



**CATHOLIC INDEPENDENT SCHOOLS
DIOCESE OF VICTORIA
BOARD OF DIRECTORS MEETING
September 21, 2021
Regular Meeting 3:30 p.m. Via Zoom**

MINUTES

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

REGRETS: Michael Doyle

CHIEF FINANCIAL OFFICER: Leah MacKenzie

SUPERINTENDENT: Katja Groves

RECORDING SECRETARY: Heidi Pivaral

1. Call to Order and Opening Prayer

Fr. William Hann called the meeting to order at 3:35pm 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:

3.1. Regular Meeting – June 22, 2021

MOTION:

To approve the Minutes of June 22, 2021 as presented.

**Blanche Barco/Alice Valiquette
Carried**

3.2. Special Meeting – July 21, 2021

MOTION:

To approve the Minutes of July 21, 2021 as presented.

**Manuel Achadinha/Cynthia Bouchard
Carried**

4. Guests

There were no guests in attendance at this meeting.

5. Business Arising from Previous Minutes

5.1. Board Documents to Review

5.1.1. Feedback on Director Declaration Documents (Conflict of Interest, Privacy and Consent)

Leah MacKenzie presented the draft document. Members of the CISDV Board of Directors are to send comments and suggestions to Katja Groves and Leah MacKenzie.

5.2. Queen of Angels School Update (Survey)

A follow-up round of calls didn't happen as the sub-committee has enough information from the first survey. Katja Groves, Superintendent of Schools, will have conversation with Kathy Korman, Principal, and Bern Muller, Vice-principal, in order to develop a plan moving forward. Katja Groves informed that the spirit of the school is positive and the staff is willing to take action.

5.3. District Administrator Appointment

Deanne Paulson has been appointed as District Administrator. She is working from the school or from home and a space will be book for her if she needs to come to the Pastoral Centre.

5.4. Executive Director of Early Learning Centers

Wendy Bird-Borau has been appointed as Executive Director of Early Learning Centres. She will be looking into the possibility of creating a new Society. Fr William Hann will provide the contact information of a person who could assist in this process.

6. Correspondence

No correspondence was received.

7. New Business

7.1. Finalize Meeting Dates for the Year

- Regular Meetings: Members of the Board of Directors agreed to continue having the meeting at 3:30pm on a Tuesday. Confirmed dates: October 26, November 23, January 18, February 15, March 29, April 26, May 31, June 28 (if needed).
- Annual General Meeting (AGM): Tuesday, November 23 at 7:00pm.

7.2. Virtual or in person (parish hall?)

It was agreed that the meetings in November, March and June will be in person; place to be determined. The other meetings will be virtual.

8. Reports

8.1. Superintendent's Report

Katja Groves highlighted items in her report.

8.1.1. Communicable Disease Prevention Plan

The government of British Columbia directed all schools in the province to transition to a Communicable Disease Prevention Plan. The CISDV document has been sent to staff, parents and it has been posted on the website.

8.1.2. COVID 19 Exposure

There have been two exposures at Queen of Angels School; one student and one employee. The instructions from VIHA were followed and the cases were handled very well.

8.1.3. September 30th – Truth and Reconciliation Day/STAT

Catholic schools in the Diocese of Victoria will be closed on September 30th to allow staff and students to commemorate Truth and Reconciliation Day. Letter from Bishop Gary Gordon on this regard was circulated to staff and families. Orange shirt day will still happen. The schools have organized different activities.

8.2. Finances

8.2.1. School's budgets

Leah MacKenzie highlighted items in her report.

8.2.2. Chemainus Sale

The Purchase and Sale Agreement has been amended and signed in order to extend the date to meet the conditions for subdivision approval by October 15, 2021.

8.3. Catholic Schools' Plan

Report from Durwest Construction Management was circulated. The company is planning to finish the drama and music wing during the Christmas Break. The project is mostly on budget but not on time.

8.4. Vicar of Education

Fr. William Hann continues attending several meetings via Zoom and is hoping to be able to celebrate School Mass in the church instead of the gym.

8.5. Council Reps Reports

- Audrey Thom wasn't able to attend the last St. Patrick's Local School Council meeting. Fr. William informed that there are gifted people in the council.
- Blanche Barco attended the St. Joseph's Local School Council meeting. A new member of the council will be the liaison with the Parent Support Group. They are hoping to have the next meeting in person.

8.6. Other

The Bishop's Annual Appeal: Spirit of Hope – Healing & Reconciliation is starting in October. Unspent Appeal funds from previous years will be used to support Catholic Schools' Plan for one year.

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

10. **MOTION to Adjourn** the meeting at 4:55pm.

**Manuel Achadinha/Cynthia Bouchard
Carried**