

Motion 1: Operational Effectiveness Working Group's 2023/24 Year-end budget request

Background: The annual Provincial funding that supports PIAC to operate during the school year, is based on how much was spent the previous year. It does not carry over to the following year's budget. It is important that PIAC spends its full annual budget on working groups requests to support parent/caregiver/guardian engagement priorities by the end of each school year.

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**, 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.**

Motion 2: Operational Effectiveness Working Group's 2024/25 By-Laws Review process

Background: PIAC is guided by a set of By-Laws that outline all aspects of the committee's operations that enable achieving its mandate to 'support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being'.

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

Operational Effectiveness WG moves to begin a review and update the PIAC By-laws for the 2024/25 school year.

1. Specific areas for review include:
 - Motions and Recommendations process and follow up
 - Sharing emails
 - General Meeting agenda
 - 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.
2. The WG will provide an update to members at the September 2024 General meeting.

Motion 3: Operational Effectiveness Working Group's recommendation for PIAC's 2024/25 Meetings Schedule

Background: The 2023/24 PIAC meeting schedule included 8 months of monthly working group meetings and 8 general meetings for member participation. Due to a scheduling conflict, the March 2024 General Meeting was cancelled, leaving only seven general meetings to action working group priorities requiring member approvals.

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.

Proposed PIAC Meeting Schedule (2024-2025)

Meeting Cycle	Working Group Meetings Week (Monday - Thursday)	Executive Work Group Meeting (Tuesday)	General Meeting (Tuesday)	# of Weeks Between General Meeting
First Week of School (03-Sep-24 to 06-Sep-24)				
1	9-Sep-24 to 13-Sep-24	17-Sep-24	24-Sep-24	4 weeks
2	7-Oct-24 to 11-Oct-24	15-Oct-24	22-Oct-24	4 weeks
3	4-Nov-24 to 8-Nov-24	12-Nov-24	19-Nov-24	4 weeks
4	2-Dec-24 to 6-Dec-24	10-Dec-24	17-Dec-24	5 weeks
Winter Break (23-Dec-24 to 03-Jan-25)				
5	6-Jan-25 to 10-Jan-25	14-Jan-25	21-Jan-25	5 weeks
6	10-Feb-25 to 14-Feb-25	18-Feb-25	25-Feb-25	5 weeks
March Break (10-Mar-25 to 14-Mar-25)				
7	17-Mar-25 to 21-Mar-25	25-Mar-25	1-Apr-25	5 weeks
8	21-Apr-25 to 25-Apr-25	29-Apr-25	6-May-25	5 weeks
9	26-May-25 to 30-May-25	3-Jun-25	10-Jun-25	5 weeks