



Name of Committee: Parent Involvement Advisory Committee

Meeting Date: Tuesday, June 04, 2024

A Parent Involvement Advisory Committee meeting convened via Zoom on Tuesday, June 04, 2024, from 7 p.m. to 9:15 p.m. With PIAC Co-Chairs Sharon Grant & Zena Shereck

<p>Attendance:</p> <p>Trustee:</p> <p>Staff:</p> <p>Guests:</p>	<p>Erin C. (W1), Sarah A.(W2), Frances S. (W2), Andrew Waters (W3), Gordon Harvey (W3), Jessica R.(W4), Tamasha G.(W4), Mercy C. (W6), Crystal S.(W6), Alice R. (W7), Kaydeen Bankasingh (W8), Melanie Medeiros-Sims (W9), Bruce Oyelowo (W10), Charles Z.(W11), Janice Barnett (W11), Jun Jenny G.(W14), Mohammad Yousuf (W15, Nicole W. (W17), Seema M. (W18), Hasiba E.(W18), Shabnam S. (W19), Moosa (W19) Chris L.(W20), Geetika B. (W20), Abdul A.(W21), Nadia J. (W22), Sharon G.(PIAC Co-Chair), Zena Shereck, (Co-Chair)</p> <p>Trustee Mathia Daviitis</p> <p>Shirley Chan, Executive Superintendent Uton Robinson, Exec Superintendent, Michelle Munroe, Central Coordinator, PCCEO</p> <p>Peter Singh, Executive Officer, IT and IM Services & Kevin Bradbeer, Snr. Manager -Business Operations</p>
<p>Regrets:</p> <p>Absent:</p>	<p>Ayan K.(W7), Anshu G.(W8), Karin T.(W9), Manna Begum (W10), Liesha E. (W12), Susan L. (W12), Jianfen (Jenny) Z. (W13), Jun (Janet) Z. (W13), Jennifer V.(W15), Eden H. (W16) Shelley K(W16), Tanya O. (W17), Nicole M. (W22), Towhid N. Toronto Bangladeshi Parents Advisory Committee</p>

ITEM	DISCUSSION	MOTION	RECOMMENDATION
<p>Welcome & Introductions</p> <ul style="list-style-type: none"> Approval of Quorum Land Acknowledgment Code of Conduct <p>Meeting Administration</p> <ul style="list-style-type: none"> Conflict of interest Change in Membership status Approval of Consent Agenda & Minutes of February 20, 2024 	<p>The quorum was confirmed by Janice B and Jenny G- Membership Working Group Leads.</p> <p>Co-Chair Grant led the Land Acknowledgement.</p> <p>The Code of conduct was reviewed by Co-Chair Grant.</p> <p>No conflict was declared.</p> <p>No change in membership declared.</p> <p>Following amendments to be made to the minutes. Add the name of Andrew W. and Bruce O.</p>	<p>Agenda was approved.</p> <p>The Minutes of February 20th & April 30th, 2024, were amended and approved.</p>	
<p>Co-Chairs Update</p> <ul style="list-style-type: none"> By-Law Revision Letter to the Ministry of Education-Revision of the School Council Handbook 	<p>The Organizational Working Group will be recommending the review of PIACs By-Laws. All members are encouraged to review the By-Laws and to participate in the process.</p> <p>The letter was sent to the Ministry of Education.</p>		

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<p>Trustee Report Trustee Matias deDovitiis</p>	<p>Fundraising policy-The Board received the fundraising policy and referred it back to staff for further consideration.</p> <p>Budget Process-While the budget has been approved the process continues with conversation with the public and the Ministry and fund shortfalls.</p> <p>FBEC Meeting-The FBEC will be meeting on June 13th, 2024, and followed by the Board meeting.</p> <p>Director of Education Resignation-The Director has submitted her resignation to the Board of Trustees. The Board will meet to discuss the director search process.</p>		

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<p>Senior Staff Update Directors</p> <ul style="list-style-type: none"> School Council E-mail & Feedback for September 2024, 	<p>School Council E-mail-Peter Singh, Executive Officer, IT and IM Services and Kevin Bradbeer, Snr. Manager -Business Operations provided an update on Council e-mail access:</p> <ul style="list-style-type: none"> Team is focusing on eliminating challenges in accessing and using the accounts. The goal is provide better and efficient support There will be a dedicated School Council support line Schools will be able to submit tickets on behalf of Council for support Council information will be collected by the Superintendent and shared with I/T for account activation, to streamline and expedite the process Account will be provided for sharing with Co/Vice-chairs Solidate support page on the public site for log-in <p>Q1. Is hotline open to PIAC?</p> <p>A.Yes</p> <p>Q2. Will pass Council information be preserved?</p> <p>A.Yes</p> <p>Q3. Will you ensure accounts remain activated until new chair election & PIAC accounts be activated for their 2yr terms with no deactivations'?</p> <p>A. Will get back to PIAC.</p>		

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<p>School Calendar-Written Report</p> <p>School Fundraising Policy</p>	<p>School Calendar -Written Report was highlighted (review the submission for further information).</p> <p>There were some comments that expressed a disappointment in the Boards response, considering other districts have made the change and did TDSB consult with other Boards.</p> <p>The policy was tabled at Board and referred back to staff for considerations based on PIACs recommendation to the Board.</p>		<p>TDSB follow-up with PIAC and other Boards as to their process</p>
<p>CLG-Toronto Bangladeshi Parents Advisory Committee</p>	<p>Deferred</p>		
<p>TDSB Partnership Mental Health & Well-being Committee</p>	<p>Deferred</p>		
<p>Working Group (WG) Reports</p> <ul style="list-style-type: none"> • Membership • School Council Support • Communication • Consultation • Strategic Planning • Special Events • Operational Effectiveness (Budget) 	<p>Membership</p> <p>Working Group Leads Janice B. & Jenny G provided a verbal update:</p> <ul style="list-style-type: none"> • There are presently 40 sitting members • Quorum is 17(40% +1) • Working groups have a total of 26 PIAC members and 28 community representatives • Per PIAC • Welcome W3 newest co-reps: Andrew Waters and Harvey Gordon 		

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	<ul style="list-style-type: none"> • Co-chair Sharon G. will be graduating this year. Graduates will be welcomed back and acknowledged for their service in the fall of 2024 • There is three criteria for PIAC eligibility • • Commencing in the fall all members will be required to do a declaration <p>Strategic Planning</p> <ul style="list-style-type: none"> • Working on preparing the Request for a Quote for a facilitator for the planning session • Reviewing PIACs 5year strategic goals • Polling members on interest <p>Communication</p> <ul style="list-style-type: none"> • A Request for Quote has prepared for AODA compliance of the PIAC external website. • Awaiting vendors list for distribution over the next few weeks <p>School Council</p> <p>Whereas, pursuant to the Education Act, Ontario Regulation 612/00 (O. Reg. 612/00), “The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. O. Reg. 330/10, s. 6.” By supporting school councils of the schools of the board;</p> <p>Whereas, pursuant to O. Reg. 612/00 , “The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability</p>	<p>Transparency of School Budget Funds -Moved by Melanie M, Second by Yousuf M. Motion Carried</p>	

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	<p>of the education system to parents. O. Reg. 612/00, s. 2 (1);</p> <p>Whereas the TDSB requires Principals to consult with School Councils on the school budget;</p> <p>Whereas School Generated Funds (SGF) are not clearly defined by TDSB as including both School Council raised funds (non-board SGF) and school staff raised funds (non-board SGF), the latter of which are not tracked by TDSB, resulting in a lack of accountability;</p> <p>Whereas School Councils have protocols around financial reporting and those councils who use School CashOnline are reliant on office staff to provide the necessary School CashOnline report data;</p> <p>Whereas Model Schools for Inner Cities funding allocation is part of the school budget but is not clearly communicated with School Councils;</p> <p>Whereas school Nutrition Programs are school partners and often receive fundraised money from the parent/caregiver community and these programs' financial records should be shared with School Council for greater transparency;</p> <p>Whereas School Councils receive annual Operational Funds for council administration (\$1.25 per pupil: min. \$300 - max. \$1000) and for Parent Engagement (\$500 per school), found on GL 41500 of the school budget that many schools are unaware of, the spending of which is a School Council decision in consultation with the Principal;</p> <p>Whereas there is a need for transparency and accountability of school funds, for system accountability;</p> <p>Therefore, be it resolved that PIAC recommends that:</p> <ol style="list-style-type: none"> 1. The Director provide a report on School Generated Funds (non-board funds) of schools which includes: 		

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	<p>a. non-board funds raised by School Councils; and</p> <p>b. non-board funds raised by the schools (not including funds raised by School Councils)</p> <p>2. PIAC be provided with a definition and the reporting criteria of School Generated Funds (non-board) that specifies:</p> <p>a. School Councils' fundraising (non-board funds), and</p> <p>b. schools' fundraising (non-board funds)</p> <p>3. Principals regularly report to their School Councils on the school's fundraising of non-board funds.</p> <p>4. Principals regularly report to their School Councils on the school's budget, including, but not limited to, Model School funding and school Nutrition Program funding.</p> <p>5. That each fall information and training regarding the reporting of school budgets, including all fundraising of non-board funds be provided to:</p> <p>a. Principals,</p> <p>b. Office Administrators, and</p> <p>c. School Councils/treasurer role and function</p> <p>Funding parameters for Ward Outreach</p> <ul style="list-style-type: none"> • PCCEO informed that ward outreach allocation expenditures will need to adhere to TDSBs PO17 Purchasing Policy and PR582-Employee Expense. E.g., purchases must be made via the Distribution Centre or Board vendors, no alcohol, use of SAP for placing orders for goods, etc. expenses are reimbursed • Comments that the reimbursement procedure is inequitable and limits engagement to those who can afford it. An alternative is required. 		<p>The Board explore alternatives to the reimbursement procedure. E.g. petty cash, P-Card for PIAC and School Council</p>

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	<p>Consultation</p> <ul style="list-style-type: none"> A PIAC Effectiveness poll was completed and shared with PIAC. The Deadline will be June 06, 11:59 pm. All members are encouraged to support the poll. Findings will be used to plan the strategic planning session <p>Special Events</p> <ul style="list-style-type: none"> Working on meeting dates to commence 24/25 even planning <p>Operational Effectiveness</p> <p>Year End PIAC Budget</p> <ul style="list-style-type: none"> At the April 2024 PIAC general membership meeting, 2 requests were approved: 1. \$5000 for PIAC's yearly Strategic Planning Session facilitator 2. \$5000 to bring in a consultant/expert to analyse and recommend other communication/collaboration tools for School Councils. A response many years of issues accessing the TDSB provided email addresses, With the understanding, both would be managed by the Parents Caregivers Engagement Office ("PCCEO") through TDSB's Requests for Quote ("RFQs") process. Vendor invoices must be submitted by/ or before June 30, 2024, as per TDSB's Finance Department deadline to receive 2023/2024 vendor invoice. Due to delays in sending out these RFQs, it is unlikely their RFQ process can be completed and vendor invoices submitted by the deadline. Motion/Request: If these 2 RFQs are not processed by June 30, 2024, 	<p>Motion by Janice B. Second by Bruce O. for meeting extension. Motion carried</p> <p>Motion-Moved by Kaydeen B. Second by Andrew W.</p>	

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	<p>Operational Effective Working Group would like to: 1. defer them (total: \$10,000) to PIAC's next year (2024/2025) budget 2. use any remaining money in PIAC's current (2023/2024) budget to purchase the following items (ordered by PCCEO staff): A. 44 copies of Robert's Rules of Order by SparkNotes → laminated chart covering the basics: committee meeting procedures, understanding motions, amending bylaws, disciplinary proceedings, and glossary of terms. Value: While PIAC's bylaws state our meetings follow Robert's Rules of Order, many of us are not familiar with them. This guide will help us understand these procedures and lessen confusion while motions are being voted on. Approximate cost \$500. B. Printed business cards (100-500 each) for each PIAC rep, with our full name and appropriate contact information (to be decided by PIAC reps after funding is approved). Value: Reps can confidently give out business cards to community members and not miss out on engagement opportunities because of issues accessing TDSB PIAC emails (which is the only contact info on our most recently printed cards). Approximate cost \$1,500. C. Restock communications materials (ex. Promotional pens, flyers, info table skirts, and banners). Value: PIAC reps can use these promotional materials in community outreach activities to educate them on what is PIAC and what we do. These items will have our new PIAC branding and AODA-compliant logo. Approximate cost \$7000.</p>	<p>Recorded Vote Carried</p>	

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	<p>PIAC By-Laws Review</p> <p>The current by-laws were reviewed and revised in 2021 to adapt its operations to function entirely virtual during the pandemic. 1. As three years have passed since the By-laws were last reviewed, 2. Since PIAC general meetings now operating with a hybrid structure, 3. And currently 50% of PIAC members are serving their first term as Ward Reps</p> <p>Operational Effectiveness WG recommends a review and update of the PIAC By-laws for the 2024/25 school year.</p> <p>1. Specific areas for review include:</p> <ul style="list-style-type: none"> ○Motions and Recommendations process and follow up Sharing emails ○ General Meeting agenda ○ <p>Other areas as identified including and not limited to: meeting norms using Robert’s Rules, and forming a Committee of the Whole for new business, member discussions, and healthy debate.</p> <p>2. The WG will provide an update to members at the September 2024 General meeting</p> <p>It was stated that other areas not mentioned are open for review.</p>	<p>Motion-Moved by Kaydeen B. Second Janice B.</p> <p>Motion Carried</p> <p>Motion-Janice B. 2nd Andrew W. to extend the meeting. Motion Carried</p>	

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	<p>PIAC 2024-2025 Meeting Schedule</p> <p>Operational Effectiveness WG moves to approve the following PIAC meeting schedule for the 2024/25 to include up to nine (9) General Meetings for the school calendar year.</p>	<p>Motion-Kaydeen B., Frances S.</p> <p>Motion Carried with caveat that the dates may change due to Board and Religious Holiday schedule</p>	
PCCEO Update	Written report including SCIG survey feedback was submitted.		
Ward Updates	Deferred		
New Business	<ul style="list-style-type: none"> Member raised concern around term of co-chair. Request for future information from staff on PR728- Reporting and Responding to Racism and Hate Incidents Involving or Impacting Students in Schools 		
Adjournment	<p>Co-Chairs extended thanks and appreciation to Director Russell-Rawlins for her leadership and support of PIAC (a friend of PIAC) and wish her well in retirement.</p> <p>Well wishes were also extend to Executive Uton Robinson for his retirement, service and support of PIAC.</p> <p>Meeting adjourned at 10:15 pm</p>	<p>Motion Janice B, Moussa for adjournment.</p> <p>Motion Carried.</p>	