

**SUPERINTENDENT OF BUSINESS
CHRIS SPINA**

BUSINESS DEPARTMENT

Includes, but is not limited to:

- Accounting
- Audits
- Banking
- Benefits
- Budgeting
- Enrolment reporting
- Payroll
- Purchasing
- School fundraising and cash handling
- Tuition agreements with First Nations

COMMUNICATIONS DEPARTMENT

Includes, but is not limited to:

- Advertising, marketing and promotions
- As One Fundraising Campaign
- Board annual reports
- Catholic Education Week activities
- Media releases
- Public displays (e.g., registration)
- Social media strategy
- Updates to board / school websites

PROGRAMS AND ACTIVITIES

- Board Insurance
- Cafeterias
- Community Use of Schools
- Courier (i.e., approval / distribution)
- Disaster Recovery Planning
- Negotiations -- CPCO, CUPE, OECTA, OSSTF
- School Accommodation / Viability Reports
- Student Accident Reports
- Transportation

COMMITTEE LEAD

- Audit Committee
- Board Marketing Committee
- Catholic Education Foundation
- Communications Committee

Effective August 1, 2018