

**Name of Committee:** Parent Involvement Advisory Committee

**Meeting Date:** Tuesday, October 29, 2024

A Parent Involvement Advisory Committee meeting convened via Zoom on Tuesday, October 29, 2024, from 7:01p.m. to 9: 32 p.m. With PIAC Co-Chair Zena Shereck

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

ITEM	DISCUSSION	MOTION	RECOMMEN DATION
<p><b>Welcome &amp; Introductions</b></p> <ul style="list-style-type: none"> <li>• Approval of Quorum</li> <li>• Land Acknowledgment (Canadian National Anthem)</li> <li>• Code of Conduct</li> </ul> <p><b>Meeting Administration</b></p> <ul style="list-style-type: none"> <li>• Conflict of interest</li> <li>• Change in Membership status.</li> <li>• Approval of Consent Agenda &amp; Minutes of September 24, 2024</li> </ul>	<ul style="list-style-type: none"> <li>• Quorum was met.</li> <li>• The meeting began with a welcome from PIAC Co-Chair Zena S.</li> <li>• The Co-Chair led the meeting with the land acknowledgment to honor the traditional territories.</li> <li>• As per PIAC’s member request on playing the Canadian National Anthem staff did a preliminary exploration regarding the circumstances under which the national anthem is played at meetings, staff connected with school boards and City of Toronto protocols the anthem is played only at council meetings and not in subsidiary committee meetings.</li> <li>• Members were reminded of PIAC’s code of conduct emphasizing respectful language, respectful engagement, and collaborative teamwork.</li> <li>• No changes in membership status were noted during this meeting.</li> <li>• The minutes from the September meeting and the consent agenda were presented for approval.</li> <li>• Janice B volunteered to co-chair the meeting alongside Chair Zena to assist in facilitating the meeting.</li> </ul>	<p>Motion by Janice B Ward 11 to approve the Consent agenda and Minutes, seconded by Francis S W3. Motion was approved by consensus.</p>	
<p><b>Co-Chairs Update</b></p>	<p>A written report was distributed to the committee and the chair highlighted the following:</p> <p><b>Parents as Partners Conference on November 16th</b>, which is virtual and free event.</p> <p><b>Appreciation of former Co-Chairs Sharon Grant &amp; Andrew Waters</b> Sharon (Aunty Sharon) received a special acknowledgment for her dedication and work from staff, trustees and PIAC members.</p>		

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	<p>Andrew Waters declined the appreciation indicating that he was not informed.</p> <p><b>Discussion</b></p> <p>A question was raised about an unapproved \$2,000 expenditure by the co-chair and staff, linked to catering at a PIAC event.</p> <p>It was noted that the matter and the processes had been discussed in the Operational Effectiveness Working Group and at Executive meeting and it was agreed that future guidelines should be put in place prevent discretionary spending even if its for a PIAC activity.</p>		
<p><b>Trustee Report</b></p> <p>Trustee Matias deDovitiis</p>	<p>A written report was distributed to the committee.</p> <p><b>French Immersion Program Expansion:</b></p> <p>The opening of the French Immersion application process from November 4th to 29<sup>th</sup>. The Board is working on expand the program to more locations, particularly in suburban areas.</p> <p><b>Budget Timeline and Access to Information:</b> The budget timeline, with changes aimed at allowing PIAC and parents to access information sooner as well as for PIAC’s input in the budget process.</p> <p><b>Upcoming Event:</b> Standard for Excellence for Black Student Achievement webinar</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• To standardize the registration process, registration timing between English kindergarten (February) and French Immersion (November), the disparity could hinder access for new and diverse families.</li> <li>• The challenges that the board has with logistics and staffing constraints, particularly a shortage of qualified French teachers.</li> <li>• The difficulty of balancing resources, as the lack of available teachers is a systemic issue</li> </ul>		

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	affecting many school boards, despite efforts to hire and expand the program.		
Senior Staff Update  School-Generated Funds	<p>Staff presented on school-generated funds to address key questions from a June PAC motion, focusing on SGF definitions, transparency, and reporting to improve understanding and accountability.</p> <p>School-generated funds is also known as non-board funds, which are raised by school councils or directly by schools to support activities like field trips, guest speakers, and equipment, supplementing the school's official budget.</p> <p><b>Help Desk Contact Information:</b> For all financial and council-related inquiries the email is <a href="mailto:businesshelpdesk@tdsb.on.ca">businesshelpdesk@tdsb.on.ca</a>.</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Training on financial management and governance for school council members and principals is strongly encouraged, it is not mandatory.</li> <li>• The data on non-board funds for each school and related materials, including a comprehensive report on school-generated funds will be shared with the committee.</li> <li>• Funds for nutrition programs, although managed within schools, are separate from the TDSB budget. There is no formal mandate requiring schools to report detailed financial information to parents or councils, but principals are expected to share information on request. An internal audit process validates fund usage, and councils are encouraged to communicate any issues they face.</li> <li>• Council treasurers are expected to provide regular financial reports in council meetings. There is no reporting mandate for funds raised directly by schools which are not managed by</li> </ul>		

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	<p>councils. Councils can request information as needed.</p> <ul style="list-style-type: none"> <li>• A need for standardized school council budget template and staff to explore creating one for consistency across schools.</li> <li>• The need for more transparency, clear processes for fund management, and consistent reporting practices across schools to enhance accountability and parent involvement.</li> </ul>		
<p>Working Group (WG) Reports Operational Effectiveness Working Group</p>	<p>A report was distributed to the committee and the committee discussed the budget motion on</p> <p><b>2024-25 PIAC Budget:</b></p> <p>The proposed budget for PIAC's operations in the 2024-25 school year, building upon priorities established in previous meetings to address operational expenses, ongoing initiatives, and events.</p> <p>A roll call voting process was followed to approve the motion.</p> <p>The WG plans to continue with a bylaw review as a primary agenda item in the upcoming November meeting.</p> <p>Motion Details:</p> <p>PIAC budget for the 2024/25 school year includes annual recurring expenses, approved carry over expenses from 2023/24 and WG requests to continue PIAC priority initiatives. Recurring annual operating costs to support</p> <p>1.PIAC business:</p> <p>a) \$1,000 for communications expenses: mailchimp, domain hosting, canva</p>	<p>Motion moved by Kaydeen, 2nd by Melanie to approve PIAC budget for the 2024/25. The motion was approved unanimously.</p>	

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Membership Working Group Report	<p>b) \$1,500 to provide dinner and refreshments for in person attendees at up to 6 hybrid General Members meetings</p> <p>2. Working Group requests:</p> <p>a) \$25,000 for Special Events to host the 2025 annual PIAC conference</p> <p>b) \$2,000 for Strategic Planning to host the annual planning day session for members</p> <p>c) \$4000 for Communications website AODA Upgrades</p> <p>d) \$11,000 for School Councils Support and PIAC member ward engagement events</p> <p>3. \$500 for PIAC Members personalized business cards, updated with direct email addresses.</p> <p>A written report was distributed to the committee.</p> <p><b>PIAC Co-Chair Elections.</b></p> <p>The Nominations WG a sub working group of Membership WG lead by Sarah A (W2) and Andrew W (W3) will lead the election process for PIAC Co-Chair position.</p> <ul style="list-style-type: none"> <li>• The committee discussed the motion on whether it should be amended to consider the election date of November 19th and whether members with expired terms should be considered legitimate voting members.</li> <li>• The committee discussed the issue of membership and voting rights, the discrepancy in the list of members and the voting rights of those with expired terms.</li> <li>• Members expressed that it is a longstanding precedent of PIAC to have members remain in the role until elections are held</li> <li>• Members emphasize that filling vacancies is critical for effective representation and meeting objectives at PIAC.</li> <li>• The need for better communication and guidance for trustees and members.</li> </ul>	<p>Motion by Frances S (W2), 2nd by Moosa A (W19) that PIAC approve the Co-chair Election Procedure as presented in Appendix 2 of the Membership working Group Report.</p>	

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	<ul style="list-style-type: none"> <li>PIAC ward vacancies left unfilled have a ripple effect, impacting parent engagement.</li> <li>Regulation 612, which governs the structure and functions of school councils allows for members to remain sitting until elections are held</li> <li>Suggestions for an interim solution include holding a separate motion to formalize the extension of terms temporarily.</li> </ul> <p><b>**A meeting recess was called at 9:16 pm and the meeting reconvened at 9:31 pm. **</b></p> <p><b>Next steps</b></p> <ul style="list-style-type: none"> <li>PIAC Co-chair to schedule and organize a special meeting to address PIAC membership status and bylaw changes.</li> <li>PIAC members to respond to the email regarding availability for the special meeting date.</li> <li>Co-chairs to develop an agenda for the special meeting and distribute it to members at least 24 hours in advance.</li> </ul>	The motion was defeated	
Consultation Working Group Report	Deferred to the next meeting.		
School Council Support WG	Deferred to the next meeting.		
Special Events WG	Deferred to the next meeting.		
Communications Working Group	Deferred to the next meeting.		
PCCEO Update	Deferred to the next meeting.		

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Ward Updates	Deferred to the next meeting.		
New Business	Deferred to the next meeting.		
Adjournment	The meeting ended with a motion to adjourn and call a special meeting to address the issues. Meeting adjourned at 9:32 pm.	Motion for adjournment by Gordon H (W3) seconded by Chris L(W20). Motion Carried.	