



Section: **Roles and Responsibilities**
Policy #: **1403**
Policy: **Powers and Duties of School Council**

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THE POWERS AND DUTIES OF SCHOOL COUNCIL:

Subject to the guidelines and directives issued from time to time by the Society, the powers and duties of the Council are:

1. To implement CISND or Ministry of Education authorized school curricula reflecting the Catholic philosophy of education outlined in the Philosophy Statement.
2. To prepare in April of each year an operating budget and capital budget for the subsequent school year. The fiscal year shall begin on August 1, and end on July 31 each year.
3. To administer all funds over which the Council has jurisdiction as specified in the approved budget. This is to include the administrative/school accounts. Such accounts are to be submitted as monthly financial statements (completed in accordance with generally accepted accounting principles - see budget and monthly reporting format; policy 1410) to the School Council by the Principal and/or the Finance Chair, and reviewed as part of the annual review engagement.
4. To review ordinary operational expenditures at its regular meetings.
5. To administer an operating bank account in the legal name of the School into which shall be paid tuition fees, contributions from supporters, funds allocated from the parishes and/or the Diocese, grants from the Ministry of Education of B. C. and any other grants, subsidies, or monies relating to the budget. This bank account will be with the diocesan approved bank.
6. To ensure that School Council accounts paid by cheque be signed by a minimum of two signing officers, one of whom being the designated Pastor. In the event that there is no designated Pastor in a parish, or the Pastor is not available, two School Council signatories will constitute the signing officers. The Bishop approves the signatories for these accounts.
7. To set student fees, tuition fees, and/or other fees as may be required, and to administer the collection and disbursement of these fees.
8. To advise the Parish Councils from which the subsidies are received in matters pertaining to school property and capital costs.

11. Staff contracts will be signed by the Employee, Principal, local designated Pastor and the Superintendent of Schools.
12. To promote the academic and religious development of teachers.
13. To request staff evaluation as per Policy 2110.
14. A Council designate shall sit on the interview team to assist the Principal in making the best choice as per Policy 2100.
15. To advise the Principal with individual student disciplinary problems referred by the Principal.
16. To provide additional information to the Superintendent of Schools when advised of a school personnel issue as per Policy 3010 sub-section 3.
17. To receive and consider non-personnel appeals and complaints from parents, teachers, and other employees provided that they are submitted in writing as per Policy 3011 sub-section 4.
18. To foster good relations between parents, staff, Council members, and students.