



**ISLAND CATHOLIC SCHOOLS  
BOARD OF DIRECTORS MEETING  
November 24, 2020  
Regular Meeting 3:30 p.m. Via Zoom**

**MINUTES**

**PRESENT:** Bishop Gary Gordon  
Cynthia Bouchard  
Paul Cornthwaite  
Dale Gross  
Alice Valiquette

Fr. William Hann  
Manuel Achadinha  
Michael Doyle  
Audrey Thom

**REGRETS:** Fr. John Laszczyk

**CHIEF FINANCIAL OFFICER:** Leah MacKenzie

**SUPERINTENDENT:** Beverly Pulyk

**RECORDING SECRETARY:** Heidi Pivaral

**1. Call to Order and Opening Prayer**

Fr. William Hann called the meeting to order at 3:40pm and led the Opening Prayer.

**2. Introduction of New Board Member – Manuel Achadinha**

Fr. William Hann introduced the new Board member, Manuel Achadinha, and everyone introduced themselves.

**3. Additions/Approval of the Agenda**

**MOTION:**

To approve the agenda as presented.

**Paul Cornthwaite/Alice Valiquette  
Carried**

**4. Approval of Minutes of October 27, 2020**

Corrections: 5.5 word “higher”; 8.5 word “Paul”. Additions: 10 Paul Cornthwaite/Cynthia Bouchard

**MOTION:**

To approve the Minutes of October 27, 2020 as amended.

**Dale Gross/Michael Doyle  
Carried**

**5. Guests**

There were no guests invited to this meeting.

**6. Business Arising from Previous Minutes**

**6.1 CISDV Strategic Plan – Comments/Questions**

- Clarification on Foundations of the Faith course. Beverly Pulyk explained that it is a provincial course offered in the five dioceses. All the CISDV employees are required to take it within the first two years of employment.

- Comments shared about importance of marketing to pre-schools in the community.
- Beverly Pulyk suggested that Board members start thinking about our priorities for the next 3 to 5 years. It is important to be flexible based on what happens in society. Other comments: beneficial to have a broad range of stakeholders at the planning session, people from different backgrounds, and someone qualified to lead the planning stage.

6.2 Update on Exit Survey RE: Queen of Angels

Audrey Thom, Alice Valiquette and Michael Doyle reached out to the families who left the school. They are in the process of collecting the results and will report to the Board of Directors at the next meeting. Michael Doyle commented that it was beneficial to talk to the families.

6.3 Update on offer to purchase St. Joseph's School (Chemainus)

Leah MacKenzie has been meeting with a group from the parish and the intentional society. She had planned to speak to the parish but the meeting was cancelled due to the pandemic. A member of Parish Council approached a developer that has properties around the area and might be interested in the property. Leah MacKenzie will have further conversation with the developer. Discussion took place.

6.4 Policies 425 & 427

- Policy 425 – The current policy was shared on the screen and Beverly Pulyk explained the suggested changes. Discussion took place.

**ACTION:**

Policy 425 will be updated to reflect discussion and brought back to the Board of Directors for final approval.

- Policy 427 – The current policy was shared on the screen and Beverly Pulyk explained the suggested changes. Discussion took place.

**ACTION:**

Policy 427 will be updated to reflect discussion and brought back to the Board of Directors for final approval.

Beverly Pulyk and Leah MacKenzie to have conversation with WorkSafeBC regarding return to work plans for employees; this may affect policy revision.

6.5 CISDV Board – Wording on Requirements of Nominee

Audrey Thom and Alice Valiquette offered to help with this task.

7. **Correspondence**

7.1 St. Patrick's Local School Council

St. Patrick's Local School Council is requesting a one year extension for two members who finished their second term. The pandemic and ability to acquire candidates has been difficult to fill the two positions. Discussion took place.

**MOTION:**

To approve the request of the St. Patrick's Local School Council for the two members to stay on Council for one additional year due to the pandemic.

**Audrey Thom/Manuel Achadinha  
Carried**

7.2 Letter from Superintendent

Beverly Pulyk read her letter of resignation/retirement. She advised to post the job as soon

as possible. Fr. William Hann thanked her for her dedication. Board members acknowledge the great job that she has been doing Bishop Gary recommended that Fr. William Hann chair a Selection Committee and have the job posting out as soon as possible. He will meet with Cynthia Bouchard and Beverly Pulyk tomorrow. The job posting will be posted across the country and also internationally (i.e. England, Australia and New Zealand).

## 8. New Business

### 8.1 International Student Fees - Next 2 Years

Beverly Pulyk presented the international student fees for 2021-22 and 2022-23. Discussion took place.

**ACTION:**

Beverly Pulyk and Leah MacKenzie will update language as suggested.

**MOTION:**

To approve the international student fees as presented.

**Alice Valiquette/Michael Doyle  
Carried**

### 8.2 February 12 Professional Development

Beverly Pulyk shared that February 11 & 12 professional development days planned was for all CISDV employees to join the conference organized by the Catholic Independent Schools of the Archdiocese of Vancouver in person. Due to the pandemic, the pro-d will be virtual and they will not be holding virtual activities on February 12. The Board of Directors supports the idea of allowing CISDV staff to have a wellness day on February 12.

### 8.3 Thank You to Outgoing Board Member

Beverly Pulyk thanked Paul Cornthwaite for his dedication, commitment and the work that he has done for six years as a Board member. He thank everyone for their support.

## 9. Reports

### 9.1 Superintendent's Report

Beverly Pulyk highlighted items on her report. Bishop Gary Gordon would like to see some data on how the Catholic Worldview is infused into the new BC Curriculum.

### 9.2 Finances

Leah MacKenzie gave a verbal report and will provide an update at the next meeting. She would like to peruse the option of applying for the Canadian Emergency Wage Subsidy (CEWS) Program. Earlier this year, in consultation with KPMG, we were advised that independent schools did not qualify for this federal program. She suggests we acquire a tax opinion from a BC tax lawyer. Discussion took place.

**ACTION:**

Leah MacKenzie has authorization from the Board of Directors to acquire a tax opinion and to move forward in applying for CEWS if the opinion is favorable.

Based on a question raised last meeting, Beverly Pulyk reported back that the difference in security costs for St. Patrick's School compared to the other schools is because School contracts a company to complete daily monitoring of their grounds (this is not the case with other schools).

9.3 Catholic Schools' Plan

Leah MacKenzie shared that the project was approved by the Diocesan Finance Committee, the Building Committee and the Local School Council of St. Andrew's Regional High School. The project has started.

9.4 Vicar of Education

Fr. William Hann has been attending a number of zoom meetings, including some with Gwen Jahelka and the faith representatives from the five schools. He continues to celebrate Mass at St. Patrick's School as the Bishop's delegate to that school.

9.5 Council Reps Reports

- Audrey Thom attended St. Patrick's School Annual General Meeting.
- Alice Valiquette has been attending St. Joseph's Local School Council meetings. They are moving along and working well.
- Michael Doyle shared that Queen of Angels Council is still struggling to get new members. They don't have a Chairperson and are hoping to have one elected soon.
- Paul Cornthwaite attended the last St. John Paul II Local School Council meeting. They have some good ideas and are working well.

10. **Closing Prayer** was led by Bishop Gary Gordon.

11. **MOTION to adjourn** the meeting at 6:00pm.

**Manuel Achadinha/Alice Valiquette  
Carried**