

WORKING GROUP REPORT

Membership

Date: November 14, 2024

Co-leads: Frances Shawera & Andrew Waters

DESCRIPTION/OBJECTIVES

To support PIAC representatives and parent/caregiver members to encourage active participation in PIAC purpose “to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.”

Scope of work for Membership WG from PIAC 2024-2025 Work-plan and STATUS

- 1) Refresh Membership WG work-plan. → **COMPLETE**
- 2) Update and manage PIAC Member List; WG Descriptions and WG Sign up Forms. → **ONGOING**
- 3) Create and develop a PIAC peer to peer support system to assist new members. → **ONGOING**
- 4) Provide professional development and training opportunities for PIAC members → **IN PROGRESS**
- 5) Develop a Volunteer Recognition program. → **ONGOING**
- 6) Work with Trustees to support their ward elections and provide information on the election procedure. → **ONGOING**
- 7) Develop a pipeline to PIAC by engaging parents/caregivers (non-PIAC representative members) to participate in working groups → **ONGOING**

UPDATE

PIAC Membership WG Meeting – November 13, 2024 @7 pm via Zoom

Present: Andrew Waters, Gordon Harvey, and Zena Shereck; Regrets: Frances Shawera, Sarah Ali, and Mercy Charles; Absent: Jenny Gannon, Janice Barnett.

PIAC Executive Meeting – November 12, 2024 @7 pm via Zoom

- A. Number of sitting members - 39 (37+1+1)
- B. Quorum for meetings - 40% of sitting members +1 (round down) = 16
- C. Newly Elected or Re-elected PIAC Members (Ward Elections) - 4
- D. Current PIAC Vacancies - 13
- E. Upcoming Ward Elections - Ward 10 (1 position) on Thursday, November 2024.

F. Sign Ups:

- **G-Drive Sign-up Form:** All PIAC members must sign the PIAC “G-drive User Agreement”. This drive houses files for working groups.
<https://bit.ly/PIACGOOGLE2021>
- **PIAC WG Sign-up for 2024-2025:** All current PIAC and community members can register their interest in joining specific Working Groups using the PIAC WG Sign-up Google Form ([2024-25 Working Group Sign-up Form](#)). One must re-register every fall for continuing or new WGs.
- **PIAC Working Group Descriptions:** [Working Group Descriptions](#)
- **PIAC Whatsapp group chat:** Email andrew.waters.piac@gmail.com for access.

G. Working Group Co-Leads

- **Governance Working Groups**
 - Membership: Frances Shawera & Andrew Waters
 - Operational Effectiveness: Kaydeen Bankasingh & Sarah Ali
 - Strategic Planning: Mercy Charles & **VACANT**
- **Non-Governance Working Groups**
 - Communications: Seema Mitchell & **VACANT**
 - Consultations: Kaydeen Bankasingh (Acting) & **VACANT**
 - Events: Nadia Judunath & **VACANT**
 - School Council Support: Gordon Harvey & Melanie Medeiros-Sims

RECOMMENDATIONS

The Membership Working Group proposes that PIAC make the following motions/recommendations:

Motions to PIAC

1. PIAC approve the Co-chair Election Procedure as presented in Appendix 2 of this report and proceed with Co-chair election at December 17, 2024 General Meeting.
2. PIAC approve the Ward Election Procedure and Form used by Trustee Services to support PIAC Co-representative Elections as presented in Appendix 3 of this report.
3. PIAC declare the following PIAC Co-representative seats vacant due lack of meeting attendance at PIAC General Meetings by PIAC Co-representatives as per PIAC Bylaws 4.9.4 “member who misses either (a) three (3) or more consecutive PIAC general meetings without advising apologies for absence, or (b) total of four (4) PIAC general meetings in any school year, may be removed from his/her seat.” and/or PIAC Bylaw 4.9.5 “member must attend 60% of PIAC meeting in a School Year”:
 - a. Ward 7 Co-Representative (Ayan Kaillie)

- b. Ward 9 Co-Representative (Karin Trajcevski)
- c. Ward 10 Co-Representative (Manna Begum)
- d. Ward 15 Co-Representative (Jennifer Volk)
- e. Ward 22 Co-Representative (Nicole Marshall)

QUESTION(S)

N/A

NEXT STEPS & ACTION ITEMS

Complete the work related to below motion approved at the PIAC Special Meeting on November 14, 2025 and report back to committee by January 2025.

Membership Working Group work together with PCCEO staff to follow existing process to hold PIAC Co-representative position elections in collaboration with Trustees where possible but where necessary that elections be held without the Trustee involvement to ensure PIAC Co-representative positions are not vacant. The membership WG will undertake to review and revise the election procedures for PIAC election and report back to PIAC as a motion to a general meeting no later than January 2025.

APPENDICES

Appendix 1 – PIAC Membership 2024-2025 (November 14, 2024)

Ward/ Position Type	PIAC Member	Term End Date (Month)	Email
Co-Chair	Zena Shereck	November 2025	PIAC.Chair@tdsb.on.ca
Co-Chair			PIAC.Chair@tdsb.on.ca
1	Erin Clarke	November 2026	PIAC.Ward01@tdsb.on.ca
1	Nabil Hadbun	November 2026	PIAC.Ward01@tdsb.on.ca
2	Sarah Ali	November 2025	PIAC.Ward02@tdsb.on.ca
2	Frances Shawera	November 2025	PIAC.Ward02@tdsb.on.ca
3	Andrew Waters	May 2026	andrew.waters.piac@gmail.com
3	Gordon Harvey	May 2026	PIAC.Ward03@tdsb.on.ca
4	Tamasha Grant	February 2025	PIAC.Ward04@tdsb.on.ca
4	Jessica Riuz	November 2023*	PIAC.Ward04@tdsb.on.ca
5			PIAC.Ward05@tdsb.on.ca
5			PIAC.Ward05@tdsb.on.ca
6	Crystal Stewart	November 2025	PIAC.Ward06@tdsb.on.ca
6	Mercy Charles	November 2025	PIAC.Ward06@tdsb.on.ca
7	Alice Romo	November 2025	PIAC.Ward07@tdsb.on.ca
7			PIAC.Ward07@tdsb.on.ca

8	Kaydeen Bankasingh	February 2026	PIAC.Ward08@tdsb.on.ca
8	Anshu Grover	February 2026	PIAC.Ward08@tdsb.on.ca
9	Melanie Medeiros-Sims	January 2025	PIAC.Ward09@tdsb.on.ca
9	Karin Trajcevski	January 2025	PIAC.Ward09@tdsb.on.ca
10	Bruce Oyelowo	February 2025	PIAC.Ward10@tdsb.on.ca
10	Manna Begum	February 2025	PIAC.Ward10@tdsb.on.ca
11	Charles Zhu	January 2024*	PIAC.Ward11@tdsb.on.ca
11	Janice Barnett	January 2024*	PIAC.Ward11@tdsb.on.ca
12	Susan Lee	October 2026	PIAC.Ward12@tdsb.on.ca
12	Nicole Di Wu	October 2026	PIAC.Ward12@tdsb.on.ca
13	Jun (Janet) Zheng	November 2024	PIAC.Ward13@tdsb.on.ca
13			PIAC.Ward13@tdsb.on.ca
14	Jenny Gannon	March 2025	PIAC.Ward14@tdsb.on.ca
14			PIAC.Ward14@tdsb.on.ca
15	Jennifer Volk	February 2025	PIAC.Ward15@tdsb.on.ca
15	Mohammad Yousuf	February 2025	PIAC.Ward15@tdsb.on.ca
16	Shelley Kulperger	May 2025	PIAC.Ward16@tdsb.on.ca
16	Eden Hagos	May 2025	PIAC.Ward16@tdsb.on.ca
17	Nicole Williams	February 2025	PIAC.Ward17@tdsb.on.ca
17	Tanya Ono	February 2025	PIAC.Ward17@tdsb.on.ca
18	Seema Mitchell	February 2025	PIAC.Ward18@tdsb.on.ca
18	Anna Esmatyar	April 2026	PIAC.Ward18@tdsb.on.ca
19			PIAC.Ward19@tdsb.on.ca
19	Moosa Anwar Alloo	November 2025	PIAC.Ward19@tdsb.on.ca
20	Christopher Levien	January 2025	PIAC.Ward20@tdsb.on.ca
20	Geetika Bhardwaj	January 2025	PIAC.Ward20@tdsb.on.ca
21			PIAC.Ward21@tdsb.on.ca
21	Abdul Azeem Mohammed	April 2023*	PIAC.Ward21@tdsb.on.ca
22	Nicole Marshall	January 2022*	PIAC.Ward22@tdsb.on.ca
22	Nadia Judunath	February 2022*	PIAC.Ward22@tdsb.on.ca
Community Liaison Group	Towhid Noman	Toronto Bangladeshi Parents Advisory Council Representative	nomantowhid@gmail.com

*PIAC Bylaws amended on November 14, 2024, at a Special Meeting with clause 3.1.10 Appointment Process: “(b) This is a one-time measure occurring on November 14, 2024. This amendment will not be considered to prevent other amendments of the bylaws in the 2024-2025 school year. Where PIAC terms have ended in the past two years and elections have not occurred, the incumbent will be appointed to PIAC as a Co-representative from November 14, 2024, to March 31, 2025, or when an election to fill the vacancy is conducted, whichever occurs first.”

Appendix 2 – PIAC Co-chair Election Procedures – Fall 2024

INSTRUCTIONS AND ELECTION PROCESS:

The election for any vacant positions of Co-chair of the PIAC committee will be held at the PIAC meeting on Tuesday, December 17, 2024. One Co-chair will be elected for PIAC to serve with the existing Co-chair who will be in their second year of the two-year term. The successful candidate will serve in this role for a term of two years. An additional special election will occur if both co-chair positions are vacant. The successful candidate of the special election will serve the one year remaining on the two-year term in progress.

RETURNING OFFICERS

Andrew Waters and Eden Hagos be the Returning Officers for the election. Returning Officers are not eligible to run for Co-Chair Elections Questions/concerns can be emailed to andrew.waters.piac@gmail.com.

ELECTORS:

The electors shall be comprised of current PIAC parent members (i.e. Ward Co-representatives with unexpired terms, Community Liaison Groups (CLG) representatives, and Co-chairs) in accordance with PIAC bylaws and Education Act Regulation 612/00.

CANDIDATE ELIGIBILITY:

- Only parent members (PIAC Co-representatives and PIAC Co-chairs) with a two-year term are eligible to be elected to the position of Co-Chair, as per O. Reg. 330/10, s. 6
- Candidates **MUST** be present at the PIAC meeting on **Tuesday, December 17, 2024**, to be eligible for election.
- Candidates **MUST** be a parent or guardian of a student in TDSB for the full two-year term (24 months) as Co-Chair.

DISTRIBUTION OF THE NOMINATION / ELECTION PACKAGE:

- The Returning Officers will distribute the election package electronically to all PIAC Members by **November 28 , 2024**.
- Through a Google Form to be sent out
 - All voting PIAC Members are required to confirm which email they would like their electronic ballot to be sent to for voting purpose
 - Self-nominate to be a candidate to the position of Co-chair
- Self-nominations will begin on **November 28** and will close at 11:59pm on **December 9 , 2024**.
- The names for all nominated candidates will be distributed by the Returning Officers to all PIAC members by the evening of **December 12, 2024** for review.
- All nominations must be received by the Nominations Committee using the nominations Google Form.
- Those interested in nominating others to run for Co-chair are encouraged to communicate with those members to encourage them to self-nominate.
- Once the completed nomination form is received, the Returning Officers will acknowledge its receipt by e-mail confirmation with the nominated candidate.
- Candidates may withdraw their nomination at any time prior to the election.

BALLOTS:

- Voting will be recorded using ElectionBuddy a secure and private online voting platform;
- All candidates will be listed on the official ballot randomly;
- The ballot will be a ranked ballot where voters will indicate their preference in order (1st choice, 2nd choice, 3rd choice, etc); and
- Spoiled ballots will not be counted.

VOTING:

- Voting will take place starting at the PIAC meeting on Tuesday, December 17, 2024 and votes cast be casted through ElecitonBuddy until Monday

January 6, 2025 at 11:59pm.

Votes may be cast:

- Electors (voters) will receive an email with a unique link to vote using the ElectionBuddy online platform;
- Electors who are in-person at the PIAC meeting will be provided access to a computer/mobile device to vote if necessary;
- There will be no other method of casting a ballot; and
- At the close of the voting period, the Returning Officers and Committee Assistant will have a meeting to review the election results from ElectionBuddy online platform.

TABULATION OF RESULTS:

- To be elected as a Co-chair, a candidate must have secured a simple majority (more than one-half) of votes cast. The ballot is a ranked ballot and the ElectionBuddy platform will conduct an instant run-off where there are more than 2 candidates, and one candidate doesn't receive a simple majority. This is done by eliminating the candidate with the fewest votes and reallocating ballots that had first preference for that candidate to the 2nd choice on the ballots. This method continues until one candidate receives a simple majority of the votes cast. In the event of a tie, lots will be drawn to determine the winner.

DETERMINATION OF TERM OF OFFICE:

The newly elected Co-Chair will be announced by email to all PIAC members and will take office for their first year immediately upon the announcement.

Appendix 3 – PIAC Co-representative Ward Election Procedure at Ward Forum - Confirm Attendance | Register to Vote | Declare Your Candidacy

Trustee

DATE:

TIME:

LOCATION:

We are seeking the candidates for the following position(s):

- * **Ward ## Parent Involvement Advisory Committee (PIAC) Co-Representative – 1 or 2 Position**

Deadline to confirm your attendance:

Deadline to register to vote:

Deadline to declare your candidacy:

A list of candidates and their bio/description of interest will be posted on ####, at noon, on [the Trustee's page](#).

[List of TDSB Wards](#)

For any questions, please reach out to Christy Heath at ###@####.###.

* Indicates required question

Email*

Your email

Your Name*

IMPORTANT: If you will be voting AND/OR declaring your candidacy, make sure to enter your legal full name, as provided to your child's school.

Your answer

Your Role*

Select all that apply.

- Parent/Guardian/Caregiver
- TDSB Staff
- Student
- Community Member
- Other

Your Community School/Home School/Child's School Name*

IMPORTANT: If you will be voting AND/OR declaring your candidacy, make sure to select your child's school name.

DROP DOWN LIST

If your child goes to a school outside this ward, please provide the school's name.
Leave blank if you selected a school from the ward schools list above, or if this doesn't apply to you.

Your answer

Please describe any accommodations that will facilitate your full participation in this meeting. For example, "I require an interpreter. The language is Mandarin."

Leave blank if you don't need any accommodations.

Your answer

If you require childcare, how many children and how old are they?

Leave blank if you don't need childcare.

Your answer

If you have any dietary restrictions, what are your preferences/allergies?

Leave blank if you don't have any dietary restrictions.

Your answer

Do you plan to vote in this election AND/OR declare your candidacy for a position?

*

- Yes. I plan to vote AND/OR declare my candidacy.
- No. I am NOT voting and I am NOT declaring my candidacy.

Register to Vote AND/OR Declare Your Candidacy

The following questions relate to the **PIAC and FSLCAC election in Ward 10**. Please complete if you plan to vote in this election AND/OR declare your candidacy for a position.

We are seeking the candidates for the following position(s):

- * **Ward 10 Parent Involvement Advisory Committee (PIAC) Co-Representative - 1 Position**
- * **Ward 10 French as a Second Language Community Advisory Committee (FSLCAC) Alternate Representative - 1 Position**

[List of TDSB Wards](#)

ABOUT PIAC

The purpose of PIAC is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and wellbeing. O. Reg. 330/10, s. 6. PIAC Ward Co-Representatives are advocates who:

- * Provide information and advice on parent engagement to the TDSB;
- * Communicate with and support school councils of schools; and
- * Undertake activities to help parents of pupils of the board support their children's learning at home and at school.

[Read more about PIAC Roles and Responsibilities](#)

Notice Regarding Collections, Use and Disclosure of Personal Information by the Toronto District School Board*

Personal information on this form is collected under the authority of Ontario Regulation 612/00 (School Councils and Parent Involvement Committees) under Education Act, R.S.O. 1990, c. E.2, as amended and will be used by Toronto District School Board ("TDSB") to determine eligibility, plan the election process, gather nominations and run the election. The information is retained in accordance with Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56 and will be disclosed to authorized TDSB staff and TDSB's Parent Involvement Advisory Committee ("PIAC") in order to administer the above purposes. Questions regarding this collection should be directed to Parent and Community Engagement Coordinator, TDSB Parent and Community Engagement Office at PIAC.Chair@tdsb.on.ca, or at 5050 Yonge Street, Toronto, Ontario, M2N 5N8, or at 416-395-4808.

- I have read and agree to the Notice of Collections, Use and Disclosure of Personal Information.

Your Phone Number*

Your answer

Your Street Address*

Your answer

Your Postal Code*

Your answer

Your Child's Name*

Enter your child's legal full name, as provided to the school.

Your answer

Your Child's Street Address*

Your answer

Your Child's Postal Code*

Your answer

Declaration of Eligibility to Vote

As defined by the Ontario Regulations 612/00 and 330/10 the voter shall be a Toronto District School Board parent or legal guardian AND meet at least one of the following criteria:

- * Voter's child(ren) attends school in the ward;
- * Voter's child(ren) lives in the ward; OR
- * Voter resides in the ward.

I declare that I am a TDSB parent or legal guardian AND meet at least one of the following criteria:

*

Select all that apply.

- I am a parent/guardian of a child enrolled in a TDSB school in this ward.
- My child resides in the ward.
- I reside in this ward.
- This doesn't apply to me because I will NOT be voting.

I wish to declare my candidacy for a position.

*

- Yes
- No. This doesn't apply to me because I am NOT declaring my candidacy for any position.

Declare Your Candidacy

I wish to declare my candidacy for the following position:

*

- Ward ## PIAC Co-Representative

Declaration of Eligibility for Candidacy

As defined by the Ontario Regulations 612/00 and 330/10, the candidate shall be a Toronto District School Board parent or legal guardian for the entire 2-year term of office AND meet at least one of the following criteria:

- * Nominee's child(ren) attends school in the ward;
- * Nominee's child(ren) lives in the ward; OR
- * Nominee resides in the ward.

I declare that I am and will be a TDSB parent or legal guardian for the entire 2-year term of office (MONTH YEAR to MONTH YEAR)

- Yes
- No

I declare that I am a TDSB parent or legal guardian AND meet at least one of the following criteria:

*

Select all that apply.

- My child is enrolled in a school in this TDSB ward.
- My child resides in this TDSB ward.
- I reside in this TDSB ward.

Declaration of Perceived or Implied Conflict of Interest

Are you an employee of the TDSB?

*

Your response does not affect eligibility.

- Yes
- No

Expression of Interest

Please provide a brief bio/description of your interest. A list of candidates and their expression of interest will be posted on the Trustee's web page before the meeting.

Your answer

Confirmation and Notice

Confirmation of Information*

- I confirm that the information as provided in this form is accurate and complete.

Thank you for completing this form.

Don't forget to mark your calendar. We look forward to your participation!

DATE:

TIME:

LOCATION:

For any questions, please reach out to ##### at ###@####.###

Would you like to receive future ward meeting notices and newsletters?

- Yes please add me to the ward email list.
- No thanks.