

Executive Officer Roles CSPC By-Laws

**Presented by: Ryan Peterson, Superintendent of Parent Engagement
Weronika Dec, Manager, School Finance Support Team
Joe Fiorante, Supervisor, CSPC Reporting**

Date: October 15th, 2025

Pastoral Plan Prayer

IN GOD'S IMAGE: *Growing in Knowledge, with Justice and Hope*

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

Loving God, you have created all of us in your image. And all that you have created is good and has a purpose. What an incredible honour and blessing. May you always be pleased with us, your creation.

Lead us forward into wholeness. May who we are, all we say, and all we do show the world your love, your desire for justice, your wish for peace. Help us grow in our understanding and knowledge of you. This is what you have given us to do.

As your hope-filled people, may our lives, our words and deeds always reflect your glory, O Lord. May we be encouraged by knowing that we were created to be like you, caring for one another and the earth.

Give us minds and hearts open to your justice and hope - help us to trust you always. This is part of our likeness with you.

Our prayer together through Jesus Christ our Lord. Amen

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





**INDIGENOUS
EDUCATION**

A Cultural Learning Hub



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 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.



Overview

[Appendix A | CSPC By-Laws | S.10 | TCDSB Policy](#)

5.4 The Role and Responsibility of The Council

The Catholic School Parent Council shall:

- Represent the best interests of all students.
- Maintain ethical standards and set ground rules of respect for all meetings.
- Be informed and familiar with TCDSB policies and develop an understanding of how the policies impact the school community.
- Keep the school community informed of The Council's work, such as: meetings dates and minutes, committee work, news and survey results.
- Seek to involve the entire school community in an equitable manner through a variety of mediums, including for example, questionnaires, informal discussions or topicspecific meetings.
- Actively and accurately represent the views of the school community. Appendix A
- Encourage and promote parental engagement and support.

Article VIII – Executive Officers

11.3 Rules of Order

11.4 Quorum

7.2 Discipline of Members

Article X- Conflict Resolution

13.2 Signing Authority

Article IX - Conflict of Interest

Role of the Chair/Co-Chair – Article 8.2

- The chair, or where applicable, one of the co-chairs shall, when present, preside at all meetings of the CSPC and of its executive.
- It is the responsibility of the chair/co-chairs, in collaboration with the school principal, to provide leadership and direction to The Council and executive officers to ensure that goals, priorities, and procedures of The Council promote Catholic faith and Gospel values consistent with the mission and vision of the TCDSB.
- The chair and/or co-chairs must be parent members of The Council.
- Employees of the board may not be chair/co-chairs of The Council.
- The duties of the chair/co-chairs of The Council shall be to:
 - i. be the official spokesperson of The Council;
 - ii. stay informed about school board policy that impacts The Council;
 - iii. ensure that the CSPC operating procedures are current and adhered to;
 - iv. call CSPC meetings in consultation with the principal;
 - v. prepare the agenda for council meetings based on input from the CSPC and in consultation and collaboration with the principal;
 - vi. chair all meetings of The Council;
 - vii. when present, preside at all meetings of the CSPC and of its executive committee;
 - viii. ensure that the minutes of The Council meetings are recorded and properly maintained;

Role of the Chair/Co-Chair – Article 8.2

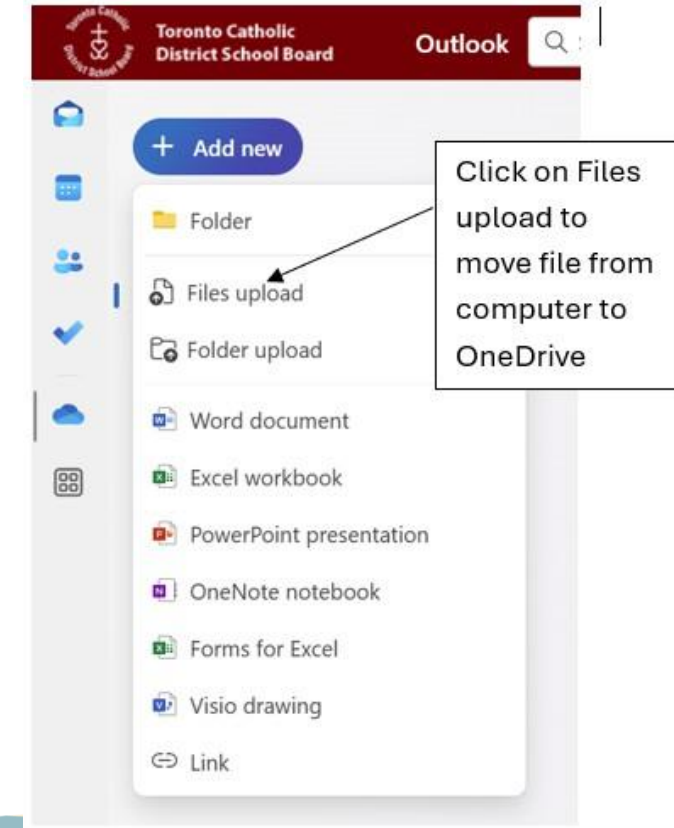
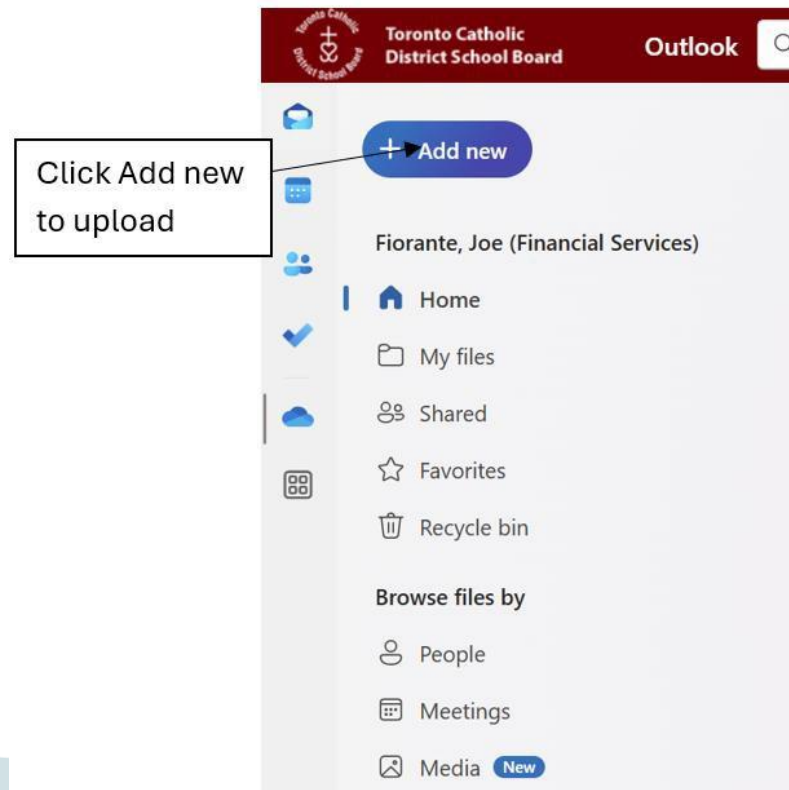
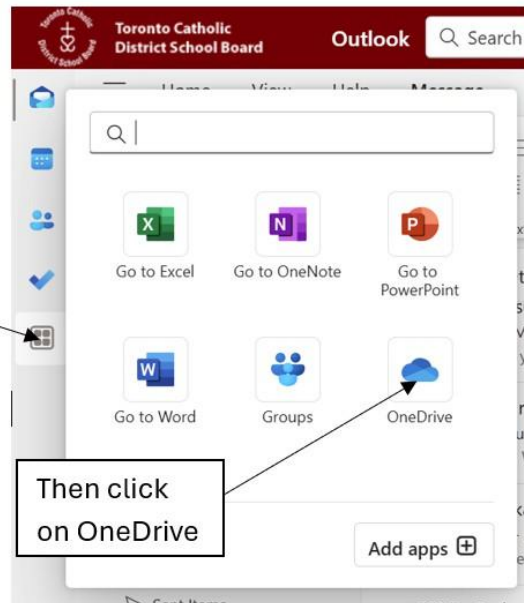
- x. ensure that the collection of records of all meetings and financial transactions are kept for a minimum of seven years and made available at the school for examination without charge to any person;
- xi. participate in board sponsored information and training sessions and share information with the CSPC;
- xii. communicate regularly with the school principal in an effort to work cooperatively to provide enrichment opportunities and improve student achievement;
- xiii. ensure that there is regular communication with the Catholic school community;
- xiv. consult with senior board staff, as required;
- xv. upon request, provide the local trustee with copies of the minutes of the meetings;
- xvi. comply with Ontario Regulation 612, by preparing an annual CSPC report that summarizes the school council's activities, including a financial statement, as of May 31st of each year, and providing the principal, the school board and the school's trustee with a copy of the report;
- xvii. ensure that a yearly budget is presented and voted upon;
- xviii. ensure that at least 3 times per year (November, April, June) a budget report is reported to the school community;
- xix. Ensure that the annual report from June 1st to May 31st, is submitted to the Board, the principal and to the local trustee, and presented at the AGM; and
- xx. carry out other duties as shall be required from time to time.

CSPC Communication

- Every CSPC is provided a TCDSB email - cspc.schoolname@tcdsb.org
 - The Chair/Co-Chairs have access and are required to check email and share all information received with the CSPC members
 - CSPC can log into email at <http://outlook.office.com>
 - All communications to the Principal, CSPC members and Board Staff should be initiated using the CSPC email
 - TCDSB will send information to CSPCs (some examples)
 1. CSPC Monthly Newsletters
 2. CSPC Training Sessions
 3. Notification of EFT (electronic fund transfer) (PIC and PRO funds, donations, HST rebate)
 4. Policy consultation
 5. General information
 - If there are problems, please contact the Service Desk at 416-512-3500
 - Each CSPC received a **CSPC Service Desk PIN** in the initial email to their personal email. It is required to validate the email account when contacting the Service Desk.
- X **The CSPC should not create an additional CSPC email**

OneDrive

- Once logged into the CSPC email, each CSPC has access to OneDrive and Microsoft Office Suite.
- CSPC is encouraged to save all documents onto the OneDrive for easier transfer of information for future members and preservation.



Role of the Secretary - Article 8.3

- The secretary shall keep a record and take minutes of all meetings of The Council and of the executive officers and shall deal with all correspondence or communications directed or required of The Council and the executive.
- In addition, the secretary shall collaborate with the chair/co-chairs to ensure that all minutes and records of The Council are available at the school for examination by any person.
- The secretary shall perform such other duties, as may be required by The Council or the executive officers.
- In the absence of the chair/co-chairs, in the event of their inability, the secretary shall assume the duties of the chair or such other duties, as may be, required by The Council or the executive officers.

CSPC Meeting Minutes

[Catholic School Parent Council \(CSPC\) Meeting Minutes Template](#)

- The purpose for taking meeting minutes is to **create an official, accurate, and clear record** of what was discussed, decided, and assigned during the CSPC meeting.
- Once meeting minutes are approved, they need to be signed by the Chair/Co-Chairs and Principal and filed with CSPC documents at the school
- Some best practices for the Secretary to follow;
 1. Know the agenda – familiarize yourself with the agenda. Understanding the items being discussed will make it easier to capture points.
 2. Have a template – being organized will make the note-taking process smoother.
 3. Record the basics – date and time, attendees and regrets.
 4. Capture decisions and motions - all formal decisions, votes or motions made including who proposed and seconded them. Included all details related to the decision and motion.
 5. Ask questions – ask for clarification so points can be captured accurately.
 6. Be objective – focus on the key points. Avoid writing everything, summarize discussions and decisions. Avoid adding opinions, emotional and inappropriate language.

[Tips For Taking CSPC Meeting Minutes](#)



LOGO NAME

SCHOOL NAME
CSPC Meeting Minutes
CSPC Meeting (Date/Time)



Chaired by:				
Minutes by:				
In Attendance:				
Regrets:				
Guests:				

	Agenda Item	Presenter	Summary	Action/Motion (if any)	Responsibility
1.	Call to Order	Meeting called to order by chair/co-chairs at (insert time).			
2.	Approval of Agenda				
		MOVED by (insert name), seconded by (insert name).			
3.	Approval of Previous Minutes				
		MOVED by (insert name), seconded by (insert name).			
4.	Chair's Report				
5.	Principal's Report				
6.	Treasurer's Report				
		MOVED by (insert name), seconded by (insert name).			
7.	Agenda Items (new business)				
8.	Unfinished Business (Agenda Items Deferred or Carried Forward and/or Matters Arising from Minutes)				
9.	Sub-Committee Reports and Recommendations				

10.	OAPCE Representative's Report				
11.	Date, Time & Location of Next Meeting				
12.	Adjournment	Meeting adjourned by the chair (insert time).			
		MOVED by (insert name), seconded by (insert name).			

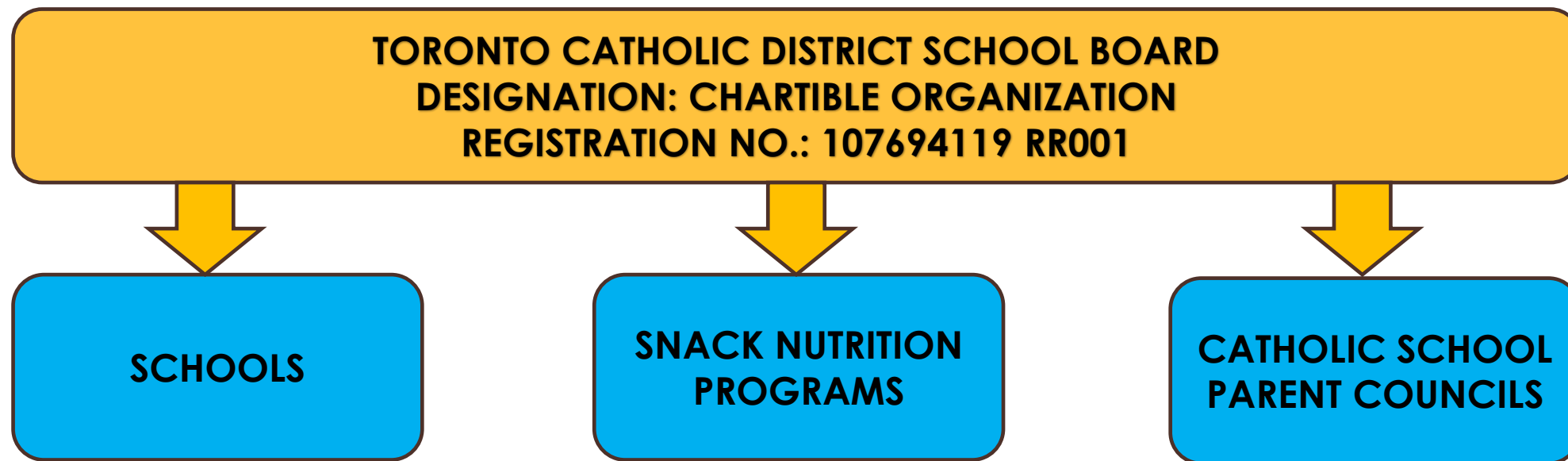
Signature	Date
Signature	Date

Role of the Treasurer – Article 8.4

The Treasurer shall:

- keep full and accurate accounts for all receipts and disbursements of The Council in accordance with generally accepted accounting principles, and shall be guided by Policy S. 10 and its *Appendix B, TCDSB Guidelines for School Accounts and Catholic School Parent Council Financial Operational Procedures*, concerning banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.
- provide, at scheduled council meetings, an account of all transactions of The Council, including the current financial position.
- prepare a full financial statement at least two weeks prior to submission to the principal and to the trustee, and, eventually, the Board as of May 31st.
- continue to prepare full financial records from June 1st to the AGM in September, in order to prepare and provide full financial records for the newly elected CSPC.
- perform such other duties as may be required by The Council or the executive officers of The Council; and
- In the absence of the chair/co-chairs in the event of their inability to serve, the treasurer shall assume the duties of the chair/co-chairs.

TCDSB Financial Overview



Schools, Snack Nutrition Programs and CSPCs all benefit from the charity designation of the TCDSB. Some benefits include;

- HST recovery
- Sales Tax exempt for lunch programs
- Tax receipts for donations

The TCDSB also approves the financial processes to maintain its status with the Canada Revenue Agency (CRA).

Financials of a CSPC

A Catholic School Parent Council (CSPC) functions financially in one of two manners;

1. Separate bank account – is outside the school's bank account. Funds are managed offline by the Treasurer. Principal, Vice Principal, Chair and Treasurer are signing officers.
2. Consolidated account – is amalgamated with the school's bank account. Funds are managed online in KEV by the school in separate categories for the CSPC. Principal is the signing officer. Treasurer and Chair sign the disbursement form.

Whatever manner the CSPC has, the function and responsibility of the CSPC continues to be the same. In either manner CSPC has access to School Cash Express.

All spending decisions regarding CSPC generated funds are made by the CSPC and the Principal at a CSPC meeting.

Reports to be Completed by the Treasurer

Reports	Separate Account	Consolidated Account
Treasurer's Report (Financial Report) at each CSPC meeting	YES ¹	YES
Bank Reconciliation	YES ¹	NO
Annual HST Rebate Form (Sept 1 st , 2025 to Aug 31 st , 2026) Deadline for submission Aug 31 st , 2026	YES	NO
Annual Financial Figures (June 1 st , 2025 to May 31 st , 2026) as part of the required CSPC Annual Report	YES	YES ²
Annual PIC and PRO Grant utilization figures as part of the required CSPC Annual Report (Sept 1 st , 2025 to June 30 th , 2026)	YES	YES ²

- 1. For a separate account, the Treasurer is required to also provide a copy of the separate bank statement to verify figures brought forward in the Treasurer's Report and Bank reconciliation.**
- 2. For consolidate CSPC account, KEV produces the Report for the annual financial figures and PIC and PRO Grant unitization figures.**

Tasks to be Completed by the Treasurer

Tasks	Separate Account	Consolidated Account
Assisting in drafting an operating budget Budget and Monthly Financial Templates	YES	YES
Completing a Disbursement Form standardized-funds-disbursement-form.xlsx	YES	YES
Completing a Cash Collection Form standardized-funds-collection-form.xlsx	YES	YES
Writing Cheques	YES	NO
Going to the Bank to Make a Deposit	YES	NO
Changing signing officers	YES ³	NO

3. If the CSPC's separate bank account is at CIBC, the Financial Services Department processes the signing officer changes.

CSPC Operating Budget

- At the beginning of each school year the CSPC will create an operating budget to be approved at a CSPC meeting.
- The operating budget will guide the CSPC through use of CSPC generated funds.
- The operating budget will guide the CSPC through fundraising initiatives.
- [Budget and Monthly Financial Templates](#)
- PIC and PRO Grant funds are also included and tracked as one figure.
- The approved operating budget should be signed and dated by the Treasurer and Principal and filed with CSPC documents at the school.

TORONTO CATHOLIC DISTRICT SCHOOL BOARD	
CSPC Budget Report	
(Insert School)	
For the School Year (insert school year)	
CSCP Generated Funds	
	Budget
A. Balance Forward as of June 1st	\$
Planned Fundraisers/Revenues	
Food Sales	\$
Dance-a-Thon/Walk-a-Thon	\$
Spirit Wear	\$
Fun Fairs	\$
Donations	\$
Interest Income	\$
Concert/Festivals/Plays	\$
Activity Enhancement Fee	\$
Humanitarian/Charity	\$
Other	\$
B. Total Planned Fundraisers/Revenues	\$
	Budget
Planned Disbursements/Expenses	
Arts Activities (Drama/Music/Visual Arts)	\$
Buses	\$
Celebrations (Sacraments, Graduation, Honor Roll,	\$
Concert/Festivals/Plays	\$
Food Sales	\$
Fun Fairs	\$
Humanitarian/Charity	\$
Learning Materials (Technology, Library Books,	\$
Sport Events	\$
Spirit Wear	\$
Other	\$
C. Total Planned Disbursements/Expense	\$
D. Planned Surplus as of May 31st (A + B - C = D)	\$
Ministry of Education - Parent Engagement	
PIC and PRO Grant Funds (tracked together)	
Carryover from 2024/2025 (if any)	\$
Annual Allocation for 2025/2026	\$
Total Expenses	\$
Available Funds	\$
After approved, Budget should be signed and dated and filed with CSPC Documents	
Principal Signature	Date
Treasurer Signature	Date

Writing a Cheque

- ✓ A vendor can be paid or a reimbursement processed by **CHEQUE ONLY**. Using cash or sending e-transfers are not approved Board transactions.

When paying an invoice or processing a reimbursement the following is required;

1. The original invoice showing
 - i. Total of invoice
 - ii. HST Paid
 - iii. HST Number
 - iv. Date
2. A completed [Disbursement Form](#)
3. The required signatures on the cheque or disbursement form.
4. PAID marked on the invoices to signify payment.
5. A record of the transaction - include the disbursement form, the original invoice and a copy of the cheque.



Article 11.3 Rules of Order

11.3 Rules of Order

- i) All decisions of The Council shall be by motions which must be moved, seconded, and stated from the chair prior to any debate.
- ii) A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not passed.
- iii) All votes will be by show of hands, unless a member requests a secret ballot.
- iv) No member will speak to a question once it has been decided.
- v) The chair/co-chairs shall be privileged to debate all questions on calling another member to the chair.
- vi) If two or more members wish to speak at the same time, the chair shall decide who may speak first.
- vii) A motion shall be put in writing if any member requests it.

- Provides guidance on how to run the CSPC meeting.
- Each decision the CSPC makes should be done in the form of a motion.
- A simple majority is required for the motion to pass; in the case of a tie the motion fails. There is no tie breaker vote.
- Votes are taken by show of hands (unless secret ballot is requested) and the number *in favour* votes and *opposed* votes are recorded in minutes, not individual member votes.

How to Put Forth a Motion

1. Be Recognized by the Chair

Wait until the current speaker has finished.

Raise your hand and the chair/co-chair will call on you.

2. State the Motion Clearly

Begin with: **“I move that...”**

Example: “I move that we allocate \$1000 for grade 8 graduation.” Be specific and concise.

3. Wait for a Second

Another member must say: **“I second the motion.”**

This shows that at least one other person supports discussing it. Without a second, the motion **does not proceed**.

4. Chair States the Motion

The chairperson repeats the motion:

“It has been moved and seconded that we allocate \$1000 for grade 8 graduation. Is there any discussion?”

5. Discussion/Debate

Members can now discuss the motion. The chair moderates the discussion.

Amendments to the motion may be proposed here.

6. Vote on the Motion

After discussion, the chair calls for a vote (vote with show of hands)

Example: “All in favor, raise your hand. Then All opposed, raise your hand.”

7. Chair Announces the Result

Example: “The motion passes.” or “The motion fails.”

If the vote is tied, “The motion fails”. There is no tiebreaker vote.

Article 11.4 Quorum

11.4 Quorum

- A quorum is established when:
 - i) a majority of council members are present; and
 - ii) a majority of the members present are parent members.
- No business may be conducted without quorum, except to set a date and time for the next meeting.
- If a quorum is not possible because of parent vacancies, a quorum shall consist of a simple majority of the remaining membership until such times as the vacancies may be filled.
- The ex officio members shall not be counted to establish a quorum.

- For a CSPC to conduct business (make decisions) it requires quorum, without it no business can be done
- Remind CSPC members, if they cannot attend a scheduled CSPC meeting, they are required to send regrets to the Chair/Co-Chair via the CSPC email. If quorum cannot be reached through the number of regrets received, the CSPC meeting can be rescheduled.

Article 7.2 Discipline of Members

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.
 - ii) Willfully violating any provision of the articles, by-laws, or written policies of The Council or of the TCDSB.
 - iii) Carrying out any conduct that may be detrimental to The Council as determined by The Council in its sole discretion.
 - iv) Persistent improper conduct at a meeting, seriously disrupting a meeting of The Council, refusing to comply with the policies of The Council or the TCDSB, using offensive language, failing to come to order when instructed by the chair or co-chairs of the Council, or for making any persistent disorderly noise or disturbance.
 - v) Serious misconduct or dishonesty.
 - vi) For any other reason that The Council in its sole and absolute discretion considers to be reasonable, having regard to the purpose of The Council.
- A member may be suspended or expelled only on the affirmative vote of 2/3 of all Council members. The member whose conduct is under consideration may vote on such a question.

- One of the sections that a CSPC can amend is within 7.2 – *number of missed consecutive meetings*
- This article goes on to describe what behavior is unacceptable at a CSPC meeting and the consequences that can follow.
- A CSPC meeting is an opportunity for discussion and opinions from all members without fear of inappropriate and disruptive comments, language or tone of voice.
- To remove a member, it requires a 2/3 vote of all council members including the member in question.
- If the CSPC is considering using this by-law, please speak with the Principal and the Parent Engagement Department prior to commencing the process.

Article X – Conflict Resolution

Article X- Conflict Resolution

The Board's, *Harassment and Discrimination Policy and the Respectful Workplace*, H.M. 14 and the *Conflict Resolution Policy*, H. M 19 shall govern conflict resolution between staff and the community, and among members of the community-at-large.

The resolution of disagreements between members of The Council on any issue, for which no specific provision is made in these by-laws, shall be governed by the rules and practices of Roberts Rules of Order. The Council may also contact the Conflict Resolution Department at the TCDSB.

- If there are disagreements on the CSPC between members (parents, staff or community members), the Board will provide support to find a solution.
- If the CSPC is considering using this by-law, please speak with the principal and the Parent Engagement Department prior to commencing the process.

Article 13.2 – Signing Authority

13.2 Signing Authority

The following people shall be authorized to sign cheques (one person from each of group (i) and (ii) shall sign each cheque:

- i) two parents on the executive committee of The Council, one of whom must be the treasurer; and
- ii) two staff representatives from the school namely, the principal and designate.

- When writing a cheque from CSPC generated funds, the Board requires signing authority from two parties (administration and CSPC)
- Be aware that the bank where the account is held is not verifying the signing authority as directed by the Board, the responsibility is on the CSPC and Principal.
- For a separate CSPC account, two signatures are required on the cheque – the principal and the Treasurer or Chair/Co-Chairs
- For a consolidate CSPC account, the Principal is the only signature on the cheque, the CSPC provides a signed disbursement from.

Article IX – Conflict of Interest

Article IX - Conflict of Interest

Anytime The Council's activity directly or indirectly places the member in a potential conflict of interest, the member shall declare their real or potential conflict of interest and shall not deliberate or vote on any such resolutions where a conflict of interest exists.

- The CSPC will be making decision about how to allocate money and what vendors to use
- A member cannot achieve any type of benefit from the decisions made by the CSPC. If this is the case the member will declare a conflict of interest for the item and not participate in the discussion or voting.

CPIC 2025 Elections



CPIC is seeking parents and guardians to serve as representatives for the upcoming 2025/2026 term. CPIC elections will be taking place on **Tuesday October 28th** and **Wednesday October 29th, 2025**.

This year available positions for parents/guardians are:

- ✓ **Elementary Ward Representatives for Odd wards** - Wards 1, 3, 5 East, 5 West, 7, 9, 11 North and 11 South.
- ✓ **Secondary Ward Clusters Representatives** - West (Wards 1, 2, 3, 4), Central (Wards 5, 6, 9, 10) and East (Wards 7, 8, 11, 12).

Interested individuals are invited to submit a self-nomination form by **October 18th, 2025**, at **4:00 PM** using link [Toronto CPIC - Elections 2025 - Self-Nomination Form](#)

For more information [Catholic Parent Involvement Committee \(CPIC\) Elections | Toronto Catholic District School Board](#)

To determine what ward your child's school is in [Toronto Catholic Parent Involvement Committee \(CPIC\) Ward Clusters](#)



CPIC Election - Role of the Chair/Co-Chairs

- Chairs play a vital role in selecting the CPIC ward representative

As per [Toronto CPIC Bylaws | TCDSB](#)

- 17.1 Eligible Voters
 - 17.1.1 The CSPC Chair of each school in the designated Ward or Ward Cluster of Schools shall be the only eligible voter for the position of Ward Parent Members.
 - 17.1.2 The official CSPC Chair of each school shall be those kept by the designated Staff Coordinator/Liaison for Parent Engagement.
 - 17.1.3 Each attending CSPC Chair will be entitled to one (1) vote.
 - 17.1.4 If a CSPC has Co-Chairs only one (1) person will be entitled to cast a vote.
 - 17.1.5 There shall be no other substitute voters.
 - 17.1.6 There shall be no proxies.
- 17.4 Nomination of Parent Candidates – Election Day
 - 17.4.1 Shall only be permitted if there are no pre-nominated candidates.
 - 17.4.2 Shall only be one (1) of the CSPC Chairs present at the voting Meeting.

Resources – CSPC Webpage



Get Involved

- Catholic Parent Involvement Committee (CPIC)
- Catholic Parent Involvement Committee (CPIC) Elections
- Catholic School Parent Councils (CSPC)**
- Ontario Association of Parents in Catholic Education (OAPCE)
- Current Openings

Catholic School Parent Councils

Sharepoint sites can only be accessed by CPIC members, Trustees, Senior Staff, selected support staff, CSPC chairs and school administrators:

[CPIC Member Login](#) [CSPC Chair Login](#)

The Toronto Catholic District School Board (TCDSB) is an inclusive learning community, rooted in the love of Christ, that unites home, parish and school. We believe in the development of each child's spiritual, physical, intellectual, social and emotional well-being, by making use of the various resources of the community of which they are a part of.

Catholic School Parent Councils (CSPC) can be the vehicle for empowering the school community to actively acknowledge its resources and utilize them in support of student learning.

The following information will assist school communities in understanding, operating and maintaining Catholic schools councils in TCDSB:

Government of Ontario

- [Ontario Regulation 872 - School Councils and Parent Involvement Committees](#)
- [School Councils: A Guide for Members](#)

TCDSB

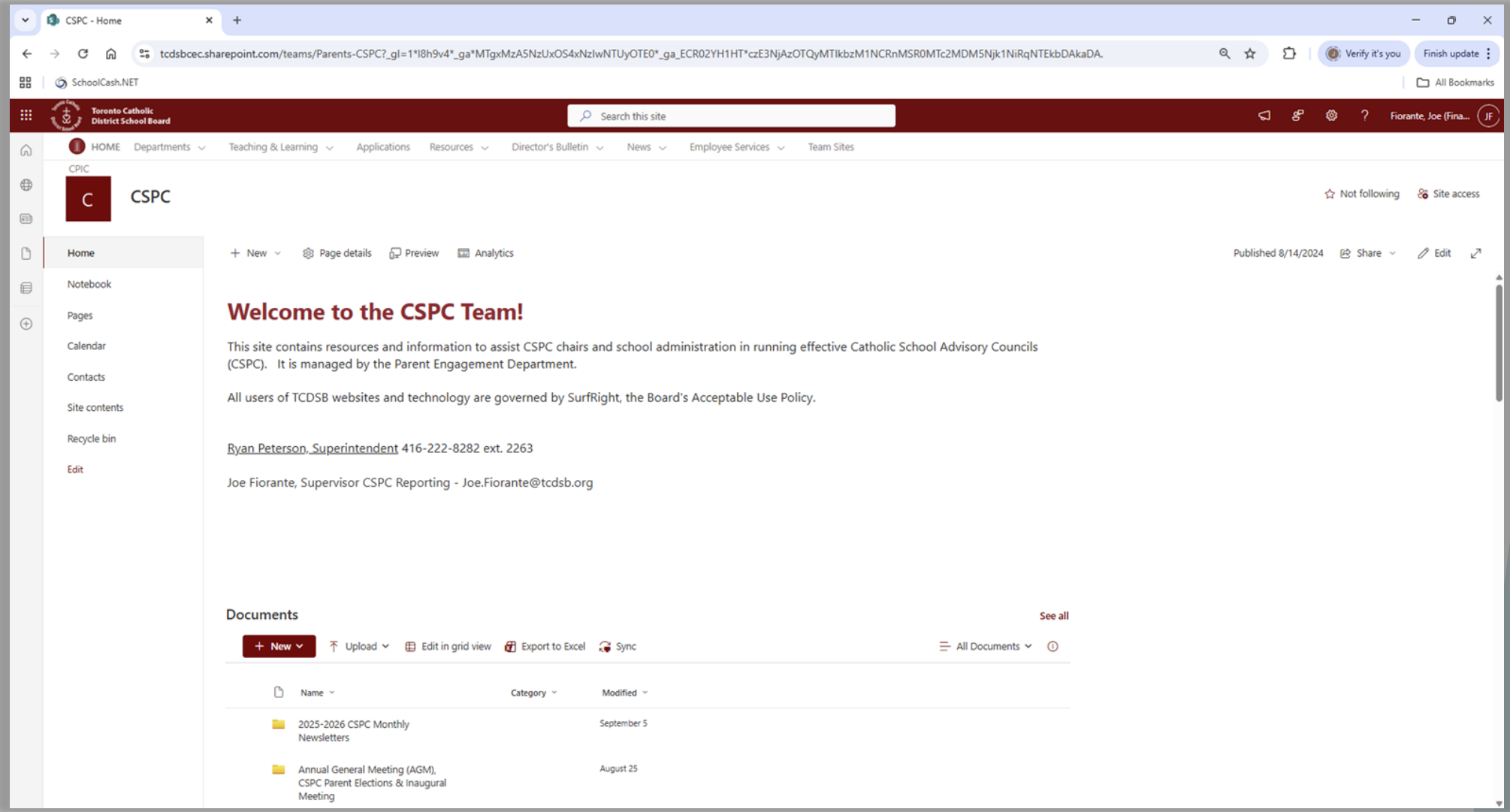
- [Catholic School Parent Councils Policy 3.30](#)
- [Appendix A - TCDSB CSPC By-Laws](#)
- [Appendix B - TCDSB Guidelines for School Accounts and Catholic School Parent Councils \(CSPC\) Financial/Operational Procedures](#)

CSPC Elections

- [TCDSB Elections - 2024 Information and Timeline](#)

[Catholic School Parent Councils \(CSPC\) | Toronto Catholic District School Board](#) accessible to all CSPC members and parents

Resources – CSPC SharePoint



The screenshot shows the CSPC SharePoint Home page. The browser address bar displays the URL: tcdsbcc.sharepoint.com/teams/Parents-CSPC?_gl=1*18h9v4*_ga*MTgxMzA5NzUxOS4xNzlwNTUyOTE0*_ga_ECR02YH1HT*c2E3NjAzOTQyMTlkczM1NCRnMSR0MTc2MDM5Njk1NiRqNTEkbDAkaDA. The page header includes the Toronto Catholic District School Board logo, a search bar, and a user profile for Joe Fiorante. The left sidebar shows the site structure with 'Home' selected. The main content area features a 'Welcome to the CSPC Team!' message, a brief description of the site's purpose, a link to the Superintendent's contact information, and a 'Documents' section listing recent uploads.

Welcome to the CSPC Team!

This site contains resources and information to assist CSPC chairs and school administration in running effective Catholic School Advisory Councils (CSPC). It is managed by the Parent Engagement Department.

All users of TCDSB websites and technology are governed by SurfRight, the Board's Acceptable Use Policy.

[Ryan Peterson, Superintendent](#) 416-222-8282 ext. 2263

Joe Fiorante, Supervisor CSPC Reporting - Joe.Fiorante@tcdsb.org

Documents

Name	Category	Modified
2025-2026 CSPC Monthly Newsletters		September 5
Annual General Meeting (AGM), CSPC Parent Elections & Inaugural Meeting		August 25

[CSPC - Home](#) accessible using the CSPC email login

Questions

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

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.

Dates and Times for upcoming virtual CSPC Training Sessions

PIC and PRO Grant Funds/CPIC Elections

Tuesday October 29th, 2025 at 7pm

Wednesday October 30th, 2025 at 7 pm

Fundraising, Donations and School Cash Online

Wednesday November 26th, 2025 at 12 pm and 7 pm