After The Annual General Meeting (AGM), Parent Elections and Inaugural Meeting

Presented by: Ryan Peterson, Superintendent of Parent Engagement

Carmine Giambattista, Senior Manager, Audit, Accounting and Assurance

Joe Fiorante, Supervisor, CSPC Reporting

Date: October 27 and 29, 2026

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.





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.

AFTER THE INITIAL CSPC MEETINGS

Welcome to our newly elected CSPC members. We hope your experience on the CSPC is rewarding and filled with opportunities to make a meaningful difference in your school community.

Once the CSPC has established its membership, the focus shifts to conducting the business of the council. As members begin this work, it is important to remember that the CSPC is a group of dedicated individuals working together to support the well-being, achievement, and success of all students in the school community.

Areas of Review

1. Purpose
2. Roles
3. Agenda and Minutes
4. Operating Budget
5. Financial Reports and Tasks
6. PIC and PRO Grant Funds
7. Some CSPC By-Laws

PURPOSE OF CSPC

Article II - Purpose of the Organization

In the spirit of the mission and vision statements of the Toronto Catholic District School Board (TCDSB), the Catholic School Parent Council (CSPC) shall function in an advisory role to enrich, enhance and improve student education, achievement and well-being. As well, The Council will enhance the accountability of the education system to parents by making recommendations to the principal and, where appropriate, the Board on any matter in accordance with the Education Act and the policies, guidelines and operating procedures of the Board.

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 topic-specific meetings.
- Actively and accurately represent the views of the school community.
- Encourage and promote parental engagement and support.

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

ROLE OF THE CHAIR/CO-CHAIRS - 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-CHAIRS

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 should check the email and share all information received with the CSPC members.
- CSPC email can be accessed 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, such as
    1. Monthly Newsletters
    2. Training Sessions
    3. Notification of EFT (electronic fund transfer) (PIC and PRO funds, donations, HST Rebate)
    4. Policy consultation
- 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.
- **The CSPC should not be creating additional non-Board CSPC emails**

CSPC AGENDA

- The CSPC will create an agenda that will guide the meeting and helps keep discussions focused and productive.
- Agenda should be put together collaboratively with the Chair/Co-Chairs and Principal.
- To promote transparency and encourage engagement, the agenda should be shared with school community in advance of the meeting so that parents and guardians are aware of the topics that will be discussed.
- Setting time limits for agenda items helps keep meetings focused, productive, and on schedule.

[Catholic School Parent Council (CSPC) Agenda Template]



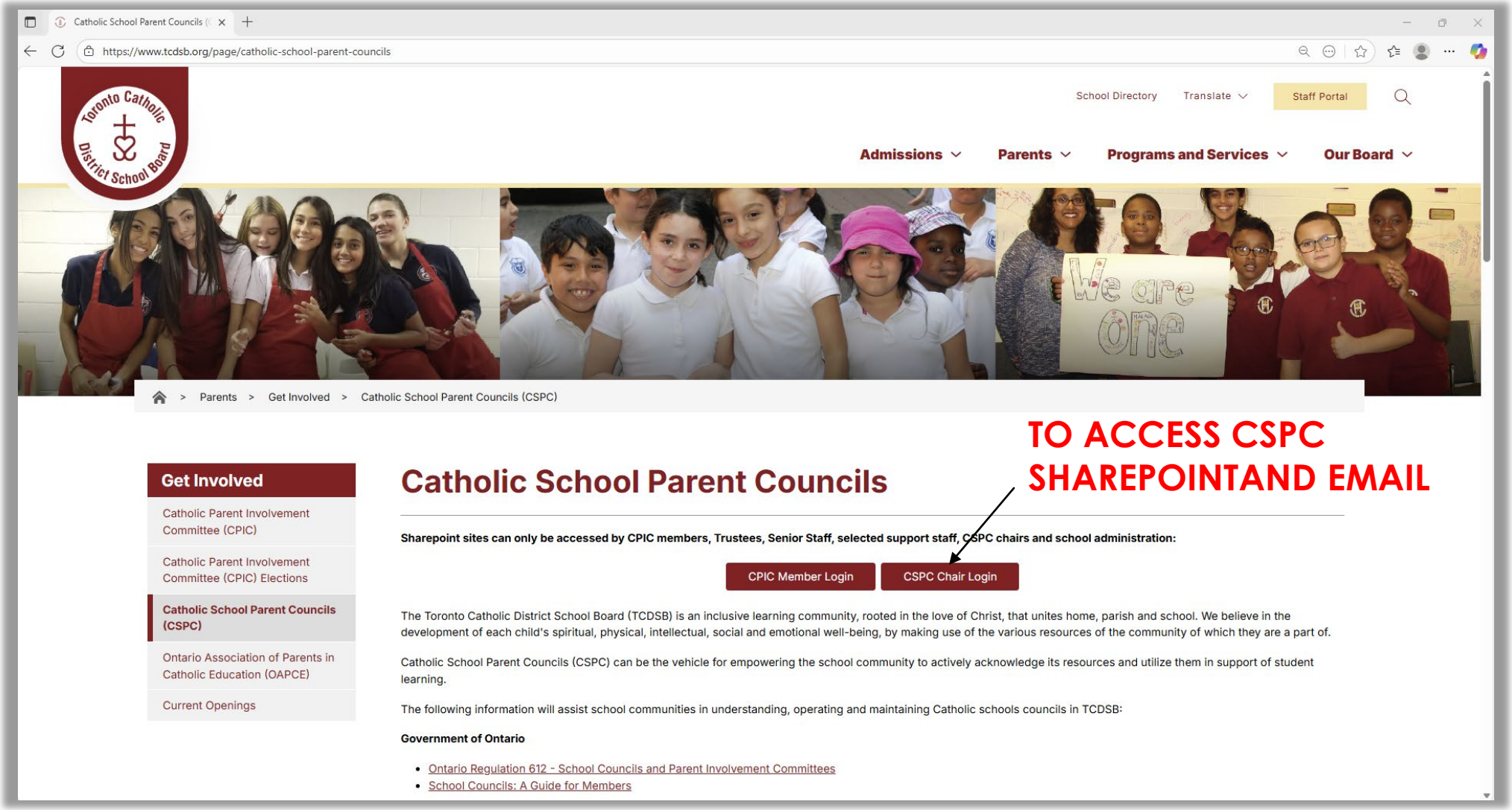
LOGO NAME

School Name
CSPC Meeting Agenda
(*Date/Time*)

Agenda Items	Responsibility	Time
1. Call to Order **Welcome and Prayer** **Land Acknowledgement** **Roll Call** **Declaration of Quorum** **Introduction of Guests (if applicable)**	Chair/Co-Chairs	
2. Approval of Agenda	Chair/Co-Chairs	
3. Approval of Previous Meeting Minutes	Chair/Co-Chairs	
4. Chair/Co-Chairs' Report	Chair/Co-Chairs	
5. Principal's Report	Principal	
6. Treasurer's Report	Treasurer	
7. Agenda Items (New business)	Chair/Co-Chairs	
8. Unfinished Business (Agenda items deferred or carried forward and/or matters arising from minutes)	Various	
9. Sub-Committee Reports and Recommendations	Various	
10. Date, Time & Location of Next Meeting	Chair/Co-Chairs	
11. Adjournment	Chair/Co-Chairs	

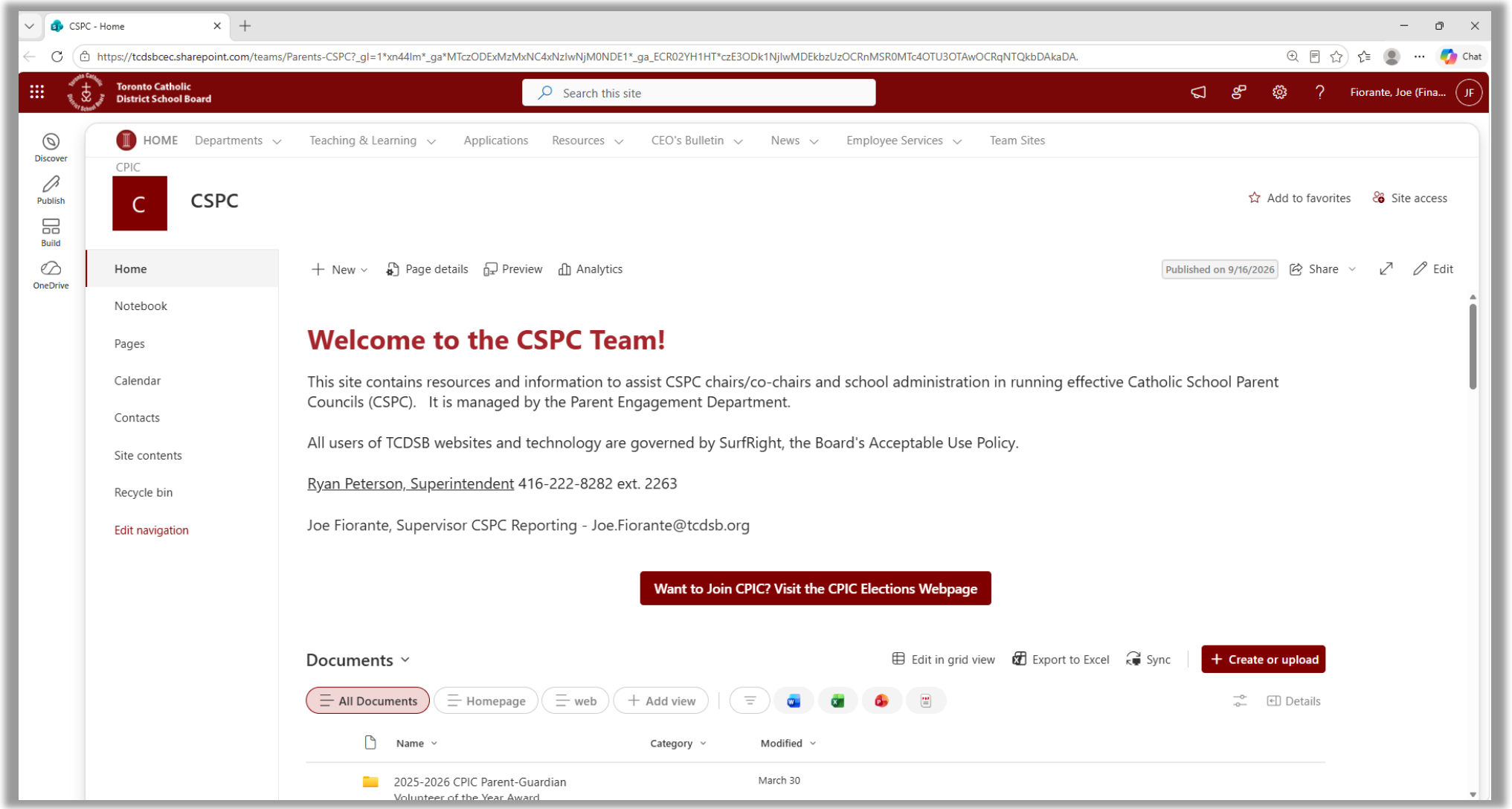
CSPC WEBSITE - RESOURCES

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



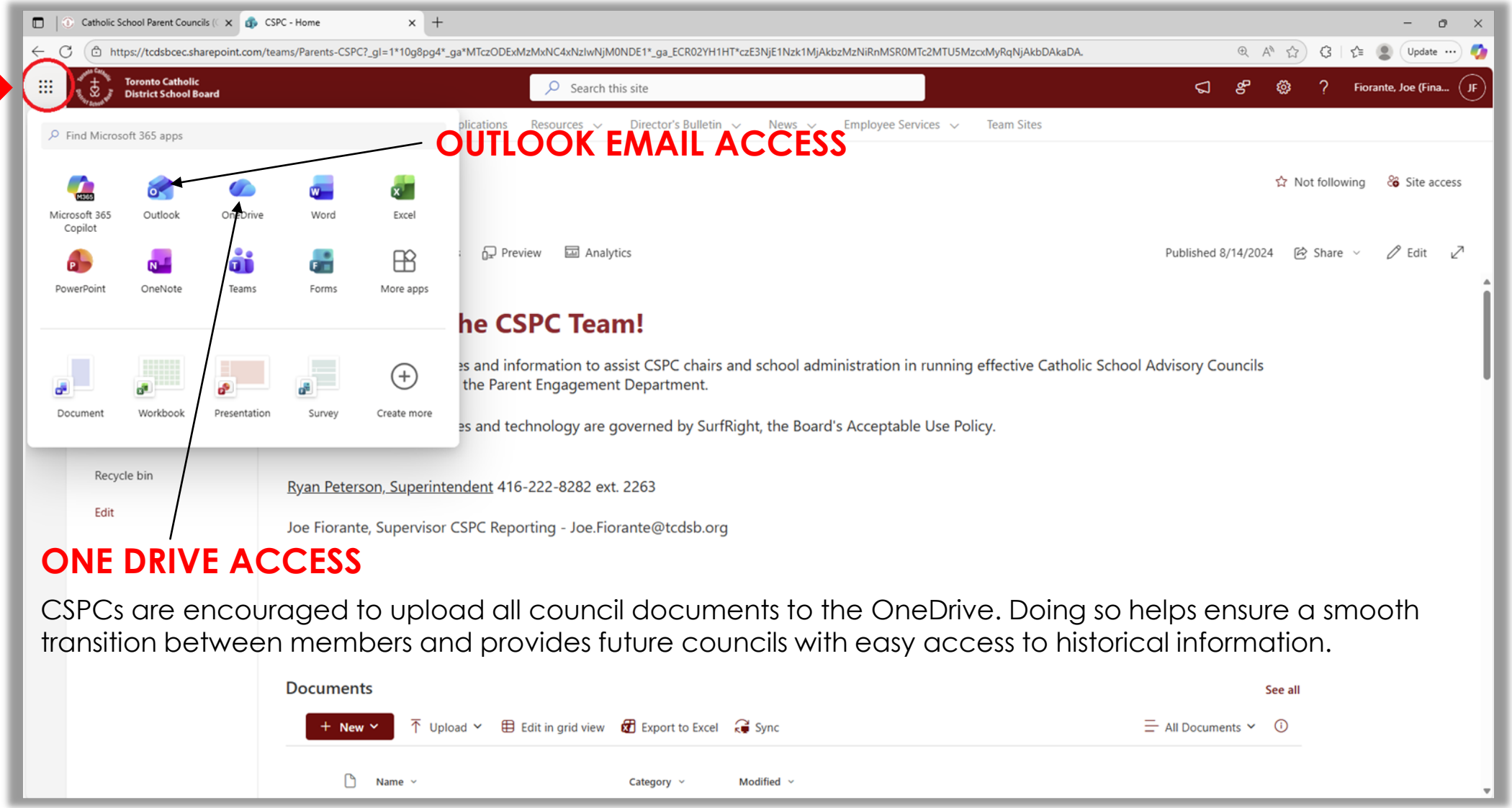
CSPC SHAREPOINT - RESOURCES

[CSPC – SharePoint Home]



CSPC SHAREPOINT – EMAIL ACCESS

[CSPC – SharePoint Home]



OUTLOOK EMAIL ACCESS

ONE DRIVE ACCESS

CSPCs are encouraged to upload all council documents to the OneDrive. Doing so helps ensure a smooth transition between members and provides future councils with easy access to historical information.

ROLE OF THE SECRETARY – 8.3

The secretary shall:

- 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

The purpose of meeting minutes is to provide an official, accurate, and clear record of CSPC discussions, decisions, and action items.

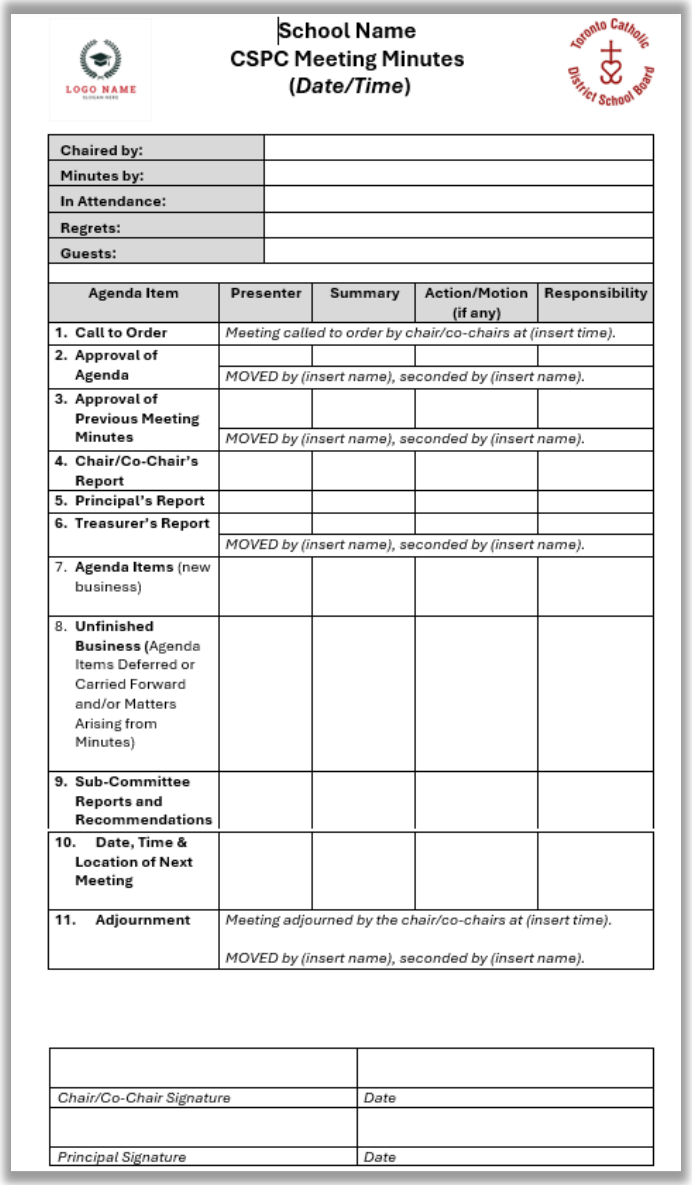
Best Practices

1. **Know the agenda** – Review the agenda beforehand to better track key discussion points.
2. **Use a template** – Stay organized and make note-taking more efficient.
3. **Record the basics** – Include the date, time, attendees, and regrets.
4. **Capture decisions and motions** – Record all motions, votes, and decisions, including who moved and seconded them.
5. **Ask questions** – Seek clarification when needed to ensure accuracy.
6. **Be objective** – Summarize key discussion points, decisions, and action items without opinions or unnecessary detail.

- Minutes should be a concise summary of discussions and decisions, not a word-for-word transcript.
- CSPC Minutes are required to be signed by the Chair/Co-Chair and Principal and dated once approved

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

[Tips For Taking CSPC Meeting Minutes]



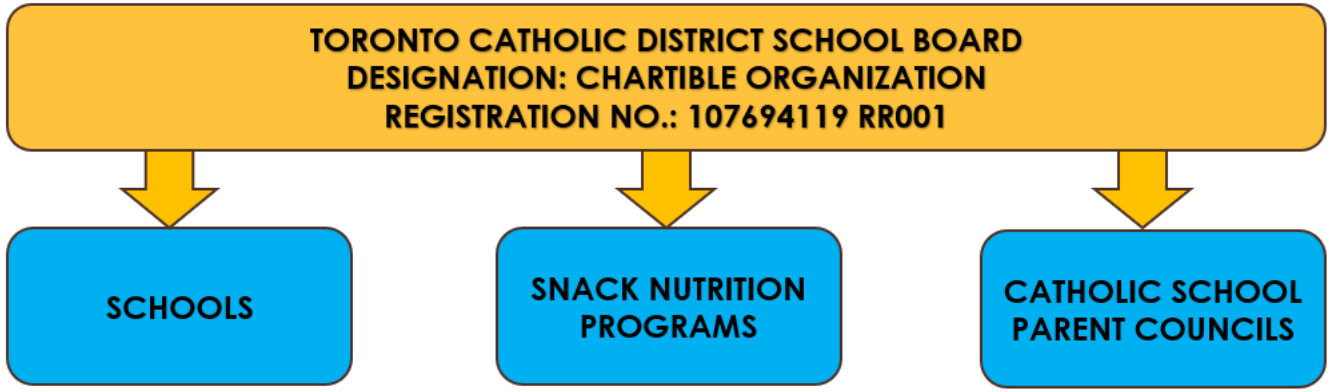
School Name
CSPC Meeting Minutes
(*Date/Time*)

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 Meeting Minutes				
	MOVED by (insert name), seconded by (insert name).			
4. Chair/Co-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. Date, Time & Location of Next Meeting				
11. Adjournment	*Meeting adjourned by the chair/co-chairs at (insert time).* *MOVED by (insert name), seconded by (insert name).*			

Chair/Co-Chair Signature	*Date*
Principal Signature	*Date*

TCDSB FINANCIAL STRUCTURE



The TCDSB is the registered charity and legal entity that holds the charitable designation. Schools, Student Nutrition Programs, and CSPCs benefit from this charitable status.

Benefits include:

- HST recovery on eligible expenses
- Sales tax exemption for eligible lunch and nutrition programs
- The ability to issue charitable tax receipts for eligible donations

To maintain its charitable status with the Canada Revenue Agency (CRA), the TCDSB establishes and oversees the financial policies and procedures that schools and CSPCs must follow. Following TCDSB financial procedures helps ensure accountability, transparency, and compliance with CRA requirements.

ROLE OF THE TREASURER – 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 it's *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.

CSPC FINANCIALS

A Catholic School Parent Council (CSPC) manages their financials in one of two manners;

1. **Separate bank account** – is outside the school's bank account. Funds are managed offline by the Treasurer. Treasurer provides reporting. 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 two separate categories for the CSPC. Treasurer provides reporting. Principal is the signing officer.

- **Whatever manner the CSPC manages their financials, the function and responsibility of the CSPC is the same.**
    - Approve expenditures regarding CSPC generated funds through council motions.
    - Ensure funds are used to support student initiatives.
    - Provide and review financial reports regularly.
    - Maintain transparency and accountability in all financial activities.
- Both have access to School Cash Express.

TREASURER REPORTS

The Treasurer is responsible for

Reports	Separate Account	Consolidated Account
Treasure's Report (Financial Report) at each CSPC meeting	YES[1]	YES
Bank Reconciliation	YES[1]	NO[2]
Annual HST Rebate Form (Sept 1st, 2026 to Aug 31st, 2027) Deadline for submission Aug 31st, 2027	YES	NO[2]
Annual Financial Figures as part of the required CSPC Annual Report (June 1st, 2026 to May 31st, 2027)	YES	YES[3]
Annual PIC and PRO Grant utilization figures as part of the required CSPC Annual Report (Sept 1st, 2026 to June 30th, 2027)	YES	YES[3]

1. If your CSPC has a **separate account,** the Treasurer should provide a copy of the bank statement to confirm the balances shown in the Treasurer's Report and bank reconciliation.
2. The school completes the reconciliation and tracking of the HST
3. If your CSPC has a **consolidated account**, KEV provides reports showing the year's financial activity and how the PIC and PRO Grant funds have been used.

TREASURER TASKS

The Treasurer is responsible for

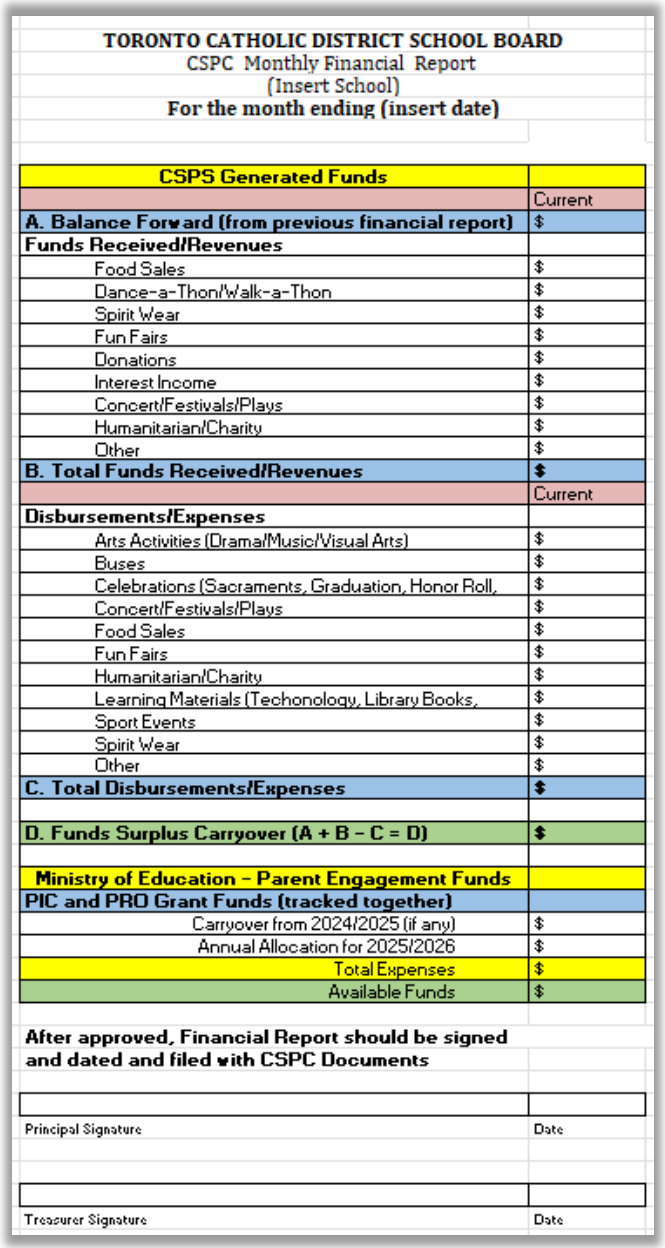
Tasks	Separate Account	Consolidated Account
Assisting in drafting an operating budget Budget and Monthly Financial Templates	YES	YES
Completing a Disbursement Form standardized-funds-disbursement-form.xlsx	YES	YES
Completing a Cash Collection Form standardized-funds-collection-form.xlsx	YES	YES
Writing Cheques	YES	NO
Going to the Bank to Make a Deposit	YES	NO
Changing signing officers	YES[1]	NO

1. **CIBC Accounts:** The Financial Services Department is responsible for processing signing officer changes for CSPCs with a separate CIBC bank account.

CSPC OPERATING BUDGET

The operating budget serves as a financial roadmap, helping the CSPC plan expenditures, fundraising activities, and the use of grant funds in a transparent and accountable manner.

- At the beginning of each school year, the CSPC should prepare an operating budget and have it approved at a CSPC meeting.
- The operating budget helps guide how CSPC funds will be spent throughout the year and supports fundraising planning.
- PIC and PRO Grant funds should be included in the budget and tracked as part of the council's overall financial planning.
- The Budget and Monthly Financial Template can be used to develop and monitor the operating budget.
- Once approved, the budget should be signed and dated by the Treasurer and Principal and kept with the CSPC's records at the school.



TORONTO CATHOLIC DISTRICT SCHOOL BOARD
CSPC Monthly Financial Report
(Insert School)
For the month ending (insert date)

CSPS Generated Funds	
	Current
A. Balance Forward (from previous financial report)	$
Funds Received/Revenues	
Food Sales	$
Dance-a-Thon/Walk-a-Thon	$
Spirit Wear	$
Fun Fairs	$
Donations	$
Interest Income	$
Concert/Festivals/Plays	$
Humanitarian/Charity	$
Other	$
B. Total Funds Received/Revenues	**$**
	Current
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 (Techonology, Library Books,	$
Sport Events	$
Spirit Wear	$
Other	$
C. Total Disbursements/Expenses	**$**
D. Funds Surplus Carryover (A + B – C = D)	**$**
Ministry of Education – Parent Engagement Funds	
PIC and PRO Grant Funds (tracked together)	
Carryover from 2024/2025 (if any)	$
Annual Allocation for 2025/2026	$
Total Expenses	$
Available Funds	$

After approved, Financial Report should be signed and dated and filed with CSPC Documents

Principal Signature	Date
Treasurer Signature	Date

PAYMENTS AND REIMBURSEMENTS

Vendor payments and reimbursements can only be paid by cheque. Cash payments and e-transfers are not approved Board payment methods.

Receiving e-transfers is not a Board-approved method of collecting funds. All payments should be made through School Cash Online. Items can be created to collect payments such as vendor payments or sponsorships and provide a guest checkout to complete the payment.

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

1. The original invoice, showing:
    1. Total amount
    2. If HST is paid – the HST paid and HST number
    3. Invoice date
2. A completed Standard Funds Disbursement Form.
3. The required signatures on the cheque and/or disbursement form.
4. "PAID" marked on the invoice to indicate that payment has been made.

A complete record of the transaction will include:

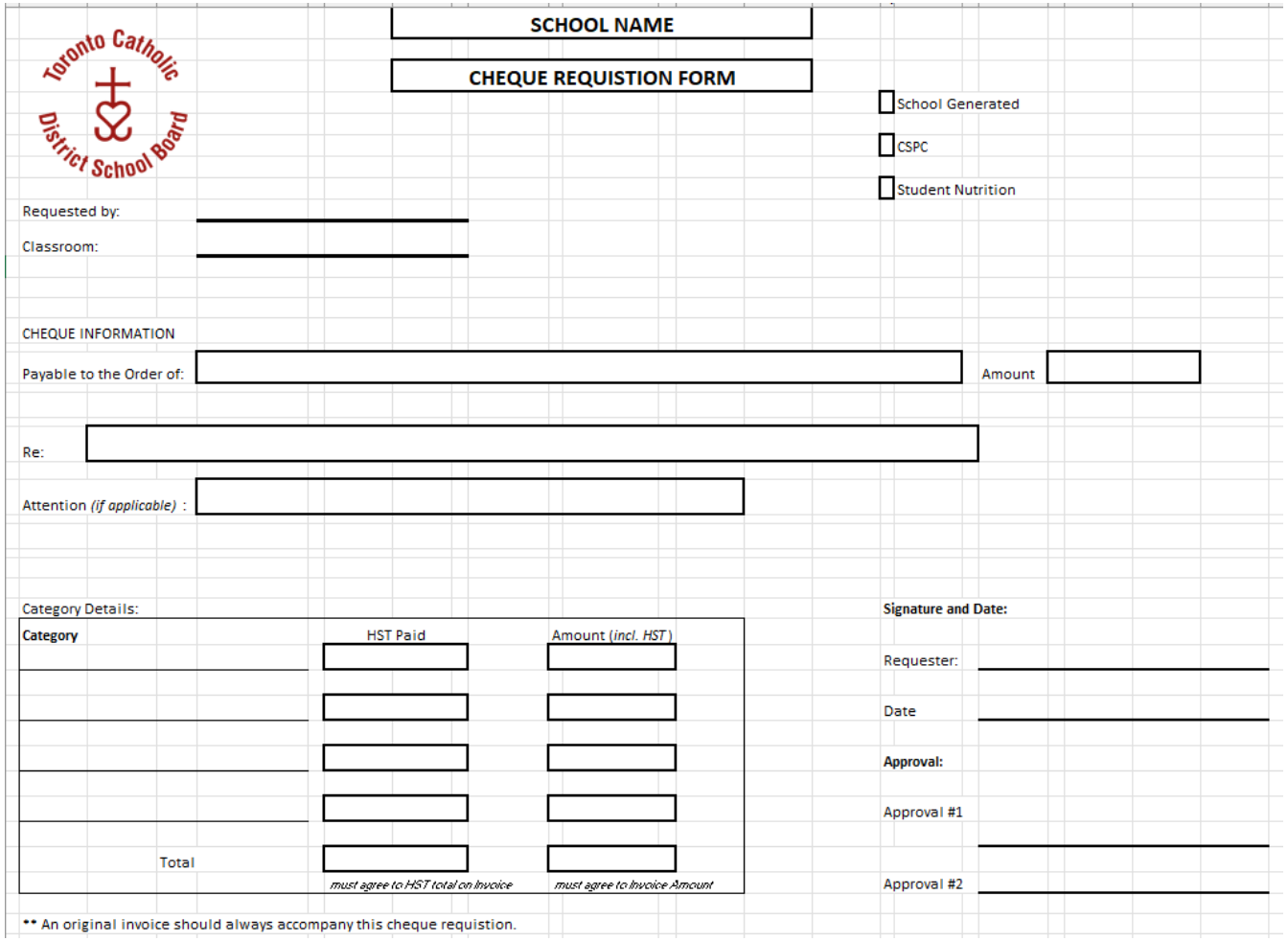
1. The disbursement form
2. The original invoice
3. A copy of the cheque

Maintaining complete documentation for every payment helps ensure accountability, transparency, and accurate financial records.



STANDARD FUNDS DISBURSEMENT FORM

- A **Disbursement Form** should be completed for every expenditure made by a CSPC. This is the same process followed by schools and Snack Nutrition Programs.
- For a **consolidated CSPC**, the Disbursement Form is signed to approve the use of funds for an expenditure.
- For a **separate CSPC account,** the Disbursement Form helps organize expenditures and supports the completion of the **HST Rebate Form** at the end of the school year.
- Standardized Funds Disbursement Form



SCHOOL NAME

CHEQUE REQUISTION FORM

☐ School Generated
☐ CSPC
☐ Student Nutrition

Requested by: _____

Classroom: _____

CHEQUE INFORMATION

Payable to the Order of: _____ Amount _____

Re: _____

Attention *(if applicable)* : _____

Category Details:

Category	HST Paid	Amount *(incl. HST)*
Total		
	must agree to HST total on Invoice	*must agree to Invoice Amount*

Signature and Date:

Requester: _____

Date _____

Approval:

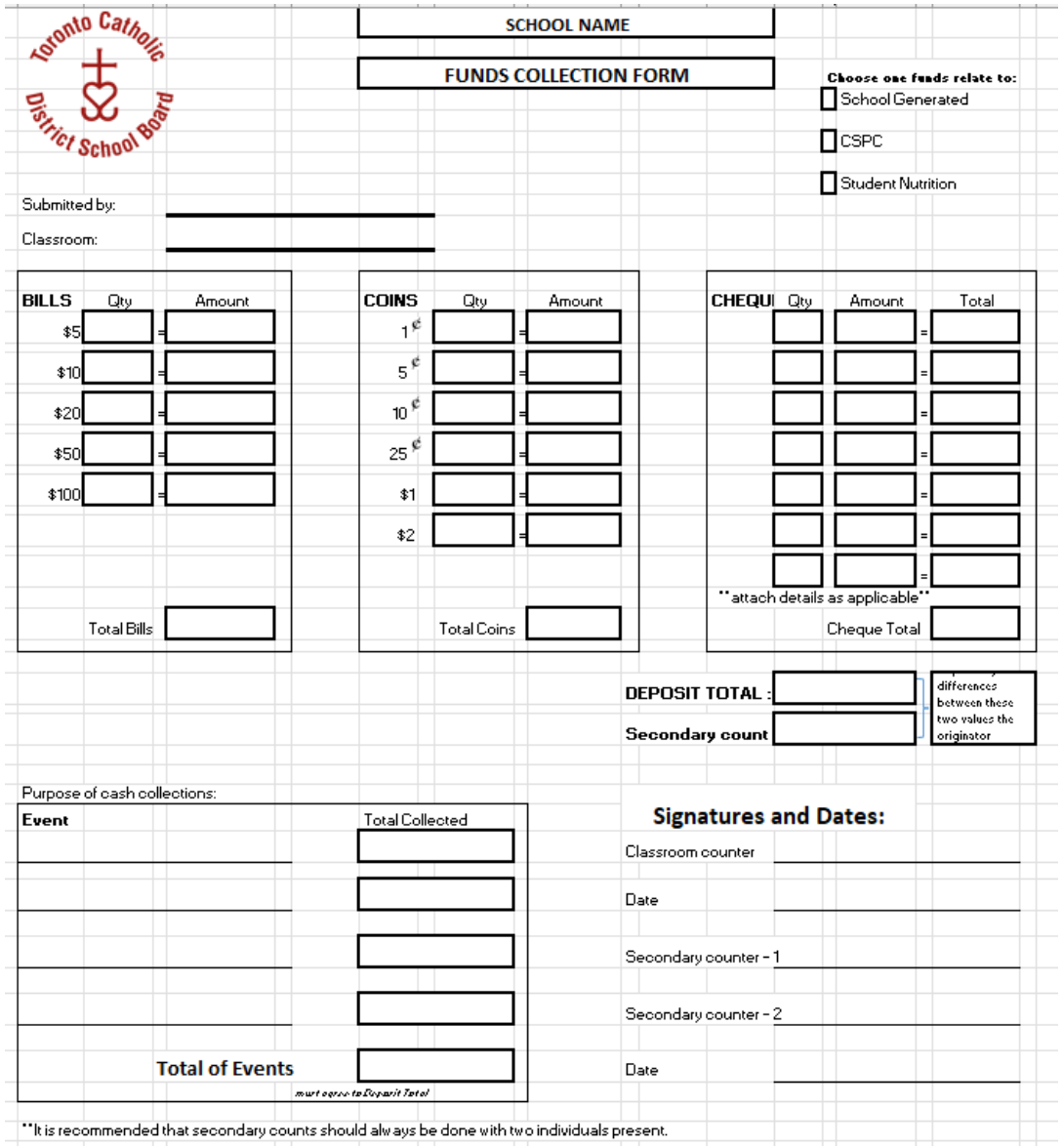
Approval #1 _____

Approval #2 _____

** An original invoice should always accompany this cheque requistion.

STANDARDIZED FUNDS COLLECTION FORM

- The Board strongly recommends the use of School Cash Online to reduce the amount of cash that comes into our schools.
- However, if cash is collected, it must be properly accounted for.
- Cash should always be counted by **two individuals**, and both should sign the appropriate cash collection form.
- Once counted, the cash should be stored securely in the **school safe** until it is ready to be deposited.
- Standardized Funds Collection Form



SCHOOL NAME

FUNDS COLLECTION FORM

Choose one funds relate to:
- School Generated
- CSPC
- Student Nutrition

Submitted by:

Classroom:

BILLS	Qty	Amount
$5		
$10		
$20		
$50		
$100		
Total Bills		

COINS	Qty	Amount
1¢		
5¢		
10¢		
25¢		
$1		
$2		
Total Coins		

CHEQUE	Qty	Amount	Total
attach details as applicable		Cheque Total	

DEPOSIT TOTAL :

Secondary count

differences between these two values the originator

Purpose of cash collections:

Event	Total Collected
Total of Events	

must agree to Deposit Total

Signatures and Dates:

Classroom counter

Date

Secondary counter - 1

Secondary counter - 2

Date

**It is recommended that secondary counts should always be done with two individuals present.

ARTICLE 11.3 RULES OF ORDER

- Provides guidance on how to conduct CSPC meetings.
- CSPC decisions should be made through a motion.
- A motion passes with a simple majority vote. In the event of a tie, the motion is defeated. There are no tie-breaking votes.
- Votes are normally taken by a show of hands, unless a secret ballot is requested. Meeting minutes should record the number of votes in favour and opposed, not how individual members voted.

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.

HOW TO PUT FORTH A MOTION

Step-by-Step: How to Put Forth a Motion

1. Be Recognized by the Chair or a Co-Chair

Wait until the current speaker has finished.

Raise your hand or say “Mr./Madam Chair” (or whatever is appropriate for the setting).

The chair or a Co-Chair will call on you.

2. State the Motion Clearly

Begin with: **“I move that…”**

Example: “I move that we allocate $500 for grade 8 graduation.”

Be specific and concise.

3. Wait for a Second

Another CSPC 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 $500 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 (show of hands)
Example: “All in favor say 'Aye'. All opposed say 'No’.”

7. Chair Announces the Result

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

ARTICLE 11.4 QUORUM

- Quorum is required for a CSPC to conduct business and make decisions. Without quorum, no official business can take place.
- If a member cannot attend a scheduled CSPC meeting, they should send their regrets to the Chair or Co-Chair through the CSPC email account.
- Sending regrets helps the Chair/C-Chairs determine whether quorum will be met. If quorum is unlikely, the Chair/Co-Chair can consult with the Principal about rescheduling the meeting.

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.

ARTICLE 13.2 SIGNING AUTHORITY

- A cheque from CSPC-generated funds requires approval from **two authorized signing officers**.
- For a **separate CSPC account**, two signatures are required on each cheque: the **Principal** and either the **Treasurer** or **Chair/Co-Chair**.
- For a **consolidated CSPC account**, the **Principal** is the only cheque signer. The CSPC must first approve the payment and submit a signed **Disbursement Form** authorizing the expense.

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.

ARTICLE IX – CONFLICT OF INTEREST

- CSPC members make decisions about how funds are spent and which vendors or service providers are used.
- If a member, a family member, or a business they are connected to could benefit financially or personally from a CSPC decision, the member must declare a conflict of interest.
- A member with a conflict of interest must not participate in the discussion, decision-making, or vote on that agenda item.
- If any agenda item may present a conflict of interest for a member, the conflict should be declared before discussion of the item begins and recorded in the meeting minutes.

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.

ARTICLE 7.2 DISCIPLINE OF MEMBERS

- Section 7.2 of the by-laws can be amended by the CSPC and relates to the number of consecutive meetings a member may miss.
- This section also outlines unacceptable conduct at CSPC meetings and the consequences that may result from such behaviour.
- CSPC meetings should provide a respectful environment where all members can share ideas and opinions without fear of inappropriate, disruptive, or disrespectful comments, language, or behaviour.
- Removing a council member requires a two-thirds (2/3) vote of all council members, including the member whose membership is under consideration.
- Before initiating the process to remove a member under this by-law, the CSPC should consult with the Principal and the Parent Engagement Department for guidance and support.

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.

PIC AND PRO GRANT FUNDS

The Ontario Ministry of Education's Parent Involvement Policy provides each school board with funds specifically allocated to support school-based initiatives which enhance the participation and engagement of parents in their child's education. At the school level, through the active participation of parents, school councils work to improve student achievement and to enhance the accountability of the education system to parents.

For children to grow, parents need to grow as well.

CREATE Parent Opportunities

Funds will be sent directly to each school/CSPC in September/October.

Every school/CSPC will receive $500 Parent Involvement Committee (PIC) Grant and a $500 Parents Reaching Out (PRO) Grant per school year.

Funds are not meant to be accumulated and should be used in the school year they are received.

Grants are used together and for the same purpose.

PIC and PRO Grant Funds Overview and Frequently Asked Questions

QUESTIONS

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

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

Keep up to date with the Monthly CSPC Newsletter.

Questions can be sent to Parent.Engagement@tcdsb.org

Visit the CSPC Website for virtual CSPC Training Sessions Registration

CSPC Fundraising - Wednesday November 18, 2026 at 12:00 PM

CSPC Fundraising (12:00 PM) | Join meeting in Teams | Microsoft Teams

CSPC Fundraising - Wednesday November 18, 2026 at 7:00 PM

CSPC Fundraising (7:00 PM) | Join meeting in Teams | Microsoft Teams