**COMMUNITY ADVISORY COMMITTEE MINUTES**

To: Members of PIAC

Date/Time: Tuesday, January 12, 2016, 7:00 pm – 9:45 pm

(6:30 dinner, Cafeteria);

Location: Boardroom, 5050 Yonge Street, 1st Floor

Committee Co-Chairs: Wilmar K., D. Williams, and Trustee Shelley Laskin

Present: Erin Goto (W1); Tina Chan Kim (W3); Mirian Turcios (W6); Jess Hungate (W8); Towhid Noman (Toronto Bangladeshi); Sanaa Homsi (W11); Eva Rosenstock (W12); Haniya Sheikh (W12); Gazi Rahman (W13); Susan Morgan (W16); Trixie Doyle (W17); Aretha Phillip (W17); Jason Irving (W18); Pargat Mudher (W19); Sandip Vora (W19);

Regrets: Ali Mohamed (W1); Asha Mohamed (W2); Rania Saleh (W11); Christine Heath (W3); Michelle Minott (W4); Suban Abdulahi (W4); Devon Forbes (W5); Kate Sanagan (W15); Katia Berdichevsky (W15); Sara-Jane Johnson (W15); Alex Levato (W5); Julie Fortin (W7); Jacqueline Mackenzie (W9); Sharon Kerr (W21); Bola Otaraki (W20);

Towhid Noman (Toronto Bangladeshi CLG);

Teleconference: Stephen Thiele (W6); Loen Hansford (W7); Sophia Ruddock (W9); Ipek Kabatas-Wellington (W10); Everton Collington (W18);

Guests: John Malloy, Director of Education, TDSB

Staff: Jim Spyropoulos (Executive Superintendent, Equity and Inclusive Schools); Michelle Munroe (Central Coordinator, Parent & Community Engagement Office (PCEO)

**MINUTES**

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| **#** | **Item** | **Lead** | **Recom-mendation** |
|  | Welcome & Introductions | Co-Chairs  Meeting opened at 7:10 pm.  Welcome and introductions of members were done, |  |
|  | Code of Conduct | Co-Chairs  PIAC members were reminded of Code of Conduct. |  |
|  | Declaration of Membership | Co-Chairs  Verbal declaration of parent status and employee status was done. Declaration sheet was signed by members. |  |
|  | Declaration of Actual, Perceived, or Potential Conflict of Interest | Co-Chairs  No Actual, Perceived, or Potential Conflict of Interest were declared. |  |
|  | Approval of Quorum | Co-Chairs  Quorum achieved. |  |
|  | Approval of Agenda | Co-Chairs  Agenda as amended for the January 12, 2016 meeting was approved as voted.  First: Trixie, Second: Erin; Favour: 10, opposed: 0, Abstain:0. Carried. | Agenda is approved as voted. |
|  | Approval of Minutes  November 10, 2015  December 8, 2015 | Co-Chairs  Draft minutes as amended for the meeting on November 10, 2015  were approved as voted.  First: Trixie, Second: Susan; Favour: 10, opposed: 0, Abstain:4. Carried.  Draft minutes as amended for the meeting December 8, 2015  were approved as voted.  First: Trixie, Second: Sanya; Favour: 11, opposed: 0, Abstain:5. Carried. | Draft minutes are approved as voted. |
|  | Director of Education Dr. John Malloy – Welcome and Introduction | Dr. John Malloy   * Introduced himself as Director of Education; * Emphasized the importance of the engagement of parents, students and staff, along with communication; Any feedback from parents will be influential; * Did accept the invite to School Council Appreciation & Information Dinner and will attend. |  |
|  | Co-Chairs Update  Director’s Meeting | Co-chairs  Summarized the pre-meeting they had with director. PIAC looks forward to working with Dr. Malloy |  |
|  | PIAC 2015-2016 Strategic Plan Update & Working Group Determination | Postponed to next meeting. | Deferred item. |
|  | SC 411  Draft PIAC SC 411 Operating Guidelines | Mirian T   * For discussion only, no decisions were made; Mirian gave a verbal update. * The SC411 committee met, reviewed and revised the document. See document as amended. * The committee will be developing a form to allow school councils to request training; the trainers must have completed training as well.   Comments to the SC411 guidelines:   * Mandatory training must be done: training is offered either at the beginning or the end of the school year. * Needs a process to handle the situation when training has been delivered by someone not having credentials. * Needs to fill the gap around the role of principals and central staff around their support and accountability to school council operations. * Needs to have a statement to make it easier for parents without electronic access to request training: can a PIAC member fill out the form for them? * Provide definitions of “procedure”, “regulation”. * The guideline has what SC411 does; please Include what SC411 does not do.   Time: 20:00 hours  Please send feedback to SC411 working group before the next PIAC meeting. | Click on SC411-revised link to view the revised guidelines.  Click on link to view the motion tracking document.  ACTION ITEM: WG to update Draft Guidelines, and please distribute to PIAC 7 days ahead of next PIAC meeting |
|  | Trustee Report | Trustee Shelley Laskin gave a verbal report.   * Board committee meetings commence in February. * January 25 will be the Board’s by-election of Trustees in Ward 21. | No |
|  | Executive Superintendent Report | Executive Superintendent Jim Spyropoulos gave the following verbal report:  Volunteer Supervisors of Extra-Curricular Activities in Schools   * In November 2015 the Board approved a Volunteer Supervisors of extra-curricular policy. Staffs are developing a procedure. Procedure will be shared with all stakeholders once completed.   Additional PA Day   * An additional PA day is being planned due to collective bargaining agreements. It will be deemed a provincial PA day therefore is not considered in the semester but will be built into the calendar. Staffs are exploring dates prior to the end of April. For the secondary panel it will be self-directed Professional development and Ministry mandated training for elementary. The time-frame inhibits a full consultation process; however feedback on dates is welcomed.   Planning for the Parents as Partners conference is underway. It is scheduled for Saturday, April 16, 2016 at the All Stream Centre  Newcomer Settlers   * The Board is preparing for the anticipated new settlers into the City as announced by the Federal government. It is anticipated that there will be 8000 new arrivals in the next month to Canada of which 4000 will come to Ontario and 2000 to Toronto.   Ward 21 By-election   * The ward 21 by-election will be taking place on Monday January 26, 2016. Legal has advised that candidates who are sitting PIAC members should take a hiatus from PIAC during the election process to avoid a conflict of interest   Time: 21:00 hours | ACTION ITEMS:  \* Superintendent to keep Co-Chairs apprised of PA day planning. |
|  | PCEO Update | Michelle Munroe (PCEO) gave a verbal report.  PIAC 2015/2016 Winter Orientation   * The orientation was scheduled for February 25, 2016. However due to the School Council event members may want to revisit the date.   School Council Survey   * PR.558-Parent and Community Involvement,(4(g) requires that “a system survey of School Councils be conducted periodically to assess their effectiveness and to determine ways in which the system might provide further support for their work”. Hence PCEO has established a committee composed of PIAC, research, MSIC and parents to commence the process.   Feedback on Fundraising Policy and Procedures   * In October 2015 Deborah Hume Cutajar presented to PIAC on the review of the Boards fundraising policy and procedure. PIAC was asked to provide feedback directly to Deborah. There is a last call out for feedback. Members may contact her directly. Please note that the policy and procedure was circulated to all members via e-mail.   PIAC Business Cards   * All members have not provided John Manalo with business card information should do so ASAP. It is recommended that the PIAC TDSB e-mail address be used.   TDSB E-mail Accounts   * TDSB has developed e-mail shared accounts for all PIAC, CAC and school Council chairs. The e-mail account has been shared…which means a two-step login process is required. I have been informed by the Boards System Administrator that there is now an option to have users send and receive emails on their account e.g. firstName.lastname@tdsb.on.ca.   PIAC Staffing Update:   * In response to PIACs request for additional staffing support the Board is providing PIAC with an additional 17.5 hours of support to supplement work that exceeds that of the CA ( e.g. supporting newsletter, development of PIAC filing system etc.), Scope of support will be finalized with the Co-chairs.   Space Reservations   * All working group meeting requests need to be made at least one week beforehand to guarantee a room reservation; otherwise a request may be turn down. It is important to confirm the space before sending the meeting notice.   Parent Portal   * Staff continues the exploration of a parent portal for the TDSB. Demonstrations continue with vendors and staff. There is a commitment to organize a demonstration for parents. More information will follow.   Parent Engagement Information/Education Tools   * It has been recommended that the former School Council Handbook, Parents Maters and Parent handbook be revised and updated as one document. Recommendation will be forwarded to communication for feedback. | ACTION ITEMS:  \* Reschedule the Orientation to March and report back to PIAC with suggested dates.  PCEO will organize a meeting with staff and PIAC representatives to explore the option further.  ACTION ITEMS:  PCEO follow up with Communications and report back. |
|  | Working Group Updates: |  |  |
|  | Budget | Tina C-K.   * Written budget report dated December 2015 was received, reviewed and approved.   Vote: (First: Tina, Second: Jess, Favour:9, Against: 1, Abstain:3)  PIAC 2015/2016 budget approved. | Recommendation To approve PIACs 2015 budget as outlined at Dec.2015 meeting. Motion Carried. |
|  | P/VP | Eva R.   * Gentle reminder that parent volunteers are still required for the P/-V-P hiring process. New volunteers must participate in mandatory training organized for February 9, 2016. Interview dates are: Feb. 23, 2016, Feb.25, 2016 & March 01, 2016. |  |
|  | PIAC-SEAC Special Education Conference | Mirian T.   * Parents as Partners Conference will be held on Saturday, April 16, 2016 at the All Stream Centre. PIAC members will facilitate workshops.   Motion for PIAC to defer Item 16 and extend PIAC meeting 15 minutes more.  Carried. (First: Jess, Second: Trixie, Favour: 10, Against: 1, Abstain: 0)  On April 16, the conference will be at the All-Stream Centre; All the CAC members are invited. | No |
|  | School Council Appreciation and Information Event | Trixie D/Tina C-K   * The School Council Appreciation and Information Event will be hoed on February 25, 2016 at Montecassino Hotel. Please communicate the event broadly. PIAC members are required to register. |  |
|  | PIAC Member Update | Co-Chairs  Postponed to next meeting agenda. | Deferred item. |
|  | Lack of Information | Erin Goto and co-chairs   * Emphasized that minutes needs to be accurate with details of action items and that the draft minutes needs to be given prior to PIAC meetings to allow time for members to review. * If possible, send draft minutes after 5-7 days after the PIAC meeting to the co-chairs (including trustee co-chair) to review before it goes to members. |  |
|  | Adjournment | Co-Chairs  Motion to adjourn meeting. Carried (First: Jess, Second: Tina, all in favour, none abstained.)  Meeting adjourned at 9;45 pm. | Meeting adjourned. |