



**CATHOLIC INDEPENDENT SCHOOLS
DIOCESE OF PRINCE GEORGE**

**BOARD OF DIRECTORS' MEETING
Tuesday January 14, 2025 – 5:00pm**

MINUTES

In Attendance:

Bishop Stephen Jensen	President (Chairman)
Fr. John Garden	Secretary/Treasurer
Fr. Terry Brock	Vicar General
Joe Pereira	Member, Central Representative
Charmaine Moeller	Member, Northern Representative
Graham Pollard	Member, Western Representative
Gregory Krabes	Bishop-appointed member
Richard Klein	Bishop-appointed member

Administration	Chris Dugdale	Superintendent of Schools
	Laurie Hooker	Executive Assistant (Recording)

1. Call to Order - The meeting was called to order at 5:02pm

2. Prayer – Bishop Jensen – Jubilee Prayer

3. Acceptance of Agenda

The Agenda for the Board meeting of January 14, 2025 was accepted, noting an *in camera* meeting will take place.

4. Approval of the Minutes from November 26, 2024

Motion: CISPG BOD 2025.01.14.01

M/ Fr. Terry Brock

S/ Joe Pereira

That the Minutes of the Board meeting of November 26, 2024 be approved as circulated.
CARRIED

5. CISPG Financial Statements (report provided)

Motion: CISPG BOD 2025.01.14.02

M/ Charmain Moeller

S/ Fr. Terry Brock

That the CISPG BOD receive the December 2024 financial report as presented.
CARRIED

6. Report from Superintendent of Schools – Chris Dugdale (report provided)

Chris shared the news that a Sacred Heart teacher received a scholarship for St. Mark's College for faith studies. This teacher will be asked to share his learning and experience with St. Mark's. 2025 Catholic Schools Week activities will include field trips, theme days, acts of service and in PG the three schools will have Mass at the Cathedral with 600 students.

7. Prepared Director Reports

Regional Reports

7.1 Northern Representative – Charmaine Moeller (report provided)

7.2 Central Representative – Joe Pereira (report provided)

7.3 Western Representative – Graham Pollard (report provided)

8. Unfinished Business

8.1 Draft Annual Capital Donation letter

Chris received feedback from the principals. The flexibility of when the tool can be distributed is appreciated, also the ability to edit the letter to meet the specific needs of each school community. The tool will be sent to the SC Chairs for them to add the item to their council agenda for discussion and possible implementation. Schools will be asked to report back if they use it and the response so the Board can be informed of the results. It was noted Alumni should be sourced and encouraged to support their *alma maters*. Donations made should be earmarked for Capital Improvements and not used for any other purpose. Donations made will receive a tax receipt and will be subject to diocesan 15% *cathedraticum*. The information will be sent by the CISPG Treasurer to SC Chairs and cc'd to Pastors and Principals.

9. New Business

9.1 Standard of Conduct

The Standard of Conduct will replace the former Oath document that volunteers on the CISPG BOD and each member on Schools Councils should sign. This new document will be sent to SC Chairs & cc'd to Principals.

CISPG BOD members are asked to sign and return the form to Laurie.

Motion: CISPG BOD 2025.01.14.03

M/ Joe Periera

S/ Fr. Graham Pollard

That the CISPG BOD replace the former Oath document with the Standard of Conduct document for BOD and School Council members to sign.

CARRIED

Laurie will send each SC the new document and instruct them to have the new document signed by their members.

10. Adjournment at 5:25pm

11. In Camera meeting – meeting commenced 5:27pm

Next BOD meeting Tuesday March 11, 2025 BOD