



**CATHOLIC INDEPENDENT SCHOOLS  
DIOCESE OF VICTORIA  
BOARD OF DIRECTORS' MEETING  
May 2, 2023  
Regular Meeting – Pastoral Centre**

**MINUTES**

**PRESENT:** Fr. William Hann                      Gwen Jahelka                      Manuel Achadinha  
Blanche Barco                                      Michael Doyle                      Dale Gross (via Zoom)  
Audrey Thom                                        Alice Valiquette

**REGRETS:** Bishop Gary Gordon

**CHIEF FINANCIAL OFFICER:** Leah MacKenzie

**SUPERINTENDENT:** Paul Rossetti

**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.

**Alice Valiquette/Audrey Thom  
Carried**

**3. Approval of Minutes of April 4, 2023 Meeting**

**MOTION:**

To approve the Minutes of April 4, 2023 as presented.

**Michael Doyle/Alice Valiquette  
Carried**

**4. Guests – None**

**5. Business Arising from Previous Minutes**

5.1. Approval of Updated 2023/24 Calendar

Paul Rossetti presented the proposed changes. Discussion took place.

**MOTION:**

To approve the 2023/24 Calendar as presented.

**Audrey Thom/Alice Valiquette  
Carried**

5.2. Strategic Planning Day – Monday June 12 or Monday July 10

Leah MacKenzie gave a little bit of background on the facilitator. She will send a poll via Teams to find out what is the date that works best for the majority.

## 6. Correspondence

Invitation from St. Andrew's Regional High School for a Board member to attend the grad ceremony. Audrey Thom volunteered to do so.

## 7. New Business

### 7.1. 2023/24 Salary Grid Updates

Paul Rossetti and Leah MacKenzie presented the salary grid for support staff, administrators, early learning centre staff, Director of International Education and Executive Director of Child Care and Early Learning Centres. Discussion took place.

#### **MOTION:**

To approve the 2023/24 Salary Grids as presented.

**Gwen Jahelka/Blanche Barco  
Carried**

### 7.2. Tuition for ICS Staff Policy Review

Policy 709 was reviewed. Discussion took place. It was agreed that it doesn't need to be updated.

## 8. Reports

### 8.1. Superintendent's Report

Paul Rossetti highlighted items in his report. Due to school commitments that he needs to attend, it was agreed to change the date of the next Board of Directors meeting from May 30<sup>th</sup> to June 13<sup>th</sup> at 3:30pm.

### 8.2. Finances

#### 8.2.1 Financial Statements Schools

Leah MacKenzie highlighted items on the financial statements. Discussion took place.

#### 8.2.2 Chemainus Sale – Update

Leah MacKenzie thanked the members of the Board of Directors for their attendance to the special meeting in April, where it was agreed to accept the offer from Influent Acquisitions Inc. (Influent Group) for the sale of St. Joseph's School in Chemainus.

### 8.3. Building Projects

#### 8.3.1 Early Learning Centre St. Joseph's School – Update

The draft plans have been finalized. Budget numbers should be available at the end of the month.

### 8.4. Vicar of Education

Continue praying that we find the right vice-principal, teachers and staff in general.

### 8.5. Council Reps Reports

- St. Patrick's School – Fr. William attended the last Local School Council meeting. They are looking for Catholic presence on the council. Audrey Thom attended the last school assembly.
- St. Joseph's School – Blanche Barco attended St. Joseph the Worker Day potluck at the parish. It was well attended.
- Queen of Angels School – Michael Doyle wasn't able to attend the last Local School Council meeting but shared the principal's report.
- St. John Paul II School – Dale Gross attended the AGM at JPII last night. A small group of parents attended. It was a very positive meeting.

9. **Closing Prayer** was led by Paul Rossetti.

10. **MOTION to adjourn** the meeting at 5:22pm.

**Blanche Barco/Manuel Achadinha  
Carried**