CSPC Training – End of School Year Activities (Review of CSPC By-Laws)

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The Serenity Prayer

+In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

God grant me the serenity
to accept the things I cannot change;
courage to change the things I can;
and wisdom to know the difference.
Living one day at a time;
Enjoying one moment at a time;
Accepting hardships as the pathway to peace;
Taking, as He did, this sinful world
as it is, not as I would have it;
Trusting that He will make all things right
if I surrender to His Will;
That I may be reasonably happy in this life
and supremely happy with Him
Forever in the next.



+In the name of the Father, and of the Son, and of the Holy Spirit. Amen.



Land Acknowledgement

The land we walk on belongs to the Creator. Earth does not belong to humanity but rather, humanity is part of the Earth. The land was created to be enjoyed by all living beings, a principle reflected in The Dish with One Spoon covenant. Taking only what we need to preserve our earth for future generations, leaving some for others as a sign of our respect and caring, and keeping it clean by revitalizing the land to sustain generations to come.

All Toronto Catholic District School Board (TCDSB) properties are situated on the traditional territories of the Anishinabek, the Haudenosaunee Confederacy, and the Wendat peoples. We recognize that the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation. We also listen to the echoes of their prayers to the Creator, and respect the beauty of Mother Earth while striving to learn and draw wisdom from First Nations, Inuit and Métis traditions.

CSPC END OF SCHOOL YEAR TO DO LIST

As the school year gets closer to an end and CSPCs are busy with year end activities, there are several items required to close out the CSPC:

1. Maintaining CSPC Documents – CSPC Binder
2. Review of CSPC By-laws – 7 areas available to be amended
3. Financial reporting
4. Succession planning
5. CSPC Annual Report (next training)
6. HST Rebate Form (next training)

MAINTAINING CSPC DOCUMENTS

Every CSPC is required to keep CSPC document at the school as per the policy Catholic School Parent Councils | S.10 | TCDSB Policy Regulation 21

Catholic School Parent Councils shall take minutes of all its meetings and keep records of all its financial transactions.

i) The principal will retain these minutes and records for a minimum period of seven years and will make them available at the school for examination without charge to any person.

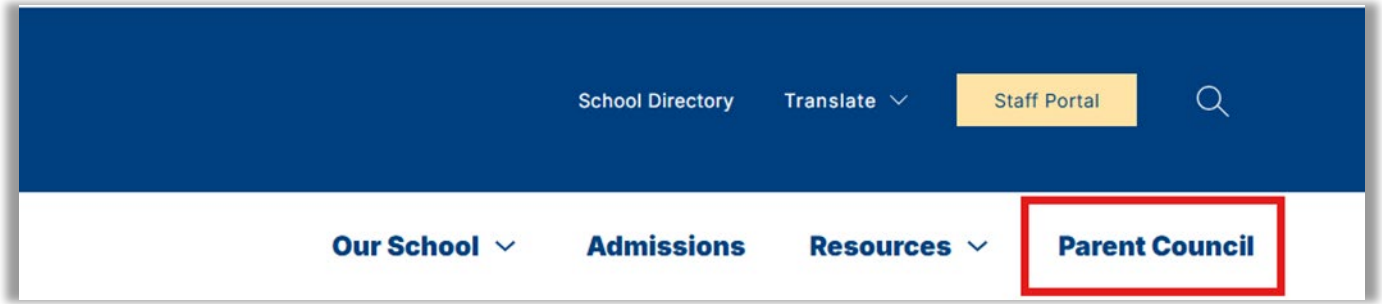
ii) Approved minutes and financial statements shall be shared with the school community.

- Regulation comes from **Ontario Education Act 612/00**, Regulation 16
- This is done to maintain transparency and ensure accessibility of information for the school community, as well as to support the effective transfer of information to future CSPC members and school administration.
- Find an example of a CSPC binder CSPC Binder - Maintaining CSPC Documents andlist of documents to maintain.
- In addition to maintaining a CSPC binder, **best practices** include
    1. Uploading all CSPC documents to **CSPC OneDrive**, accessible through CSPC email,
    2. Posting CSPC agendas and minutes on the school's website under the parent council portal. The Principal can assist with this.

REVIEW OF CSPC BY-LAWS – 7 AREAS

Appendix A | CSPC By-Laws | S.10 | TCDSB Policy

- The current version of the TCDSB CSPC By-Laws have been is use since the 2020/2021 school year (previous version had Vice-Chair role).
- There are seven (7) areas within the TCDSB CSPC By-laws where the CSPC makes recommendations and amendments.
- The May/June meeting must have time dedicated to prepare amendments to The Council's bylaws in order to be available at the September AGM for a full vote by the parent body.
- The recommendation, regardless if changes have been made, will be presented at the 2026/2027 AGM for ratification and will come into effect for the next school.
- The new CSPC By-Laws should be dated as of the date of the AGM and posted on the school's parent portal. The Principal can assist with this.



REVIEW OF CSPC BY-LAWS – 7 AREAS

Catholic School Parent Councils | S.10 | TCDSB Policy

10.2 Each CSPC shall adopt the following TCDSB by-laws in Appendix A, provided that they are in compliance with Regulation 612/00 and TCDSB policies and procedures, which will govern the conduct of its activities:

i. the number of times that a newly elected member can consecutively hold office of chair (Appendix A: Article VII);

ii. the number of times that the full Council shall meet (Appendix A: Article XI, S. 11.2). However, in all cases, The Council shall meet no less than 4 times annually, including the AGM;

iii. the number of elected parents (Appendix A: Article V, S.5.1);

iv. the number of community representatives (Appendix A: Article V,S. 5.2);

v. the number of meetings that a member can miss (Appendix A: Article VII, S.7.2, (i)); and

vi. amendments and/or additions to standing committees (Appendix A: Article XII,S.12.1).

vii. responsibilities of Chairs of any additional sub-committees, and if the Chairs are considered part of the Executive Members of CSPC.

NUMBER OF ELECTED PARENTS (PAGE 2)

5.1 Elected Voting Members

Such members shall be:

- Parent members, which are parents/guardians of students enrolled in the school, elected by parents/guardians in such numbers as to form the majority of The Council. The number of elected parent members will be **insert the number of elected parents for the school.** One parent member, where possible, who has an interest in Special Education.

- This should be a number only written as ***ten(10)*.**
- This role has many names: elected voting member, elected parent members, voting parents but are all the same.
- When reviewing
    1. Consider the attendance rate of parents for the current school year at CSPC meetings.
    2. Consider the size of the school.
- Remember, the voice of a non-voting parent is just as important as the voice of a voting parent; not everyone needs to be an elected voting member to participate.

Related in 5.1

- There will be no voting by proxy at CSPC elections and council meetings.

NUMBER OF COMMUNITY REPRESENTATIVES (PAGE 3)

5.2 Appointed Voting Members

Such members shall be:

- The Pastor or parish designate.
- **Insert the number** community representatives to represent segments of the Catholic school community not represented. (Community representatives should be selected from examples: representative from a local business association/community group, City Councillor's office etc.)

- This should be a number only written as ***one(1)***
- When reviewing
    1. Consider a member of the school community who shares the same interests as the school. If a person comes forward for the role of community representative, the Council can choose not to appoint them.
    2. Review attendance of previous community representatives.
- Cannot be a parent of the school as parents are already represented

CONSECUTIVE TERMS OF THE CHAIR/CO-CHAIRS (PAGE 7)

Article VII - Term of Office

- The term of all elected or appointed members of The Council is one year, subject to section 6 of Ontario Regulation 612/00
- If reelected by parents in the general election into The Council, a CSCP chair may only serve **insert number of consecutive terms**.

- This should be a number only written as ***three (3)*** followed by ***consecutive terms.***
- Applies to both chair and co-chairs roles
- Recommendation for number of consecutive terms is 3 for elementary schools and 2 for secondary schools
- The purpose of the rule is to promote flexibility by allowing different parents to take on the leadership role at different times

Related in Article VII

- The term for each elected or appointed members of the Council is one year.
- Other elected or appointed members do not have a rule for consecutive terms

NUMBER OF MISSED MEETINGS (PAGE 7)

7.2 Discipline of Members

- The Council shall have the authority to suspend or expel any member from The Council for any one or more of the following grounds:
  i) Missing more than **Insert number** consecutive meetings.

- This should be a number only written as ***three (3).***
- When reviewing,
  1. the number of missed consecutive meetings is related to the number of CSPC meetings.
  2. the purpose of this rule is to provide flexibility to help maintain quorum (Article 11.4).
- Sending meeting regrets is considered missing a meeting.
- Encourage members to send regrets – **WHY?** If several regrets are received and quorum cannot be met, the Chair/Co-Chairs with the Principal can consider rescheduling the CSPC meeting.
- If a member has missed the number of consecutive meetings as per the by-laws, please begin by reaching out to determine the reason.

Related in 7.2

- Proper conduct of members and attendees at a CSPC meeting

NUMBER OF MEETINGS (PAGE 12)

11.2 The Calendar of Meetings

The elected members of The Council, subject to future change, shall meet not less than **add number of meetings** times annually, including the AGM. However, in all cases, The Council shall meet no less than 4 times during the school year.

- This should be a number only written as ***three (3).*** If not filled out, will default to 4.
- Try to be exact as parents are provided the by-laws and will be asked to commit to this many meetings
- When reviewing
    1. Consider the number of meetings scheduled in the current year.
    2. Was it the right balance for your school community?
    3. Number of meetings is related to number of missed consecutive meetings.
- If the AGM, Parent election and Inaugural meetings are held on 2 days, this would be considered 2 meetings.

STANDING COMMITTEES (PAGE 14)

12.1 Standing Committees

- The Council may create the following suggested Standing Committees to make recommendations to The Council on matters under study in the current school year:
  - i) **Academic Affairs**
  - ii) **Community Relations**
  - iii) **Fund Raising**
  - iv) **Elections/By-laws**
  - v) **Finance**
  - vi) **Parent Class Representatives**
  - vii) **Communications**
  - viii) **Add another Committee**

- Standard subcommittees are included in the by-laws.
- If a subcommittee is not added to the by-laws during the time of review, it can still be struck with a motion at a scheduled CSPC meeting.
- **Standing Committees are subcommittees of the full Council. They are established to review and discuss specific matters in detail and then report their findings and recommendations back to Council for a decision.**

- **Add additional responsibilities of chair/co-chair of any additional sub-committees**

- Certain subcommittees may assign additional responsibilities to the chair/co-chair

HOW TO REVIEW CSPC BY-LAWS

- On the CSPC agenda in May/June add the item - **Review of the CSPC By-laws**
- List the 7 areas and current figures inserted. Go through each section, discuss and decide if a change is required or if what is listed continues to be relevant.
- The recommendation, whether changes are proposed or not, will be presented at the AGM for ratification(the process of making an agreement official).

10. TCDSB, CSPC By-Laws – Review of Bylaws	**Chair**
• Amendments to By-Laws i. 5.1 Elected Voting Members The number of elected members will be **seven (7).** ii. 5.2 Appointed Voting Members **One (1)** community representative to represent segments of the Catholic school community not represented. iii. Article VII – Term of Office If reelected by parents in the general election in The Council, a CSPC chair may only serve **three (3) consecutive terms.** iv. 7.2 Discipline of Members The Council shall have the authority to suspend or expel any member from The Council for any one or more of the following grounds: i) Missing more than **two (2)** consecutive meeting. v. 11.2 The Calendar of Meetings The elected members of The Council, subject to future change, shall meet not less than **five (5)** times annually, including the AGM. vi. 12.1 Standing Committees, As per draft By-Laws. • Annual General Meeting, Elections, and Inaugural Meeting (before Oct 2, 2024)	

COMMON FAQS – CSPC BY-LAWS

1. Can the CSPC add additional meetings if needed?
   - ✓ Yes, if additional meetings are required the CSPC can add them to the already scheduled meetings during a CSPC meeting.
2. Can the CSPC make changes to other areas of the By-Laws?
   - × No, only area listed in CSPC Policy S.10 can be amend accordingly. All other areas are standard and consistent for all CSPCs.
   - × Examples of items found added to the CSPC by-laws but cannot be added;
     a. Consecutive length of time for other executive officer roles,
     b. A requirement of a minimum amount time of participation on council to hold an executive officer,
     c. Providing individuals with the authority to approval an amount of funds without a formal vote,
     d. Determining when a member can be removed and giving that authority to an executive officer.

FINANCIAL REPORTING

Appendix B | CSPC Financial Operational Procedures | S.10 | TCDSB Policy

- ✓ As a general principle, CSPC funds raised in a particular school year should be used to benefit the students in the same year unless they have been earmarked for a specific intent (i.e., the purchase of playground). In this case the carry-forward of funds should be a joint decision of both the principal and the CSPC.
- ❑ CSPC should be asking – **WHAT** is my balance? **WHERE** is money going to?
- ❑ Having a high balance may mean a **MISSED OPPORTUNITY** for the students of this year.
- ❑ Begin to compile the annual financial figures, to prepare to complete the CSPC annual report.
- ❑ The CSPC fiscal year is May 31, 2025 to June 1, 2026.
    - ➢ For consolidated CSPC accounts, KEV generates the financial figures.
    - ➢ For separate CSPC account with CIBC, there is a transaction history that can be generated to assist with the financial figures.
    - ➢ For Separate CSPC account with other banks, banks statements and excel spreadsheet with assist with the financial figures.

FINANCIAL REPORTING - FUNDRAISING

Fundraising in Schools | TCDSB Policy

Evaluation and Metrics:

1. Appropriate record-keeping procedures for all funds raised shall be maintained in accordance with those prescribed by the Treasurer of the Board.
2. An annual financial summary of all fundraising activities conducted during the school year shall be made available to the school community

- ❑ When creating the annual financial summary of all fundraising activities, a **best practice** is to review the Operating Budget versus the Fundraising Activities.
- ❑ **ASK** - Did the CSPC achieve it goals with fundraising?
- ❑ Proper reporting builds trust in the school community and helps ensure continued and stronger fundraising.

SUCCESSION PLANNING

6.1 General Procedures (page 5)

- In consultation with the principal. The Council shall strike a School Election Committee, in May, to plan the election process, to gather nominations, and to run the election. No candidate standing for election, or the spouse of anyone standing for election, shall be a member of this election committee. The committee should have representation from parent, teaching staff, non-teaching staff and student members.

- ❑ Begin by choosing a date for the AGM, Parent Election and Inaugural meeting.
- ❑ The AGM, Parent Election and Inaugural Meeting shall take place within the first thirty (30) days of the school year
- ❑ For the 2026/2027 school year, the AGM and Parent Elections cannot go beyond **October 7st, 2026**
- ❑ Communicate information to school community.
- ❑ Provide the parents/guardians the CSPC website, it offers information on the role of the CSPC.

SUCCESSION PLANNING - MEMBERSHIP

- Common Question - How do we increase our the CSPC membership?
- Some Best Practices
    1. People like to be invited to things, sometimes a tap on the should or a warm introduction helps. Work with Principal and teachers to find out if there is someone they think will be interested or a have quick conversation in the school yard.
    2. Motivation – What motivates you to be part of the CSPC? Each member's motivation may be different, but it is often shared by another parent. Understanding the **WHY** can create the interest.
    3. Impactful moments – Parents share stories that highlight the impact the CSPC has had on the school community, even when those impacts are not always immediately evident.
    4. Be visible - CPSC table at parent teacher nights, school events, etc.
- Succession planning is about moving forward—building on the previous year by developing people, retaining knowledge, and ensuring leadership continuity.
- The goal is to create an inclusive and diverse environment where the school community is represented.

CSPC TIMELINE

Date/Timeline	Action
End of current 2025/2026 school year	Begin Planning for following school year
Tuesday September 8, 2026	First day of school
At least 14 days in advance of the chosen AGM, Parent Election and Inaugural Meeting	Communication should be sent to school community about meeting date, time and location along with nomination forms
Wednesday October 7, 2026	Deadline for AGM, Parent Election and Inaugural Meeting (last day)
Wednesday Octobet 14, 2026	Principals will report to Parent Engagement Department Chair/Co-Chairs, Treasurer and OAPCE Representative.

Toronto Catholic Parent Involvement Committee (CSPC) Elections | 2025 Timelines

Resource - AGM, Parent Election and Inaugural Meeting

CPIC PARENT/GUARDIAN VOLUNTEER OF THE YEAR

- Started in 2024/2025, CPIC introduced this annual initiative to recognize the outstanding contributions of parent and guardian volunteers across the Toronto Catholic District School Board (TCDSB).
- CPIC is proud to support and celebrate the many parents and guardians who generously give their time, energy, and leadership to strengthen Catholic education across our system. We encourage every school community to participate in recognizing a volunteer who has made a meaningful impact this year.
- **The deadline to submit your nomination is May 15, 2026**. Each school may recognize one parent or guardian volunteer annually who has demonstrated exceptional commitment, leadership, and service using the form https://forms.office.com/r/BFQPR8QjDX
- Each school's plaque will remain at the school and serve as a lasting recognition of parent and guardian leadership. Following the submission, the selected volunteer will receive a recognition certificate, and a nameplate will be issued for placement on the school's Parent/Guardian Volunteer of the Year plaque, establishing a lasting record of service within the school.
- Catholic Parent Involvement Committee (CPIC) | Toronto Catholic District School Board

CPIC VACANCIES

Catholic Parent Involvement Committee (CPIC) Elections | Toronto Catholic District School Board

CPIC is a parent-led committee of volunteers who work both at the Toronto Catholic District School Board (TCDSB) and at the Ward level. CPIC members provide information and advice on parent engagement to the school board, create initiatives that promote and facilitate parent engagement, and educate parents to support them in their children's learning at home and/or at school.

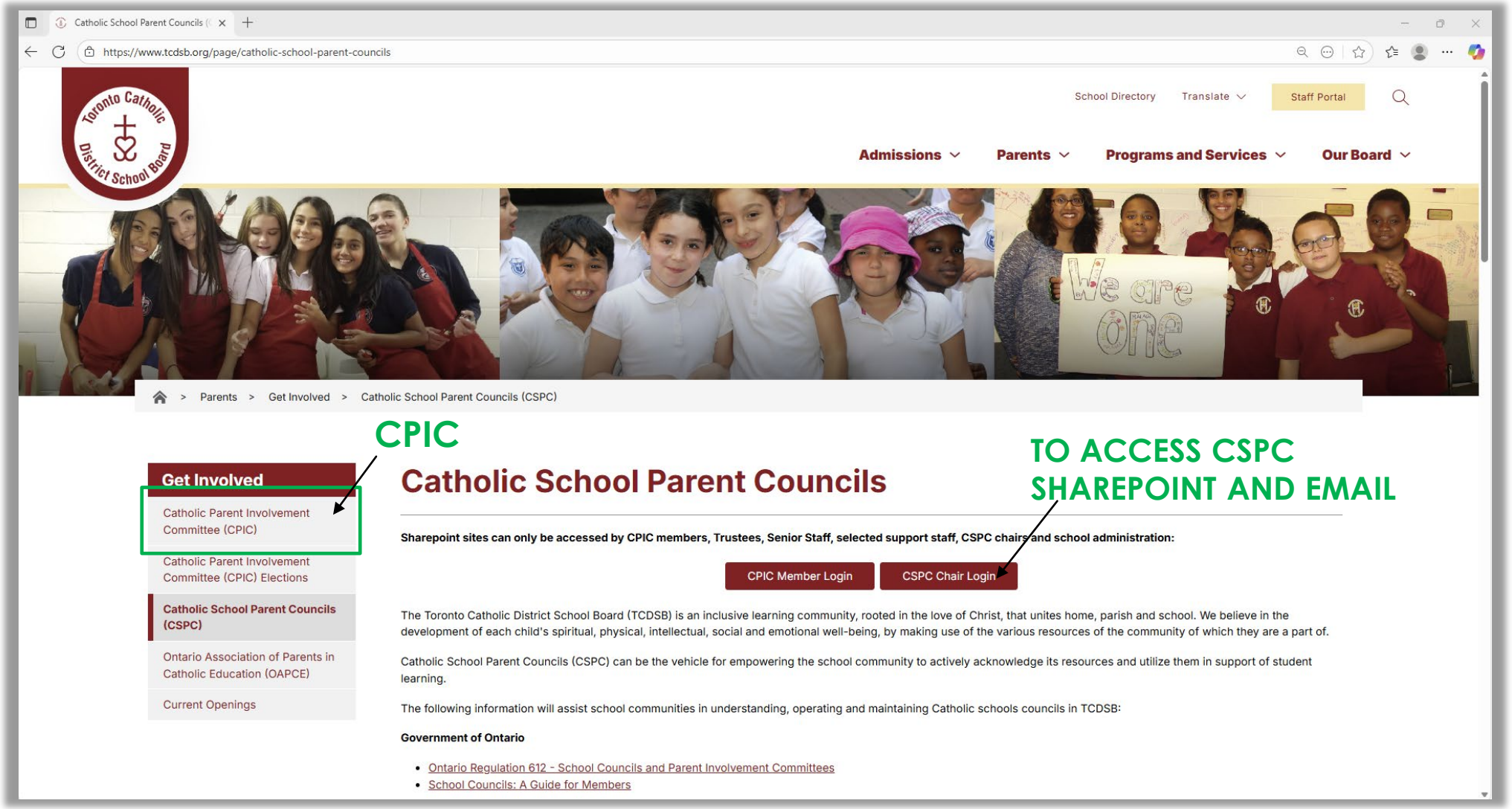
Elementary Parent Ward Positions Vacancies

- ❑ Ward 1
  - ❑ Holy Child, Monsignor John Corrigan, St. Andrew, St. Angela, St. Benedict, St. Dorothy, St. John Vianney, St. Maurice, St. Stephen
- ❑ Ward 5 East
  - ❑ Blessed Sacrament, St. Agnes, St. Antoine Daniel, St. Cyril, St Edward, St. Gabriel, St. Margaret, St. Paschal Baylon
- ❑ Ward 9
  - ❑ Bishop Macdonell, D'Arcy McGee, Holy Rosary, Our Lady of Perpetual Help, Our Lady of Lourdes, Pope Francis, St. Alphonsus, St. Bruno/St. Raymond, St. Francis Assisi, St. Mary, St. Michael, St. Michael Choir (Jr), St. Paul, St. Thomas Aquinas

✓ Interested parents/guardians can complete the form Toronto CPIC - Vacancies - Self-Nomination Form – Fill out form

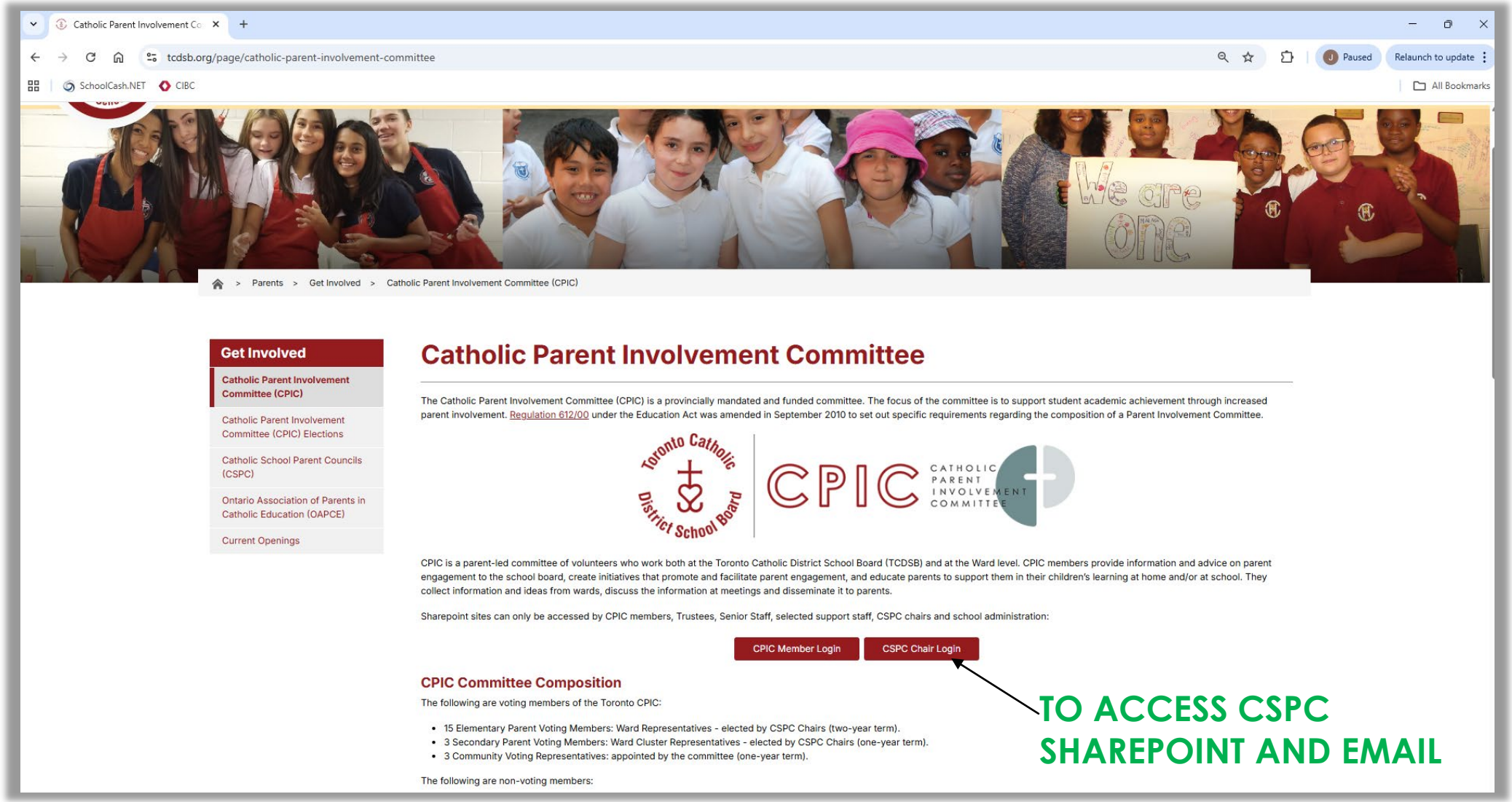
RESOURCES - CSPC WEBSITE

[Catholic School Parent Councils (CSPC) | Toronto Catholic District School Board]



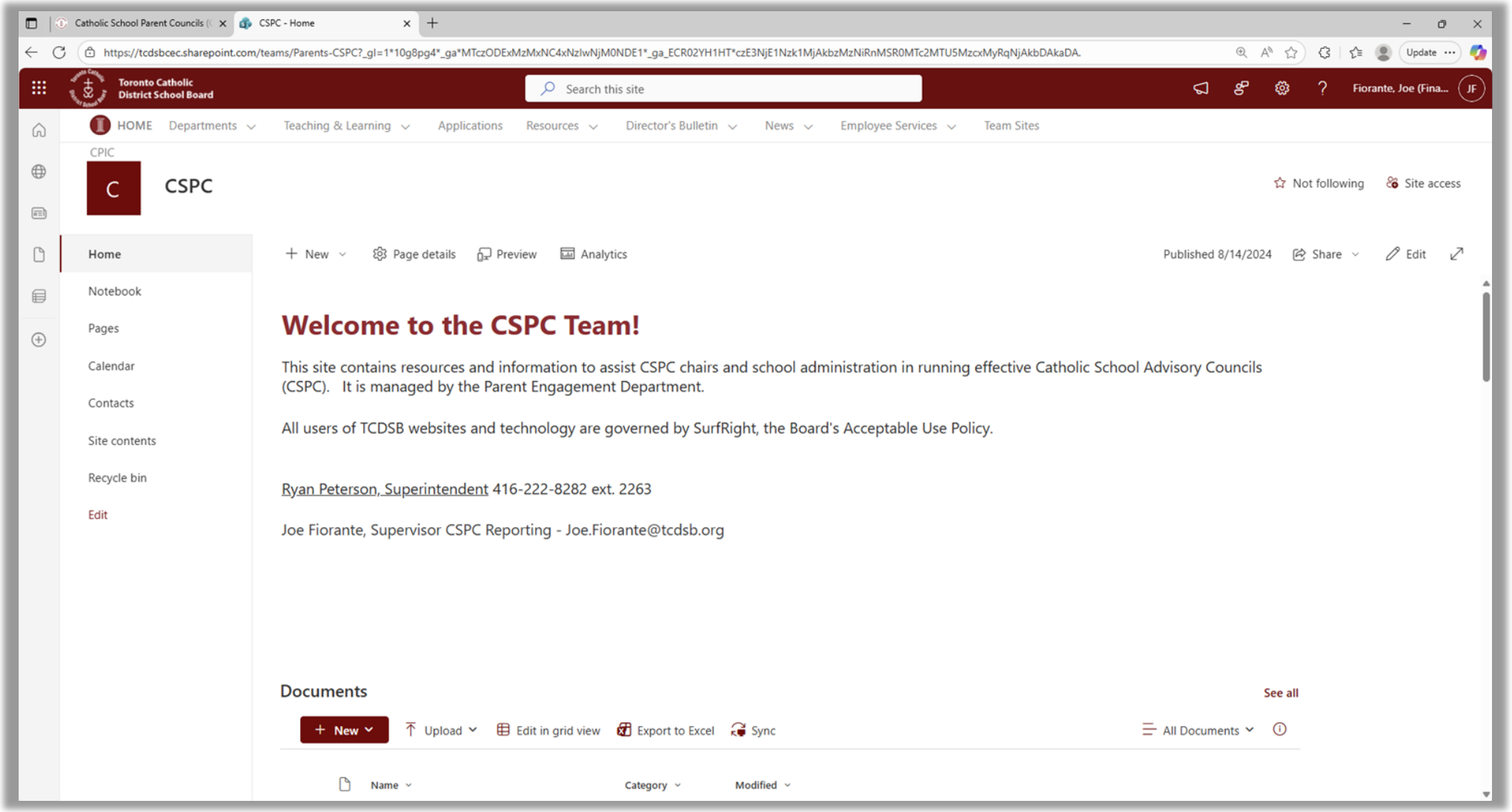
RESOURCES - CPIC WEBSITE

[Catholic Parent Involvement Committee (CPIC) | Toronto Catholic District School Board]



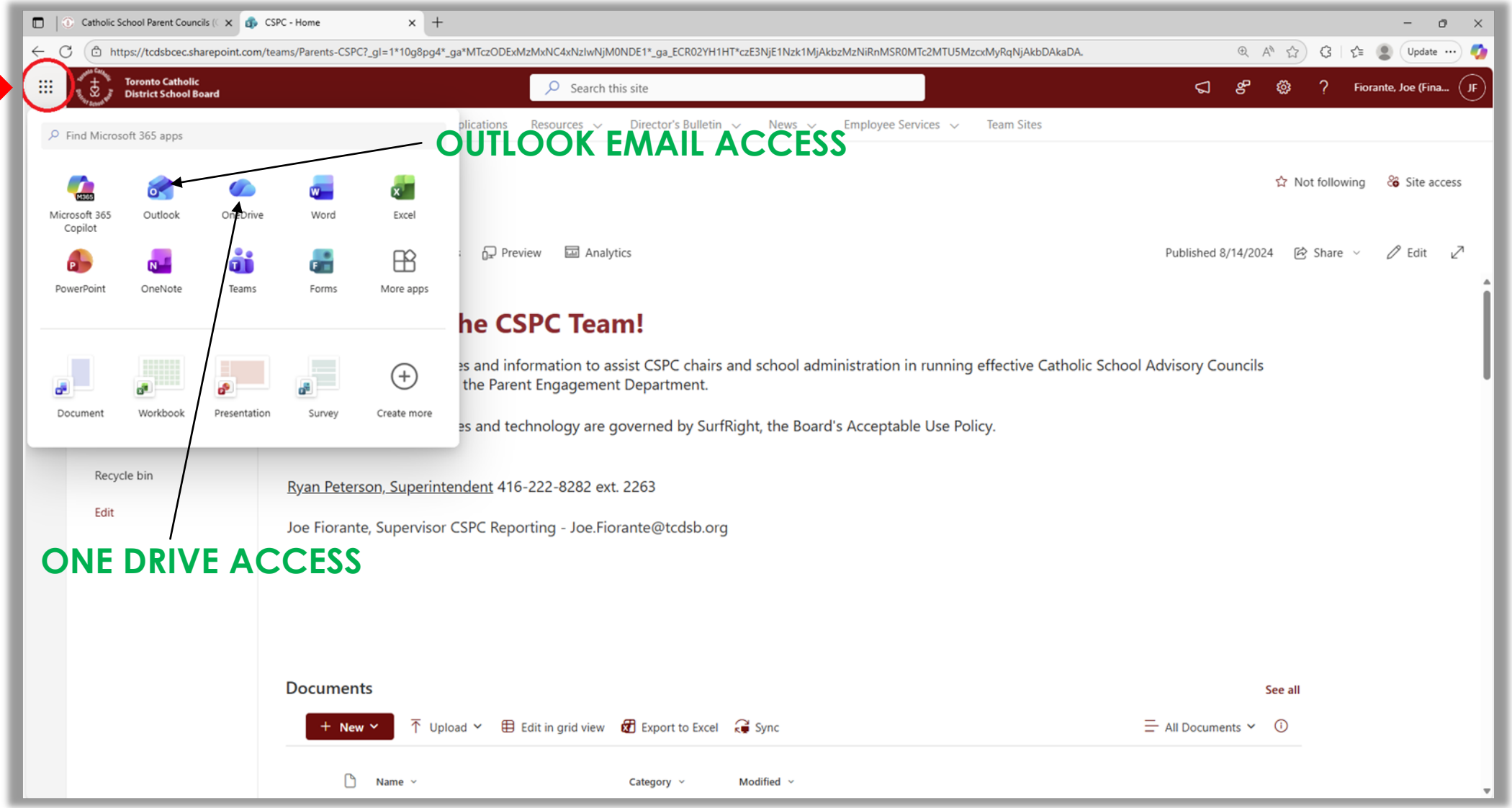
RESOURCES – CSPC SHAREPOINT

CSPC – SharePoint Home



RESOURCES – CSPC SHAREPOINT – EMAIL ACCESS

[CSPC – SharePoint Home]



QUESTIONS

CSPCs are supported through their Principals, the Parent Engagement Department, the Financial Services Department, CSPC training sessions, and online resources.

Keep up to date with the Monthly CSPC Newsletter

Additional questions can be sent to Parent.Engagement@tcdsb.org

Thank you for the work you do and time you give to your schools.

Please take a minute to complete the poll.

Date and Times for upcoming virtual CSPC Training Sessions

- May 22, 2026 - 12 pm and 7 pm

CSPC Annual Report and HST Rebate Form completion

Check the CSPC Website for more virtual CSPC Training Sessions