

## PIAC Working Group REPORT

<b>Working Group</b>	<b>Membership</b>
<b>Date</b>	<b>April 25, 2017</b>
Description/Objective	Track and monitor PIAC’s membership and ensure representation of all wards.
Update	<p><b>Membership WG Meeting #3</b></p> <p>Meeting held on Thursday, March 9, 2017 online from 8:00 pm – 9:15 pm via Google Hangout.</p> <ul style="list-style-type: none"> <li>• <b>Attendees:</b> John B, Nazerah S, Chris L, Kabiurul M, Towhid N, Trixie D, Wilmar K, &amp; Mirian T</li> <li>• <b>Regrets:</b> Trevor B, Jess H, Laurie P</li> <li>• <b>Absent:</b> NONE</li> <li>• <b>Agenda:</b> Discuss revisions to By-laws regarding ARTICLE 3.0 MEMBERSHIP and ARTICLE 7.0 WORKING GROUPS // Discussion Document for Guidelines &amp; Best Practices for Working Groups</li> </ul> <p><b>Membership WG Meeting #4</b></p> <p>Meeting held on Tuesday, April 24, 2017 online from 8:00 pm – 9:00 pm via Google Hangout (originally scheduled for April 13, 2017).</p> <ul style="list-style-type: none"> <li>• <b>Attendees:</b> Trevor B, John B, Nazerah S, Chris L, Trixie D, Wilmar K (1<sup>st</sup> half)</li> <li>• <b>Regrets:</b> Jess H, Laurie P, &amp; Towhid N</li> <li>• <b>Absent:</b> Kabiurul M</li> <li>• <b>Agenda:</b> Review slide deck &amp; handout for PIAC Internal Member Survey: Summary and Key Findings for Strategic Planning Meeting // Discuss organization of Working Groups for 2017-2018</li> </ul> <p>*****</p> <p><b>PIAC 2016-2017 WORK PLAN: SCOPE OF WORK FOR MEMBERSHIP WG</b></p> <ol style="list-style-type: none"> <li><b>1. Create an updated PIAC membership list.</b> <ol style="list-style-type: none"> <li>1.1. <a href="#">PIAC Membership List 2016-2017</a> <ol style="list-style-type: none"> <li>1.1.1. Created in Google Docs, includes 4 tabs: Member Contact Info, Attendance, Working Groups and Parent Participants in Working Groups. Includes member’s name, email, phone number, twitter handle, term, meeting attendance, and working group participation. Also tab tracking parent participants in Working Groups.</li> <li>1.1.2. Co-Chairs (Trixie &amp; Wilmar), Membership WG Lead (Nazerah), and PCEO (Latha John &amp; Michelle Munroe) have ability to update and edit. All other members may view/comment.</li> </ol> </li> </ol> </li> <li><b>2. Conduct an internal skills audit and identify PIAC experts.</b> <ol style="list-style-type: none"> <li>2.1. <a href="#">PIAC Internal Member Survey (2016-2017)</a> <ol style="list-style-type: none"> <li>2.1.1. In progress (n=22 current members have completed)</li> </ol> </li> <li>2.2. Summary &amp; Key Findings from the PIAC Internal Member Survey (2016-2017)           <ol style="list-style-type: none"> <li>2.2.1. Share presentation at PIAC Strategic Planning Meeting in May 2017.</li> </ol> </li> </ol> </li> <li><b>3. Determine and develop PIAC workgroup structure and identify their roles and</b></li> </ol>

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	<p><b>responsibilities in order to increase efficiency (Leadership, Membership, Mandate, Communication).</b></p> <p>3.1. <a href="#">PIAC Working Groups &amp; Descriptions 2016-2017</a></p> <p>3.1.1. Maintain updated version on PIAC website.</p> <p>3.2. <a href="#">PIAC Working Groups Member List 2016-2017</a></p> <p>3.2.1. Collate all WG sign-ups into one document.</p> <p>3.2.2. Identify all PIAC members, parents, and Leads/Co-Leads.</p> <p>3.2.3. Circulate with meeting agenda so that members can confirm sign-up.</p> <p>3.3. PIAC Guidelines &amp; Best Practices: Working Groups</p> <p>3.3.1. Pending revised by-laws. Discuss questions regarding Mandate, Membership, Leadership, and Communications.</p> <p><b>4. Expand the role of the membership workgroup to include the management of PIAC member terms and Working Group sign-up.</b></p> <p>4.1. Provide the following update at PIAC Executive Meeting (~1 week prior to general meeting):</p> <p>4.1.1. Wards with missing PIAC Reps/Alts</p> <p>4.1.2. Members whose terms are expired or expiring soon</p> <p>4.1.3. Member absences, without regrets</p> <p>4.1.4. Working Groups with missing or acting leads</p> <p>4.1.5. Members who have not signed up for Working Groups</p> <p><b>5. Define roles and responsibilities of: PIAC committee as a whole, individual PIAC members, co-chairs, working groups, committee assistant, PCEO for smoother effective operation</b></p> <p><b>PERFORMANCE MEASURES:</b> Hold WG meetings // Create online Membership List // Create PIAC Internal Members Survey // Motion that PIAC adopt PIAC Internal Members Survey // Motion that PIAC modify Working Group List // Create presentation of Key Findings from Internal Member Survey // Motion that PIAC re-organize WG structure // Create Guidelines &amp; Best Practices for Working Groups // Motion that PIAC adopt guidelines and best practices.</p> <p><b>STATUS UPDATE:</b> Overall, work is progressing well. Main concern in developing Guidelines &amp; Best Practices for Working Groups is that our By-Laws are also simultaneously being revised. We will continue to stay in contact with the By-Laws WG to pursue this objective.</p>
<b>Motion(s)</b>	<p><b>(1) To dissolve the “Anti-Discrimination” Working Group effective April 25, 2017.</b> This Working Group was created at the November 10, 2016 PIAC meeting. Since then, the Acting Leads have resigned from the Working Group and despite multiple attempts by the Co-Chairs to look for a replacement lead(s), no PIAC member has agreed to lead this Working Group. According to current PIAC By-laws, a PIAC member must lead a Working Group for it to exist. Therefore, this Working Group should be dissolved.</p>

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	<p><b>(2) To dissolve the “Closing the Gap” Working Group effective April 25, 2017.</b> This Working Group was created at the November 10, 2016 PIAC meeting. This Working Group has an Acting Lead and has not met in the 2016-2017 school year; therefore, this Working Group should be dissolved.</p> <p><b>(3) To dissolve the “School Council Information Document” Working Group effective April 25, 2017.</b> This Working Group has an Acting Lead and has not met in the 2016-2017 school year. The Outreach Working Group has adopted the scope of work/objective of this Working Group.</p> <p><b>(4) To dissolve the “Parents as Partners” Working Group effective April 25, 2017.</b> This is now a TDSB committee, lead by staff and representatives from other Community Advisory Committees (CACs). Since the TDSB committee is now operating with PIAC representation, there is no longer a need for a separate Working Group and therefore, this Working Group should be dissolved.</p>
Question(s)	<p><b>Why do we create new Working Groups?</b></p> <ul style="list-style-type: none"> <li>• How does the proposed Working Group comply with the PIAC mandate?</li> <li>• How does the proposed Working Group incorporate objectives from the Scope of Work and Work plan for the current school year?</li> <li>• Could an existing Working Group meet the objectives of this new Working Group?</li> <li>• How can we collaborate more effectively (between individuals and between Working Groups) to ensure overall PIAC success?</li> </ul>
Next Steps and Action items	<ul style="list-style-type: none"> <li>• <b>Next Membership WG meeting:</b> TBD.</li> <li>• Continue working on all items that are in progress in the <b>Scope of Work</b>.</li> <li>• Present <b>summary of results and insights</b> from PIAC Internal Member Survey at the upcoming PIAC Strategic Planning Meeting (May 2017).</li> <li>• Work with the <b>By-Laws WG</b> to determine recommendations to be included in the Guidelines and Best Practices for Working Groups.</li> <li>• Develop <b>PIAC Guidelines &amp; Best Practices: Working Groups</b>.</li> </ul>
Co-lead(s)	<b>Nazerah</b> Shaikh (Ward 13 Rep) <a href="mailto:ward13.piac@gmail.com">ward13.piac@gmail.com</a>
Working Group Members	<ul style="list-style-type: none"> <li>• <b>Jess</b> Hungate (Ward 8 Rep) <a href="mailto:jhungate@rogers.com">jhungate@rogers.com</a></li> <li>• <b>John</b> Bakous (Ward 8 Alt) <a href="mailto:nadev77@gmail.com">nadev77@gmail.com</a></li> <li>• <b>Kabirul</b> Mollah (Ward 21 Rep) <a href="mailto:kabirulmollah@yahoo.com">kabirulmollah@yahoo.com</a></li> <li>• <b>Christopher</b> Levien (W20 Rep) <a href="mailto:christopher.levien@gmail.com">christopher.levien@gmail.com</a></li> <li>• <b>Laurie</b> Poirier (W20 Alt) <a href="mailto:lauriepoirier@hotmail.com">lauriepoirier@hotmail.com</a></li> <li>• <b>Towhid</b> Noman (CLG) <a href="mailto:torontobpac@gmail.com">torontobpac@gmail.com</a></li> <li>• <b>Trixie</b> Doyle (Co-Chair) <a href="mailto:trixie.doyle@rogers.com">trixie.doyle@rogers.com</a></li> <li>• <b>Wilmar</b> Kortleever (Co-Chair) <a href="mailto:wilmar@kortleever.com">wilmar@kortleever.com</a></li> </ul>