Working Group	**Operational Effectiveness**
Date	**Monday, October 20, 2025**
Description/Objective	**Operational Effectiveness** – Maintain and support the operational effectiveness of PIAC (Guidelines, Processes, Functions) - **Ongoing** **Budget** – To allocate an annual budget to align with strategic priorities. - **Ongoing** Establish a process for approving Working Group and Ad-hoc Committee budgets. Track, monitor, and report PIAC's annual budget – **Ongoing.** **Bylaws** - Revise and update PIAC's Bylaws as directed by the committee. [Ad hoc WG, which is formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.] - **Ongoing**
Update	**Present:** Andrew W (W3), Jag P (W19), Mercy C (W6), Kaydeen B (W8), Latha J (staff) **Agenda:** 1. **2025/26 WG coleads** Jag P (W19) and Kaydeen B (W8) accepted their and will colead the operational effectiveness WG 2. **2025/26 Budget discussion** **$45, 674**–2025/26 PIAC budget allocation A 2024/25 expense/accounting error has added an additional amount (one time $5,000) to this year's budget totalling **$51, 035** WG coleads please attend November's budget meeting to bring your budget requests forward. OE members will work together to balance the budget for 2025/26 and prepare a motion for approval at November's general meeting. Early allocations were approved in June 2025 to allow for spending early in the school year **Approved allocation: $9,000** total broken down as follows:

	Communications costs – $1,500 (website hosting, Mailchimp, Zoom, etc.) **General meeting expenses – $1,500** (support in-person meetings Sept–Nov) **Strategic planning – $2,000 (**strategic planning session in Sept/Oct) **Ward engagement events – $4,000** (supports ~ 8 wards engaging in October) Preliminary discussion around budget approvals and reallocation processes for the annual budget. 1. All budget adjustments require the majority approval of PIAC members through a vote 2. Best practice that WG's bring their budget requests to OE to maintain a balanced budget that funds all of the committee's activities **3. WG update for October general meeting** Request made to provide TDSB email access support for members focused on new members to activate emails and gain access to ward emails. Suggestion to invite an IT staff to join November's meeting and provide assistance to members during the reception period. 1. A form will be circulated at general meeting to collect names and contact for members seeking email access Opportunity to present to the new supervisor the role of the WG within the committee successes and current work **4. Next meeting date** **Monday November 10 7:30pm –** finalizing the 2025/26 PIAC budget
Motion(s)	no motions
Question(s)	no questions
Next Steps and Action items	Invite a TDSB IT staff to attend November's general meeting
Co-lead(s) *(Name and Email Addresses)*	Jagganathan Prassana (W19) jagnathan@gmail.com Kaydeen Bankasingh (W8) kdeen.banks@gmail.com

Working Group Members *(Name and Email Addresses)*	Andrew W (W3) Mercy C (W6)