



**Parent Involvement Advisory Committee (PIAC)
Minutes**

April 11, 2013
Time: 7:00 p.m. – 9:00 p.m.

Present: Eva Rosenstock (Co-Chair – Ward 12), Jerako Biaje-Wendt (Co-Chair – Ward 10), Dagmar Grasser (Ward 8); Allen Schacht (Ward 11); Diane Enhorning (Ward 13); Vivek Rao (Ward 1); Laurie Green (Ward 3); Tina Chan Kim (Ward 3 Alt); Gurcharan Singh (Ward 4 Alt); Norman Perry (Ward 4); Ricardo Francis (Ward 6); Suban Abdullahi (Ward 5); D. Williams (Ward 10); Jane Withey (Ward 7); John Trafananko (Ward 15); Lalit Pasricha(Ward 17 Alt); James Rycman (Ward 19); Kate Wallis (Ward 16), Catherine Dorton (Ward 16), Mirian Turcios (SEN); Saida Sabrie (SPLC); Trustee Sam Sotiropoulos; Michelle Munroe (TDSB – PCIO Central Coordinator); Cathy McCulloch (PIAC Coordinator); Trustee Chris Glover

Tele-conference: Sudershan Singh (Ward 20), Hilary Wollis (Ward 22), Sharon Kerr (Ward 21), Jim Spyropoulos (TDSB – Coordinating Superintendent),

Regrets: Virginia Ludy (Ward 2), Devon Forbes (Ward 5 Alt), Gary Lochhead (Ward 17);

Recorder: Linda Mendonca, Committee Assistant

Item	Information/Discussion	Action/Recommendation
1. Welcome & Introductions (Co-Chairs)	<p>Eva called the meeting to order at 7:05 pm.</p> <p>Jerako welcomed everyone to the meeting including Gurcharan Singh (Ward 4 Alternate) , and D. Williams Ward 10 Rep) new members.</p> <p>Jerako asked if members could keep their comments down to a maximum of 2 minutes. At the last meeting one member spoke for total of approximately 50 minutes. Let us respect everyone by being mindful of how long we speak. Jerako also asked members to notify Vivek if they are going to leave during the meeting, for quorum.</p>	
2. Approval of Quorum (Co-Chairs)	Vivek confirmed quorum for the committee.	
3. Approval of Agenda (Co-	The agenda was reviewed and approved, with the following amendment:	Linda will revise the agenda

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Chairs)	<ul style="list-style-type: none"> ▪ Add: Item #12 moved to item to #6 <p>*Motion to approve the agenda was moved by Laurie, seconded by Ricardo. Motion carried.</p>	and post it on the website.
4. Approval of March 7 Draft Minutes (Co-Chairs)	<p>The minutes were reviewed and approved with the following amendment:</p> <ul style="list-style-type: none"> ▪ Page #3 – under “Announcements” – change name from “Janet” to “Jennifer” 	Linda will revise the minutes and post them on the website.
5. Presentation: Lunchroom Supervision Kavita Chhiba, Snr. Manager Staffing, Recruiting	<p>Kavita provided the following information regarding Lunchroom Supervision:</p> <ul style="list-style-type: none"> ▪ All staff allocations for Lunchroom Supervision are approved by Board of Trustees. ▪ Current # of lunchroom supervisors is 2000 across the system; 2400 approved for 2013/2014 ▪ They work for 1 hour & 15 minutes during lunch. ▪ The person in the Lunchroom Supervisor position reports directly to the principal. The principal directs the staff. ▪ Supervision includes outdoor (yard) and in-door play, and provides record of incidents as required by the principal. ▪ It is bargaining unit work. The concern is volunteers taking on unionized work or potential Bargining unit work. . ▪ Based on head-count of 1-100 students, 1Lunchroom Supervisor is assigned to 100 students, however after that ratio the numbers can vary pertaining to grades 1-8. ▪ Processes for Hiring include requirements such as candidates must be an adult who communicates in an age appropriate manner to students. Hiring process will include an interview, literacy test, police check and reference check. ▪ Challenges for recruitment due to difficulty in retaining staff largely based on the lack of commitment to working middle of day. ▪ If parents are interested in being a Lunchroom Supervisor, first point of contact is the principal. <p>Jerako commented that there is a big bullying problem happening during lunch, and asked how this is being managed when the ratio is 1 Lunchroom Supervisor assigned 100 children? The principals are aware of what’s going on, and not taking a lead on it. Feedback from her ward include Lunchroom Supervisors not being the most assertive people, they are also not being trained to deal with conflict. Some of the other issues with the Lunchroom situation include the size of the space some schools have, there not being enough room for all the</p>	<p>Jerako asked Kavita if she could take these concerns to her superiors for further discussion as this is the beginning of PIAC’s research in preparation for a</p>

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	<p>students to sit at a table. Some other concerns include the length of time children have to eat and participate in a lunchtime activity. Jerako asked, “how do we go about changing the ratio? This ratio is unacceptable.”</p> <p>Hilary asked what kind of skills and training is being provided to Lunchroom Supervisors in dealing with large groups of people? Kavita confirmed that there is no training currently in place system wide for Lunchroom Supervisors. Catherine recommends training is necessary. Catherine went on to share that her son has had a very negative experience during the lunch hour at his school with a Lunchroom supervisor who did not have the tools to deal with the issue effectively. Lunchroom Supervisors are not trained to deal with these kinds of issues.</p> <p>***Motion: To accept the presentation from Kavita, Moved by Hilary, seconded by Kate. Motion carried.</p>	<p>deputation. Kavita replied affirmatively.</p> <p>Members were asked to e-mail Cathy McCulloch (PIAC Coordinator) with further questions about Lunchroom Supervision, and Kavita will provide responses to them.</p>
<p>6. Special Events Working Group (Eva Rosenstock)</p>	<p>Eva reported on the following Special Event items:</p> <ul style="list-style-type: none"> ▪ Special Events Working Group Planning Meeting – Eva circulated a form asking for members to confirm their availability for the planning meeting in June. Eva will collate the information and will confirm a date with the group via e-mail. ▪ Parent Conference Planning - will require a few meetings during the summer to plan for conference in third week of November and in need of a core group of parents to work on it. ▪ Chair Dinner Committee – will meet once in early July to confirm venue. ▪ Debrief for Parent conference & School Council Appreciation Dinner – will look at how we can improve both events for next year. 	<p>Eva will send an e-mail with a confirmed date for the Special Events Working Group Planning Meeting.</p>
<p>7. Best Practices Working Group: a.) PIAC Budget Update (Tina K/Gary L) b.) Membership(Vivek R/Gary L)</p>	<p>PIAC Budget Update Tina reported that the budget includes expenditures until the end of March. Based on everything that has been approved, there will be a surplus of \$2000 including the \$12,000.00 set aside for the SEAC and PIAC Special Education Forum. The remainder of the funds will be used for expenditures for things like catering and photocopying. Proposals totaled \$60,000. PIAC has not forecasted for next year, Jerako confirmed that PIAC would not approve requests at this time based on the requests so far exceeding the funds available. The</p>	<p>If SEAC and PIAC do not facilitate the Special Education Forum this year then the budget will be at a surplus of approximately \$14,000.00.</p>

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	<p>proposals can be brought forward at future meetings.</p> <p>***Motion: To accept the budget, moved by Jane, seconded by Suban. Motion carried.</p> <p>Membership Vivek is preparing a membership and working group list for dissemination for next meeting or prior to that. Will start up a sign up sheet and re-visit effectiveness of membership list at the June meeting. Further discussion about the effectiveness of having only the four working groups will be discussed at the Best Practices Working Group.</p>	
<p>8. Update on TDSB Committees</p> <p>a.) CAC Review (Hilary W.)</p> <p>b.) Participatory Budget (Virginia L.)</p>	<p>CAC Review Hilary reported that there CAC Review committee is currently pulling together data from the survey. The committee will not meet until early May.</p> <p>Participatory Budget</p> <ul style="list-style-type: none"> ▪ 	<p>Deferred to next meeting.</p>
<p>9. Advocacy Working Group</p> <p>a.) Pools (John T.)</p> <p>b.) Special Ed. Forum (Ricardo F/Dagmar G.)</p> <p>c.) P/VP (Laurie G.)</p>	<p>Pools John T. reported that there are still some Pools in need of a Pool Rep. These include Dowsview S.S. (Ward 4), George Harvey C.I. (Ward 6), Kensington Community School (Ward 10), and Westview Centennial S.S. (Ward 4). John asked if no pool rep have been identified whether a PIAC rep for that WARD can fill in. An e-mail will be sent out to Trustees, Principals, and the PIAC Reps of these schools requesting contact information of the Pool Representative. The Pools Committee is not meeting until June.</p> <p>Special Ed. Forum Eva reported that Director Quan has approved \$15,000 to go towards the Special Ed Forum of the SEAC and PIAC sub-committee does not facilitate the event this school year. Ricardo & Laurie thanked SEAC, Kate & Allen, and Gary L. for supporting them in this effort. Ricardo thanked the TDSB for generous support of \$15000, to go towards supporting students of Special Education.</p> <p>***Motion#1: That PIAC approve the Terms of Reference (TOR) of the TDSB SEAC-PIAC</p>	<p>John will connect with Lalit regarding the use of George S. Henry Pool.</p> <p>Trustee Glover suggested sending a “Thank you” note to her for this approval. Co-Chairs to send a “Thank You” note to Director Quan for the approval of \$15,000.00 Special Education Forum.</p>

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	<p>Working Group and agree to collaborate with SEAC on an education/networking event for parents and other initiatives for the betterment of the Special Education resource at the TDSB. Moved by Richardo, Seconded by Alan, 1 abstention. Motion carried.</p> <p>***Motion #2: That PIAC approve the following working groups as part of the PIAC By-Laws; Special Events, Communications, Parent Outreach, Advocacy, PIAC Budget, Special Education. Moved by Ricardo, seconded by Diane. Motion carried.</p> <p>Eva clarified that there are 7 working groups. James reported that he signed up for 3 working groups and has not been getting communications about the meetings.</p> <p>***Motion: To defer the discussion regarding Ricardo’s second motion until a report from Best Practices is approved, Moved by John, seconded by Kate. Motion carried.</p>	<p>Ricardo & Laurie asked about putting together a survey using the PIAC Survey Monkey, to get parents’ feedback on other Special Education system items (i.e. IPRC/IEP).</p> <p>Cathy will work with the Special Ed Working Group on developing the survey.</p>
<p>10. Outreach/Communications</p>	<p>***Motion: That PIAC co-host the SPLC parent engagement and student success event on May 17th. Moved by Saida</p> <p>Members had some questions about Saida’s motion including what PIAC would be doing to support the conference. What would PIAC be doing in terms of budget and volunteers? What is the day going to look like? What will volunteers activities include? Saida confirmed that it would include outreach to attract a large number of marginalized parents and youth that cannot make it to meetings, and provide learning for parent engagement and involvement. There will be 8 workshops, with solutions for the marginalized people. The MOE, the Toronto Police, MCYS, Ministry of Heritage will be involved.</p> <p>The Co-chairs confirmed that there is no money and that PIAC cannot commit to it financially, and that the motion could not include funds.</p> <p>Based on the above discussion, the following friendly amendment was made to the motion.</p> <p>***Motion: That PIAC support the May 17th SPLC event by a.) Having their logo on the flyer, b.) Invitation to PIAC to participate as volunteers, and c. approval of flyer by the co-chairs. Moved by Saida, seconded by Suban. , 11 in favour, 2 opposed. Motion carried.</p> <p>Miriam reported that there is an Outreach Working Group meeting next Wednesday, at 6:30pm, in the cafeteria. All are welcome to attend. She encouraged people to come with an open-mind, and put aside their differences. The goal has to be to engage parents. The</p>	<p>Cathy will circulate the SPLC flyer once it has been approved.</p> <p>Miriam will send another e-</p>

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	<p>Outreach working group members are going to facilitate the another orientation session on Board process with the help of the PCIO. Peter has some great ideas of how to move Outreach forward.</p>	<p>mail with minutes, and agenda for the Outreach meeting scheduled for next week.</p>
<p>11. Superintendent's Report (Jim Spyropoulos)</p>	<p>Superintendent Spyropoulos reported on the following items:</p> <ol style="list-style-type: none"> 1.) Somali Task Force - there was meeting on Sunday. 120 people attended. There are 6 consultation meetings taking place, and a day-long conference. 2.) Participatory Budget Process – Superintendent Spyropoulos encouraged members to get as involved in the process as much as possible, and to inform parents in their Wards about it. 3.) Extra-Curricular Activities –Students are excited and thrilled about extra-curricular activities trickling back in. Summer programming is nearly set for the summer and a broader array of programming for elementary and secondary students is available; more so than ever before. 4.) Business Services – is very clear that there is no carry-over allowed. PIAC money has to be spent as allocated. 	
<p>12. Trustee Report – Update on TDSB Budget Consultation Process and Capital Gain</p>	<p>Trustee Glover provided the following report: Parent CENSUS results – 80,000 parents completed the survey. Parent satisfaction was in the high 80's and 90's.</p> <p>Day of Pink – the Board celebrated and announced the Day of Pink</p> <p>Participatory Budget Process - \$55M in staffing cuts were approved. The rest of the budget is to be voted on in June. There was some mishandling of the notice of meeting. Previous meetings were better attended. The next meeting is scheduled for May 16th. Everyone is welcome to attend. The operating budget will be discussed at this meeting to determine what we need to fix and how much it is going to cost. Itinerant Music Instructors who have been part of the School Board for some time may be cut. This is a highly controversial issue. The capital plan is not approved by the Ministry. There is intense pressure about property severance issues. It is dividing Trustees. Some schools (that are built for 800 students) have less than 200 students enrolled. Students are being bused to schools in other areas. Members can find the severance list in the November Board meeting agenda. This year 15 schools will</p>	

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	<p>be sold next year another 15, until we reach \$100M.</p> <p>John reported that somewhere along the line things changed in terms of the notification of meetings regarding the Participatory Budget Process. John & Kate did not receive communication about the last meeting. The deputation happened after the last meeting. Trustee Glover will pass the information along.</p> <p>Tina reported that the K-12 strategy seminar is taking place on Monday, and is for Trustees only.</p>	
<p>13. Co-Chairs Report</p> <ul style="list-style-type: none"> ▪ PIC Symposium ▪ Planning Session 	<p>Eva and Trustee Glover drew names for who would attend the PIC Symposium on behalf of PIAC. Sharon's name was drawn first. The backup for Sharon is Gary. The backup for Gary is Kate.</p> <p>Jerako reported that she and Eva attended the TFSS (Toronto Foundation for Student Success) meeting. She said it was an interesting meeting. Jerako also clarified that Engage Literacy program is a great opportunity to use the PRO grant. She confirmed that they were not free and at no point said that they were free. On the Engage Literacy website, it says to contact them concerning fees, but nowhere on their website does it say that their service is free.</p>	<p>Eva will send information to Sharon, Gary, and Kate regarding the PIC Symposium.</p>
<p>14. PCIO Report</p>	<p>Michelle provided the following PCIO Report:</p> <ul style="list-style-type: none"> ▪ Community Engagement Procedure – draft will be sent to senior staff, hopefully by the end of the year ▪ Hispanic Heritage Month - co-partnering with TCDSB, information has been circulated. ▪ Parent CENSUS – home school/school home – staff report to come report - elements that will help with 2013/2014 planning ▪ Outreach Orientation (Phase 2) – Michelle asked to be kept in the loop about SC411 training. She needs to know which PIAC members are going out to which schools and when? Currently looking at holding a PIAC Phase 1 in the fall, and then what phase 2 will look like after that. ▪ PIAC/School Council Accounts – there have been some technical difficulties with Ward 18 accounts. IT is presently looking into the problem. Michelle will send communications with codes/and activation. School Council accounts will hold off until fall. 	

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	<ul style="list-style-type: none"> ▪ Workshops – currently working with CUS to rollout workshops. 	
15. Announcements	<p>***Motion: That PIAC schedule meeting agendas to support proactive consultation to the Board regarding budget impact to schools and student success. Consultation meetings shall occur in February and May as the Board votes on the budget in March and June therefore ward level consultations should in January and April. Moved by John, seconded by Laurie. Motion carried.</p>	
16. Adjournment	<p>Motion to adjourn meeting at 9:58 pm was moved by Jane, seconded by Suban. Motion carried.</p>	