



Rationale

The Board of Directors will consider permission to proceed with the opening of a new or annexed school when the following items have been accomplished, in an appropriate timeframe that will provide sufficient time for planning, development, construction, etc.

GUIDELINES FOR NEW AND ANNEXED SCHOOLS

VIABILITY AND FEASIBILITY STUDY:

- Demographics: A suitable demographic study should be undertaken well in advance of the intended opening. The study should examine numbers of Catholic families, school-age children.
- Enrolment projections: This item is closely related to demographics, but should specifically focus on determining how committed families are in sending their children to a new school. History has shown that the actual enrollment is often lower than initially projected in demographic studies that do not specifically address this issue.
- Effect on other schools/parishes: The building of a new school will effect the operation of existing Catholic schools that have been servicing the region. This factor must be taken into account in developing a plan. Meeting with existing schools and parishes is recommended.

FINANCIAL:

- Financial policies: A new school must meet all CISVA financial policies as well as all Provincial and Federal laws.
- Preliminary budget: A balanced budget outlining Revenues and Expenses must be drawn using projected figures. It is recommended that this budget for the first year of operation not include Government Grant revenues as the school is encouraged to build its Contingency fund as soon as possible.
- Long term financial plans: To determine financial viability, long term (5 to 10 years) projections for operating and capital should be calculated.
- Ministry of Education Requirements: To be eligible to receive government grant in the first year of operation, a new school/annex must:
 - enroll at least 40% of its population from existing enrollment (K students are included in this 40%).
 - show a 'per pupil cost' at the end of the year within the parameters set by the Ministry.
 - have on record proof of student eligibility for funding e.g., Canadian citizenship/landed immigrant status.



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- Parish subsidy requirements: The supporting parishes must commit to funding the school using a formula developed by the pastor/s of the region.
- Bookkeeping responsibilities: The school must keep a proper set of accounting records to be audited annually by external auditors. This set of books must adhere to generally accepted accounting principles (GAAP).

ADMINISTRATION:

- The operation of a new/annex school must meet all the administrative guidelines and policies of the CISVA.
- CISVA Policy Manuals are available from the Superintendent's Office.
- The Superintendent's Office should be consulted frequently for advice.
- In order to assist in the interpretation and implementation of the CISVA policies, one Director from the Superintendent's Office will sit as an advisor on the Education Committee for the first year of operation.

RELATIONSHIPS WITH PARENT/ANNEX SCHOOL: There should be a written agreement (simple or complex) between the parent and annexed school. Such an agreement may not be terminated without prior approval of the Board of Directors. The agreement should include the following considerations:

- Services (and related costs) required from parent school, e.g.
 - Principal salary.
 - Support staff salaries, e.g. secretary, janitorial, etc.
 - Use of maintenance supplies from host school.
 - Use of administration/office/teaching supplies and equipment of host school.
 - Use of specialist instruction provided by teachers of host school, e.g. Special Education, PE, computers, etc.
 - Other charges agreed upon by both schools.
- Lines of authority and responsibility: Both schools must develop agreements on the following:
 - Term of agreement (e.g., two years).
 - Legal responsibility and accountability.
 - Development of operating policy.
 - Ensuring that Ministry requirements are met.
 - Training of new Education Committee members.
 - Issues relating to staff members.
 - Issues relating to students.



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- Issues relating to parents.
- Joint activities: Both schools should agree to the inclusion or exclusion of the annex school with the host school with respect to the following:
 - Professional days for staff.
 - Student activities.
 - Parent participation programs.
 - Fundraising activities.
 - Social/religious events

NOTES:

Many of the items included in this guideline require more detailed explanations to ensure that the organizing group understands the steps essential to meet the requirements of opening a new or annexed school. The Office of the Superintendent should be effectively used by the organizing group to ensure that guidelines are satisfactorily accomplished.

A sample agreement is attached to these guidelines. This sample agreement should be modified to meet the needs of both the host and annexed schools.

EDUCATION COMMITTEE:

Formation of Education Committees: When a new parish elementary school or regional high school is being planned the Board of Directors will determine when an education committee will be struck. The first education committee will be an interim committee.

Composition:

Parish Elementary - the Pastor will appoint 7 members to the Interim Committee. These members will stand until the first election.

Regional Education Committee - the Pastors of each parish in the region will appoint two members to the interim committee. These members will stand until the first election. The Pastors of the participating parishes shall elect three (3) of their number to the Education Committee for a regional school, one of whom shall be named the Archbishop's representative by the Archbishop.

First Election: The Board of Directors will determine when the first election will take place. At that time the policy regarding elections will be followed.

Regional High School Principal: The first Principal of a regional high school will be appointed by the Board of Directors in consultation with the pastors of the region.



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SAMPLE AGREEMENT FOR STARTING AN ANNEXED SCHOOL

This agreement made the ____ day of _____, ____

BETWEEN:

(Hereinafter called the 'Annex')

AND:

(Hereinafter called the 'School')

WHEREAS:

1. The above school is a member school of the Catholic Independent Schools of Vancouver Archdiocese, a society incorporated under the Societies Act, has as its aim the providing of education, enlightened by faith, as taught by the Catholic Church, so that the students enrolled can grow in their knowledge, love and practice of the Catholic faith.
2. The Annex has agreed to accept the terms and enter into the Agreement.
3. In consideration of the premises and mutual conditions expressed herein, the parties mutually agree as follows:

Term of Agreement:

Both parties agree that the term of this agreement shall be from _____ to _____.

Remuneration:

The Annex agrees to pay the School for the following services (details attached):

Principal's services	\$ _____
Secretarial services	\$ _____
Special Instructional services:	
French	\$ _____
P.E.	\$ _____



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Special Ed.	\$ _____
Other (detail attached)	\$ _____
Equipment use	\$ _____
Maintenance	\$ _____
Other charges	\$ _____

Duties and Responsibility:

The parties agree that the responsibilities shall include but are not limited to the obligations of the Host School:

1. To train and assist the Annex Education Committee in their function, as outlined in the Policy Manual.
2. To provide services as agreed upon and outlined separately.
3. To administer all administrative functions required by the Ministry of Education, C.I.S.V.A., and other authoritative bodies.
4. To assist with the development of local policies.
5. To assist in general areas of school operation and to give advice when necessary.

Termination:

This agreement may be terminated in writing, by mutual agreement, with the approval of the Board of Directors.

Pastor of Annex

Pastor of School

Chairperson of Annex

Chairperson of School

Witness

Witness

Reference:	Approved: Board of Directors
	Date Approved: Pre - 1996
Cross-reference:	Date(s) Revised: