

**TERMS OF REFERENCE
FOR
THE CATHOLIC SCHOOL ADVISORY COMMITTEE (CSAC)**

CSAC Membership

Chair: Ms. Guy
Co-Chair: Ms. Ely

Voting Members: Mr. Morency Ms. Mactal
Ms. Persaud Ms. Misoi
Ms. Howard Mrs. Danfulani

PURPOSE

The purpose of the Catholic School Advisory Committee (CSAC) is to inform, advise and recommend to the School Board matters pertaining to the education and well-being of the students; to develop and communicate the School's vision and gospel values; and to make recommendations concerning parental and teachers involvement in the school's activities and the associated community.

COMPOSITION AND OPERATIONS

The committee is a group comprised of parents, principal and school staff (teachers).

- a) The committee shall consist of a **Chair, Co-chair and Voting members.**
- b) The committee will meet once a month during the school calendar year.
- c) All members are required to advise the Committee of :
 - (i) Their inability to attend a meeting by contacting the Chair at least one day before the day of the scheduled meeting.
 - (ii) Their resignation from the committee in writing to the Chair.

NOTE: Failure to attend at least 3 of the 4 scheduled meetings will result in elimination of a member's participation on the Committee.

- (d) The majority of members of the committee will constitute a quorum.
- (e) Committee members will be expected to attend all meetings.
- (f) The committee has the authority to call a meeting exclusively among its members.

DUTIES AND RESPONSIBILITIES

The committee has the responsibility to:

- (i) identify and implement initiatives to assist parents in understanding and managing change;
- (ii) provide ongoing direction and progress reports on CSAC/St. Mary's expectations and goals;
- (iii) evaluate and implement activities;
- (iv) invite parents to become more involved in school activities.

ACCOUNTABILITY

The committee shall report its discussions to the St. Mary School Board by maintaining minutes of its meetings and providing an oral report at the next School Board meeting.

COMMITTEE TIMETABLE

Committee will meet at least 4 times during the School Calendar year (September – June).