X | | X | | | | X | |
| 14 | | | | | | | | X | | | X | | X | | | | X | |
| 15 | | | | | | | | X | | | X | | X | | | | X | |
| 16 | | | | | | | | X | | | X | | X | | | X | | |
| Percentage | | | | | | | 25 | 25 | 50 | 44 | 19 | 36 | 81 | 19 | | 75 | 19 | 6 |

SUMMARY LIST OF EVALUATION RECOMMENDATIONS
THE VISITING COMMITTEE RECOMMENDS:

1. That the administration and faculty ensure that both provincial and NAD outcomes are reflected in all yearly plans. **Completed and Ongoing**
2. That the administration and faculty use standardized test results to inform curriculum and instruction in the assessed areas for students' individual learning growth. **An Ongoing Endeavor**
3. That the board, administration, and faculty purchase and use RenWeb's parent portal to give parents regular access to their students' grades/progress, implementing a plan to ensure that this information is updated regularly. **In Progress/Partially Completed**
4. That the board, administration, and faculty develop a Respect for Human Diversity policy as per the recommendation of the SDACC *Welcoming, Caring, Respectful and Safe Teaching and Learning Environment* statement and the provincial mandate. **In Progress/Partially Completed**
5. That the board and administration find ways to reduce student accounts receivable, soliciting additional worthy student funds if necessary. **Completing and Ongoing**
6. That administration provide regular training for faculty and staff to assist in the recognition of abuse, neglect, and distress in students. **Completed and ongoing**
7. That the board, administration, and faculty develop and implement a technology integration plan to address the school's computer/technology needs. **In Progress**
8. That the board and administration ensure the installation of windows in all classroom doors. **Completed**
9. That the conference, board, administration, and faculty collaborate to find ways to build relationships between the local pastors, the constituency, teachers, and students **An Ongoing Endeavor**
10. That the conference, board, and administration address the need for a full-time school chaplain to support the continued spiritual growth of all students and their families. **Completed**
11. That the board, administration, and faculty incorporate the six school Action Plans into the overall Strategic Plan of the school, focusing on prioritizing the main areas of school-wide improvement; specific target times and costs for each step of the Action Plans need to be added. **Started and ongoing**
12. That the board, administration, and faculty give special attention to making spiritual growth an integral focus of the school's strategic plan. **Completed and ongoing**

1. That the school administration, faculty, and constituent church pastors and members continue to work closely together in forming a ministry team that cooperatively works to present a cohesive mission for students and families at RRVJA. **Ongoing Endeavor**
2. That the school board and administration, in collaboration with stakeholders, develop a formal written school-wide strategic plan (a.k.a. Continuous School Improvement Plan or CSI) that incorporates specific development needs in areas such as capital projects/campus improvements or new facility, technology utilization, secondary program enhancements (curriculum and student activities), and marketing/recruitment. **Completed and Ongoing**
3. That the conference, board, and administration allocate funding and dedicated time for a .5 FTE Vice Principal position that is part of a formal job description. **Not Completed**
4. That the board and administration continue to vision the possibility of having students from outside the city live with host families providing Adventist secondary education to a larger constituency. **Ongoing Endeavor**
5. That the administration develop and implement an academy committee system such as academic standards/curriculum committee, discipline committee, student activities committee, etc. **Completed and Ongoing**
6. That tuition rates be adjusted on an annual basis in order to keep pace with the increase in operating costs. One option is to implement an adjustment that matches the increase in the Consumer Price Index. With regular minimal adjustments, the school will avoid implementing sudden and huge increases. **Completed and Ongoing**
7. That extra effort be made to improve the tuition collection rate, using both internal and external resources. **Completed and Ongoing**
8. That the school have a capital budget that takes into account the capital needs of the school in order to maintain its present facilities and also as it expands into a senior academy status. **Completed and Ongoing**
9. That the constituent churches be strongly encouraged to fulfill their monetary obligations to the school. To have an equitable sharing, a formula could be developed taking into account the membership, tithes and number of students of each constituent church. **Completed and Ongoing**
10. That RRVJA consider hiring a full-time business manager to oversee its expanded financial operations. **Partially Completed and Ongoing**
11. That administration work with the conference, union, and province to ensure that all teachers are properly certified. **Completed and Ongoing**
12. That the school board and administration review the SDACC Education Code to ensure alignment with required secondary staffing. **Completed and Ongoing**
13. That the administration and board address classroom space per student in all grades per union and provincial code before the full accreditation visit. **Partially Completed and Ongoing**
14. That the administration and board address outdoor space per student in all grades per union and provincial code before the full accreditation visit. **Partially Completed and Ongoing**
15. That the administration and board address space to match the programs provided by the school according to union, conference and provincial requirements. (storage, janitorial, infirmary etc). **Partially Completed and Ongoing**
16. That the administration and board provide access to an adequate collection of appropriate library/information resources, in print and electronic forms, as outlined in the SDACC Education Code. **Partially Completed and Ongoing**

COMPENDIUM OF SCHOOL POLICIES:

| Policy Ref # | Policy Documents | Year Developed | Revision |
|---------------------|--|-----------------------|-----------------|
| 01-01-00 | Child Abuse Protocol | September 2004 | January 2006 |
| 01-01-01 | Corporal Punishment Policy | April 2004 | |
| 01-01-02 | Admission Policy | - | |
| 01-01-03 | Anaphylaxis Policy | April 2004 | |
| 01-01-04 | Field Trips Policy | - | |
| 01-01-04A | NAD School Trips - Working Policy Statement | - | |
| 01-01-05 | Nutrition Policy | - | |
| 01-01-06 | Documentation of Incidents Policy | - | |
| 01-01-07 | Photography and Video Policy | - | |
| 01-01-08 | Policy on Short Term Mission-Educational Trips | - | |
| 01-01-09 | Process of Employee Request To Access Employment Files | - | |
| 01-01-10 | School Crisis Response Policy | - | |
| 01-01-11 | School Closure Policy | - | |
| 01-01-12 | Recess Policy | - | |
| 01-01-13 | Student Billeting Policy | - | |
| 01-01-14 | Anti-Bullying Policy | 2015 | |
| 01-01-15 | Fundraising & Solicitation Policy | - | |
| 01-01-16 | Guidelines for Online-Remote Delivery of Instruction | 2020 | |
| 01-01-17 | Substitute Teacher Procedures | 2020 | |
| 01-01-18 | School Volunteers Procedures | 2020 | |
| 01-01-19 | School Visitors policy/procedures | | 2021 |
| | School Handbook | - | 2023-2024 |

**Manitoba
Education,
Training
and Youth**



Schools' Finance Branch
511-1181 Portage Avenue
Winnipeg, Manitoba
R3G 0T3

Prairie Central Adventist Academy

56 Grey Street

WINNIPEG, MANITOBA R2L 1V3

**AUDITED FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

June 30, 2023



Management's Responsibility

To the Members of
Prairie Central Adventist Academy

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with accounting principles for Independent Schools in Manitoba and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors and Finance Committee are composed primarily of Directors who are neither management nor employees of the Academy. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management. The Committee is also responsible for recommending the appointment of the Academy's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Committee and management to discuss their audit findings.

October 30, 2023


Principal

Independent Auditors' Report

To the Board of Directors of Prairie Central Adventist Academy:

Qualified Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the donation revenue referred to in the *Basis of Qualified Opinion* paragraph, these financial statements present, in all material respects, the financial position of Prairie Central Adventist Academy (the "Academy") as at June 30, 2023 and the results of its operations for the year then ended in accordance with accepted accounting principles for Independent Schools in Manitoba.

Basis of Qualified Opinion

In common with many not-for-profit organizations, the Academy derives part of its revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Academy and we were not able to determine whether any adjustments might be necessary to donation revenues, assets or surplus (deficit).

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Academy in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have obtained our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to note 2 of the financial statements which describes the basis of accounting. These financial statements are prepared to assist the Academy to meet the reporting requirements of FRAME (Financial Reporting and Accounting in Manitoba Education) as issued by Manitoba Education. As a result, these financial statements may not be suitable for another purpose. Our report is intended solely for the Academy and Manitoba Education and should not be distributed to parties other than the Academy and Manitoba Education.

Responsibilities of Management and Those Charged with Governance for the Statements

Management is responsible for the preparation of these statements in accordance with the provisions of FRAME as issued by Manitoba Education, and for such internal controls as management determines is necessary to enable the preparation of the financial statements are free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Academy's financial reporting process.

Auditors' Responsibilities for the Audit of the Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Academy's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Academy to cease to continue as a going concern.
- Evaluate the overall presentation and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves the required presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Winnipeg, Manitoba
October 30, 2023

MNP LLP
Chartered Professional Accountants

I hereby certify that this report and the statements referenced herein have been presented to the Board of Directors of the above referenced school.

October 30, 2023

Date



Director

Management Letter

October 30, 2023

Board of Directors
Prairie Central Adventist Academy
56 Grey Street
Winnipeg, Manitoba R2L 1V3

Dear Board of Directors:

Re: Audit of 2023 Financial Statements

The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement. However, an audit is not specifically designed to identify all matters that may be of interest to management in discharging its responsibilities. In addition, an audit cannot be expected to disclose all material fraud, or errors and other irregularities, and it is not designed to express an opinion as to whether the systems of internal control established by management have been properly designed or have been operating effectively.

During the course of our audit no matters came to our attention.

We would like to express our appreciation for the co-operation and assistance given to us by the management and staff of Prairie Central Adventist Academy throughout our audit process.

Yours truly,



MNP LLP

I hereby certify that the preceding report has been presented to the Board of Directors of Prairie Central Adventist Academy.

October 30, 2023

Date



Director

Auditors' Supplementary Report on Enrollment

To the Board of Directors of Prairie Central Adventist Academy:

Opinion

We have audited the accompanying EIS certification and Enrollment Report prepared in accordance with Part 1, Section 1.1 of the Independent Schools Funding Requirements for the school year 2022/2023 of Prairie Central Adventist Academy (the "Academy").

In our opinion, this report presents, in all material respects, the enrollment of Prairie Central Adventist Academy at September 30, 2022 in accordance with the Independent Schools Funding Reporting Requirements for the 2022/2023 school year referred to above.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Report* section of our report. We are independent of the Academy in accordance with the ethical requirements that are relevant to our audit of the schedule in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution

This report is prepared to assist the Academy to meet the requirements of the Independent Schools Funding Requirements. As a result, the report may not be suitable for another purpose. Our report is intended solely for the Board of Directors of the Academy relative to the Independent Schools Funding Requirements and should not be distributed to other parties.

Responsibilities of Management and Those Charged with Governance for the Report

Management is responsible for the preparation of this report in accordance with the provisions of the Independent Schools Funding Requirements, and for such internal controls as management determines is necessary to enable the preparation of the report that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Academy's financial reporting process.

Auditors' Responsibilities for the Audit of the Report

Our objectives are to obtain reasonable assurance about whether the report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this report.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.
- Evaluate the overall presentation and content of the report, including the disclosures, and whether the schedule represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.


Winnipeg, Canada
October 30, 2023

MNP LLP
Chartered Professional Accountants

I hereby certify that the preceding report has been presented to the Prairie Central Adventist Academy.

October 30, 2023

Date



Director

Prairie Central Adventist Academy

30-Oct-23

OPERATING FUND - STATEMENT OF FINANCIAL POSITION

As at June 30, 2023

ASSETS

| | | |
|--------------------------------------|---------|------------------|
| Cash | | 927,140 |
| Investments | | 300,000 |
| Accounts Receivable | | |
| Provincial Government | 104,584 | |
| Federal Government | - | |
| School Fees | 33,302 | |
| Other (please specify) | | |
| Accrued Interest and Other | 25,969 | |
| GST Receivable | 5,279 | |
| | - | 169,134 |
| Less Allowance for Doubtful Accounts | | (779) |
| Inventory | | - |
| Prepaid Expenses | | 5,313 |
| Other (please specify) | | - |
| | | <u>1,400,808</u> |

LIABILITIES AND FUND BALANCES

| | | |
|-------------------------------|--------|------------------|
| Bank Indebtedness | | - |
| Accounts Payable | | |
| Province of Manitoba | - | |
| Other | 97,846 | 97,846 |
| Accrued Liabilities | | 12,624 |
| Unearned Revenue | | 15,575 |
| Loans | | - |
| Other (please specify) | | |
| Reserves | | 906,544 |
| | | - |
| | | - |
| | | 1,032,589 |
| Accumulated Surplus (Deficit) | | 368,219 |
| | | <u>1,400,808</u> |

Prairie Central Adventist Academy

30-Oct-23

OPERATING FUND
STATEMENT OF SURPLUS (DEFICIT)

For the Year Ended June 30, 2023

| | |
|--|-----------------------|
| Accumulated Surplus (Deficit), June 30, 2022 | 354,580 |
| Add: Net Current Year Surplus (Deficit) | 13,639 |
| Adjustments Affecting Prior Year(s) | |
| _____ | - |
| _____ | - |
| _____ | - |
| _____ | - |
| | <u>0</u> |
| Accumulated Surplus (Deficit), June 30, 2023 | <u><u>368,219</u></u> |

Prairie Central Adventist Academy

30-Oct-23

**OPERATING FUND
STATEMENT OF OPERATIONS**

For the Year Ended June 30, 2023

REVENUES

| | | |
|--|-----------|-----------|
| Provincial Government | | |
| Department of Education | | |
| Instruction and Services | 1,026,378 | |
| Student Support Services | 9,500 | |
| Curricular Materials | 9,960 | 1,045,838 |
| Other (please specify) | | |
| <u>Safe Schools</u> | | 29,150 |
| Federal Government | | |
| French Language Grant | | 566 |
| Other | | - |
| School Fees | | |
| Parental and Other Sources | | 269,543 |
| Other (please specify) | | |
| <u>Winnipeg SDA Churches/MS Conference Operating Grant</u> | | 239,210 |
| <u>Fundraising and Other</u> | | 34,318 |
| <u>Band Program</u> | | - |
| <u>Transport Fees</u> | | 65,190 |
| <u>Interest Income</u> | | 14,619 |
| <u>Provincial Funds</u> | | - |
| | | 1,698,434 |

EXPENDITURES

| | |
|--|-----------|
| Regular Instruction | 923,511 |
| Student Support Services | 38,471 |
| Pre-Kindergarten Education | - |
| Administration | 323,080 |
| Instructional and Pupil Support Services | - |
| Transportation/Boarding of Pupils | 129,746 |
| Operations and Maintenance | 138,675 |
| | 1,553,483 |
| CURRENT YEAR OPERATING SURPLUS (DEFICIT) | 144,951 |
| CORPORATE TAX | - |
| TRANSFERS (TO) FROM CAPITAL FUND | (131,312) |
| NET CURRENT YEAR SURPLUS (DEFICIT) | 13,639 |

OPERATING FUND STATEMENT OF EXPENDITURE

For the Year Ended June 30, 2023

| CODE | OBJECT \ FUNCTION | REGULAR INSTRUCTION | STUDENT SUPPORT SERVICES (see note) | PRE-KINDERGARTEN EDUCATION | ADMINISTRATION | | INSTRUCTIONAL AND PUPIL SUPPORT SERVICES | TRANSPORTATION / BOARDING OF PUPILS | OPERATIONS AND MAINTENANCE | TOTALS |
|---------|---|---------------------|-------------------------------------|----------------------------|--------------------|-----------------------|--|-------------------------------------|----------------------------|------------------|
| | | | | | BOARD OF DIRECTORS | SCHOOL ADMINISTRATION | | | | |
| 300 | SALARIES | | | | | | | | | |
| 310 | Directors Remuneration | | | | | | | | | 0 |
| 320 | Executive, Managerial and Supervisory | | - | | | 89,880 | | | | 89,880 |
| 330 | Instructional - Teaching | 847,358 | - | 0 | | | | | | 847,358 |
| 350 | Instructional - Other | 7,546 | 35,941 | | | | | | | 43,487 |
| 360 | Technical, Specialized and Service | | - | | | 55,068 | | 56,190 | 29,033 | 140,291 |
| 370 | Secretarial, Clerical and Other | | - | | | 61,164 | | | | 61,164 |
| 380 | Clinicians | | - | | | | | | | 0 |
| | Total Salaries | 854,904 | 35,941 | 0 | 0 | 206,112 | 0 | 56,190 | 29,033 | 1,182,180 |
| 400 | EMPLOYEES BENEFITS AND ALLOWANCES | | - | | | | | | | 0 |
| 500-600 | SERVICES | | | | | | | | | |
| 510 | Professional, Technical and Specialized | | 2,530 | | | 50,254 | | | | 52,784 |
| 520 | Communications | | - | | | 11,133 | | | | 11,133 |
| 530 | Utility Services | | | | | | | | 36,131 | 36,131 |
| 540 | Travel and Meetings | | - | | | 0 | | | | 0 |
| 550 | Transportation of Pupils | | | | | | | 73,556 | | 73,556 |
| 560 | Tuition | | - | | | | | | | 0 |
| 570 | Printing | | - | | | 14,010 | | | | 14,010 |
| 580 | Insurance and Bond Premiums | | | | | | | | 5,439 | 5,439 |
| 590 | Maintenance and Repair Services | | - | | | | | | 54,673 | 54,673 |
| 610 | Rentals | | - | | | | | | | 0 |
| 620 | Taxes | | - | | | | | | 3,242 | 3,242 |
| 630 | Advertising and Promotion | | - | | | | | | | 0 |
| 640 | Dues and Fees | 0 | - | | | 4,074 | | | | 4,074 |
| 650 | Professional Development | 3,537 | - | | | | | | | 3,537 |
| | Total Services | 3,537 | 2,530 | 0 | 0 | 79,471 | 0 | 73,556 | 99,485 | 258,579 |
| 700 | SUPPLIES, MATERIALS AND MINOR EQUIPMENT | | | | | | | | | |
| 710 | Supplies | 31,477 | - | 0 | | 28,418 | | | 10,157 | 70,052 |
| 740 | Curricular and Media Materials | 25,236 | - | | | | | | | 25,236 |
| 760 | Minor Equipment | 8,357 | - | | | 7,298 | | | | 15,655 |
| | Total Supplies, Materials and Minor Equipment | 65,070 | 0 | 0 | 0 | 35,716 | 0 | 0 | 10,157 | 110,943 |
| 900 | TRANSFERS AND OTHER | | | | | | | | | |
| 950 | Bad Debts | | | | | | | | | 0 |
| 970 | Interest and Bank Charges | | | | | 1,781 | | | | 1,781 |
| 980 | Organizations and Individuals and Other | | - | | | | | | | 0 |
| | Total Transfers and Other | 0 | 0 | | | 1,781 | 0 | | | 1,781 |
| | TOTALS | 923,511 | 38,471 | 0 | 0 | 323,080 | 0 | 129,746 | 138,675 | 1,553,483 |

Note: An Independent School with total Special Education Services expenditures greater than \$25,000 MUST complete Appendix A "Special Ed tab".

SPECIAL EDUCATION SERVICES EXPENDITURES DETAIL

For the Year Ended June 30, 2023

* TO BE COMPLETED BY SCHOOLS WITH TOTAL SPECIAL EDUCATION SERVICES EXPENDITURES GREATER THAN \$25,000

| CODE | OBJECT \ PROGRAM | ADMINISTRATION /CO-ORDINATION | GIFTED EDUCATION | CLINICAL AND RELATED SERVICES | SPECIAL PLACEMENT | REGULAR PLACEMENT | OTHER RESOURCE SERVICES | TOTALS |
|---------|---|-------------------------------|------------------|-------------------------------|-------------------|-------------------|-------------------------|--------|
| 300 | SALARIES | | | | | | | |
| 320 | Executive, Managerial and Supervisory | | | | | | | 0 |
| 330 | Instructional - Teaching | | | | | | | 0 |
| 350 | Instructional - Other | | | | 35,941 | | | 35,941 |
| 360 | Technical, Specialized and Service | | | | | | | 0 |
| 370 | Secretarial, Clerical and Other | | | | | | | 0 |
| 380 | Clinicians | | | | | | | 0 |
| | Total Salaries | 0 | 0 | 0 | 35,941 | 0 | 0 | 35,941 |
| 400 | EMPLOYEES BENEFITS AND ALLOWANCES | | | | | | | 0 |
| 500-600 | SERVICES | | | | | | | |
| 510 | Professional, Technical and Specialized | | | | 2,530 | | | 2,530 |
| 520 | Communications | | | | | | | 0 |
| 540 | Travel and Meetings | | | | | | | 0 |
| 560 | Tuition | | | | | | | 0 |
| 570 | Printing | | | | | | | 0 |
| 590 | Maintenance and Repair Services | | | | | | | 0 |
| 610 | Rentals | | | | | | | 0 |
| 620 | Taxes | | | | | | | 0 |
| 630 | Advertising and Promotion | | | | | | | 0 |
| 640 | Dues and Fees | | | | | | | 0 |
| 650 | Professional Development | | | | | | | 0 |
| | Total Services | 0 | 0 | 0 | 2,530 | 0 | 0 | 2,530 |
| 700 | SUPPLIES, MATERIALS AND MINOR EQUIPMENT | | | | | | | |
| 710 | Supplies | | | | | | | 0 |
| 740 | Curricular and Media Materials | | | | | | | 0 |
| 760 | Minor Equipment | | | | | | | 0 |
| | Total Supplies, Materials and Minor Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 980 | Organizations and Individuals | | | | | | | 0 |
| | TOTALS | 0 | 0 | 0 | 38,471 | 0 | 0 | 38,471 |

STATEMENT OF ALLOWABLE EXPENDITURES

For the Year Ended June 30, 2023
To be completed by all Independent Schools

| | STUDENT SUPPORT SERVICES | INSTRUCTION AND SERVICES |
|--|--------------------------------|--------------------------------|
| TOTAL EXPENDITURES | 38,471 ⁽¹⁾ | 1,553,483 ⁽²⁾ |
| LESS: Student Support Services Grants | | 9,500 ⁽³⁾ |
| Curricular Materials Grant | 0 ⁽⁴⁾ | 9,960 ⁽⁴⁾ |
| Cost of non-certified teachers teaching courses other than non-credit religion | - ⁽⁵⁾ | - ⁽⁵⁾ |
| Cost of non-credit religious instruction in excess of 1/2 hour per day | - ⁽⁶⁾ | - ⁽⁶⁾ |
| SUB TOTAL | 38,471 | 1,534,023 |
| LESS: Pre-Kindergarten Expenditures | | 0 ⁽⁷⁾ |
| LESS: Expenditures related to teaching non-funded pupils (see below) | 0 | 0 ⁽⁸⁾ |
| ALLOWABLE EXPENDITURES | 38,471 | 1,534,023 |
| GRANTS RECEIVED | 9,500 ⁽⁹⁾ | 1,026,378 ⁽⁹⁾ |
| GRANTS EARNED CALCULATION | 9,500 | 1,026,378 ⁽¹⁰⁾ |
| PORTION OF THE GRANT RECOVERABLE (IN EXCESS OF ALLOWABLE EXPENDITURES) | 0 ⁽¹¹⁾ | 0 ⁽¹¹⁾ |

NOTES:

- (1) Total Student Support Services expenditures from page 6.
- (2) Total operating fund expenditures from page 6.
- (3) Student Support Services grant less the portion of the grant in excess of the allowable expenditures.
- (4) Curricular Materials grant is the Curricular Materials grant, prorated between Special Education Services and Instruction and Services by multiplying the grant by the percentage of Curricular Materials expenditures in each category.
- (5) The cost of non-certified teachers teaching courses other than religion is to be deducted from the column to which the expenditures have been charged.
- (6) The cost of religious instruction in excess of 1/2 hour per day or 2 1/2 hours per week, is to be deducted from the column to which the expenditures have been charged.
- (7) The cost of Pre-Kindergarten expenditures
- (8) The percentage of the cost related to teaching non-funded pupils is determined as follows:

| Enrolment at Sept. 29, 2022 | Student Support Services | | Instruction and Services | |
|---|--------------------------|---------------|--------------------------|---------------|
| | Number of Pupils | % of Total | Number of Pupils | % of Total |
| Eligible Pupils (i) | 1.0 | 100.0% | 166.0 | 100.0% |
| Non-Funded Pupils (ii) | | 0.0% | | 0.0% |
| Totals (iii) | 1.0 | 100.0% | 166.0 | 100.0% |
| Total Expenditures | | 38471 | | 1,534,023 |
| Expenditures pertaining to non-funded pupils | | 0 | | 0 |

- (i) Eligible enrolment as defined in the Private Schools Grants Regulation as calculated on the Support Calculation.
- (ii) Total of all non-funded pupils enrolled in the school. This is Foreign Exchange and Others on the Support Calculation. This does not include Pre-Kindergarten or Kindergarten pupils.
- (iii) This total does NOT reconcile to total enrolment.
- (9) Total of Level 2, Level 3 and Instruction and Services Grants.
- (10) Lesser of grants received and allowable expenditures
- (11) This amount will be recovered from a future grant payment.

Prairie Central Adventist Academy

30-Oct-23

FULL TIME EQUIVALENT PERSONNEL EMPLOYED (UNAUDITED)

September 29, 2022

| CODE | OBJECT \ FUNCTION | REGULAR INSTRUCTION | STUDENT SUPPORT SERVICES | ADMINISTRATION | | INSTRUCTION AND PUPIL SUPPORT SERVICES | TRANSPORTATION / BOARDING OF PUPILS | OPERATIONS AND MAINTENANCE | TOTALS |
|---------------|---|---------------------|--------------------------|--------------------|-----------------------|--|-------------------------------------|----------------------------|--------|
| | | | | BOARD OF DIRECTORS | SCHOOL ADMINISTRATION | | | | |
| 310 | Directors (headcount) | | | 10.00 | | | | | 10.00 |
| 320 | Executive, Managerial and Supervisory | | | | 1.00 | | | | 1.00 |
| 330 | Instructional - Teaching | 11.00 | 3.00 | | | | | | 14.00 |
| 350 | Instructional - Teacher Aides and Other | 1.00 | | | | | | | 1.00 |
| 360 | Technical, Specialized and Service | | 1.00 | | | | | 1.00 | 2.00 |
| 370 | Secretarial, Clerical and Other | | | | 2.00 | | 2.00 | | 4.00 |
| 380 | Clinician | | | | | | | | 0.00 |
| TOTALS | | 12.00 | 4.00 | 10.00 | 3.00 | 0.00 | 2.00 | 1.00 | 32.00 |

Prairie Central Adventist Academy
Notes to the Financial Statements
For the year ended June 30, 2023

1. Organization

Prairie Central Adventist Academy (the "Academy") is incorporated as a not-for-profit entity under the Corporations Act of Manitoba and is a registered charity under the Income Tax Act. It offers education to students.

2. Basis of accounting

As required for Independent School grant funding from the Province of Manitoba, management must report under FRAME (Financial Reporting and Accounting in Manitoba Education) guidelines. Therefore, these financial statements have been prepared in accordance with the presentation guidelines contained in the FRAME manual issued by Manitoba Education. The intended users of these statements are Manitoba Education, Academy management and the board of directors. Readers are cautioned these financial statements may not be suitable for another purpose.

3. Significant accounting policies

Fund accounting

The restricted fund method of accounting is employed by the Academy to record financial transactions in separate funds as defined by Financial Reporting and Accounting in Manitoba Education in accordance with the purpose for which the funds have been created. As directed by FRAME presentation guidance only the current year operating fund is presented.

The Operating Fund is maintained to record all day to day operating revenues and expenses; as well as all assets, liabilities and unrestricted net assets incurred on account of Academy operations.

Revenue recognition

The Academy follows the restricted fund method of accounting for contributions. All unrestricted contributions are recognized in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Provincial and federal government funding is recognized as it becomes receivable under the terms of applicable funding agreements. Funding received under funding arrangements that relate to expenses of a subsequent fiscal period is reflected as unearned revenue on the balance sheet in the year of receipt, and is recognized in the same period the expenses are recognized.

The Academy recognizes restricted contributions from parental and other sources included in school fees, lunch program and other sundry revenue, which are related to expenses of a future period, as revenue in the same period the related expenses are recognized.

Donations in kind

Contributed materials which would otherwise be acquired by the Academy are recorded at fair market value as at the date of contribution. During the year, the Academy received donations in kind of \$0 (2022 - \$0).

Contributed services

Volunteers contribute an indeterminate number of hours supporting the various fundraising activities and operating programs of the Academy. Because of the difficulty in determining the fair value, contributed services are not recognized in the financial statements.

Leases

A lease that transfers substantially all of the benefits and risks of ownership is classified as a capital lease. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair market value. Assets under capital leases are amortized on a declining balance basis, over their estimated useful lives. All other leases are accounted for as operating leases and rental payments are expensed as incurred.

As the FRAME statements only reflect the operating fund, capital lease transactions are not reflected in these statements.

Prairie Central Adventist Academy
Notes to the Financial Statements
For the year ended June 30, 2023

3. Significant accounting policies *(continued from previous page)*

Measurement uncertainty

The preparation of financial statements in accordance with FRAME guidelines requires management to make estimates and assumptions that affect the amounts of assets and liabilities and disclosure of contingent liabilities at the date of the financial statements and the amounts of reported revenues and expenses during the period. Actual amounts could differ from those estimates.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where necessary.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in the statement of revenues and expenditures in the periods in which they become known.

Financial Instruments

The Academy recognizes financial instruments when the Organization becomes party to the contractual provisions of the financial instrument.

Arm's length financial instruments

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Academy may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Academy has not made such an election during the year.

The Academy subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. All other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess (deficiency) of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Financial asset impairment

The Academy assesses impairment of all its financial assets measured at cost or amortized cost. The Academy groups assets for impairment testing when no asset is individually significant. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments. In determining whether objective evidence of impairment exists. When there is an indication of impairment, the Academy determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Academy reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess (deficiency) of revenue over expenses.

The Academy reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess (deficiency) of revenue over expenses in the year the reversal occurs.

Prairie Central Adventist Academy
Notes to the Financial Statements
For the year ended June 30, 2023

4. Investments

Investments include funds on deposit with CIBC earning interest at 4.65%. The balance of the investment on June 30, 2023 is \$300,000.

5. Accounts payable

| | |
|------------------------|--------|
| Trade accounts payable | 16,438 |
| Teacher's salaries | 81,408 |
| Total | 97,846 |

6. Income Taxes

The Academy is registered as a charitable Organization under the Income Tax Act (the "Act") and as such is exempt from income taxes. In order to maintain its status as a registered charity under the Act, the Academy must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

7. Financial Instruments

The Academy as part of its operations carries a number of financial instruments. It is management's opinion that the Academy is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments.

8. Economic dependence

The Academy receives a majority of its revenues from the provincial government. The ability of the Academy to continue operations is dependent upon this government's continued financial commitment.

**Prairie Central Adventist Academy
Supplementary Information**

December 31, 2022

Independent Auditors' Report

To the Board of Directors of Prairie Central Adventist Academy:

Opinion

We have audited the accompanying Schedule of Employee Compensation of Prairie Central Adventist Academy (the "School") for the year ended December 31, 2022 ("the schedule").

In our opinion, the financial information in the Schedule of Employee Compensation for the year ended December 31, 2022 is prepared, in all material respects, in accordance with the provisions of The Public Sector Compensation Disclosure Act of the Province of Manitoba.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedule* section of our report. We are independent of the School in accordance with the ethical requirements that are relevant to our audit of the schedule in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution

This schedule is prepared to assist Prairie Central Adventist Academy to meet the requirements of The Public Sector Compensation Disclosure Act of the Province of Manitoba. As a result, the schedule may not be suitable for another purpose. Our report is intended solely for the Board of Directors of Prairie Central Adventist Academy relative to The Public Sector Compensation Disclosure Act of the Province of Manitoba and should not be distributed to other parties.

Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation of this schedule in accordance with the provisions of The Public Sector Compensation Disclosure Act of the Province of Manitoba, and for such internal controls as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the School's financial reporting process.

Auditors' Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this schedule.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the schedule, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.
- Evaluate the overall presentation and content of the schedule, including the disclosures, and whether the schedule represents the underlying transactions and events in a manner that achieves fair presentation.

MNP LLP

True North Square

242 Hargrave Street, Suite 1200, Winnipeg MB, R3C 0T8

1.877.500.0795 T: 204.775.4531 F: 204.783.8329

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Winnipeg, Manitoba

MNP LLP

Chartered Professional Accountants

I hereby certify that this report and the schedule and reports referenced herein have been presented to the members of the Board of the Prairie Central Adventist Academy

October 30, 2023

Date

JAN M. GATY

Principal

Prairie Central Adventist Academy
Schedule of Employee Compensation

For the year ended December 31, 2022

Pursuant to the disclosure required by The Public Sector Compensation Disclosure Act, the following information is reported:

- a) Aggregate compensation paid to all Members of the Board of Directors \$ Nil
- b) Board of Directors receiving compensation in excess of \$75,000 individually \$ Nil
- c) Compensation to employees over \$75,000:

| Name | Occupation | Amount |
|-------------|-------------------|---------------|
| Ian Mighty | Principal | \$78,797 |

Prairie Central Adventist Academy
Statement of Financial Position
As at June 30, 2023

| ASSETS | 30-Jun-23 | 30-Jun-22 |
|---|------------------|------------------|
| | Total \$ | Total \$ |
| Current Assets | | |
| Cash | 927,140 | 960,300 |
| Investments | 300,000 | 103,244 |
| Accounts Receivable | | |
| Provincial Government | 104,584 | 113,194 |
| School Fees | 33,302 | 23,477 |
| Allowance for doubtful accounts | (779) | (779) |
| GST Receivable | 5,279 | 23,776 |
| Deposits | - | 4,876 |
| Miscellaneous | 25,969 | 27,123 |
| Prepaid Expenses | 5,313 | 5,610 |
| Total Current Assets | 1,400,808 | 1,260,820 |
| Capital Assets | 319,088 | 319,087 |
| TOTAL ASSETS | 1,719,896 | 1,579,907 |
| LIABILITIES | | |
| Current Liabilities | | |
| Accounts Payable | 97,846 | 93,030 |
| Accrued Liabilities | 12,624 | 18,456 |
| Unearned Revenue | 15,575 | 14,298 |
| Current Portion of Long Term Debt | 7,587 | 14,629 |
| Total Current Liabilities | 133,632 | 140,414 |
| Non-Current Liabilities | | |
| Long Term Debt | | 7,587 |
| Total Non-Current Liabilities | - | 7,587 |
| TOTAL LIABILITIES | 133,632 | 148,001 |
| Equity & Reserves | | |
| General Reserves | 408,556 | 382,623 |
| Development Reserve | 497,988 | 397,832 |
| Operating Surplus | 679,720 | 651,452 |
| TOTAL EQUITY & RESERVES | 1,586,264 | 1,431,906 |
| TOTAL LIABILITIES, EQUITY & RESERVES | 1,719,896 | 1,579,907 |

Prairie Central Adventist Academy
Statement of Operations and Changes in Surplus
 Period Ended June 30, 2023

| | Jul 22 - Jun -23 Actual | Jul 22 - Jun -23 Budget \$ | Jul 21 - Jun-22 Actual \$ |
|--|----------------------------|-------------------------------|------------------------------|
| REVENUES | | | |
| Government Grants | 1,075,554 | 1,062,831 | 1,185,806 |
| School Fees | | | |
| Tuition | 261,828 | 226,259 | 252,368 |
| Other | 72,905 | 78,382 | 72,166 |
| Adventist Education Grants | | | |
| Constituency Churches | 49,535 | 61,000 | 50,855 |
| Man-Sask Conference Grants | 189,674 | 209,536 | 236,940 |
| Other Miscellaneous Revenues | 48,938 | 7,000 | 4,582 |
| Capital Development Fundraiser | 10,158 | 100,000 | 5,622 |
| Total Revenues | 1,708,592 | 1,745,007 | 1,808,338 |
| EXPENDITURES | | | |
| Instructional Expense | 961,982 | 1,097,585 | 1,129,257 |
| Administration Expense | 323,080 | 283,384 | 373,403 |
| School Bus Operations | 129,746 | 108,000 | 106,123 |
| Janitorial Expense | 29,029 | 20,800 | 36,582 |
| Repairs and Maintenance | 64,835 | 53,700 | 62,817 |
| Utilities | 36,131 | 31,500 | 32,490 |
| Property Tax | 3,242 | 2,000 | 1,439 |
| Insurance | 5,439 | 8,000 | 5,417 |
| Total Operating Expenditures | 1,553,483 | 1,604,969 | 1,747,528 |
| ALLOCATION TO RESERVES | | | |
| Allocation to Worthy Student Reserve and Scholarship Reserve | (8,000) | (5,000) | (2,000) |
| Allocation to Capital Development Reserve from Operations | (40,000) | | (9,500) |
| Allocation to Capital Development Reserve from Donations | (10,158) | (100,000) | (5,622) |
| Allocation to Capital Reserve | (61,889) | (11,889) | (10,000) |
| Allocation to Non Capital Reserves | (6,794) | - | 3,707 |
| Net Operating Surplus | 28,269 | 23,149 | 37,395 |
| Capital Activity | | | |
| Portable Classroom Loan Payments | - | - | |
| School Bus Lease Payments | (14,629) | (13,950) | (13,931) |
| Adjustment to Capital | | | |
| Purchase of bus | | | (23,439) |
| Lease to own | | (90,000) | |
| Changes in Capital & Reserves | 13,639 | (80,801) | 24 |
| Operating Surplus (Beginning of Year) | 651,452 | | 614,057 |
| Operating Surplus (End of Year) | 679,720 | | 651,452 |

Prairie Central Adventist Academy
Schedule of Operating Expenditures

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Actual vs Budget

| | Actual YTD to June 30, 2023 | Budget YTD to June 30, 2023 | YTD Variance |
|--------------------------------------|--------------------------------|--------------------------------|-----------------|
| Instructional Expense | | | |
| Salaries & Benefits | 890,845 | 1,015,295 | 124,450 |
| Classroom & Other Supplies | 34,459 | 47,690 | 13,231 |
| Textbooks | 24,785 | 15,000 | (9,785) |
| Equipment & Furnishings | 8,357 | 12,000 | 3,643 |
| Professional Development | 3,537 | 5,600 | 2,063 |
| Dues/Fees/Memberships | - | 2,000 | 2,000 |
| Total Instructional Expense | 961,982 | 1,097,585 | 135,603 |
| Administration Expense | | | |
| Salaries & Benefits | 206,112 | 191,284 | (14,828) |
| Professional Fees | 50,255 | 28,500 | (21,755) |
| Bad Debts | | 10,000 | 10,000 |
| Computer Equipment | 16,484 | 10,000 | (6,484) |
| General Expense & Supplies | 28,827 | 25,400 | (3,427) |
| Photocopier | 14,010 | 10,000 | (4,010) |
| Internet | 3,307 | 3,200 | (107) |
| Telephone | 2,714 | 3,500 | 786 |
| Postage | 1,371 | 1,000 | (371) |
| Board | - | 500 | 500 |
| Total Administration Expense | 323,080 | 283,384 | (39,696) |
| School Bus Operations | | | |
| Salaries & Benefits | 56,190 | 60,000 | 3,810 |
| Maintenance & Repairs | 43,906 | 23,000 | (20,906) |
| Fuel & Fluids | 24,212 | 20,000 | (4,212) |
| Licences & Insurance | 3,284 | 3,000 | (284) |
| Interest on Lease | 763 | 2,000 | 1,237 |
| Other Miscellaneous | 1,392 | - | (1,392) |
| Total School Bus Operations | 129,746 | 108,000 | (21,746) |
| Janitorial Expense | | | |
| Salaries & Benefits | 18,871 | 14,300 | (4,571) |
| Janitorial Supplies & Equipment | 10,157 | 6,500 | (3,657) |
| Total Janitorial Expense | 29,029 | 20,800 | (8,229) |
| Repairs and Maintenance | | | |
| Salaries & Benefits | 10,162 | 7,700 | (2,462) |
| Building Repairs | 42,712 | 34,000 | (8,712) |
| Grounds Repairs & Upkeep | 10,304 | 5,000 | (5,304) |
| Equipment Repairs | 716 | 5,000 | 4,284 |
| Portable Classroom Permits | 942 | 2,000 | 1,058 |
| Total Repairs and Maintenance | 64,835 | 53,700 | (11,135) |
| Utilities | | | |
| Electricity | 13,390 | 14,000 | 610 |
| Natural Gas | 10,680 | 9,000 | (1,680) |
| Water & Sewer | 2,288 | 2,500 | 212 |
| Portable Toilet Servicing | 3,791 | 2,500 | (1,291) |
| Waste Removal | 5,983 | 3,500 | (2,483) |
| Total Utilities | 36,131 | 31,500 | (4,631) |
| Property Tax | 3,242 | 2,000 | (1,242) |
| Insurance | 5,439 | 8,000 | 2,561 |
| TOTAL OPERATING EXPENDITURES | 1,553,483 | 1,604,969 | 51,486 |

Prairie Central Adventist Academy

Reserves

June 30, 2023

| Reserves | 30-Jun-23 \$ | 30-Jun-22 \$ |
|---------------------------------|-----------------|-----------------|
| General Fundraising | 3,316 | 2,161 |
| Alumni Fundraising | 146 | 146 |
| Band Trip | 3,580 | 3,580 |
| Bible Encounter Reserve | 3,250 | 3,250 |
| Capital Improvements | 217,497 | 205,608 |
| Cherry on Top Trust | 613 | 613 |
| Computer Donations/Fundraising | 15,020 | 15,020 |
| Cookbooks Reserve | 780 | 780 |
| Donations Reserve | 16,662 | 16,662 |
| Drivers' Ed Reserve | 280 | 280 |
| Education Emphasis Reserve | 2,718 | 2,718 |
| Endowment Fund | 1,257 | 1,257 |
| Fundraising - School Sign | (128) | (128) |
| Fundraising 11/12 Reserve | 2,932 | 2,932 |
| Govt Grant Replacement Reserve | 8,700 | 8,700 |
| Grade 9/10 Mission Trip | 2,777 | 2,777 |
| H&S - Special Projects | 7,446 | 7,446 |
| Home and School Trust | 8,165 | 4,016 |
| Injury Prevention Reserve | 100 | 100 |
| Kitchen Upgrade Reserve | 1,912 | 1,912 |
| Library Reserve | 870 | 870 |
| Orange Sales Reserve | 13,349 | 13,349 |
| Photocopier Replacement Res | 11,282 | 11,282 |
| RBC Trust | 2,248 | 2,248 |
| Recycling Reserve | 269 | 269 |
| Reserves - Next School Year Op. | 14,494 | 14,494 |
| Scholarship Reserve | 3,610 | 10 |
| Student Association Reserves | 4,457 | 3,265 |
| Students' Educational Tour | 420 | 420 |
| STEM | 12,990 | 12,990 |
| Worthy Student Reserve | 37,796 | 33,796 |
| Yearbook Fundraising | 9,747 | 9,799 |
| Total General Reserves | 408,556 | 382,623 |
| Development Reserve | 497,988 | 397,832 |
| Total Reserves | 906,544 | 780,455 |



2022-23 School Year

| | Worthy Student | Annual Allocation | Total Contributions | 2022/23 Received | Balance |
|-----------------------------------|-------------------|----------------------|------------------------|---------------------|---------|
| Winnipeg Central | | 2,700 | 2,700 | - | 2,700 |
| Winnipeg - Henderson Highway | 7,100 | 34,300 | 41,400 | 38,000 | 3,400 |
| Winnipeg Korean | | 1,800 | 1,800 | | 1,800 |
| Winnipeg - Lighthouse of Hope | | 2,800 | 2,800 | | 2,800 |
| Winnipeg - Mt Andrews All Nations | 4,900 | 3,300 | 8,200 | 2,400 | 5,800 |
| Winnipeg - Nueva Esperanza | | 1,900 | 1,900 | | 1,900 |
| Winnipeg - Silver Heights | | 5,500 | 5,500 | 427 | 5,073 |
| Winnipeg - Transcona | | 1,500 | 1,500 | 2,408 | - 908 |
| Winnipeg - West Park | | 7,200 | 7,200 | 8,700 | (1,500) |
| TOTALS | 12,000 | 61,000 | 73,000 | 51,935 | 21,065 |



FINANCIAL REPORT
Karl Hergenroeder (Treasurer)

Sincere thanks for the continuous support PCAA receives from the constituents in our community. Your generosity helps the school to achieve its goals and mission of educating children so they can be of service to their community and to Christ.

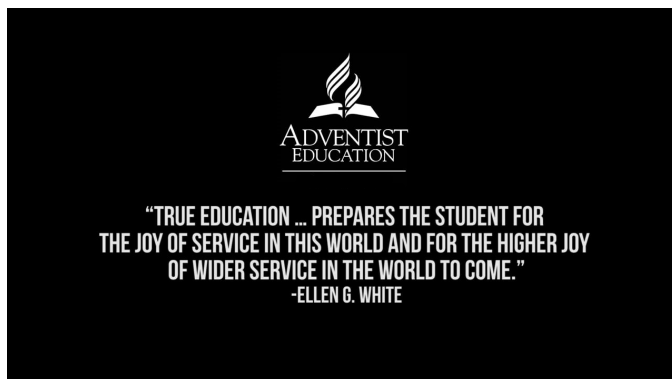
OPERATIONS:

- A. The Auditors Report in your package is evidence of a successful operation over the 2022-2023 School Year.
- B. The report evidence a Net Operating Surplus of \$144,951
- C. The report evidence the Current Year transfers to internally restricted reserves of \$131,312
- D. The report evidence a Net Operating Surplus of \$13,639

2023-2024 BUDGET:

- A. A Budget based on income from 193 students 185.5 FTE over last years 173 students 171 FTE
- B. The Budget in your package is evidence of a continuous improved budget which seeks to meet the needs of the institution and reflects the current enrolment.
- C. The Budget supports about the same number of staff from the previous year with the addition of, and a full time School Chaplain and 2 additional TTeacher's Assistants.
- D. Anticipating a balanced budget.

With the support of the School Board, Administration and Staff; PCAA will continue to strive to provide the finest possible education for your children by making the best use of available resources.



**Proposed Budget for 2023-2024 School Year
Programming for Grades JK to Grade 12**

| | 2023-24 Draft Budget | 2022-23 Budget | 2022 -23 Actual |
|--|-------------------------|-------------------|--------------------|
| RRVJA Student Population | | | |
| ¹ Total Number of Students | 193 | 172 | |
| OPERATING REVENUES | | | |
| Total School Fees | 334,837 | 304,640 | 334,733 |
| Government Grants | | | |
| Total Grants - Government | 1,228,863 | 1,062,831 | 1,075,554 |
| Adventist Education Grants | | | |
| Total Grants - Adventist Education | 263,048 | 270,536 | 239,210 |
| Total Revenue - Other | 7,000 | 7,000 | 48,938 |
| TOTAL OPERATING REVENUES | 1,833,747 | 1,645,007 | 1,698,435 |
| OPERATING EXPENSES | | | |
| Teacher Expenses | | | |
| Salaries and Benefits | 1,021,778 | 1,015,295 | 890,845 |
| Professional Development (\$400/teacher) | 6,600 | 5,600 | 3,537 |
| Dues/Fees/Memberships (MFIS) | 2,000 | 2,000 | - |
| Total Expense - Teachers | 1,030,378 | 1,022,895 | 894,382 |
| Instructional & Program Expenses | | | |
| Art Supplies (JK-12) | 1,930 | 2,140 | 1,048 |
| Classroom Supplies (JK-12) | 4,825 | 4,950 | 4,326 |
| Miscellaneous Education | 600 | 600 | 5,232 |
| French Materials | 600 | 600 | - |
| Classroom Libraries | 9,000 | 3,000 | 165 |
| Reference Library | 2,000 | 2,000 | 485 |
| Music/Band | 3,000 | 3,000 | 7,247 |
| ⁶ Physical Education | 1,500 | 3,000 | 2,968 |
| Resource Materials | 2,400 | 2,400 | 2,006 |
| Math Materials | 1,000 | 1,000 | |
| Science Materials | 2,500 | 2,500 | 181 |
| Special Education Supplies | 800 | 800 | - |
| Educational Subscriptions (CCLI, Mathletics, ACF) | 3,500 | 3,500 | 1,114 |
| Chaplain Expenses | 2,000 | 2,000 | |
| Staff Room Supplies | 5,000 | 5,000 | 136 |
| Special Programs | 3,000 | 3,000 | 4,994 |
| Yearbook Expense | 1,000 | 1,000 | 2,028 |
| Churchill Program Fees | 5,000 | - | 2,530 |
| Equipment & Furnishings | 12,000 | 12,000 | 8,357 |
| Textbooks (\$/student) | 15,000 | 15,000 | 24,785 |
| Total Expense - Instructional & Program | 76,655 | 67,490 | 67,600 |
| Administration Expense | | | |
| Salaries and Benefits | 215,460 | 198,484 | 206,112 |
| Professional Fees | 28,500 | 28,500 | 50,254 |
| ⁸ Internet Service | 4,000 | 3,200 | 3,307 |
| Telephone | 3,500 | 3,500 | 2,714 |
| Admin Subscriptions (FACTS Mgmt, OneCallNow) | 4,400 | 4,400 | 4,074 |
| Admin Computer Equipment & Furnishings | 10,000 | 10,000 | 12,410 |
| ⁹ Photocopier | 7,000 | 10,000 | 14,010 |
| Postage | 1,000 | 1,000 | 1,371 |
| Administration Expense | 20,000 | 20,000 | 28,828 |
| ¹⁰ Student Agenda Materials | - | 1,000 | |
| Bad Debts | 10,000 | 10,000 | - |
| ¹¹ Centennial Celebration | 10,000 | | |
| Board Expense | 500 | 500 | - |
| Total Expense - Administration | 314,360 | 290,584 | 323,080 |

**Proposed Budget for 2023-2024 School Year
Programming for Grades JK to Grade 12**

| | 2023-24 Draft Budget | 2022-23 Budget | 2022 -23 Actual |
|--|-------------------------|-------------------|--------------------|
| School Bus Operations | | | |
| Salary/Benefits - School Bus Driver | 34,000 | 60,000 | 56,190 |
| School Bus Rental | 82,000 | | |
| Maintenance & Repairs | 25,000 | 25,000 | 46,061 |
| ¹² Fuel and Fluids | 24,000 | 20,000 | 24,212 |
| Licences & Insurance | 3,000 | 3,000 | 3,284 |
| Total Expense - School Bus Operations | 168,000 | 108,000 | 129,746 |
| Janitorial Expenses | | | |
| ¹³ Salaries/Benefits - Janitorial | 19,500 | 22,000 | 18,871 |
| ¹⁴ Janitorial Supplies and Equipment | 8,000 | 6,500 | 10,157 |
| Total Expense - Janitorial & Maintenance | 27,500 | 28,500 | 29,029 |
| Repairs & Maintenance Expenses | | | |
| Salaries/Benefits - Maintenance | 10,500 | - | 10,162 |
| Maintenance Contracts | 18,000 | 18,000 | 2,975 |
| Building Repairs | 16,000 | 16,000 | 40,679 |
| Equipment & Repairs | 5,000 | 5,000 | 716 |
| Grounds Maintenance | 5,000 | 5,000 | 10,304 |
| Shop Supplies | 2,000 | 2,000 | |
| Total Expense - Repairs & Maintenance | 56,500 | 46,000 | 64,835 |
| Utilities & Other | | | |
| ¹⁵ Insurance | 6,000 | 8,000 | 5,439 |
| ¹⁶ Property Taxes | 2,000 | 2,000 | 3,242 |
| ¹⁷ Natural Gas | 12,000 | 9,000 | 10,680 |
| ¹⁸ Electricity - Hydro | 18,000 | 14,000 | 13,390 |
| ¹⁹ Water & Sewer | 3,500 | 2,500 | 2,288 |
| ²⁰ Portable Washroom Service | 3,800 | 2,500 | 3,791 |
| Waste Removal | 6,000 | 3,500 | 5,983 |
| Total Expense - Utilities & Other | 51,300 | 41,500 | 44,812 |
| ²¹ Revolving Fund Repayment | 85,000 | 90,000 | - |
| TOTAL OPERATING EXPENSE | 1,809,693 | 1,694,969 | 1,553,483 |
| NET OPERATING SURPLUS/(DEFICIT) | | | |
| | 24,055 | (49,962) | 144,952 |
| CAPITAL & RESERVE RELATED ITEMS | | | |
| Revenue: Capital Fund Development | 100,000 | 100,000 | 10,158 |
| Expense: Capital & Reserve Items | | | |
| Capital Fund Development Allocation from Operations | - | - | 40,000 |
| Capital Fund Development Allocation from Donations | 100,000 | 100,000 | 10,158 |
| Capital Reserve/Contingency Allocation | - | - | 61,889 |
| Worthy Student Reserve Allocation | 24,055 | 5,000 | 8,000 |
| Other Reserve Allocations | | 11,889 | 6,794 |
| School Bus Loan (\$1,323/month over 83 months) | - | 13,950 | 14,629 |
| Total Capital Related Expense | 124,055 | 130,839 | 141,471 |
| NET CAPITAL & RESERVE RELATED ITEMS | 24,055 | 30,839 | 131,312 |
| NET SURPLUS/(DEFICIT) - After Capital & Reserve Items | | | |
| | - | (80,801) | 13,639 |

5.0

Conclusions and Recommendations

5.1

Conclusions

A total of six scenarios were identified and analyzed within the DVA that cover risks associated with:

1. Site Details;
2. Railway Details; and
3. Construction and Development.

Of the six, only two were identified that required a risk assessment to be completed that considered:

- Scenario 3 – Train derailment leading to public fatality; and
- Scenario 4 – DG release leading to public evacuation.

The MIACC risk-based land use standards were utilized to determine whether the risks were considered acceptable based on the occupancy and land-use activities that will be taking place at Project site. Our conclusions are summarized in Table 6.

Table 6: Risk Assessment Conclusions for Scenarios 3 and 4

| Total Risk | Conclusions |
|---|--|
| Scenario 3 – Risk of a public fatality | Acceptable level of risk based on current and future rail growth for both the school buildings and the open areas present within the RPE. No further mitigation is required. |
| Scenario 4 – Risk of a public evacuation of the development due to a DG release | Acceptable level of risk based on current and future rail growth when considering open space occupancy. The risk becomes unacceptable when considering the school buildings sensitive occupancy. |

The risks associated with the remaining four scenarios are considered manageable based on proposed design and construction measures outlined in Section 5.2.

5.2

Recommendations

A summary of the recommendations for the remaining four scenarios are summarized in Table 7.

Table 7: Summary of Recommendations

| Scenario | Recommendations |
|--|--|
| Scenario 1 – Stormwater runoff and sediment loading onto Keewatin Subdivision during construction | Topography is such that there is a limited risk of surface water runoff generated from within the Project site towards the Keewatin Subdivision. Therefore, standard construction practices to limit sediment runoff during construction would be appropriate and no further risk analysis is deemed necessary. |
| Scenario 2 – Encountering contaminated soils within proximity of the Keewatin Subdivision during construction activities | If suspected contaminated soils are encountered during construction within proximity of the property line to the rail corridor, the property owner should initiate discussions with CPKC on next steps. |
| Scenario 3 – Risk of a Public Fatality | No mitigation required based on risk analysis. |
| Scenario 4 – Risk of a public evacuation of the development due to a DG release | <p>The likelihood of a DG release is high enough for the sensitive use of the school buildings, develop a site-specific evacuation plan that takes into consideration a rail incident that results in a DG release.</p> <p>The Evacuation Plan would be implemented in the event of a rail accident in order to protect the public from the potential smoke and/or odours that could result from a DG release.</p> |
| Scenario 5 – Construction worker getting struck by passing train | Rail operations awareness training should be included in any site-specific Health and Safety Plan during construction. |
| Scenario 6 – Pedestrian originating from the Project site that trespasses and is struck by a train | <p>There are no attractive destinations located directly northwest of the Project site, as the immediate northwest side of the railway property is a residential area. Access to this area can only be gained using the public sidewalk along Grey Street as there is continuous fencing between the Project site and the Keewatin Subdivision. There are suitable sidewalks and a crossing with bells, gates, crossbucks and flashing lights at the Grey Street crossing immediately adjacent to the Project site, providing safe pedestrian and cyclist access to people travelling west and north although there are no pedestrian-specific security features at this grade crossing. No crossing incident involving pedestrians have been recorded at this crossing.</p> <p>It is recommended that behaviour patterns of users within the Project site be monitored to determine if trespassing is occurring, combined with a proactive public safety communication such as Operations Lifesaver to advise people of the dangers of trespassing.</p> |

6.0

Closure Statement

This report has been prepared for Arthur Consulting, their agents and the City of Winnipeg. This report may become public document upon submission. The report is based on information provided to, or obtained by Dillon Consulting Limited (Dillon) as indicated in the report, and applies solely to site conditions existing at the time of the Development Viability Assessment and on future projected traffic.

The material in it reflects Dillon's best judgment in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions made based on it, are the responsibilities of such third parties. Dillon accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

Sincerely,

DILLON CONSULTING LIMITED

Lynn Gagnon, CRM
Project Manager



Dave Poole, M.Sc., P.Eng., (Ab, Mb) CRM
Senior Risk Specialist

Appendix A

Site Plan and Rendering Drawings

Request for Support of a Zoning Conditional Use

Signatures of support from adjoining impacted neighbours.

Date: November 03, 2023

To: The City of Winnipeg
 Planning, Property and Development Department
 Zoning and Permits
 31 – 30 Fort Street
 Winnipeg, Manitoba R3C 4X7

RE: PCAA, 56 Grey Street (address or legal description of application)

I consulted with my neighbours on my request for relief on the following zoning restriction(s) at the above referenced premises.

Please provide a brief description of the conditional use application in the space provided below.

PCAA is seeking to built a 5120 SqF addition at the present location at 56 Grey Street to ease to the present space limitations on the campus. The additional spaces will enable members of the community who desire a Christian school education to enrol their children.

~~The building will provide an additional 5 classrooms and will be located at the south westerly section of the campus attached to the main building.~~

The following neighbours support/do not oppose my request for a Zoning conditional use:

| Name | Address | Daytime Phone Number | Signature(s) |
|-----------------------------|--------------------------------|------------------------------|--------------|
| J Wróblecki GAR Y SAKUMI | 649 Herbert Ave 659 Herbert | 204 668-1680 204-393-2697 | J Wróblecki |
| DANIEL MINUK | 625 NAIRN | 204-987-1220 | DANIEL MINUK |
| Daria Zouli | 630 Nairn Ave | 204-667-2081 | Daria Zouli |
| NOEL VEDOVA | 584 CASTLE AVE | 204 891 8992 | NOEL VEDOVA |
| Delle Castro | 653 Herbert Ave | 204 951 6826 | Delle Castro |

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of the FIPPA for the administration of *Winnipeg Zoning By-law No. 200/2006*. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.

From: Christine Bergen <cbergen@mansaskadventist.ca>

71

Sent: Thursday, May 25, 2023 2:37 AM

To: Ian Mighty <imighty@pcaa.ca>

Cc: Corinne Lindberg <clindberg@mansaskadventist.ca>; Joe Ann Taer

<jtaer@mansaskadventist.ca>; Charles Ed II Aguilar <charles.ed.aguilar@mansaskadventist.ca>;

Francis Douville <fdouville@mansaskadventist.ca>

Subject: Revolving Fund Loan Application

Hi Ian,

Our ADCOM has considered the PCAA Revolving Fund Loan request and after consultation with those who process the revolving fund loan applications at the SDACC, the proposed revolving fund loan application is attached.

The guidance received is that the value of the current school building can be taken into consideration when completing the loan application. In this case that information has been reflected by putting a note on the form itself rather than requiring an official appraisal of the school property to include it's full value.

Also, the Conference will provide \$25,000 toward the cost of the project which is in keeping with the amount given in recent years for an expansion project at a different school.

Our ADCOM has already voted to recommend this loan application to the Board of Directors this Sunday, however, it would be better received if a copy of the loan application itself can be provided.

Please let us know as soon as possible if this application meets your needs or if you would like to make further revisions. Ideally, this would be part of the Board package that will be sent out early this morning. I apologize for the short notice, so if more time is required, that can be accommodated, but it may result in a delay in processing since our next BOD meeting is slated for September.

May God continue to bless you and your team as you serve Him at PCAA.

Have a GREAT day! CB

CHRISTINE BERGEN *Treasurer*



MANITOBA-SASKATCHEWAN CONFERENCE

(306) 244-9700 ext, 213 | www.mansaskadventist.ca

1004 Victoria Ave. | Saskatoon, SK S7N 0Z8

GOD'S MISSION FOR US IS TO:



Develop a disciple-making culture to create healthy vibrant churches that actively connect with people in their communities to Jesus.

I hope you are all well. You will be pleased to know that the Man-Sask Conference ADCOM and Executive Board have approved the Expansion Proposal vis-à-vis the Revolving Fund with the following considerations.

- a. As it would set precedence—Man-Sask cannot give PCAA 250K. Instead, the conference considered supporting us with a loan of \$250 K to be repaid over 15 years at 2.5%

-This would mean repaying the RF (Revolving Fund) loan of (\$925 K @ 4% for 15 years) + Man-Sask (\$250 K @ 2.5% for 15 years)

\$64, 353 + \$20, 000 = 84, 353/ per year for 15 yrs.

- b. The RF is willing to consider the fact that there is significant value in our property and hence is willing to make an exception—hence the 50% down payment is not a hard and fast rule. **Therefore.....**

- c. **ManSask will contribute 25K to our \$550 K to advance the project through the Revolving Fund. Therefore....**

900K @ 4% over 15 years= \$79,886/year

Please note the Conference ADCOM will be meeting shortly to recommend the revised loan application to the Board of Directors.

Thank you all for your support and prayers as we seek to strengthen the school's programs.

Sincerely,

Ian W. Mighty

PRINCIPAL & SCHOOL BOARD EXECUTIVE SECRETARY

Prairie Central Adventist Academy (Formerly RRVJA)

T 204 667 2383 F 204 667 1396 W rrvja.ca

56 Grey Street, Winnipeg, MB, R2L 1V3

Striving for excellence through Christ.





November 16, 2023

Dear PCAA Constituents,

Re: Development Coordinator Activities 2022-23 School Year

I would like to thank you for investing in the future of PCAA by serving as a delegate of the PCAA Constituency. I am an alumnus of PCAA (formerly RRVJA) and have had the privilege of serving as the Development Coordinator since June 2017. From the outset, it has been my goal to dream big and with God's leading, to strive to make these dreams a reality.

This report serves as an update on my work since the last formal letter to the Constituency dated November 11, 2022.

Development

I have continued to search for properties as we work toward achieving the goal of purchasing land where we can build a new campus. During this past year, I have reviewed several property options. I am currently working on a lead with a realtor for an approx. 11-acre property within the City of Winnipeg that is not listed for sale, but the owner is potentially interested in entertaining offers. Information regarding this opportunity is not ready to share at the time of writing.

In addition to the property search mentioned above, I have assisted with evaluating a satellite campus option located at 775 Plessis. Working with the School Board, the decision was made that the building was not the right fit for our needs.

The School Board has continued to pursue an expansion of our current facility at 56 Grey Street as a short-term solution to help alleviate the significant space challenges while we continue to strive to achieve the long-term vision of purchasing land and building a new campus. I have assisted with this process including meeting with the building design professionals, interviewing/vetting potential architects, and reviewing building plans and providing input. I prepared a presentation regarding the proposed expansion project and presented at the April 11 constituency meeting. The proposal was met with a unanimous vote in favour to approve the proposed expansion. I assisted with a written proposal that was submitted to the Administrative Committee (ADCOM) of the Man-Sask Conference in May 2023.

A key point to note is that the Conference confirmed with us that we can consider the value of our current building in determining the borrowing allowance with the Revolving Fund. As mentioned in my last report, we were previously informed that schools require 50% equity in (via "cash or other readily convertible assets") of the total project cost to borrow the other 50% from the Revolving Fund. The Conference has more recently confirmed with us that the value of the current school building is being accepted as more than sufficient to meet this "50% funds on hand" requirement for the borrowing request for the expansion project, despite the cash amount not being at this 50% level. This affords us an increased borrowing capacity which allows us to proceed with the project as proposed.

The need for space continues to be a critical challenge at PCAA. *Please keep the expansion project and the land search in your prayers and if you know of any property that someone may be interested in selling or that is for sale, please feel free to pass this information on.*

As part of my development work, I have continued communicating with two playground companies to further the discussion regarding replacement play structures for our school. I also met with a consultant group who assists with grant writing to gather financial support for playground projects.

I have worked with Park Manor Care and HHSDA Church to investigate outdoor signage with the unified Adventist branding to be used for our new school sign. I drafted a letter of support to be used for this initiative. Based on our investigation there does not appear to be financial support available through the SDACC or the Conference. The purchase of this new sign will require a significant investment, so will likely only be pursued via fundraising.

Most recently, the School Board gave approval for a business plan to be prepared for the concept of having an ABC Store located at PCAA. I have begun exploring this possibility with the ABC Store in Alberta to gather the information that would inform the business plan report.

Software and Engagement

I continued to work with the school's web designer on the revamp of the website. I have assisted with leading this project and provided feedback and edits as part of the iterative design process. The new website was successfully launched during this period, going live on April 1, 2023! This was one of my goals for 2022-23 and so I am happy to report that this has taken place. The website launch has been a success with a few additional components still in various stages of development, including the most significant item being a transaction processor that would allow constituents to donate via the website and have their donation tracked directly in our Bloomerang donor database software. I have been in communication with transaction processor companies and this is still in progress. This has proven to be challenging due to the complexity of some companies being based in the U.S. and having Canadian counterparts that handle charitable organizations or simply due to slow communication from the providers. I aim to have this resolved during this term.

Unfortunately, we do not have an active social media strategy being executed at this time as this requires either a significant time investment by a staff member (or members) or paying a social media consultant to run the accounts. This is something that may be explored further if the Board identifies this as a focus.

I continue to use the Bloomerang database software for tracking contacts, donors, and for sharing content via e-mail with the PCAA community. This tool allows us to easily connect with stakeholders and keep track of contact information to assist with development work. I gathered email addresses of alumni for the centennial campaign communication and was able to add several new constituents to the database as part of this process. We now have a total of 241 constituents in the database! To further engagement, I developed content and sent out a holiday greeting edition of the "PCAA eNews!" e-newsletter in December 2022. My goal is to continue to release regular updates via this channel, with a specific focus relating to the expansion project so that the Constituency is updated regarding the plan and progress.

I created a video using Zoom for the Education Sabbath program that was shown in Winnipeg churches in April 2022 to help update the constituency regarding the development activities at PCAA, specifically the expansion project.

During this term I engaged with a constituency member who assisted PCAA with paying off the remainder of the school bus loan.

The Engagement Committee requested assistance with re-activating our GoFundMe account. I worked through ~~75~~ technical details to re-establish our charitable organization GoFundMe account.

I have utilized the Grant Connect software to search for grant opportunities with an aim to secure funds for (a) the expansion project and (b) the playground replacement. The intent is also to establishing connections with organizations that will be willing to support the big picture vision of the new school project in the future. I interacted with 7 foundations/ granting organizations during this period but unfortunately, this did not result in any funds raised. It has been challenging to find and successfully engage foundations that support the type of projects that we have identified, as our projects appear to meet the funding qualifications of a limited number of organizations. I intend to focus on this area in this coming term and aim to generate funds via this process. *If you as a Constituency Delegate have connections to foundation board members, executives, etc., please let me know and arrange an introduction! This would be a great help in this process.*

General Development Coordinator Activities

An ongoing part of my role as the Development Coordinator is to share a report at the monthly School Board meetings and provide input, as needed, regarding development-related discussion. I had also planned to engage with the Winnipeg churches via meeting with the Church Pastors and visiting the Constituent churches via their board meetings over the course of the year. I did not pursue this during the 2022-23 period, but I plan to pursue this during this current term.

As of June 30, 2023, the Development Fund had approx. **\$447,988** in cash. I believe that our school is one of our greatest means of evangelism and to serve the students, and the community at large, we have a need for a campus with increased space and improved amenities. We are moving forward with the expansion at 56 Grey Street to help bridge the gap until we can realize this greater vision, but it is important that we do not lose this vision. The School Board has emphasized this by restricting the Development Fund reserve to be used toward the greater vision, with the expansion at our current property being funded via other sources. With the shorter-term solution of the expansion at our existing property moving forward, as well as the possibility of a land purchase on the horizon, *we continue to need your financial support.* We will be sure to keep you, as a stakeholder in our school, informed and involved with developments as they progress. We know that God is leading us as our school grows and we are excited to see what He has in store for us!

My major focus for this school year is on raising funds via grant opportunities to support the expansion project, the play structure replacement, and the big picture development goals. In addition to this focus, I have several plans and goals for the 2022-23 academic year as outlined below:

- Assist with guiding our school's development.
- Develop relationships and connect with prospective donors to build a strong financial base for PCAA.
- See the implementation of the transaction processor on the website through to completion.
- Develop and implement an annual fundraising program.
- Meet with our Winnipeg Constituent SDA Church Pastors to discuss the work of advancing our school.
- If they are willing, visit each Constituent Church for one board meeting over the course of the year.
- Increase engagement with all of our stakeholders as we work together to strive for excellence through Christ!

Our mission at PCAA is to foster holistic development and provide quality education in a Christ-centred environment. As we endeavor to accomplish this mission with His guidance, I want to ask that you *continue to support this important work and keep our school, including administration, students, and committees, in your prayers.* I look forward to my continued work with you and thank you for the opportunity to serve our community in a meaningful way.

Sincerely,

Cormac Foster, E.I.T.

PCAA Development Coordinator



2023 / 2024 SCHOOL CHAPLAIN'S REPORT

Pastor. Shaun Young

Dear Constituency Delegates,

As I embark on my third year with Prairie Central Adventist Academy, I would like to share my thanks and appreciation for yet another opportunity to learn, grow, and partake in the growth process of our upcoming young leaders and followers of Jesus Christ.

Thus Far...

Teaching- for the 2023 and 2024 school years, I will be teaching Bible to grades 7-12.

The grades 7/8 students are learning how God called the patriarchs of the Old Testament to live Godly and holy lives and how God worked through the Sanctuary to point to salvation. This will be followed up by learning about how Jesus called others through parables. Jesus made calls to come home, to forgive one another, to care for one another, to be ready, and finally, a personal call for students to discern good and evil and make decisions for eternity.

The grades 9/10 students will be discovering how to live lives after God's own heart. We have been looking at the story of Hosea and the challenges God's people faced when they went astray. We will also be looking at the Lives of Jesus, David, and the book of Acts to discover practical ways for the students to live lives after God's own heart, through bible study, prayer, and service.

In grade 11/12, we are currently looking at the Bible, how it was preserved over time, and the trustworthiness of the scriptures. Next, we will look at the books of Daniel and Revelations to see how God has worked through history and Foretold things to come with divine accuracy. Based on God's faithfulness in His word and throughout history, students will learn that they, too, can put their trust in God in our present time and for their future. We will conclude our lessons by looking at how God had guided the Advent movement and how they, too, can trust God to guide them and be the victors of their lives.

Class Visits- This year, I will be visiting K-6 classrooms to share God's word through activities, games, and questions to reinforce Bible principles to help students make good choices daily.

Student visits- As part of my duties as a chaplain, I meet with students facing diverse difficulties to see how I can provide guidance. Some students have behavioral issues, while others have anxieties or other challenges. Through prayer and basic counseling, I seek to encourage and support our students to find tools to manage their everyday lives.

Chapel- Our chapel services are still on rotation. Each month, for the first week, I begin with a chapel to address specific behavior challenges our school faces. The second week is dedicated to the teachers to share within their classes. The third week is dedicated to House teams. (The school is divided into four house groups that work together to promote academics, good behavior, sportsmanship, service, and other positive behaviors. The last week of each month is dedicated to the student council or a visiting pastor.

Service Projects- Last year, we partnered with The Salvation Army Center of Hope and served food to people who were less fortunate. We have already kicked off this school year with a collaboration with the Salvation Army, passing out over 650 meals. We plan to continue partnering with the Salvation Army throughout the school year. We also plan to do several other service projects throughout the school year.

Supporting Staff- This school year, I plan to meet up with teachers regularly to pray with them and help with spiritual support during challenging times. I also plan to have at least one spiritual event specifically for staff.

Bible Studies- This school year, I started a Bible study with grades 5/6 students every Wednesday at lunch. We are using a Bible study program called "Lift Up Jesus." Currently, I have about 20 students who regularly attend my Bible study program. I also plan to start a Friday night vesper once a quarter beginning in January. Parents and families will be encouraged to join our Vesper program.

Community Outreach- I am the leader of the Community Engagement Committee, and I will be getting together shortly with my team to discuss how we can minister to our community at large. One Idea we had from last year that has been carried over to this year is a community barbeque. I would also like to reach out to different service departments in our community such as the Fire station or Police department to share a gift to celebrate the continued service of the heroes in our community.

Community involvement- This year, I have officially launched the Adopt a classroom program, which allows the churches to partner up with the school to minister to the needs of the students. **Adopt a classroom recap:** Each constituent church will adopt a classroom at Prairie Central Adventist Academy. Adopt a classroom program allows each church to customize partnerships with a classroom at

PCAA. Once a church has adopted a classroom, it is responsible for liaising with the classroom teacher to find creative ways of getting involved. With this opportunity, the church's presence will be more present in the school.

1. What was accomplished in the 2022/2023 school year?

- During the 2022/2023 school year, I worked closely with the Student Council to facilitate a dynamic year of school events such as game nights, fundraisers, hot lunches, sports day, winter banquet, and several other fun school activities.
- Prayed with students and staff.
- We completed two W.I.S.E week programs, one in the fall and one in the spring, with student collaboration.
- Monthly chapels to address the spiritual needs of students with staff and student collaboration.
- Eight Educational sabbath programs at different churches with staff and student collaboration.
- We had a dynamic outreach program collaboration with the Salvation Army Center of Hope.
- Three of our students were baptized.

2. How, and to what extent were they achieved?

Several goals were achieved last year, which are listed above.

A few items that were not completed last year were:

- Friday Night vespers once a quarter
- Community Barbeque
- Adopt a classroom program to promote church involvement.
- Visits to the Care homes (Due to Covid)

3. Any Challenges? If so, what were they?

Lots of events are already planned.

Covid

4. The goals/plans I had for the year (2022-2023).

W.I.S.E week programs:

- Two W.I.S.E week programs during the 2023-2024 school year. The first will take place in November 2023, and the second in March 2024

Service projects:

- At least 3-4 Collaborated service projects with the Salvation Army Center of Hope.
- Collecting items through House teams for Winnipeg Harvest.
- Arda Ration meal program. Early January

Spiritual:

- Friday night vespers plus AY at least once a quarter with the Student Council.
- Bible studies grade 5/6 every Wednesday
- Visit non-Adventist churches of students represented in our school.
- One Special Spiritual event for the teachers
- Puppet Ministry

Student Council events:

- Winter/Summer banquet
- Movie/Game nights
- Hot lunches
- ports day
- AY/Vespers programs.
- Etc.

Community Engagement:

- Education Sabbath
- Family fun day
- Community barbeque
- Etc.

I plan to set dates and work with staff and students to accomplish my goals.

5. How can the constituency help me achieve my vision/plans?

- Financial support for Community events. (Consider making a financial donation through the school. Funds will be used to purchase give-away items (food gift cards etc.)
- Ideas for service projects. (Are there any service projects you would like PCAA to become involved with?)
- Ideas for guest speakers for teachers/school. (Would you consider sharing a devotional during our Chapel sessions? Would you consider presenting and or recommending a presenter for health and parenting topics?)



HOME & SCHOOL REPORT—2022/2023

Long-Standing Members: Lori-Lee Forteau, Pat Forteau, Evelyn Mallorca, Ian Mighty

New Members: Pr. Young, Kassandra Peart, Irina Ott, Maureen Foster, Atinuke Lawal, Nerie Arcon, Melanie Marcellana, Frenell Macam

Goals we had for the 2022/2023 school year was to get this committee back in working order. Finding ways for us to engage with our families and provide support to them.

While we did start later in the school year, we were able to put together a few events.

1. International Supper which was a HUGE success
2. A zoom presentation on “ Understanding the Teenage Brain” for parents. A safe place for parents to gain insight on their teenagers presented by a trained professional
3. Being a visual presence by volunteering at the sports day BBQ
4. Family Art Night. An event for families to do an art event together as a unit to encourage bonding time together. (Sadly this event was postponed due to scheduling conflict but it is on the books to happen in the near future)

Challenges have been and has always been committee participation, commitment, and dedication to this important work. Of the names above we only have a few dedicated souls who are involved and contribute.

Looking at this school year, there are so many ideas I’d like to see come to pass. **Family Art Night, Zumba/ Health Days, Hot Lunches, Christmas Bake Sale, International Supper, Mental Health Talks for students and parents, Online Safety talks for students and parents, Staff Appreciation Week, Beach Day, plus many more**

As a constituency, we would look to you for creative ways to increase involvement. All those on the committee at the present time are those selected by their churches as representatives. I am a firm believer in having the ‘right people in the right place at the right time’ and finding if you aren’t invested personally in something, your heart and willingness to serve is lacking.

Parent and volunteer engagement/involvement at the school level is less than desired. This low levels of commitment to a combination of the following:

Economic and time constraints

Diverse school experiences among parent

Linguistic and cultural practices

Praying God will take control of this Association and we will be able to touch lives and assist our Families to the best our abilities while showing them Jesus.

RRVJA Home & School Association



Student Council Report & Year Plan

K'Lyn Peart, President

| Sponsor | Vice President | Secretary | Treasurer | Pastor | Sargeant @Arms | Yearbook Editor |
|------------------|----------------------|---------------------|----------------------|--------------------|----------------------|----------------------|
| <i>Pr. Young</i> | <i>Deborah Amare</i> | <i>Samara Young</i> | <i>Kasina Welday</i> | <i>Nicca Macam</i> | <i>Andre Jumawan</i> | <i>Nice Mallorca</i> |

Fundraisers

Objective/ purpose

For this year we plan to do as many fundraisers as possible to raise as much money as to host free events (banquets) for the students, and prizes to give out among the students

Hot lunches

Food will be ordered, and in such cases for hot lunch where the food is made by the student council, and covid guidelines and will be adhered to, and proper food handling and sanitation methods will be used, alongside adult supervision. Clean-up will be happening simultaneously or immediately after all the food has been given out to students. For efficiency, a cart will be used to deliver the food to each classroom. Projections are listed at the bottom to give an estimate on the generated amount of income from holding such events. Estimated optimal dates (Wednesday or Fridays) for hosting the hot lunches are included as well

- Hot Lunch menu and dates
- Pizza, chips, juice, cookies
- November 3rd
- Perogies, chips, cookies and juice
- January 19
- Haystack / taco in a bag with juice and ice cream sandwiches/cookies/cream puffs
- March 15th
- Poutine, Sundaes (vanilla or chocolate ice cream, with chocolate/caramel sauce and allergen safe toppings), with brownies
- May 24th

\$400 - \$700 profit projection

Movie nights/gym nights/ay programmes

Movie nights will be held on Saturdays after sunset. We are looking to do 1 or 2 movies in the gym utilizing the stage. Every child that enters must be accompanied by an adult or a responsible older sibling. They will not have access to anywhere but the gym. Once everyone has been accounted for people will be called upon to pay and receive their order and return to their rooms to then begin their movie. All student council members are assigned to separate areas of the gym to make

sure there is no conflict and things are running smoothly. Once the movies are finished participants will be escorted out of the school in an orderly fashion, then clean-up will take place following that.

- Held once every month
- (300 dollars projected per fundraiser)
- Should be advertised in churches as well
- https://www.amazon.ca/dp/B0B589L5VS/ref=twister_B0B5MQ3X8B?_encoding=UTF8&psc=1
- Dates and possible menu options
- November 3rd, December 16th, January 28th, February 24th, March 16th, April 27th, May 18th
- juice, chips, pizza, cookies

Snack shack

Same as the previous year for Monday, Tuesdays, Wednesday, Thursdays, and Fridays during lunch period students can buy snacks that will be priced according to the menu. Prices will be set when the market price is known, so in that way we can set prices that will give us enough profit. There will be staggered times for students to come to purchase foods to avoid congestion in the hallway.

- predicted menu items: chips, juice, gummies, and cookies
- Will be running through February to March
- \$300 – \$500 profit projection

Valentine chocolate or Candy cane Messages sales

- \$70 - \$100 dollar projection
- 5-7 chocolates in a goody bag, and the price will be set at \$3.00 - \$5.00 a bag is to be pre-purchased
- 1 Candy cane with a message (Bible verse) wrapped in a ribbon price will be set at \$2.00 - candy canes should be pre-purchased
- Chocolates / Candy canes will be from the 125-variety pack from Costco/Walmart/Superstore
- Should be held in February (February 14th, 2024, Tuesday)
- Should be held in December (December 20th, 2023, Wednesday)

Bible jeopardy

This year will be a house v/s house event where houses will elect representatives at different grade levels (1-6 & 7-12) to v/s each other where 2 winners will emerge victorious from the bible jeopardies that will be held. Winners will receive a prize that will be sponsored by the student council, specifics of the prize are TBD. Jeopardy will be held in matches where we will have 3 rounds before we reach the finals. Points will also be distributed according to 1st – 4th place.

- Estimated costs \$50-\$100

Banquets

Christmas/ December banquet

Banquet will be held in 2 groups the younger kids will be sent in as 1 group and the older kids would be sent in as another group. Preferred times for the banquet to take place are from 9:00 am – 11:30 am for the first group, a 45 intermission for clean-up and lunch would then take place, and then from 12:15 pm – 2:45pm for the second group, and the remainder time would be used for clean up until dismissal at 3:15 pm. Food will be provided at 11:00 am for the first group and food will be provided at either intermission for the second group or at 12:15 pm when they arrive. Themes may or may not influence the activities that will happen throughout the banquet.

Date: December 21st Thursday

Estimated costs:

- Food: 1 juice, 1 bag of chips, 1 pack of cookies, and 1 slice of pizza per person
- \$300-\$350
- Decorations: will depend based on the theme of the banquet
- Anywhere from \$50 - \$150

Theme: The Polar Express

Budget: \$750.00 maximum amount to be spent

Food: pizza must be ordered on December 19 Tuesday

- Pizza: 25-27 boxes of pizza's
- \$300 - \$350
- Juice: 4 boxes of juice
- \$60
- Chips: 4 boxes of chips variety pack
- \$100 - \$130

food budget: \$450 - \$540

Décor

- Trains
- Balloons
- Tablecloths
- Lights
- Lanterns?
- Paper
- \$100 or less preferably

Activities:

- Cookie Jar Guessing competition
- Different challenges
- Talent show
- \$150
- Ticket Prizes
- Photo booth -
- <https://www.walmartphotocentre.ca/>

- 30 cents a photo for square polaroids
- Pre order forms will be sent out on Monday December 12th

Summer/ June banquet

Banquet will be a school wide event; banquet may be held in the same manner as the December banquet but in an outdoor setting rather than an indoor setting.

Date: June 21st Friday

Estimated costs:

- Food: 1 juice, 1 bag of chips, 1 freezie/ice-cream sandwich, and 1 slice of pizza/burger
- \$300-\$350
- Decorations/ equipment: will depend on theme of the banquet, but preferable to have a banquet that can be hosted outdoors.
- \$100 - \$200