



**CATHOLIC INDEPENDENT SCHOOLS
DIOCESE OF VICTORIA
BOARD OF DIRECTORS MEETING
January 25, 2022
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 Alice Valiquette

REGRETS: Audrey Thom

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/Michael Doyle
Carried**

3. Approval of Minutes of November 23, 2021

Corrections: 6.2. add "acknowledged receipt of it".

MOTION:

To approve the Minutes of November 23, 2021 as amended.

**Alice Valiquette/Michael Doyle
Carried**

4. Guests: Wendy Bird-Borau

Wendy Bird-Borau, Executive Director of CISDV Child Care and Early Learning Centres, was in attendance as invited guest. Katja Groves introduced her and everyone else introduced themselves. Wendy explained that CISDV must have a child care policy to reflect the updates to the School Act and Ministerial Order published on March 5, 2021. Child care services are moving under the umbrella of the Ministry of Education. The draft policy that she presented includes pre-school and out of school care and was written as specified by the Ministerial Order but adapted for our school district. This policy will replace the existing After School Care Policy, which has been in place since 1995.

5. Business Arising from Previous Minutes

5.1. Severance Packages

Katja Groves has been in consultation with a human resources lawyer. There is no need to have a severance package for teachers because they are under the collective agreement but it needs to be added to the support staff contract. Katja Groves and Leah MacKenzie will continue working on it. Bishop Gary Gordon suggests that there is some alignment between school and parish staff.

6. Correspondence

No correspondence was received.

7. New Business

7.1. COVID-19 Updates

An updated Communicable Disease Prevention Plan was circulated to staff and families. Vaccines are not mandated to school staff members and we, as employer, are required to gather information regarding vaccination status only if requested by the Vancouver Island Health Authority. We continue following instructions from the Ministry of Education.

7.2. Principal and Vice-principal Evaluations

Evaluation surveys have been completed for three principals and four vice-principals in our system:

- Glen Palahicky – St. Andrew’s Regional High School
- Ciaran McLaverty – St. Andrew’s Regional High School
- Bernard Muller – Queen of Angels School
- Keefer Pollard - St. Joseph’s School
- Patrick Card – St. Joseph’s School
- Angela McLeish – St. Patrick’s School
- Rachelle Warman – St. John Paul II

7.3. Ombudsmen Policy

A draft policy developed by the Catholic Independent Schools Committee of BC was presented. Discussion took place. It was suggested to have definition of terms and some clarity about the language. Katja Groves to bring this forward to the CISBC superintendents. Katja explained that the purpose of this policy is to take steps internally before legal action is taken on a case pertaining to student issues.

7.4. Child Care Policy

A draft policy developed by the Executive Director of CISDV Child Care and Early Learning Centres was presented. Discussion took place. Bishop Gary Gordon suggested to include information regarding religious education and add clarification of the Catholicity of our child care centres. The policy will be updated and will be presented to the Board of Directors at a future meeting.

7.1 2022-23 Tuitions

Leah MacKenzie provided rationale for the tuition proposed, mostly based on salary increase.

MOTION:

To approve the tuition rates for 2022-2023 as presented.

**Manuel Achadinha/Dale Gross
Carried**

8. Reports

8.1. Superintendent’s Report

Katja Groves highlighted items in her report. She shared information regarding the new CISDV website and the work that Postmedia is doing. She also informed that our schools’ staff are planning to join the Vancouver Education Conference in 2023.

8.2. Finances

8.2.1 Financial Statements

Leah MacKenzie highlighted items in her report.

8.3. Catholic Schools' Plan

Leah MacKenzie presented a progress report from Durwest. The project is on time and on budget and students will start using the new area in the second semester. The capital campaign is very closed to one million dollars. The donor wall has been installed. The grand opening has to be delayed due to the pandemic.

8.4. Vicar of Education

Fr. William Hann continues attending several meetings via Zoom.

8.5. Council Reps Reports

- Michael Doyle has been attending Queen of Angels Local School Council meetings. The school was recently evaluated by the Ministry of Education and they passed the evaluation with no comments.
- Alice Valiquette shared that St. Joseph's has a strong Local School Council and they are very supportive of the school.

8.6. Other

Bishop Gary Gordon shared information regarding the role of the Bishop's Delegate to each school. The document will be added to the CISDV Board of Directors SharePoint under governance. He also informed that faith representatives from the schools are participating in the Synod. The committee is doing an amazing job. The schools are a crucial piece to set course for our journey as the people of God. Board members will be invited to participate in a Synod listening circle. A new Synod website will come live soon.

9. **Closing Prayer** was led by Cynthia Bouchard.

10. **MOTION to Adjourn** the meeting at 5:20pm.

**Manuel Achadinha/Alice Valiquette
Carried**