**STATUTORY ADVISORY COMMITTEE - MINUTES  
*PARENT INVOLVEMENT ADVISORY COMMITTEE (PIAC)***

To: Members of Parent Involvement Advisory Committee (PIAC)

Date/Time: Thursday, March 31, 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); Heather Vickers (W2); Tina Chan Kim (W3); Suban Abdulahi (W4); Mirian Turcios (W6); Loen Hansford (W7); Jess Hungate (W8); Rania Saleh (W11); Sanaa Homsi (W11); Eva Rosenstock (W12); Haniya Sheikh (W12); Gazi Rahman (W13); Nazerah Shaikh (W13); Susan Morgan (W16); Trixie Doyle (W17);Everton Collington (W18); Pargat Mudher (W19); Sandip Vora (W19); Sharon Kerr (W21); Co-Chairs Wilmar Kortleever, D. Williams, Trustee Shelley Laskin.

Teleconference: Michelle Minott (W4); Stephen Thiele (W6); Sophia Ruddock (W9);

Regrets: Ali Mohamed (W1); Aretha Phillip (W17); Jason Irving (W18); Jim Spyropoulos (Executive Superintendent, Equity and Inclusive Schools);

Absent: Karin Miskovsky (W2); Christine Heath (W3); Devon Forbes (W5); Alex Levato (W5); Julie Fortin (W7); Jacqueline Mackenzie (W9); Ipek Kabatas-Wellington (W10); Kate Sanagan (W15); Katia Berdichevsky (W15); Sara-Jane Johnson (W15); Michelle Aarts (W16); Bola Otaraki (W20);

Towhid Noman (Toronto Bangladeshi CLG);

Staff: Vicky Branco, System Superintendent; Michelle Munroe, Central Coordinator, Parent & Community Engagement Office (PCEO); David Tomczak (Board Services), Denise Humphreys (CCP, Teaching and Learning)

Recorder: John Manalo (Committee Assistant, PCEO)

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| **#** | **Item** | **Lead** | **Recommendation/Action** |
|  | Welcome & Introductions | Co-Chairs D. Williams, Wilmar Kortleever commenced 7:10 pm with welcome & introductions. | No |
|  | Code of Conduct | Co-Chairs reminded the code of conduct. | No |
|  | Declaration of Membership | Co-Chairs reminded members of the declaration sheet and it is also the sign-in sheet.  Verbal declaration of parent status and employee status was done. Declaration sheet was signed by members.  Regrets from Jim Spyropolous. Vicky Branco, System Superintendent will join later in the meeting.  David Tomzcak from Board Services was present as director’s designate. | No |
|  | Declaration of Actual, Perceived, or Potential Conflict of interest | No Actual, Perceived, or Potential Conflict of Interest declared. | No |
|  | Approval of Quorum | Co-Chairs, Tina C approved quorum of 10 with 14 members present. | No |
|  | Approval of Agenda | Co-Chairs  Agenda is approved (F: Jess, S. Tina, Favour: 14 , Objections: none. Abstentions: none | Agenda is approved. |
|  | Approval of Minutes   * February 16, 2016 | Co-Chairs  Agenda is approved (F: Trixie, S: Susan, Favour: 12, Objections: none. Abstentions: 2) | PIAC requests Parent and Community Engagement to return to PIAC with its action items. |
|  | Concussion Procedure Presentation | Denise Humphreys, Central Co-coordinating Principal, HPE, George Kourtis, Coordinator, HPE & Executive Superintendent, Beth Butcher  Gave a video presentation of the  Concussion policy 087 that was adopted by TDSB. The procedure was given to PIAC members and staff is requesting feedback from PIAC on the procedure by Friday April 8, 2016 in writing to Denise Humphreys.  Discussion:  -Special thanks to Sharon Kerr for the work she did on this matter. Sharon cautions the use of language within the policy with regards to role of parents and students and the diagnosis of concussion.  -How can parents and students be made aware of the policy and its procedures and their responsibilities? Webinars and workshops are suggested.  -The return to learn plan is developed at the local school level with Principal and student.  -Working group on Return2Learn will meet to discuss the matter and give feedback: Stephen, Tina, Loen, Rania, Sharon. | ACTION ITEM:  WG Return 2 Learn to issue advice to staff |
|  | Co-Chairs Update   * Director’s Meeting * PPC Delegation | Co-chairs  -Director of Ed. Designated staff to meet with co-chairs.  -PIAC delegated at a Planning and Priorities Committee meeting a recommendation to revise on PO68 Accommodation and Program Review: Report was given out. PIAC co-chairs encourages that recommendations be made from PIAC at every meeting.  -On April 16, there is a municipal PIC Symposium happening at the Canadian National Exhibition. There are open spots for members: Interested members are Erin, Loen, Jess, Trixie, Gazi.  April 20 was a rescheduled date for PIAC, but there is a Trustee meeting on the same day. A trustee is required for the PIAC meeting. April 14 or April 21 are possibilities: members chose April 21 tentatively.  Time: 20:20 hours | ACTION ITEMS:  Co-chairs noted members interested in joining the PIC symposium and will look into their registration.  PCEO/Co-Chairs: to confirm revised meeting date. |
|  | Trustee Report | Trustee Shelley Laskin  -Submitted a written and gave a verbal report.  -Suggested to have an item on Policy Reviews on the Agenda. Trustee Laskin is the chair of the Board’s Policy review Committee, which has 78 TDSB policies on a review schedule. | ACTION ITEM:  “Policy Reviews” to be an item on next agenda in April. |
|  | Executive Superintendent Report | Vicky Branco, System Superintendent stood in for Jim Spyropoulos, Executive Superintendent. SSI Branco congratulated on receiving her MBA that same evening.  The following verbal report was given:  -On April 15, all staff will be required to do compliance training. | No |
|  | Parent and Community Engagement Office (PCEO) Update | Michelle Munroe  -March 21 was another PIAC orientation and it was successful. Binders are available.  -Parent Portal:Staff offered parents to test the portal space at www.edsby.com  -Business cards will be reprinted once the template is approved. Members are encouraged to resubmit their information for their card.  -Continue to search for teleconference equipment that is wireless and mobile. Suggestions welcome.  PRO Grants 2014-2015 had a surplus of funds within the TDSB. PIAC can advise about how this surplus is spent. PIAC was not given that opportunity this year.  **\*\*\*MOTION**: for TDSB that PIAC be provided on a timely basis with information and the timelines from TDSB PCE Office on any surplus funds from PRO Grants 2015-2016 school year so that PIAC can effectively make recommendations on the reuse of the funds for parent engagement.  Motion carried (F: Trixie, S: Jess, Favoured: all, Abstentions: none) | ACTION ITEMS:  PCEO to present options/proposal re: teleconferencing.  PCEO to get staff to report on spending of the funds from the PRO Grants 2014-2015. PCEO to advise PIAC timely on unused funds from the PRO Grants 2015-2016.  PCEO to provide training dates to chairs of SC411 WG and invite all PIAC members. |
|  | Working Group Updates: |  |  |
| Communications | Loen H  Report was provided with a motion to PIAC (back in February) to form a working group for the active consultations with TDSB.  MOTION: for PIAC to form a working group around active consultation with the TDSB (e.g. policy revision, TDSB standing committees etc).  Motion Carried (F: Loen, S: Jess, Favour: 14, Abstentions: 0)  - Working Group focussing on website, social media (Twitter & Facebook), , Engagement with School Councils.  Time: 21:10 hours | Motion Carried. Working group on Policy reviews to be established at next meeting. |
| Budget | Tina C-K.  • Hardcopy and electronic versions of the balance sheet report dated February 2016 was received, reviewed and approved as voted. PIAC noted that the registration numbers were higher this year than last year for the Parent Conference and that impacted the budget.  In future updates, estimates for expenses are to be included even if payment not yet fully processed.  \*\*Motion: for PIAC to approve February 2016 budget report.  Motion Carried. (F:Tina, S: Sharon, Favour:14, Against: 0, Abstentions:0).  PIAC February 2016 balance sheet was approved. | PIAC February 2016 balance sheet was approved. |
| P/VP | Eva R.  • Members who have been trained in the past and new members registered for the interviews.  • Wilmar and Eva will follow up with Cori Byberg (staff lead) to explore options for finding more parent participants. There was an additional training session to get more parents attending. More training sessions will be planned to prepare parents for the P/VP interviews. | ACTION ITEM:  Eva and Wilmar to follow up with Cori Byberg. |
| SC Appreciation & Information Event | Trixie D./Tina C-K  • The event was successful and feedback is welcome on the website or through Trixie. Gratitude goes to PCEO Staff, Trustee Shelley Laskin for participating in the Panel discussion, and the SC Event Working Group. | No |
|  | Ward Updates | WARD 11:  Rania gave an update that concerns were expressed in their Ward about multiple teacher replacements in the same class adversely impacting the students.  Trustee suggests that recommendations on this are not appropriate due to collective agreements.  PIAC finds it can be useful to get more information on the process. PIAC may ask Employee services to present.  \*\*Motion for PIAC to extend PIAC meeting 5 minutes more.  Carried. (F: Loen, S: Trixie, Favour: 12, Against: 0, Abstentions: 0) | ACTION ITEM:  Rania to form a group to bring up questions to ask staff before they invite Employee Services to give a presentation to PIAC. |
|  | New Business | Sharon Kerr is commended at her last meeting with PIAC, from both PIAC and PCEO. | No |
|  | Adjournment | \*\*Motion for PIAC to adjourn PIAC meeting.  Carried. (F: Loen, S: Trixie, Favour: all, Against: none, Abstentions: 0)  Meeting adjourned at 9:40pm. | Meeting adjourned. |

* Next Meetings:   
  April **25**, 2016 (**revised** since above report meeting)| May19, 2016 | June 14, 2016