



## **BUSINESS ADMINISTRATION**

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### **PAYMENT OF LEGAL FEES POLICY 223**

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#### **Rationale**

The Board recognizes that, from time to time, legal counsel and/or services may be required to assist the CISVA and member schools. This policy clarifies the long-standing practice of payment of legal fees by the school, the CISVA or both.

#### **Policy Statement**

Legal fees incurred for matters local and specific to a school will be paid by the school. Legal fees for matters incurred that affect all CISVA schools or the Board will be paid for by the CISVA. In some instances, the legal fees may be shared by the CISVA and the local school. The Board of Directors will decide such cost-sharing arrangements.

#### **Procedure**

The Board expects that:

- 1) The CISVA will pay for legal fees with respect to:
  - a) Legal work that applies to all CISVA schools or the Board
  - b) Legal work regarding the creation, review and/or revision of CISVA policies
  - c) Legal work required when legal action is taken against the CISVA that is not specifically relating to an incident and/or employee or volunteer at a particular school
  - d) Consultation between the Superintendent's Office and law firms when pertaining to general CISVA/Board matters
  
- 2) The School will pay for legal fees with respect to:
  - a) Legal work that applies to an issue and/or employee/volunteer of the school
  - b) Legal work regarding the creation, review and/or revision of local school policies
  - c) Legal work required when legal action is taken against the school
  - d) Consultation with members of a law firm that occur with the school administration (including Education Committee and Pastor)
  - e) Consultation between employees of the Superintendent's Office and members of a law firm when pertaining to the specific issue and/or employee/volunteer at a particular school.\*\*

\*\* When possible, the school will be notified in advance of such conversations. Please note that this may not always be possible and notification may occur after the conversations have taken place.



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- 3) Since the CISVA deals with several law firms, it is common practice for the law firm to bill the CISVA directly for all legal fees including those pertaining to a particular school. If the fees that are billed to CISVA are required to be paid by the school as per this policy, the CISVA will invoice the school and the school will pay the CISVA within 30 days of the invoice.

#### Appeals

If a school believes that this policy is being misapplied and/or the school should not be responsible for the payment of legal fees it should first contact the CISVA Superintendent to discuss the details of the specified legal charges. If the school remains unsatisfied, the Chair of the Education Committee may appeal in writing to the CISVA Board of Directors within 60 days of receipt of the invoice for legal fees. The Board of Directors will create a sub-committee to investigate the matter and resolve the appeal within 30 days of the receipt of the written appeal. The Board's decision will be final.

Reference:	Approved: Board of Directors: March 3, 2015
	Date Approved: March 3, 2015
	Date(s) Revised:
Cross-reference:	