



**CATHOLIC INDEPENDENT SCHOOLS OF THE
DIOCESE OF VICTORIA
(ISLAND CATHOLIC SCHOOLS)
BOARD OF DIRECTORS MEETING
June 22, 2021
Regular Meeting 3:30 p.m. Via Zoom**

MINUTES

PRESENT: Bishop Gary Gordon Fr. William Hann Cynthia Bouchard
Manuel Achadinha Blanche Barco Michael Doyle
Dale Gross Audrey Thom Alice Valiquette

REGRETS: Fr. John Laszczyk

CHIEF FINANCIAL OFFICER: Leah MacKenzie

SUPERINTENDENT: Beverly Pulyk

APPOINTED SUPERINTENDENT: Katja Groves

RECORDING SECRETARY: Heidi Pivaral

1. Call to Order and Opening Prayer

Fr. William Hann called the meeting to order at 3:32pm and led the Opening Prayer.

2. Additions/Approval of the Agenda

MOTION:

To approve the agenda as presented.

**Manuel Achadinha/Alice Valiquette
Carried**

3. Approval of Minutes of:

MOTION:

To approve the Minutes of May 25, 2021 as presented.

**Audrey Thom/Dale Gross
Carried**

4. Guests

Corinne Ballam, French Teacher at St. Andrew's Regional High School and Glen Palahicky, Principal.

5. Business Arising from Previous Minutes

5.1 Parent Letter

Beverly Pulyk replied on behalf of the CISDV Board of Directors to the parent who sent a letter regarding the 2021-2022 tuition fee increase. The response from the parent was read to the members of the Board.

5.2 Criminal Record Checks for All Board Members, Completion of Covenant of Care, Director Declaration

Beverly Pulyk presented the draft of the Conflict of Interest document. It is intended as a starting point. Duty of care and fiduciary trust needs to be added to the document before it is finalized.

ACTION:

Members of the Board of Directors are to read the document and provide further feedback at the next meeting.

- 5.3 Report on Canadian Catholic School Trustees Association (CCSTA) June 3 & 4 AGM
Alice Valiquette and Blanche Barco attended the CCSTA virtual conference and shared comments on the keynote speakers and AGM.
- 5.4 Queen of Angels School Update
Beverly Pulyk provided an update on surveys recently sent out. A satisfaction survey was recently sent out to parents and a staff survey will be sent before the end of the school year. The Superintendent met with the school's staff about previous survey results. They are committed to work together with other stakeholders with a goal of school improvement and increased enrolment. Based on current enrolment, they do not yet have a balanced budget. There is waiting list in Kindergarten. Discussion took place regarding the opening of a second Kindergarten class: minimizing operating debt at this time, tuition assistance, support as long as debt is not increased, need a solid 8-10 students. The decision is an operational decision of principal and superintendent as long as there is no increase in the budgeted operational debt.

6. Correspondence

- 6.1 2021-22 French Exchange
Corinne Ballam spoke about the proposed French exchange for 2021-22 for students in grade 10 - 12. There is new a component: a couple of students in grade 11 next year would like to study in France for one semester. They would attend a Catholic private school in France and would get their credits to graduate. The one-month exchange would continue as in previous years. Discussion followed: parents need cancelation insurance in case travel situations change last minute due to the pandemic or other world issues.

MOTION:

To approve the French exchange for the 2021-22 school year as presented.

**Manuel Achadinha/Audrey Thom
Carried**

7. New Business

- 7.1 District Administrator
The position posted will be shared with the Administration Team.
- 7.2 Collective Agreement
Beverly Pulyk presented the document and highlighted the changes and additions. She thanked the dedication, expertise and commitment of the members of the sub-committee: Michael Doyle, John Mochrie and Leah MacKenzie. Negotiations took place over a number of months. The Catholic School Teachers Association (CSTA) presented the draft agreement to the teachers which they will vote on at the end of this month.

MOTION:

To approve the Collective Agreement as presented.

**Manuel Achadinha/Alice Valiquette
Carried**

- 7.3 Salary for Support Staff and Admin
Effective September 1, 2021, it is proposed that non-union school teachers (St. John Paul II) be placed on the CISDV grid. It was also proposed that the salary for administrators and support staff increases no more than 3.5% with minor adjustments. Beverly Pulyk and Leah MacKenzie

will finalize the increases. If there are any adjustments beyond 3.5%, they will come back to the Board of Directors for final approval.

MOTION:

To approve an increase in 2021-22 salaries for support staff and administrators, not to exceed 3.5%; and, any minor adjustments beyond 3.5% are to come back to the Board of Directors for final approval.

**Manuel Achadinha/Audrey Thom
Carried**

7.4 Letters of Understanding with the CSTA

Beverly Pulyk presented four Letters of Understanding made with the Catholic School Teachers Association (CSTA).

MOTION:

To approve Letter of Understanding No. 1 as presented (RE: leave of absence and seniority for QA in 2020-21).

**Dale Gross/Manuel Achadinha
Carried**

MOTION:

To approve Letter of Understanding No. 1B as presented (RE: leave of absence and seniority for QA in 2021-22).

**Blanche Barco/Alice Valiquette
Carried**

MOTION:

To approve Letter of Understanding No. 3 as presented (RE: incentive plan for Early Retirement Article 24 in Collective Agreement).

**Michael Doyle/Audrey Thom
Carried**

MOTION:

To approve Letter of Understanding No. 4 as presented (RE: lump sum payment as it relates to Article 14 in Collective Agreement).

**Dale Gross/Audrey Thom
Carried**

7.5 Policy 107 Parent Code of Conduct

Beverly Pulyk presented the addition to Policy 107. Discussion followed. It will be updated to add references: Policy 315 and Responsible Ministry and Safe Environment (RMSE).

MOTION:

To approve Policy 107 as amended.

**Alice Valiquette/Audrey Thom
Carried**

7.6 Policy 411 Teacher Leave of Absence

MOTION:

To approve Policy 411 as presented, assuming that the Collective Agreement will be ratified.

**Blanche Barco/Michael Doyle
Carried**

7.7 Policy 709 Staff Tuitions

MOTION:

To approve Policy 709 as presented.

**Audrey Thom/Alice Valiquette
Carried**

7.8 Policy 1003 Hazardous Materials

MOTION:

To Approve Policy 1003 as amended.

**Manuel Achadinha/Michael Doyle
Carried**

7.9 Long-term TOC and Tuition Discount

Beverly Pulyk presented request from a long-term TOC. Discussion followed. It is hard to manage, consistency, and too many variables. As such, request is denied.

8. Reports

8.1 Superintendent's Report

Beverly Pulyk highlighted items on her report. Fr William Hann thanked Bev for her leadership, skills and the gift of herself.

8.2 Finances

Leah Mackenzie gave a verbal report. ES Audit was filed June 15 as required and school budgets continue to be updated.

8.3 Catholic Schools' Plan

No significant changes; just minor change orders. The summer will be busy with construction.

Building on success Campaign: Leah Mackenzie shared the design of the donor wall. The grand opening might be during Catholic Schools Week in 2022.

8.4 Vicar of Education

He has been on several hiring committees lately. All is going well.

8.5 Council Reps Reports

- Manuel Achadinha attended St. Andrew's Local School Council meeting. They had elections and filled the positions. They will have a new chair for the next school year.
- Alice Valiquette attended St. Joseph's Local School Council AGM. All is well.
- Dale Gross shared that St. John Paul II Local School Council has two new members. Volunteers have been cleaning and painting the outside of the school.
- Michael Doyle shared that Queen of Angels Local School Council has a chair and they have two First Nations members on the Council.

Beverly Pulyk reminded Board members that there is no expectation for them to attend each and every meeting of the Local School Council. The goal is that Board members attend two or three meetings per school year to listen to how things are going at the local level; the Board members is not a voting member on Council and therefore is not considered an active participant.

8.6 Other

- In regards to the Residential Schools findings, Beverly Pulyk informed that our schools held prayer services and we continue with the journey of truth, reconciliation and healing.
- Bishop Gary Gordon thanked members of the CISDV Board of Directors for the witness of faith and the expertise that they bring to Board governance. He is grateful that so many policies have been updated. He expressed his gratitude to the Board members, Superintendent, CFO and Chancellor.

9. **Closing Prayer** was led by Beverly Pulyk.

10. **MOTION to adjourn** the meeting at 6:32pm.

**Cynthia Bouchard/Michael Doyle
Carried**