



**CATHOLIC INDEPENDENT SCHOOLS  
DIOCESE OF VICTORIA  
BOARD OF DIRECTORS MEETING  
April 26, 2022  
Regular Meeting 3:30 p.m.  
Sacred Heart Parish Hall**

**MINUTES**

**PRESENT:** Bishop Gary Gordon Michael Doyle Dale Gross  
Audrey Thom Alice Valiquette

**REGRETS:** Fr. William Hann Cynthia Bouchard Manuel Achadinha  
Blanche Barco

**CHIEF FINANCIAL OFFICER:** Leah MacKenzie

**SUPERINTENDENT:** Katja Groves

**RECORDING SECRETARY:** Heidi Pivaral

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

Bishop Gary Gordon called the meeting to order at 3:38pm and led the Opening Prayer.

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

**MOTION:**

To approve the agenda as presented.

**Alice Valiquette/Audrey Thom  
Carried**

**3. Approval of Minutes**

3.1. Regular meeting of March 29, 2022

**MOTION:**

To approve the Minutes of March 29, 2022 as presented.

**Audrey Thom/Alice Valiquette  
Carried**

**4. Guests: St. Patrick' School Council & Administration Team**

4.1. Proposed Policy Amendment: Student Withdrawal

Graham McDonough, Local School Council Chair, Diane Lianga, Policy Committee Chair, Deanne Paulson, Principal, and Angela McLeish, Vice-principal, were in attendance as invited guests from St. Patrick's School in Victoria. Everyone introduced themselves. The fact that 20 students left during the summer of 2021 after the budget had been approved and staff had been hired, left St. Patrick's School in a very difficult financial position. The Local School Council suggests to have a policy with a penalty of two months tuition if a family withdraws a student without giving two-month notice. They are aware that their reality is different from other schools in the system. 75% of the withdrawals are for grades 6-7. They believe that having to pay a penalty of two-months tuition would make families change their mind from leaving the school. It was mentioned that the one-day tour to St. Andrew's Regional High School for grade 7 students makes a big difference and motivates students to continue their high school education at St. Andrew's. Discussion took place. Bishop Gary thanked the guests for their time and clear

explanation of the situation at St. Patrick's School.

Members of the Board of Directors agreed that making the connection between the elementary schools and the high school is more important than penalizing families. It was agreed that there will be no change to the policy at this time as the proposal doesn't represent a significant financial advantage for the school. It was agreed that the following suggestions will be presented to the St. Patrick's Local School Council:

- Confirmation campaign over the phone.
- Strengthen the connection between the elementary schools and the high school.
- Inform people about a maximum number of students per class in order to avoid having split classes.

**ACTION:**

Katja Groves, Superintendent of Schools, will respond to the Local School Council in writing.

**5. Business Arising from Previous Minutes**

5.1. Child Care Policy

Katja Groves presented the updated policy.

**MOTION:**

To approve the Child Care Policy as amended.

**Audrey Thom/Michael Doyle  
Carried**

5.2. Societies Act - Catholic Early Learning Centers of the Diocese of Victoria

The language has to be cleaned on the constitution. Leah MacKenzie highlighted and explained items on the by-laws. Discussion took place. Board members are to review the documents and send comments to Katja Groves and Leah MacKenzie.

5.3. Policy 703 Purchasing Procedures

Changes were presented.

**MOTION:**

To approve Policy 703 as amended.

**Alice Valiquette/Michael Doyle  
Carried**

5.4. Policy 705 Travel Allowance

Changes were presented.

**MOTION:**

To approve Policy 705 as amended.

**Audrey Thom/Alice Valiquette  
Carried**

5.5. Policy 714 Approval of Capital Expenditures

Computer equipment will be excluded.

**MOTION:**

To approve Policy 714 with amendment.

**Dale Gross/Audrey Thom  
Carried**

5.6. St. JP II CSTA membership

Katja Groves informed that St. John Paul II School has joined the Catholic School Teachers Association. Toban Brooks has been elected as their representative effective May 1, 2022. The

The Superintendent, School Principal and CSTA President met to determine which items are to start right away and which ones will start on September 1, 2022.

**6. Correspondence**

None.

**7. New Business**

7.1. School Calendar

Katja Groves presented a draft calendar for the 2022-2023 school year. Discussion took place regarding the date of the Diocesan Faith Day.

**MOTION:**

To approve the 2022-2023 School Calendar with amendments.

**Dale Gross/Alice Valiquette  
Carried**

**8. Reports**

8.1. Superintendent's Report

Katja Groves highlighted items in her report.

8.2. Finances

7.2.1 Financial Statements

Leah MacKenzie highlighted items in her report.

8.3. Catholic Schools' Plan

Leah MacKenzie presented the report prepared by DCG.

8.4. Vicar of Education

No report.

8.5. Council Reps Reports

- Dale Gross attended the last St. John Paul II Local School Council meeting. They need to get new people.

**9. Closing Prayer** was led by Alice Valiquette.

**10. MOTION to adjourn** the meeting at 5:55pm.

**Dale Gross/Alice Valiquette  
Carried**