

## PIAC Working Group REPORT

<b>Working Group</b>	<b>Communications &amp; Outreach</b>
<b>Date</b>	<b>26 February 2019</b>
Description/Objective	<p><b>Priority Areas of the Communications &amp; Outreach Working Group 18/19:</b></p> <ol style="list-style-type: none"> <li>1. FAQ</li> <li>2. Consistent updated communications (PIAC POST)</li> <li>3. Outreach/PR material update</li> <li>4. SC consultations toolkit (with Consultations WG)</li> <li>5. Slide decks (Onboarding, intro to SCs, consultations, PIAC rep role)</li> <li>6. PIAC Members toolkit</li> </ol>
Update	<ul style="list-style-type: none"> <li>• Final quotes for print materials coming in. Print materials being re-designed to represent family diversity across the District.</li> <li>• Collating feedback for staff re “Welcome Parents” tab on tdsb.on.ca landing pages</li> <li>• Naz, Nicole, Kate to work on archiving and curating the Google Drive</li> <li>• Continue to send PIAC POST content ideas to C&amp;O WG</li> </ul>
Motion(s)	<ul style="list-style-type: none"> <li>• PIAC adopt the Communications Best Practices and Guidelines document as a communications guide for all PIAC Members and Co-chairs.</li> <li>• PIAC allow the spending of up to \$1889.36 (\$38/member + tax) for business cards. The C&amp;O WG will work on the design of business cards in an attempt to cut costs in half (one card per Ward).</li> <li>• ? Re SC access to parent emails ?</li> </ul>
Question(s)	<ul style="list-style-type: none"> <li>• Re SC access to parent emails. “Communication” was noted at the PIAC Appreciation Dinner as a barrier to engagement</li> <li>• Re access to information for schools without SCs and SC emails lists</li> <li>• Weebly Website Builder Pro is due for renewal <b>15 Aug 19</b>. Will look into costing. Is there a central CC that can be put on file or does this still need to come from someone’s personal CC?</li> </ul>
Next Steps and Action items	<ul style="list-style-type: none"> <li>• To discuss Communications BP document and vote.</li> </ul>
Co-lead(s)	Loen Hansford: loen.hansford@gmail.com
Working Group Members	<p>Erin Goto (W1): No (apologies)            Shafoli Kapur (W2): No            Felicia Seto-Lau (W3): Yes            Marsela Libenstein (W3) (parent): No            Sharon Grant (W4): Yes            Loen Hansford (W7) (lead): yes            John Bakous (W8): Yes            Rachel Silber (W11): No            Wilmar Kortleever (W11): No (apologies)            Nicole Herbert (W15) (community): Yes            Kate Leuschen Millar (W16): Yes            Chris Levien (W20): Yes            Echo Han (W20): Yes            Dean Gray (W6): No            Zena Shereck (Co-chair): Yes</p>

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	Latha John (PIAC admin): No (apologies)