

PIAC Working Group REPORT

Working Group	Membership
Date	November 20, 2017
Description/Objective	Track and monitor PIAC’s membership and ensure representation of all wards.
Update	<p><u>Membership WG Meeting #1</u> Meeting held on Monday, November 6, 2017 via teleconference from 7:00 – 8:15 pm.</p> <ul style="list-style-type: none"> • ATTENDEES: Zena S, Jess H, Nazerah S, Chris L, Trixie D • REGRETS: John B, Wilmar K • ABSENT: NONE • AGENDA: <ul style="list-style-type: none"> • Determine Scope of Work for 2017-2018. <ul style="list-style-type: none"> ➤ <i>Membership WG proposes the following:</i> <ol style="list-style-type: none"> 1. <i>Maintain an updated PIAC Membership List (Member Contact Info, Terms, Attendance, and Working Group participants, including community participants in Working Groups) on Google Docs that is accessible to all PIAC members.</i> 2. <i>Monitor PIAC member terms and member absences.</i> 3. <i>Manage Working Group sign-up for PIAC members and non-members.</i> 4. <i>Conduct an internal skills audit and identify PIAC experts.</i> 5. <i>Develop “PIAC Guidelines & Best Practices: Working Groups” based on newly revised By-Laws (focus on Mandate, Leadership, Membership, and Communication).</i> 6. <i>Develop New Member Orientation & Member Training information.</i> • Review member participation in Working Groups for 2017-2018 school year. <ul style="list-style-type: none"> ➤ <i>Currently, 24 PIAC members have signed up for Working Groups. According to the By-laws, all PIAC members must participate in at least one Working Group.</i> <p><u>Governance* Working Groups</u></p> <ol style="list-style-type: none"> 1. <i>Budget</i> 2. <i>By-Laws (Ad hoc)</i> 3. <i>Membership</i> 4. <i>Nomination (Ad hoc)</i> 5. <i>Strategic Planning</i> <p><u>Working Groups</u></p> <ol style="list-style-type: none"> 1. <i>Annual Parent Conference (Ad hoc)</i> 2. <i>Communications & Outreach</i> 3. <i>Consultations</i> 4. <i>Parents Reaching Out (PRO) Grant (Ad hoc)</i> 5. <i>Principal/Vice-Principal (P/VP) Hiring Panel (Ad hoc)</i> 6. <i>School Council Appreciation & Information Event (Ad hoc)</i> <p style="text-align: center;">* The Governance WGs are permanent and open to PIAC members only.</p>

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Motion(s)	<p>(1) To declare the following vacancies, due to members being absent from 4+ meetings in 2016-2017, effective immediately:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Ward</th> <th style="text-align: center;">Trustee</th> <th style="text-align: center;">PIAC Member</th> <th style="text-align: center;">Position</th> <th style="text-align: center;">Absences</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td>Chris Glover</td> <td>Karin Miskovsky</td> <td>Ward Alt</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Tiffany Ford</td> <td>Suban Abdulahi</td> <td>Ward Alt</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">11</td> <td>Shelley Laskin</td> <td>Marwa Al Homsy</td> <td>Ward Alt</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">14</td> <td>Chris Moise</td> <td>Sureya Ibrahim</td> <td>Ward Alt</td> <td style="text-align: center;">7</td> </tr> <tr> <td style="text-align: center;">19</td> <td>David Smith</td> <td>Pargat Mudher</td> <td>Ward Alt</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">21</td> <td>Abdul Hai Patel</td> <td>Triune Chelliah</td> <td>Ward Alt</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">23-CLG</td> <td></td> <td>Rahima Hassan</td> <td>Somali Parents Liaison</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p style="margin-left: 40px;"><u>Rationale:</u> PIAC Bylaws (SECTION 4.9) state:</p> <p style="margin-left: 40px;"><i>4.9.5 Any member who is unable to attend at a PIAC meeting shall provide the Co-Chairs with a minimum of 24 hours written notice, where possible, of regrets or apologies for absence, via electronic mail, with a copy to the Central Coordinator, PCEO. The minutes of each meeting shall include a notation of those members absent and those members advising of apologies for absence. Any member who misses either (a) three (3) or more consecutive PIAC general meetings without advising apologies for absence, or (b) a total of four (4) PIAC general meetings in any fiscal year, may be removed from his/her seat. The Membership Working Group Lead/Co-Lead may move for the removal of any member, with the matter requiring a simple majority vote to pass.</i></p> <p style="margin-left: 40px;"><u>Notes:</u></p> <ul style="list-style-type: none"> • Further clarification on the roles and responsibilities of the Parent Alternate position is needed. <p>(2) To implement the PIAC Internal Member Survey (2017-2018), effective immediately.</p> <p style="margin-left: 40px;"><u>Rationale:</u> The "PIAC Internal Member Survey (2017-2018)" was developed by the Membership Working Group in order to gain a better understanding of the members within the committee, identify opportunities for collaboration among members, and ultimately fulfill PIAC's mission, goals, and objectives with measurable and sustainable results.</p> <p style="margin-left: 40px;"><u>Notes:</u></p> <ul style="list-style-type: none"> • Following the PIAC Strategic Planning meeting on May 13, 2017 and Summary Report by Trevor Burnett (Ward 3 Rep), it was recommended that PIAC continue to survey its members. It was also recommended that a more streamlined version of the survey be implemented in 2017-2018. • The current survey includes a cover letter (Purpose, Participants, Procedures, Confidentiality, and Contact Information) and a total of 12 questions in the following three sub-headings: 	Ward	Trustee	PIAC Member	Position	Absences	2	Chris Glover	Karin Miskovsky	Ward Alt	10	4	Tiffany Ford	Suban Abdulahi	Ward Alt	5	11	Shelley Laskin	Marwa Al Homsy	Ward Alt	5	14	Chris Moise	Sureya Ibrahim	Ward Alt	7	19	David Smith	Pargat Mudher	Ward Alt	9	21	Abdul Hai Patel	Triune Chelliah	Ward Alt	10	23-CLG		Rahima Hassan	Somali Parents Liaison	10
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	<ul style="list-style-type: none"> ○ PIAC Member Information (email address, name, phone number, ward, role, TDSB advisory committees) ○ More About You (children’s current grades and TDSB or Non-TDSB school, school council involvement) ○ Capitalizing on Capabilities (methods of connecting with parents and school councils in ward, special talents/skills as related to PIAC, resources or support to fulfill role in PIAC and top 3 things you want PIAC to be known for in future) <ul style="list-style-type: none"> • The following questions from the 2016-2017 version of the survey were removed: <ul style="list-style-type: none"> ○ date elected; working group participation, major field of study/expertise, profession/occupation, and hobbies/interests; preferred method of communicating with other PIAC members, general availability to work with other PIAC members, social media apps/platforms, online document collaboration. • All current PIAC members (including the 22 Ward Representatives, 22 Ward Alternates, 2 Parent Co-Chairs, and Community Liaison Group (CLG) Delegates) are strongly encouraged to complete the survey. As new members are elected, they will be invited to participate in the survey. Information may be edited/deleted at any time. • In order to complete the survey, members will be required to provide a valid email address and name. Respondents will have the ability to edit their own response and email themselves a copy of their personal response. Upon submission, respondents will also have an opportunity to see individual responses as well as a LIVE summary of all of the responses. • The information shared through this survey should be kept strictly private and confidential within the community of PIAC Ward Representatives, Ward Alternates, and CLG Delegates and should not be shared with anyone else without explicit permission from the Co-Chairs.
Question(s)	None
Next Steps and Action items	<ul style="list-style-type: none"> • Draft <i>PIAC Guidelines & Best Practices: Working Groups</i> • Next Meeting: January 11, 2018, 7 pm via teleconference
Co-lead(s)	Zena Shereck (W5 Rep) zs.piac@gmail.com Nazerah Shaikh (Ward 13 Rep) ward13.piac@gmail.com
Working Group Members	<ul style="list-style-type: none"> • Jess Hungate (Ward 8 Rep) jhungate@rogers.com • John Bakous (Ward 8 Alt) nadev77@gmail.com • Cori MacFarlane (Ward 15 Alt) cori.macfarlane@tdsb.on.ca **WELCOME ☺ ** • Christopher Levien (W20 Rep) christopher.levien@gmail.com • Trixie Doyle (Co-Chair) trixie.doyle@rogers.com • Wilmar Kortleever (Co-Chair) wilmar@kortleever.com