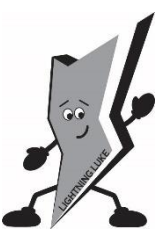




SAINT LUKE CATHOLIC SCHOOL

550 Chesapeake Drive, Waterloo, ON N2K 4G5 Phone: (519)884-4912 Fax: (519)884-0353 [http: stluke.wcdsb.ca](http://stluke.wcdsb.ca)



September 2020

Dear Parents/Guardians:

We are beginning the process of organizing the St. Luke Catholic School Advisory Council for the 2020-2021 school year. The Waterloo Catholic District School Board and St. Luke CES both recognize that education is a shared responsibility involving staff, students and their families, and members of the parish and wider community.

The purpose of the Catholic School Advisory Council (CSAC) is to improve pupil achievement and to enhance the accountability of the education system through the active participation of parents. It is intended that a site-based CSAC will provide a forum for people interested in education to work co-operatively together to develop common goals for the school community. The CSAC is composed of parents, staff representatives, a community and/or parish representative and the principal.

A person is qualified to be a parent member of the Catholic School Advisory Council if she/he is a parent of a pupil enrolled in the school. A person is not qualified if:

- a) she/he is employed at the school; or
- b) she/he is not employed at the school but is employed elsewhere by the Board, unless she/he takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.

Consistent with Board policy, a person is qualified to vote in an election of parent members of the CSAC if she/he is a parent of a pupil enrolled at the school.

The term of office for CSAC members is one year, from September to September. Parents may be councillors in subsequent years.

CSACs will hold a minimum of four public meetings during the school year. Meetings cannot be held unless a majority of the current members of the CSAC are present and the majority of those present must be parents. Due to the unique times we are in with this pandemic, we will start the year with virtual meetings. Parents will be asked to attend through the provided virtual format.

St. Luke Catholic School Advisory Council may make recommendations to the principal on relevant matters and it may engage in fundraising activities. Please note: If fundraising activities occur this year, they will need to look different so that we are aligned with the WCDSB Operational Guidelines. The CSAC may consult with parents of pupils enrolled in the school about matters under consideration and it must submit an annual written report on its activities to the principal and to the Board. A copy of the report is also distributed or posted providing access to every parent of a pupil.

Upon election, the St. Luke Catholic School Advisory Council will set priorities for the current year. If necessary, the election of specific positions will take place at the September CSAC meeting. I encourage you to consider sharing your time and gifts by being one of the parent members of the 2020/21 Catholic School Advisory Council. Many parents have already filled out the CSAC Nomination form on School Cash Online as this was to be sent with all the other back-to-school paperwork. Even if you have already indicated that you wish to declare your candidacy, please also complete the nomination form that is attached to this letter. All nominations may be emailed to kendra.duench@wcdsb.ca by September 21st, 2020. Our first virtual meeting will take place on: Monday, September 28th at 6:30 p.m. Thank you for your consideration.

St. Luke Catholic School Advisory Council Parent Self-Nomination Form

- I wish to declare my candidacy for an elected position as a parent/guardian representative on the Catholic School Advisory Council.

Name: _____

Address: _____

Home phone: _____ Mobile/Business phone: _____

E-mail: _____ (Meeting link will be sent here)

I am the parent/guardian of _____ who is currently registered at this school.

I am an employee of the board. yes no

Candidate's signature: _____ Date: _____

Please share any relevant background information and/or previous CSAC experience about yourself below.

Thank you for your interest in being a member of St. Luke Catholic School Advisory Council.

K. Duench, Principal