**PARENT INVOLVEMENT ADVISORY COMMITTEE MINUTES**

To: Members of PIAC

Date/Time: Tuesday, February 16, 2016, 7:10 pm – 9:45 pm

Location: Boardroom, 5050 Yonge Street, 1st Floor

Committee Co-Chairs: Wilmar Kortleever, D. Williams

Designated Trustee: Trustee Shelley Laskin

Present: Erin Goto (W1); Ali Mohamed (W1); Heather Vickers (W2); Tina Chan Kim (W3); Michelle Minott (W4); Stephen Thiele (W6); Mirian Turcios (W6); Loen Hansford (W7); Jess Hungate (W8); Sophia Ruddock (W9); Rania Saleh (W11); (W12); Sanaa Homsi (W11); Eva Rosenstock (W12); Haniya Sheikh (W12); Gazi Rahman (W13); Michelle Aarts (W16); Trixie Doyle (W17); Susan Morgan (W16); Aretha Phillip (W17); Jason Irving (W18); Pargat Mudher (W19); Sandip Vora (W19);

Regrets: Asha Mohamed (W2); Christine Heath (W3); Suban Abdulahi (W4); Devon Forbes (W5); Kate Sanagan (W15); Katia Berdichevsky (W15); Sara-Jane Johnson (W15); Alex Levato (W5); Julie Fortin (W7); Jacqueline Mackenzie (W9); Sharon Kerr (W21); Ipek Kabatas-Wellington (W10); Everton Collington (W18); Bola Otaraki (W20);

Towhid Noman (Toronto Bangladeshi CLG); Jim Spyropoulos (Executive Superintendent, Equity and Inclusive Schools);

Staff: Vicky Branco, System Superintendent; Michelle Munroe, Central Coordinator, Parent & Community Engagement Office (PCEO);

Recorder: John Manalo (Committee Assistant, PCEO)

**MINUTES**

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| **#** | **Item** | **Lead** | **Recommendation/Action** |
|  | Welcome & Introductions | Co-Chairs  Meeting opened at 7:10 pm.  Welcome and introductions of members were done. | No |
|  | Code of Conduct | Co-Chairs  PIAC members were reminded of Code of Conduct. |  |
|  | Declaration of Membership | Co-Chairs  Verbal declaration of parent status and employee status was done. Declaration sheet was signed by members. |  |
|  | Declaration of Actual, Perceived, or Potential Conflict of interest | Co-Chairs,  No Actual, Perceived, or Potential Conflict of Interest declared. | No |
|  | Approval of Quorum | Co-Chairs, Tina C  PIAC needs quorum of 40% plus 1 (or ten) members to make decisions. Quorum of 14 was achieved. | No |
|  | Approval of Agenda | Co-Chairs   * Agenda approved.   Motion carried. (First: Michelle, Second: Trixie; Favour: All, opposed: none, Abstain: 0. ) | Agenda was approved as voted. |
|  | Approval of Minutes   * January 12, 2016 | Co-Chairs   * Draft minutes as amended for the meeting January 12, 2016 were approved.   Motion carried. (First: Trixie, Second: Sanaa; Favour: 11, opposed: 0, Abstain: 5) | Minutes were approved as voted. |
|  | Co-Chairs Update   * Director’s Meeting * PSSC delegation | Co-Chairs  Director’s Meeting   * Summarized discussion held in pre-meeting with director, particularly PIACs ongoing need for support.     PIAC Meeting and Minutes   * The expectation from PIAC is that the minutes are provided to the Co-Chairs in timely manner to ensure review prior to distribution to the membership. Co-Chairs requested draft minutes within 5 business days after the meeting. * Working Group reports and documentation are also to be submitted to the Committee Assistant, and then distributed to PIAC membership five days before the PIAC meeting. * The parent Co-Chairs suggested a recording method to be used so that all action items are noted in the future. Trustee mentioned that under the privacy law, everyone needs to give permission to be recorded. * PIAC email addresses and school council email addresses to be obtained so that School Councils and PIAC can communicate with one another. * Working groups of PIAC need a teleconferencing device. PCEO will follow-up on its purchase.   PSSC delegation   * Recommendations are required to assist parents: Co-Chairs encouraged PIAC to make a delegation at PSSC meetings | No |
|  | PIAC 2015-2016 Strategic Plan Update & Working Group Determination | Co-Chairs   * The working documents are in progress; No revisions to the strategic plan were done yet. Any feedback from PIAC members needs to be sent to Co-Chairs. |  |
|  | SC 411   * PIAC SC 411 Operating Guidelines | Mirian T   * The committee will be developing a form to allow school councils to request training; the trainers must have completed training as well.   Discussion   * What is the role of Principal when the request for training is done through the school council co-chair? The Operation Guidelines are NOT to be distributed to School Principals. They are an internal PIAC document. * The guideline has what SC411 does. Please include what SC411 does not do.     Time: 20:00 hours  The guideline was reviewed and amended.  \*\*Motion to amend the SC411 Operating Guidelines.  (First: Trixie, Second: Mirian, Favour:all, opposed: none, abstained: none). Motion carried.  \*\*Motion to have Jess Hungate make contextual edits to the document.  (First: Jess, Second: Loen, Favoured: all, Opposed: none, Abstain: none). Motion carried. | Action Items:  \*PIAC to schedule a day to meet SC411 working group.  \*Staff to communicate to school principals the training request form documents.  \*SC411 WG to amend SC411 Operating Guidelines  \*Jess to make contextual edits to document |
| 1. e | Trustee Report | Trustee Shelley Laskin  Trustee Shelley Laskin gave a written and verbal report.  Feedback from PIAC is welcome.  Discussion followed:   * Suggested that any motions or priorities be highlighted for PIAC’s feedback * Information from the trustee report can be put on the PIAC website. |  |
|  | Executive Superintendent Report   * Consultations:  - P068 (Accomodation & Program Review) & P76 (Community Planning & Partnerships) | Vicky Branco, System Superintendent gave the verbal report for Executive Superintendent, Jim Spyropoulos, on PO68 and PO76.  Consultations:   * Members were presented [the website](http://www.tdsb.on.ca/Community/PublicConsultations/AccommodationReviewGuidelines.aspx) that lists the revisions to Accommodation and Program Review Policy P068 and Community Planning and Partnerships Policy (formerly Facility Partnerships Policy) P076   that were recommended by Principals, school council Co-Chairs and PIAC members (Miriam, Loen, and Aretha attended meetings)   * The policies will be moving forward to Board in the March cycle. Trustees are not consulted on procedures.   \*\*Motion: PIAC members want to make a response on the operational procedures PO68 and PO73.  Carried (First: Trixie, Second: Jess, Favoured: 14, Opposed: 0 Abstain: 0)  Additional PA Day   * An additional PA day is being planned for April 15, 2016 due to collective bargaining agreements. It will be deemed a provincial PA day, and is therefore not considered in the semester but will be built into the calendar. Staffs are exploring dates prior to the end of April. For the secondary panel it will be self-directed Professional development. For elementary, it will be Ministry mandated training.   Planning for the Parents as Partners conference is underway. It is scheduled for Saturday, April 16, 2016 at the All Stream Centre  PR558 Procedure for Parent Involvement:   * PR558 was amended to include Parent Supervision of Extra-curricular Activities in Schools procedure. * How is this procedure going to be communicated? * Schools may want to explore a parent/community volunteer list, but the list management is not to be downloaded to school council chairs.   PR558 can be found: [here](http://www2.tdsb.on.ca/ppf/uploads/files/live/97/995.pdf) (with the volunteer supervision updated in section 9) | ACTION ITEMS:  \*Aretha, Mirian, Loen, Eva and Jess will prepare a response on P068 & PO73 for PSSC. A response on P068 & P073 for PSSC will be prepared based on input from Aretha, Mirian, Loen, Eva, and Jess.  \*Superintendent to keep Co-Chairs apprised of PA day planning.  \*Superintendent to report back on communication piece to parents/schools on PR558. |
|  | PCEO Update   * School Council Survey * Orientation * School Council & PIAC E-mails * Consultations:  - Fundraising - Parent portal- * Pediculosis (Lice) Procedure | Michelle Munroe (PCEO) gave a verbal report.  PIAC 2015/2016 Winter Orientation   * The orientation was scheduled for February 25, 2016. However due to the School Council event, the new date is Monday March 21, 2016, 6:30-8:30 pm.   School Council Survey   * PR.558-Parent and Community Involvement,(4(g)) requires that “a system survey of School Councils be conducted periodically to assess their effectiveness and to determine ways in which the system might provide further support for their work”. The committee is still in the process of designing the survey. PIAC will be kept apprised of the work.   Feedback on Fundraising Policy and Procedures   * In October 2015 Deborah Hume Cutajar presented to PIAC on the review of the Boards fundraising policy and procedure. PIAC was asked to provide feedback directly to Deborah. There is a last call out for feedback. Members may contact her directly before Feb. 22. Please note that the policy and procedure was circulated to all members via e-mail.   PIAC Business Cards   * All members have not provided John Manalo with business card information should do so ASAP. It is recommended that the PIAC TDSB e-mail address be used.   TDSB E-mail Accounts   * PCEO continues to work with PIAC representatives to facilitate meeting with staff to discuss e-mail options. * In the interim, if members are having difficulties logging in, send email to Committee assistant.   PIAC Staffing Update:   * In response to PIACs request for additional staffing support the Board is providing PIAC with an additional 17.5 hours of support to supplement work that exceeds that of the CA ( e.g. supporting newsletter, development of PIAC filing system etc).   Space Reservations   * All working group meeting requests need to be made at least one week beforehand to guarantee a room reservation; otherwise a request may be turn down. It is important to confirm the space before sending the meeting notice.   Parent Portal   * Staff continues the exploration of a parent portal for the TDSB. Demonstrations continue with vendors and staff. There is a commitment to organize a demonstration for parents. A date with parents to give portal demonstration and feedback will follow.   Parent Engagement Information/Education Tools   * It has been recommended that the former School Council Handbook, Parents Matter and Parent handbook be modified and updated as one document. Information has been relayed to communications for follow-up.   Lice Procedures   * Staff will be reviewing the procedure in light of changes to the Toronto Public Health policy. However, as there is no plan to change the approach to exclusion, there is no reason for consultation at this time.   Parking  Parking is underground: gates open at 6pm.  Time: 21:00 hours | ACTION ITEMS:  PCEO will organize a meeting with staff and PIAC representatives to explore the option further.  PCEO follow up with Communications and report back. |
|  | Working Group Updates: |  |  |
|  | Budget | Tina C-K.   * Hardcopy and electronic versions of the balance sheet report dated January 2016 was received, reviewed and approved as voted. PIAC noted that some items are not processed on January 2016 balance sheet report.Co-Chair, D. Williams, reminded members that the cost of food for the Thank You & Appreciation of Former PIAC Members would have impacted the catering budget. Aretha P suggested that the expense be itemized and shown as a separate line item in the PIAC budget.   \*\*Motion to increase PIAC catering budget from $3000 to $4500, using the existing budgeted surplus, and approve January 2016 budget report.  Motion Carried. (First: Eva, Second: Trixie, Favour:10, Against: 0, Abstain:4)  PIAC January 2016 balance sheet approved.  \*\*Motion for PIAC to extend PIAC meeting 10 minutes more.  Carried. (First: Loen, Second: Trixie, Favour: 12, Against: 0, Abstain: 0) | PIAC January 2016 balance sheet approved. |
|  | P/VP | Eva R.   * Employee services has informed members that they are short 5 parent volunteers for the elementary panel interviews that will be held on February 25, 2016. There are presently 13 on the availability list and 18 are required. The secondary panel interviews will take place on March 1st and will require 7 parents to sit on interview teams plus 1 alternate. There are presently 8 on the availability list. * Members who have been trained in the past are encouraged to register for the interviews. * Wilmar and Eva will follow up with Cori Byberg (staff lead) to explore options for finding more parent participants. |  |
|  | February 25 SC Appreciation & Information | Trixie D/Tina C-K   * Members are encouraged to come out and support the event. Registration is required for childminding. |  |
|  | April 16 Parent Conference (was PIAC-SEAC Special Education Conference). | Mirian T.   * Parents as Partners Conference will be held on Saturday, April 16, 2016 at the All Stream Centre. PIAC members will facilitate some of the 80 workshops. * All the CAC members are invited. Registration is free and required. Transportation and food provided free. | No |
|  | Communication | Loen H.  Report was provided.   * Motion to PIAC to form a working group for the active consultations with TDSB. Motion left unvoted as discussion is needed.   Motion deferred to next meeting. | Deferred Item. |
|  | Ward Updates | Co-Chairs deferred to next meeting. | Deferred item. |
|  | New Business | Co-Chairs deferred to next meeting. | Deferred item. |
|  | Adjournment | Co-Chairs  \*\*Motion to adjourn meeting. Carried (First: Jess, Second: Tina, all in favour, none abstained.)  Meeting adjourned at 9:45 pm. | Yes |