



**CATHOLIC INDEPENDENT SCHOOLS
DIOCESE OF PRINCE GEORGE**

**BOARD OF DIRECTORS' MEETING
Tuesday November 26, 2024 – 5:00pm
Via Teams**

MINUTES

In Attendance:

All via TEAMS	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
Guests	Jenny Schroeder	Principal of St. Mary's School
	Kyra Sienart	Principal of Sacred Heart School (5:30pm)
Administration	Chris Dugdale	Superintendent of Schools
	Laurie Hooker	Executive Assistant (Recording)

1. Call to Order - The meeting was called to order at 5:03pm

2. Prayer – Bishop Jensen – Prayer

3. Acceptance of Agenda

The Agenda for the Board meeting of November 26, 2024 was accepted, noting NO *In Camera* meeting will take place.

4. Approval of the Minutes from October 22, 2024

Motion: CISPG BOD 2024.11.26.01

M/ Gregory Krabes

S/ Charmaine Moeller

That the Minutes of the Board meeting of October 22, 2024 be approved as circulated.
CARRIED

5. Final school budgets – (PDFs provided)

Discussion about the budgets in general, noting a request for clarification on the school budget review notes provided by CD & TB. Chris has been asked to update the review document and share it with the Board.

Motion: CISPG BOD 2024.11.26.02

M/ Joe Pereira

S/ Fr. Terry Brock

That the CISPG BOD receive the final approved 2024-2025 school budgets as submitted.
CARRIED

6. CISPG Financial Statements (report provided)

Motion: CISPG BOD 2024.11.26.03

M/ Fr. Terry Brock

S/ Gregory Krabes

That the CISPG BOD approve the October financial report as presented.

CARRIED

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

Chris highlighted the Hallow App being used in schools. CISPG has invested to provide this resource to all staff and beginning Advent families will be provided access to the app as well for 90 Days.

8. 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)

Gregory Krabes reported that the arrival of Fr. Dominic Apaatah as new pastor has been well received by the Kitimat parish community. He has engaged with the school's students, staff and families and everyone is pleased.

9. New Business

9.1 Capital Improvement donations

Chris is gathering input on a tool to help schools with budgeting to create accrued capital accounts for major expenses beyond ordinary repairs and maintenance. He also circulated a draft letter that school councils could use to seek donations for major capital projects. I was agreed that the draft be shared with principals and school councils for feedback prior to January's board meeting.

9.2 Budget sub committee

It would be good to have another board member join Charmaine and Fr. John on the budget subcommittee. The commitment entails approximately 3-4 online meetings a year.

10. Adjournment at 5:52pm

11. In Camera meeting – No meeting

Next BOD meeting Tuesday January 14, 2025 BOD