



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Community</b>	<i>Policy Number</i> <b>606</b>
<i>Former Policy #</i> <b>706</b>	<i>Page</i> <b>1 of 12</b>
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**POLICY TITLE: CATHOLIC SCHOOL COUNCILS**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board, as per the *Education Act, Ontario Regulation 612/00, School Councils and Parent Involvement Committees*, requires that a Catholic School Council will assist the school in engaging parents, developing positive communication links with home, church and the broader school community. The Catholic School Council will also assist the school in realizing its goals and mission as well as the Board's vision.

#### 2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that each school will establish a Catholic School Council.

#### 3. PARAMETERS

##### 3.1 General

- 3.1.1 A Catholic School Council is an advisory body to the Principal and the Board whose primary means of achieving its purpose is by making recommendations in accordance with *Ontario Regulation 612/00 [s.2(1)]*.
- 3.1.2 Schools will make every attempt to reflect the diversity of the school community within the membership of the Catholic School Council in order to encourage Parent/Guardian engagement and include the voices of all stakeholders. (*Ministry of Education: School Councils: A Guide for Members, s. 3.1*).
- 3.1.3 Catholic School Council elections shall be held within the first thirty (30) calendar days of each school year, on a date that is fixed by the current Chair or Co-Chairs of the Catholic School Council in consultation with the Principal (*Ontario Regulation 612/00, s. 4(4)*).

- 3.1.4 An Annual “Year End” Report, due by 3<sup>rd</sup> week of September, which outlines the Catholic School Council’s goals, activities, achievements, and financial statements, including fundraising activities, shall be submitted to the Board and posted to the Catholic School Council section of the School Website. The Principal shall ensure that the Annual “Year End” Report is provided to all parents. Catholic School Councils should use the template provided by the Board and available at <https://goo.gl/PfAiCx>.
- 3.1.5 The Board shall solicit the views of the Catholic School Council with respect to Board matters as outlined in the *Ontario Regulation 612/00 (s.19)*.
- 3.1.6 Where there is a particular concern the Catholic School Council may also make a delegation to the Board in accordance with Policy 106 *Delegations to the Board and Input to Agenda Items*.
- 3.1.7 The school community may be invited to provide input to the Catholic School Council. It is the responsibility of the Catholic School Council, in its role as an Advisory body, to come to a final decision/position with respect to the issue/topic being addressed. The Principal shall make their final determination once input from the Catholic School Council has been reviewed.
- 3.1.8 The Catholic School Council shall establish goals, priorities and procedures (i.e.: Constitution/Operating By-Laws) [*Ontario Regulation 612/00 s.15*]. The Catholic School Council Constitution/Operating By-Laws shall be reviewed at the first meeting of the newly elected Catholic School Council.
- 3.1.9 All decisions of the Catholic School Council shall be made at a location that is accessible and open to the public [*Ontario Regulation 612/00 s.12(6)*]. Voting by email or any other electronic means shall not be permitted.
- 3.1.10 All Catholic School Council members, who have direct and regular contact with students shall provide proof of Vulnerable Sector Screening obtainable from the York Regional Police at [www.yrp.ca](http://www.yrp.ca).
- 3.1.11 All Catholic School Council members who have direct and regular handling of Catholic School Council finances shall fulfill their responsibilities in accordance with YCDSB Policy 603A *School Fundraising*.
- 3.1.12 All Catholic School Council members are mandated to keep student information confidential.
- 3.1.13 There will be no honorarium paid to any person serving as a member of the Catholic School Council [*Ontario Regulation 612/00, s.11(1)*].
- 3.1.14 The Principal shall ensure that no partisan information is distributed on school premises.
- 3.1.15 Board personnel and the York Catholic Parent Involvement Commitment (YCPIC) will organize information and training sessions to enable Catholic School Council Members to develop their skills.

- 3.1.16 The York Catholic District School Board reserves the right to disband a Catholic School Council in the event of a conflict that cannot be resolved, and/or behaviour contrary to Council's role and responsibilities. Elections to reconstitute a new Catholic School Council will be held in accordance with *Ontario Regulation 612/00*.

### **3.2 Membership: Composition & Term of Office**

- 3.2.1 All members on a Catholic School Council are valued and equal partners. Each elected or appointed member receives one vote.
- 3.2.2 The Board encourages all Catholic Schools Councils to have student representation.
- 3.2.3 Membership on the Catholic School Council shall be determined in the following manner:
- 3.2.3.1 Parent/Guardian representatives shall be elected by Parents and Guardians of students enrolled in the school;
  - 3.2.3.2 Elementary and Secondary Student representatives that shall be elected by students enrolled in the school;
  - 3.2.3.3 One teacher representative shall be elected by members of the teaching staff assigned to the school;
  - 3.2.3.4 One non-teaching representative employee shall be elected by non-teaching employees assigned to the school (i.e.: Secretaries, Custodians, Educational Assistants, Educational Intervenors, Designated Early Childhood Educators, Lunch Time Supervisors, Office Support Workers);
  - 3.2.3.5 One School Community representative shall be appointed by the Catholic School Council;
  - 3.2.3.6 One Ontario Association of Parents in Catholic Education (OAPCE) representative. The designated OAPCE representative shall be a Parent/Guardian of a student currently enrolled in the school.
  - 3.2.3.7 Parish Representative(s) designated by the Parish or Parishes affiliated with the school.
  - 3.2.3.8 The Chair of the Catholic School Council shall be a member who is a Parent/Guardian of a student enrolled at the school, and shall be elected by the Catholic School Council [*Ontario Regulation 612/00 s8(2)*];
  - 3.2.3.9 The Principal shall be a designated, non-voting member.
- 3.2.4 It is recommended that the membership of a Catholic School Council not exceed 21.
- 3.2.5 Parent/Guardian(s) shall form the majority of members on the Catholic School Council.
- 3.2.5.1 Where the number of persons running for positions on Catholic School Council exceeds the number of positions available; there shall be a limitation imposed of only one person per household being allowed to hold a position.
  - 3.2.5.2 Where the number of members is fewer than 21 persons or less than the required number of members, two members of the same household may run, hold a position and exercise their right to vote.
- 3.2.6 A person who is employed by the board cannot be the Chair or Co-Chair of the Catholic School Council [*Ontario Regulation 612/00 s.8(3)*].

- 3.2.7 The Principal will communicate with the Pastor of the Parish or Parishes affiliated with the school to confirm a Parish Representative who will be designated as a member of the Catholic School Council. In a situation where a school is affiliated with more than one Parish, representation must be sought from all Parishes concerned. If more than one Parish Representative is designated from the affiliated Parishes, it must be understood that only one vote is allocated to this position.
- 3.2.8 A person is not qualified to be a parent member of the Catholic School Council if he or she is employed at the school his or her child attends, and may only be elected as either the teaching or non-teaching staff representative (i.e.: An Office Support Worker is a Board employee, part of a Union and has a permanent position. Therefore, this person would qualify for election only as a non-teaching representative).
- 3.2.8.1 A person, who fulfills a staff's absence on an emergency basis, is classified as a non-employee, is not part of a Union nor holding a permanent position, may be elected to the CSC as a parent member.
- 3.2.9 A parent, who is employed by the board but does not work at the school their children attend, may be elected as a parent member as long as they declare to other parents that they are employed by the school board prior to their election. This information shall be recorded in the minutes of the first Catholic School Council meeting.
- 3.2.10 The term of office for elected and appointed positions on a Catholic School Council shall not exceed one year. A member of a Catholic School Council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council (*Ontario Regulation 612/00 s.6*).
- 3.2.11 A vacancy in the membership of the Catholic School Council shall be filled by election or by appointment, in accordance with the by-laws set by the individual Catholic School Council. Catholic School Councils that want the option of filling a vacancy by appointment must ensure that a by-law is in place to provide for that option. Otherwise, the vacancy must be filled by election. If an election is to occur to fill a vacancy, then the election rules set out in *Ontario Regulation 612/00* apply (*Ontario Regulation 612/00 s.7*).

### **3.3 Meetings**

- 3.3.1 All Catholic School Councils shall hold a minimum of four meetings per year [*Ontario Regulation 612/00 s.12(1)*].
- 3.3.2 All Catholic School Council meetings, Executive meetings and Subcommittee meetings shall be in person, on school premises or at a location accessible to the public and open to all members of the school community [*Ontario Regulation 612/00 s.12(6)*].
- 3.3.3 The Principal shall, on behalf of the Catholic School Council, give written notice of the dates, times and locations of the meetings of the council to every parent/guardian of a student who is enrolled in the school [*Ontario Regulation 612/00 s.12(7)*].

- 3.3.4 All Catholic School Councils shall make every reasonable effort to avoid scheduling Catholic School Council meetings on evenings of scheduled Board Meetings to enable Trustees the opportunity to attend.

### **3.4 Committees**

- 3.4.1 A Catholic School Council may, in accordance with its by-laws, establish committees to make recommendations to the Catholic School Council [*Ontario Regulation 612/00 s.13(1)*].

### **3.5 Establishing By-Laws/ Review of Constitution**

- 3.5.1 The Catholic School Council must review its constitution and operating by-laws on an annual basis, as soon as possible after the Catholic School Council meets for the first time to address the following as outlined in *Ontario Regulation 612/00 s.15*:
- 3.5.1.1 Election procedures;
  - 3.5.1.2 Filling vacancies; and,
  - 3.5.1.3 Conflict of interest and conflict resolution procedures.
- 3.5.2 By-laws must be revised in accordance with any amended legislation governing the operation of a school council.
- 3.5.3 By-laws governing other areas of operation may also be developed but must be in accordance with applicable Board policies and *Ontario Regulation 612/00*.
- 3.5.4 In the event of a school closure/consolidation as a result of a Pupil Accommodation Review, the first order of business for the newly elected Executive shall be to review/revise the Catholic School Council's existing constitution and by-laws of the consolidated school.

### **3.6 Fundraising**

- 3.6.1 All fundraising activities shall be conducted in accordance with Board Policies and Guidelines (Policy 603A *School Fundraising* and Policy 603B *Fundraising for External Charitable Purposes*).
- 3.6.1.1 Funds raised are to be used for a purpose approved by the Board and/or Principal. Catholic School Councils shall ensure that Catholic School Council funds and school resources are not used to promote a particular viewpoint (*Ontario Regulation 612/00 s. 22*).
  - 3.6.1.2 Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
  - 3.6.1.3 In the event of a school consolidation/closure, the following will be adhered to as outlined in the Board's Procedure: *Transition Process for School Consolidation/Closure, Addendum to Policy 713 Pupil Accommodation Review of School* as follows:
    - 3.6.1.3.1 Any residual fundraising monies shall be proportionately distributed, based on student enrolment, to the affected schools; and,
    - 3.6.1.3.2 All school assets purchased through fundraising or General School Budget (GSB), shall be distributed equitably based on a needs assessment completed by Board staff, in consultation with the appropriate School Superintendent(s) and Principals of the affected schools:
      - i) First, to the affected schools; and,
      - ii) Second, to other schools as identified by Board Staff.

- 3.6.2 Accurate accounting shall be maintained by the Principal and the Treasurer of the Catholic School Council to comply with the requirement of accountability and transparency to the school community.
- 3.6.3 All fundraising activities conducted by a Catholic School Council shall be included in the Annual “Year-End” Report prepared by the Catholic School Council.

### **3.7 Electronic Mail Communication & Social Media**

- 3.7.1 Only York Catholic District School Board staff, using a Board email address, can create, update and moderate information that is shared on the Board’s endorsed social media platform (i.e.: Twitter).
- 3.7.2 Catholic School Council members, and parents at large, are encouraged to follow Board/School social media accounts.
- 3.7.3 All Catholic School Council communication must be approved by the Principal and posted only on the school website. Catholic School Councils shall not create social media accounts such as Facebook, Twitter, Instagram etc.
- 3.7.4 All Catholic School Council content must be approved by the Council and the Principal before being published on the School website.
- 3.7.5 In accordance with the *Municipal Freedom of Information and Privacy of Privacy Act* only the Board/Schools have the authority to collect personal information and parental consent for the posting or sharing of student information, photos and videos.
- 3.7.6 Catholic School Councils may provide content to the social media account administrator (i.e.: Principal), but may not have access to post to the school social media account.
- 3.7.7 Catholic School Council members shall promote and practice strong digital citizenship/discipleship when or if communicating on their personal accounts. When posting on the internet or emailing, do not disclose any information that is confidential.

### **3.8 York Catholic Parent Involvement Committee (YCPIC)**

- 3.81 The purpose of the York Catholic Parent Involvement Committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being (*Ontario Regulation 612/00, s.27*).
- 3.8.2 The York Catholic Parent Involvement Committee shall work with Catholic School Councils of the Board and, through the Director of Education as per *Ontario Regulation 612/00, s. 27 & 28* to:
  - 3.8.2.1 Share effective practices to help engage parents;
  - 3.8.2.2 Identify and reduce barriers to parent engagement;
  - 3.8.2.3 Help ensure that schools of the board create a welcoming environment for parents of its pupils;
  - 3.8.2.4 Develop skills and acquire knowledge that will assist the parent involvement committee and councils of the board with their work; and,



- 3.8.2.5 Determine, in consultation with the Director of Education and in keeping with Board's policies, how funding, if any, provided under the *Education Act* for parent involvement is to be used.

### **3.9 Ontario Association of Parents in Catholic Education (OAPCE)**

- 3.9.1 The Ontario Association of Parents in Catholic Education is established to,
  - 3.9.1.1 Respond to and represent the interests and concerns of Parent/Guardian(s) who have children enrolled in publicly funded Catholic schools with a focus on all aspects of student education: spiritual, academic, health and safety, as well as other issues which may arise from parent communication with the organization;
  - 3.9.1.2 Collaborate with local and provincial education partners to strengthen the voice of Catholic education.

## **4. RESPONSIBILITIES**

### **4.1 Director of Education**

- 4.1.1 To oversee compliance with the Catholic School Council policy and related guidelines.

### **4.2 Senior Administration**

- 4.2.2 To support school communities with the implementation of and compliance with the Catholic School Council policy and related guidelines.

### **4.3 Principal**

- 4.3.1 To perform the duties as outlined in Ontario Regulation 612/00 *School Councils and Parent Involvement Committees* and Ontario Regulation 613/00 *Operation of Schools*.
- 4.3.2 To ensure compliance with the Catholic School Council policy and related guidelines.
- 4.3.3 To make every effort to engage parents who reflect the diversity of the school community to be members of the Catholic School Council.
- 4.3.4 To facilitate the establishment of the Catholic School Council and assist in its operation.
- 4.3.5 To attend Catholic School Council meetings.
- 4.3.6 To support and promote Catholic School Council's activities that are consistent with the board's policy statement dealing with Catholic School Councils.
- 4.3.7 To seek input from the Catholic School Council in areas for which it has been assigned advisory responsibility.
- 4.3.8 To consult with the Catholic School Council on fundraising expenditures.
- 4.3.9 To Act as a resource on laws, regulations, board policies, and collective agreements.
- 4.3.10 To obtain and provide information required by the Catholic School Council to enable it to make informed decision.
- 4.3.11 To communicate with the Chair of the Catholic School Council, as required.
- 4.3.12 To ensure that all Catholic School Council meeting dates are posted on the Catholic School Council section of the School Website and in the School Calendar, and that all agendas and minutes are posted on the school website in a timely manner.
- 4.3.13 To ensure that the Catholic School Council's Annual "Year End" Report is submitted to the Board and posted to the Catholic School Council section of the School Website in a timely manner.

- 4.3.14 To ensure that copies of the agenda and minutes of all Catholic School Council meetings including Executive and Subcommittee meetings are kept at the school for a minimum of 10 years.
- 4.3.15 To ensure that copies of all Catholic School Council, Executive and any Subcommittee Agendas, Minutes and the Annual “Year End” Report are shared with the Catholic School Council, all Parents/Guardians, local Trustee(s) and School Superintendent electronically, if possible, and in a timely manner.
- 4.3.16 To assist the Catholic School Council in communicating with the school community.
- 4.3.17 To contact the wider school community, local Trustee(s) and School Superintendent to notify of any change or cancellation of Catholic School Council meetings.
- 4.3.18 To present to the Catholic School the General School Budget and the School Bank Account allocations as well as all fundraising expenditures on a regular basis.
- 4.3.19 To maintain the authority to end and/or terminate the meeting, should inappropriate discussions about individual Parent/Guardian(s), students, staff, Trustees or other Catholic School Council members arise.

#### **4.4 Catholic School Council**

- 4.4.1 To fulfill the role of an advisory body to the school and board as follows:
  - 4.4.1.1 To respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*;
  - 4.4.1.2 To coordinate the election procedures for Catholic School Councils to be held within the first thirty calendar days of the start of the school year;
  - 4.4.1.3 To promote the best interests of the school community;
  - 4.4.1.4 To communicate regularly, via the School Website or School Newsletters, with parents and other members of the school community seeking their views and preferences with regard to matters being addressed by the Catholic School Council; and,
  - 4.4.1.5 To report on the activities of the Catholic School Council to the school community and Board as required.
- 4.4.2 To maintain a school-wide focus on all issues with sensitivity to the school’s needs, culture and demographics.
- 4.4.3 To respect that Catholic School Council meetings are not a forum for discussion about individual Parent/Guardian(s), students, staff, trustees or other Catholic School Council members.
- 4.4.4 To respond to Board requests regarding policies under review in a timely manner.

## **5. DEFINITIONS**

### **5.1 Advisory Body**

A group established to provide advice and recommendations. An advisory body does not have final decision-making powers.

### **5.2 By-Laws**

The rules developed and adopted by the Catholic School Council for the regulation of its operation and proceedings. By-laws must not conflict with Board policies or provincial



legislation by which a Catholic School Council is established.

### **5.3 Constitution**

A document that defines the structure of the Catholic School Council and sets out the principles according to which the council is governed. Catholic School Councils are not required to develop lengthy Constitutions, since *Ontario Regulation 612/00* sets out the mandate and roles and responsibilities for School Councils.

### **5.4 Digital Citizenship/Discipleship**

The norms of appropriate, responsible behaviour with regard to technology use. It encompasses digital literacy, ethics, etiquette, online safety, rights, culture, wellness and copyright.

### **5.5 Diversity**

The presence of a wide range of human qualities and attributes within a group, organization or society. The dimensions of diversity include, but are not limited to, age, ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion, sex, sexual orientation and socio-economic status.

### **5.6 Electronic Communication & Social Media**

Any software, application(s), e-mail, SMS (Texting) and website(s) which enable users to access, create, download, exchange and store information online.

### **5.7 Personal Information**

In accordance with Ontario's *Personal Information Protection and Electronic Documents Act (PIPEDA)*, personal information includes:

- Name, race, ethnic origin, religion, marital status, educational level
- E-mail address and messages, Internet Protocol (IP) address
- Age, height, weight, medical records, blood type, DNA code, fingerprints, voiceprint
- Income, purchases, spending habits, banking information, credit/debit card data, loan or credit reports, tax returns
- Social Insurance Number (SIN) or other identification numbers

### **5.8 School Community**

All Parent/Guardian(s) who have children enrolled in the school as well as stakeholders within the designated school boundary including, but not limited to staff, local pastor(s), parish representative, community representative and/or residents.

## **6. CROSS REFERENCES**

YCDSB Policy 106	Delegations to the Board and Input to Agenda Items
YCDSB Policy 201	Healthy Schools
YCDSB Policy 201A	Healthy Schools – Eating & Nutrition
YCDSB Policy 205	Student Government
YCDSB Policy 317	Electronic Communications & Social Media
YCDSB Policy 603A	School Fundraising
YCDSB Policy 603B	Fundraising for External Charitable Purposes
YCDSB Policy 608	Volunteers in Schools
YCDSB Policy 713	Pupil Accommodation Review of Schools
YCDSB Policy 803	Funds Generated in Elementary and Secondary Schools

YCDSB School Generated Funds Administrative Procedure  
YCDSB Transition Process for School Consolidation/Closure Procedure

*Education Act: Ontario Regulation 612/00 School Councils and Parent Involvement Committees*

<https://www.ontario.ca/laws/regulation/000612>

*Education Act: Ontario Regulation 613/00 Operation of Schools*

*Municipal Freedom of Information and Protection of Privacy Act*

*Ontario Ministry of Education School Councils: A Guide for Members, 2001, Revised 2002*

<http://www.edu.gov.on.ca/eng/general/elemsec/council/guide.html>

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## **POLICY TITLE: CATHOLIC SCHOOL COUNCILS**

### **SECTION B: GUIDELINES**

#### **1. Role of Catholic School Council Members**

- 1.1 Provide informed advice to the Principal on matters related to student achievement, well-being and continuous school improvement
- 1.2 Maintain a school-wide perspective on issues
- 1.3 Participate in Catholic School Council meetings
- 1.4 Participate in information and training programs
- 1.5 Act as a link between the Catholic School Council and the school community
- 1.6 Encourage the participation of all Parent/Guardian(s) and of other people within the school community
- 1.7 Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

#### **2. Role of Catholic School Council Chair/Co Chair**

- 2.1 Call Catholic School Council meetings; (minimum of four per year – first meeting to be held within 35 days of the start of the school year)
- 2.2 New members to the Catholic School Council Executive should attend the Catholic School Council Orientation Workshop offered by the York Catholic Parent Involvement Committee held annually in the Fall
- 2.3 Prepare in concert with the Principal the agenda for Catholic School Council, Executive or Subcommittee meetings
- 2.4 Chair Catholic School Council meetings
- 2.5 Ensure that the minutes of Catholic School Council, Executive or Subcommittee meetings are recorded, maintained and kept for 10 years
- 2.6 Participate in information and training programs
- 2.7 Communicate with the school Principal as required
- 2.8 Ensure that there is regular communication with the school community posted on the Catholic School Council section of the school website
- 2.9 Consult with senior board staff and Trustees, as required, and submit annually a written report of the Catholic School Council activities to the Principal and the Board. This Year-End Report will be posted on the school website
- 2.10 Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*

#### **3. Role of Catholic School Council Secretary**

- 3.1 Ensure that the minutes of the Catholic School Council meetings are recorded and retained for a minimum of ten (10) years
- 3.2 Keep a record of the proceedings of all other Catholic School Council meetings (i.e.: Executive or Sub-Committee meetings) for a minimum of ten (10) years
- 3.3 Attend to all official correspondence and communication, posting of notices and filing of records as directed by the Catholic School Council in collaboration with the Chair and Principal, and in accordance with Board policies and procedures

#### **4. Role of Catholic School Council Treasurer**

- 4.1 Entrusted with the receipt, care and management of all Catholic School Council funds in accordance with Board policies and procedures
- 4.2 Prepare all deposits and ensure that they are signed by both the Treasurer and Chair or Co-Chair
- 4.3 Ensure that all deposits are prepared by a minimum of two (2) Catholic School Council members, one being the Treasurer, to confirm deposit amounts
- 4.4 Prepare all documentation for the payment of invoices authorized by the Catholic School Council
- 4.5 Provide an account of all transactions and a current financial statement (budget vs. actual analysis) at regular Catholic School Council meetings, or whenever required
- 4.6 Ensure that all financial records of the Catholic School Council remain at the School and are available for audit purposes
- 4.7 Prepare a full Financial Statement prior to the Catholic School Council's Annual General Meeting
- 4.8 Develop budget proposals based on Catholic School Council approved expenditures
- 4.9 Retain all financial records for seven (7) years