



Name of Committee: Parent Involvement Advisory Committee

Meeting Date: Tuesday, September 24, 2024

A Parent Involvement Advisory Committee meeting convened via Zoom on Tuesday, September 24, 2024, from 7:02p.m. to 9: 37 p.m. With PIAC Co-Chair Zena Shereck

Attendance:	Erin C (W01),Frances S (W02),Andrew W (W03),Gordon H (W03),Tamasha G (W04),Jessica R (W04), Crystal S (W06), Marcy C (W06), Anshu G (W08), Kaydeen B (W08),Melanie M-S (W09),Janice B (W11),Susan L (W12),Jun J. Z (W13), Jenny Gannon (W14), Shelley K (W16),Tanya O (W17),Seema M (W18), Shabnam S (W19), Moosa A A (W19), Chris L (W20), Geetika B (W20), A Azeem M(W21), Nadia J (W22), Zena S, (Co-Chair)
Trustee:	Trustee Matias de DoVitiis,
Staff:	Lisa Dilworth, System Superintendent, Latha John Committee Assistant, , Jack Nigro, Exec Superintendent, Michelle Munroe, Central Coordinator, PCCEO,
Guests	Stephanie Harris, Comptroller, Finance and Entrprs Risk Mgmt, Trustee Dennis Hastings, Peter Singh, Executive Officer, Craig Snider Executive Officer, Business Services, Brandie Waldriff, Finance Support Manager
Absent:	Sarah A(W02), Alice R(W07), Ayan K(W07), Karin T(W09), Bruce O(W10), Manna B(W10), Charles Z(W11), Jianfen (Jenny) Z(W13), Mohammed Y(W15), Jennifer V(W15), Eden H(W16), Nicole W(W17), Hasiba Anna E(W18), Nicole M(W22), Towhid N (CLG)

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 June 4, 2024 	<p>The meeting began with a welcome from PIAC Co-Chair Zena S.</p> <p>Quorum was met as confirmed by Membership WG leads Andrew W & Frances S.</p> <p>The Co-Chair led the meeting with the land acknowledgment to honor the traditional territories.</p> <p>Co-Chair referred to PIAC’s Code of Conduct and its availability online, the committee was reminded the meeting space remains safe, welcoming, and conducive to respectful discussion.</p> <p>As per the standard practice and due to the absence of an elected co-chair until Co-chair Elections in November, Janice B Ward 11 Co-Rep volunteered as acting Co-Chair to chair the September meeting along with PIAC Co-Chair Zena S.</p> <p>No conflicts of interest were expressed by the members of the committee.</p> <p>There were no reported changes in membership status of any members during the meeting.</p> <p>The consent agenda, which included the September meeting agenda and minutes from June 4th, was presented for approval.</p>	<p>Motion by Erin Ward 1 to approve the agenda, seconded by Seema M W18.</p> <p>Motion by Melanie W9 to approve June 4th minutes seconded by Kaydeen W 8 .</p> <p>Both motions were approved by consensus.</p>	
<p>Co-Chairs Update</p>	<p>A written report was distributed to the committee. PIAC Co-Chair welcomed the members of the PIAC committee, Trustee Liaison deDovitiis from Ward 4, senior staff Exec Superintendent Jackie Nigro, System Superintendent Lisa Dilworth who will be with PIAC this year.</p> <p>Highlighted PIAC initiatives for the new school year</p> <ul style="list-style-type: none"> • Development of a strategic plan • Increased engagement with school councils and caregivers • PIAC’s annual in-person conference in February 2025. 		

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	<ul style="list-style-type: none"> • Respectful participation at PIAC meetings as PIAC meeting are public, recorded, and accessible on the TDSB website. • Sign up for PIAC’s working groups as the core work of the committee is done by WGs. <p>Updates on Provincial and Board Initiatives Provincial meeting with Parent Involvement Committees (PICs), where new funding was announced to support an awareness campaign aligned with Policy/Program Memorandum (PPM 128). Focus on student well-being issues, including reducing device usage and addressing concerns like vaping.</p>		
<p>Trustee Report Trustee Matias deDovitiis</p>	<p>A written report was distributed to the committee.</p> <p>The Trustee provided an update on key topics:</p> <ol style="list-style-type: none"> 1. Director Search Process: A subcommittee has been formed to lead the Director Search process. A survey was conducted to gather input, and a structured timeline has been established for the hiring process. 2. Policy Consultation on Personal Mobile Devices: The consultation is ongoing regarding the use of personal mobile devices in school settings. The goal is to find balanced solutions that consider the differing needs of students by age group. 3. Lawsuit Against Social Media Companies: TDSB has joined a lawsuit against social media companies. This action, in partnership with other school boards, addresses the negative impact that social media and increased device use can have on students' learning and well-being. 		

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<p>Senior Staff Update</p> <ul style="list-style-type: none"> School Council Banking Update 	<ul style="list-style-type: none"> Staff presented to the committee on TDSB recent transition of school council banking services from Alterna Savings to CIBC. Alterna Savings had notified the termination of their services to TDSB in May. CIBC was chosen due to the limited timeline, and as it was already the corporate banker for TDSB and has extensive experience in providing banking services to large educational boards. CIBC confirmed that they could meet the tight timeline for transitioning over 1,000 accounts. <p>Benefits of the Transition:</p> <ul style="list-style-type: none"> No monthly fees for school council accounts for most services. Services include online access to bank statements, check processing, electronic deposits, and in-branch deposits. Previously, Alterna Savings charged school councils \$15 per month for these services. <p>Specialized Fees: Certain specialized services, such as check stop payments or wire transfers, may incur additional fees, though these are expected to be infrequent.</p> <p>Support for School councils There is a dedicated email (schoolbanking@tsb.on.ca) for school councils to ask for support and banking-related inquiries.</p> <p>Questions and Concerns: Questions were raised about the cost and process of switching to CIBC, refunding fees previously paid to Alterna, and whether CIBC can facilitate e-transfers for outgoing payments. Currently, only incoming e-transfers can be facilitated, with hopes to implement outgoing e-transfers in the future.</p>		

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<ul style="list-style-type: none"> School Council E-mail 	<p>Staff presentation and FAQs:</p> <ul style="list-style-type: none"> Staff presentation slides as presented and FAQ, will be shared with the committee. A detailed FAQ will cover additional concerns, and the business services team is open to providing direct assistance as needed. <p>Challenges Reported by School Councils:</p> <ul style="list-style-type: none"> Difficulties accessing shared school council email accounts. Issues with technical support and password management. Delays in processing account creation for newly elected council members. <p>Updates on progress: A dedicated technical support phone number (416-396-9100) and a ticketing system have been established to address email access and login issues. School council chair names are now collected by Learning Centers and submitted directly to IT Services to streamline account creation.</p> <p>Plan for 2024-2025: Each school will have a single shared email account for council co-chairs. The email address will follow a standardized format (e.g., sc_schoolname@tdsb.ca). Individual email accounts for accessing the shared mailbox will no longer be required, simplifying the login process.</p> <p>Process for Email Account Setup: School elections will be held within the first 30 business days of the school year. A new form has been launched to collect school council information by AL's, which will be used to bulk create the email accounts. Notification emails with login credentials and access instructions will be sent to school council chairs and vice-chairs.</p> <p>Access to Additional Tools:</p>		

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	<p>School councils Chair & Vice-Chair will have access to Microsoft Teams and School Messenger. A dedicated webpage will be created to provide resources and support for logging in.</p> <p>Password Management: A self-service portal for password resets is available for school councils, like the process used by other TDSB members and students.</p> <p>Support Availability: The support line operates Monday to Friday from 8:00 AM to 5:00 PM. Callers may experience a queue during high call volumes.</p> <p>Questions and Responses:</p> <p>Concerns were raised about sharing one email account between two co-chairs, which may limit individualized communication. However, the new model aims to address past challenges with shared mailboxes and provide a more streamlined approach.</p> <p>Staff presentation slides as presented at meeting to be shared with the committee.</p>		
<p>Working Group (WG) Reports</p> <p>Strategic Planning WG</p>	<p>Strategic Planning Working Group Report</p> <ul style="list-style-type: none"> • The Strategic Planning Working Group held its first meeting to outline the next steps in the strategic planning process. • The group has decided to pause the search for a consultant and focus on internal assessments with PIAC Co-Reps. • The group will analyze the demographic survey results from students and the survey conducted during the June meeting. • The group emphasized the importance of all members preparing for meetings by reading the 		

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Operational Effectiveness Working Group Report	<p>shared documents to ensure effective use of time and contribution during discussions.</p> <ul style="list-style-type: none"> The Strategic Planning Working Group is in the initial stages of refining its focus and approach. The group is leveraging survey data and past reports to inform its strategic direction and is actively seeking input from members to ensure alignment and clarity in its mission and goals. The Operational Effectiveness Working Group is focusing on key initiatives such as bylaw reviews, improving member engagement, and managing budget allocations for upcoming meetings. Active participation from all members is encouraged to ensure diverse voices contribute to the group's efforts. The next meeting is scheduled for October, where further discussions and co-lead elections will take place. <p>Budget Motion and Approval:</p> <ul style="list-style-type: none"> The motion to approve the \$1,500 budget for the meetings was presented, discussed, and passed following a roll-call vote. Any unused funds from the budget will be reallocated as needed for future meetings. 	<p>Motion By Kaydeen B(W08) seconded by Erin C (W01) to approve \$ 1500 to cover expenses for hybrid meetings for the month of October and November in 2024 at a maximum of \$25 per person.</p>	
Membership Working Group Report	<ul style="list-style-type: none"> The Membership Working Group is actively working on ensuring proper election procedures, maintaining accurate membership records, and facilitating communication with trustees regarding the election process. The upcoming November co-chair elections will be a key focus, and members are encouraged to collaborate to enhance participation and representation within the group. 		

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<p>Consultation Working Group Report</p>	<p>Discussion</p> <ul style="list-style-type: none"> • Ward 8 elections took place in February 2024, the membership records to reflect the current membership terms accurately. • Request to WG to reach out to Trustees regarding ward elections for wards whose terms have expired. <ul style="list-style-type: none"> • The Consultation WG is focused on fostering effective communication and collaboration with the board and the community. • To enhance consultation processes and engage more effectively with parents and caregivers regarding school policies and practices. • Members are invited to participate actively and bring forward issues for discussion in future meetings. • The WG plans to invite staff to their upcoming meetings to provide updates on consultations scheduled over the next two years. • Parent Concern Protocol is expected to begin soon. • The WG will defer co-lead elections to future meetings and encourage members to consider leadership roles in the upcoming school year. 		
<p>School Council Support WG</p>	<ul style="list-style-type: none"> • The School Council Support Working Group is focused on enhancing communication, accountability, and support within school councils. • The WG is actively processing feedback and data to improve the initiatives. • Members are encouraged to participate in upcoming meetings, share concerns about principal accountability, and utilize available resources to engage effectively within their communities. • Co-lead elections have been postponed to the next month. 		

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Special Events WG	<ul style="list-style-type: none"> • A survey conducted in June received 67 responses. The group is currently processing the data, which will be shared in the next meeting. • The WG previously worked on issues related to principal accountability. Feedback has been provided to senior staff (Jack and Lisa), who will consult with staff (Shirley and Uton) and report back. • Members are encouraged to identify systemic issues that hinder principal accountability, allowing the group to take proactive steps to address these challenges. • The Special Events Working Group is in the early planning stages for the upcoming conference, focusing on effective budgeting and resource management. • The WG is committed to ensuring transparency and collaboration as they navigate the planning process. • A one-day conference is scheduled for February 1, 2025, primarily in the afternoon. • The agenda includes workshops focused on school council-related topics. • The group is currently evaluating transportation options and sourcing venues that can accommodate the workshops. <p>Action Items: The working group will work on finalizing the budget details and will provide a more detailed report once the financial reconciliation is complete. The next meeting is scheduled for September 30, 2024.</p>	<p>Motion by Nadia J(W22) seconded by Andrew W (W03) to extend the meeting by 20 mins. Motion was approved.</p>	
Communications Working Group	<ul style="list-style-type: none"> • The Communications Working Group has made significant progress in enhancing promotional materials and resources over the summer. 		

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	<ul style="list-style-type: none"> • The WG will continue to encourage engagement and support for ward events through their updated kits and translated materials. • For any specific needs related to these resources, members are invited to contact the WG team. <p>Promotional Materials: The group successfully designed and purchased a new stock of promotional items, including:</p> <ul style="list-style-type: none"> ➤ 8 retractable banners ➤ Flyers ➤ 10 new tablecloths featuring the new logo <p>Resource Kits: The working group created 25 resource kits intended for use at ward events. Each kit contains:</p> <ul style="list-style-type: none"> ➤ Blotters ➤ Pens ➤ Bags <p>Translated Materials: A selection of postcards has been translated into several languages, including:</p> <ul style="list-style-type: none"> ➤ Arabic ➤ Bengali ➤ Gujarati ➤ Mandarin ➤ Persian ➤ Urdu ➤ Tamil <p>These materials are available for distribution, and requests can be made through the PCCEO & Communications WG.</p> <p>Business Cards: Business cards will also be available and can be coordinated as part of the material packages for effective communication and support for school administration</p>		
PCCEO Update	<p>A written report was distributed to the committee.</p> <p>Policy Program Memorandum (PPM 170):</p>		

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	<ul style="list-style-type: none"> • This memorandum was issued by the Ministry of Education in June, emphasizing the need for school boards to improve communication with parents to foster their active engagement in their child's education. • The requirements is that boards must establish protocols for acknowledging and responding to parent inquiries. • TDSB is reviewing its existing parent concern protocol to ensure alignment with the PPM. Feedback is being solicited from advisory committees and Toronto School Administrators Associations to refine this protocol. • The expected timelines for the process was September but have been extended to allow for broader feedback. <p>Funding for Parent Engagement:</p> <ul style="list-style-type: none"> • The Board has received \$264,000 for parent engagement initiatives from the Ministry, which represents a change in name and allocation compared to the previous year. • The funding maintains support for the School Council Innovation Grant and includes a smaller percentage designated for conversation series and the Parent Caregivers Conference. • The Parent Caregivers Conference is scheduled for November 16, and workshop proposals are currently being accepted, with a deadline of October 1. 		
Ward Updates	<p>Ward Updates: Erin (Ward 1): Engaged in discussions with Trustee Hastings to work collaboratively and increase parental involvement at the school level. Plans for a ward forum are underway, as ward elections are approaching.</p>		

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New Business	<p>Acknowledgment of Outgoing Co-Chair:</p> <ul style="list-style-type: none"> PIAC to acknowledge Sharon Grant, the outgoing co-chair and former Ward 4 representative, for her contributions to PAC and Ward 4 school community. The committee to also acknowledge former PIAC members at the October Meeting. 		
Adjournment	Meeting adjourned at 9:37 pm.	Motion for adjournment by Janice B (W11) seconded by Chris L(W20). Motion Carried.	