



**Parent Involvement Advisory Committee
Draft Minutes**

September 13, 2012
Time: 7:00 p.m. – 9:00 p.m.

Present: Gary Lochhead (Ward 17, Co-Chair); Eva Rosenstock (Ward 12, Co-Chair); Vivek Rao (Ward 1); Virginia Ludy (Ward 2); Laurie Green (Ward 3); Tina Chan Kim (Ward 3); Norman Perry (Ward 4); Dagmar Grasser (Ward 8); Jerako Biaje (Ward 10); Diane Enhorning (Ward 13); Julie Dasoo (Ward 13); Kainani Dana (Ward 14); John Trafananko (Ward 15); Kate Wallis (Ward 16); Sudershan Singh (Ward 20); Sharon Kerr (Ward 21); Hilary Wollis (Ward 22); Mirian Turcios (SSEN); Saida Sabrie (SPLC); Samy Ramachandran (TPA); Trustee Chris Glover; Trustee Sheila Cary-Meagher; Jim Spyropoulos (Coordinating Superintendent); Michelle Munroe (PCIO Coordinator); Cathy McCulloch (PIAC coordinator)

Regrets: Alex Vilde (Ward 8)

Recorder: Parthee Siva (Committee Assistant)

Item	Information/Discussion	Action/Recommendation
1. Welcome	Meeting called to order @ 1921 PM by the Co-Chair Eva R All members and guests were welcomed by the co-chair.	
2. Approval of Quorum	Quorum was Achieved and Approved. all in favour; carried.	
3. Approval of Agenda	Agenda moved by Sude S; seconded by Jerako B; all in favour; carried	
4. Approval of June 7 /May 10 Minutes	Adopted as read and defer approval till next meeting due to clarification and correction; moved by Gary L; seconded by Virginia L; all in favour; carried.	
5. Planning Meeting Procedures	PIAC executive committees had voted and agreed to reduce the number of Working Groups to 4. The four (4) working groups are as follows: ‘Outreach Parent Engagement’, ‘PIAC Development Best Practices’, ‘Advocacy’, and ‘PIAC Special Events.’ Sign up sheet is made available and members are asked to sign up for the new groups as it will be passed around and will be circulated to via email to members. Concerns were raised that SC411 Communications and Outreach is a huge Working Group as compared to any other working groups. Thus, it was suggested that this group will now become part of the “Outreach Parent Engagement” working group.	
6. PIAC Meeting Procedure	Purpose of the document was to outline the recommendations from a facilitator to write down the meeting rules; therefore the summary of meeting rules/guidelines was constructed and distributes as follows: NB: Non-underlined items were suggested by Don Polluck; underlined items are	

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	<p>inserts based on PIAC bi-laws and other factors.</p> <p>Each member of the Committee accepts the following meeting rules:</p> <ol style="list-style-type: none"> 1. A schedule of committee meetings for the ensuing year will be determined at the beginning of each year. <u>Sometimes due to circumstances beyond PIAC’s control (eg. The Board of Trustees changing one of their dates), PIAC must change one of their pre-planned dates.</u> 2. Members are expected to attend each meeting barring exceptional circumstances. <u>Any member who is unable to attend must write or email the Co-Chairs (with a copy to PCIO) at least 24 hours before the scheduled meeting (see 19.1 of our bi-laws)</u> 3. Attendance will be recorded. <u>Members Ward Representative who miss 3 or more consecutive meetings or 4 meetings in any school year may be removed from their seat (see 19.1 of our bi-laws), and Members failing to achieve a reasonable attendance level will be invited to discuss their situation with the Co- Chairs and agree suitable remedial action.</u> 4. Members will consistently display courtesy and respect for other members and opinions expressed in both face-to-face and electronic communication. 5. The Executive Committee will draft an agenda for each meeting including a time allocation for each item. <u>An agenda call asking for item requests will be sent to whole membership prior to the Executive setting the Agenda.</u> A final agenda will be communicated to members <u>five</u> days before the meeting which will then be conducted in accordance with the agreed upon content and time allocation. 6. All reports for the Committee’s consideration will be in members’ hands three days before the meeting at which they are to be discussed. <u>Sometimes, in exceptional circumstances, reports will be submitted closer to the meeting time. If this happens the lead will allocate time for reading.</u> Reports will be clearly marked “For Information” or “For Decision.” Matters identified as “For Information” will not be discussed at the meeting. 7. Members will prepare themselves for meetings by reading and digesting material distributed in advance with emphasis on those items marked “For Decision”. 8. Once the meeting is constituted members can only withdraw with the prior approval of the chair as long as meeting does not exceed scheduled time. 	

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	<p>10. In discussion, members will seek to create a climate that encourages even the most reticent members to participate.</p> <p>11. Unless invited by the Chair, no member will speak twice on a matter before the Committee until all members who wish to speak have been heard.</p> <p>12. Members making presentations will note the time limit on the item and proceed on the basis that previously circulated material has been read.</p> <p>13. Working group reports will be presented by the chair. Members of the working group will enter the discussion only at the request of the presenter.</p> <p>14. Members accept the leadership of the Chair, respect her/his rulings, and will attempt to minimize the demands on her/him to enforce rules.</p> <p>15. When the majority decides, all members accept the decision and support it outside the Committee.</p> <p><i>Motion to Accept the Meeting Rules as above; Moved by Virginia L; Seconded by John T; 1 abstained; all in favour; carried.</i></p>	
7. Working Group Updates	<p>P/VP: Presentation about the PIAC Website (torontopiac.com) was given by Laurie G.</p> <p>In the spring of 2012, the Toronto District School Board (TDSB) approved a new policy for placing principals into schools. This was based on a pilot policy in place since 2010 that was the result of a lengthy consultation process with parents and the principals' association about how to improve parent input into principal promotion and placement. This policy involves parents in two different ways:</p> <ol style="list-style-type: none"> 1) Principal selection at the local school level 2) Principal promotion at the central board level <p>PIAC has created the following documents to help parents and school councils with this new policy.</p> <ul style="list-style-type: none"> • School Statement of Needs - Parent User Guide • School Statement of Needs - template • Examples of completed School Statement of Needs – elementary/secondary • Template letter to school community to request input and volunteers 	<p>The following are attached with regards to the P/VP:</p> <p>SSON Parent User Guide SSON Template Template Letter for School councils</p> <p>Feedbacks are always welcome from PIAC reps and parents about the documents.</p>

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	<ul style="list-style-type: none"> • Parent Survey of experience with new policy <p>School Statement of Needs (SSON) - this is the form parents will be asking about, ALL schools have to do this (they need to consult with their school community, complete and give to superintendent by Nov); on our website under “Principal” but they should get from their current principal</p> <p>SSON Parent User Guide - this tells parents the new policy and describes what to do - with the SSON and if your school is getting a new principal or if a parent wants to volunteer for VP interviews centrally (NOT for their school); on our website under “Principal” but they should get from their current principal</p> <p>School Council Letter template - got feedback from parents that they wanted this, template of a letter they can send out to their parents to get feedback to complete the SSON; on the website under “Principal”, won’t be handed out</p> <p>Examples - this is still pending, will post elementary and secondary SSON’s as examples for parents to see</p> <p>PIAC P/VP survey - this will be posted on PIAC website and PIAC is asking the parent most involved in the process to complete it especially if they had a principal change; IMPORTANT THAT WE REMIND PARENTS AT WARD MEETINGS AS THIS WILL BE HOW WE KNOW THE POLICY IS BEING IMPLEMENTED</p> <p>For Further Information, please visit PIAC WEBSITE at: www.torontopiac.com</p> <p>Laurie G was recognized by PIAC for her effortless work on this process.</p> <p>Communications/Calendar: A draft PIAC Brochure was prepared and distributed (attached); members were asked to review and have their comments/feedbacks submitted to Cathy by October 1st.</p> <p>Parents Conference: Has been set for Nov 17 at Earl Haig; Key Note Speaker has been invited; Dr. Scott Davies who has done a lot under achievement gap; the flow this year will be different; people will be allowed to choose 2 working groups in the afternoon; and in the morning will be the key note speaker and a panel; looking at 6 busing areas by families of schools within the new regions; preparing posters; and B&W flyer will be emailed to schools; looking for volunteers; more detail will soon follow;</p>	

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	<p>Suggestion was made that rather than emailing the flyers as there is a cost associated with photocopying and papers for schools, PIAC print them and distribute them to schools.</p> <p>Flyers to schools by end of this month; feedbacks from last year was to simplify the information/brochure thus, the one page brochure was developed for this year; the goal for registration this year is 400; and the budget for this year is minimal.</p> <p>Online and phone registration will be open soon.</p> <p>Chair Dinner: Every year in Feb PIAC invites all school council chairs for dinner and information; venue has been an issue in the previous years; This school year's Chair dinner is scheduled as follows: Date: Feb 21, 2012 Capacity: Approx 300 The new venue meets all PIAC needs.</p> <p>Further information will be shared once closer to the event.</p> <p>The venue and catering has been determined; but the content of the event is still undecided</p> <p>Pools: No activities over the summer; report will be provided. PIAC would like to extend its appreciation to Janet D for her tireless work on 'Pools'.</p> <p>Special Education: The group is seeking PIAC body's advices/thoughts on the date of the conference. The SE conference will focus on but not limited to on the following issues: IEPs, IPRCs, Transition from Elementary to Secondary and Technology. The group will seek input from PIAC on the content of the conference once the date has been decided.</p> <p>It was suggested to have the conference in either Jan or after March Break-April/May</p> <p>It was suggested that having conference in Late Spring will be beneficial to parents; Thus, April/May seems to be the best time for the conference. The group has agreed to host the conference in the Spring; although it was noted that CPAC (Community Parent Academy Council) also hosts its conferences around the same time.</p> <p>Deputation highlighted about SE concerns; and to create a liaison between PIAC and</p>	

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	<p>SEAC was done at SEAC; it was well received; the deputation will be circulated to members.</p> <p>Membership: Any changes to membership/WGs and contact/regrets please send an email to MM PS CM & VR.</p> <p>Nominations: PIAC Co-Chair election will be held at the next meeting, Oct 10, 2012. Members will receive the nomination forms and rules/guidelines via email.</p> <p>Coordinator/Special Projects Report: Until Aug 31, TDSB had covered the cost of PIAC Coordinator; thus if PIAC continues to have coordinator, the cost will be coming out of PIAC Budget;</p> <p>Motion to have in-camera meeting; moved by Virginia L; seconded by Sude S; all in favour; carried.</p>	
8. Budget	Draft PIAC Budget for Fiscal Year 2012/2013 was prepared and shared with members.	
9. PCIO Report		
12. Superintendent's Report	<p>The biggest issues at TDSB are as follows:</p> <p>1st is the impact at the schools with regards Bill 115</p> <p>2nd is the permit fees increase and its effect on the communities.</p> <p>3rd is the Bill 13 Accepting Schools Act</p> <p>4th is the EQAO results via teaching and learning</p>	
10. Trustee's Report	<p>There was a request from Ward 2 parents to form an Information Technology (IT) Working Group. If PIAC is willing form an IT working group, parents from Ward 2 are willing to lead that group. This request from the Ward is for consideration by PIAC.</p> <p>It was suggested that any Working Group must have a PIAC rep as per the by-laws.</p>	
11. Adjournment	Motion to adjourn meeting at 2146; moved by Kate W; Seconded by Vivek R; all in favour; carried.	