

PIAC Working Group REPORT

Working Group	By-laws
Date	March 20, 2017
Description/Objective	<p><i>[This is a brief standard description of the working group that will always be present on every form. It will allow for new members to easily understand the purpose of the group.]</i></p> <ul style="list-style-type: none"> • An ad-hoc standing Working Group of PIAC, tasked with drafting updated revisions to the PIAC By-laws as directed by PIAC.
Update	<p><i>[This section will be the main substance of the form where updates since the last meeting can be included. It should be in bullet form to make it easy to read and reference.]</i></p> <ul style="list-style-type: none"> • <u>The third By-laws Working Group Meeting was held.</u> <p>Date: February 28, 2017 Time: 6:30-8:10 p.m. Teleconference (Only): 416-849-1983 and enter 7543771#</p> <ul style="list-style-type: none"> • AGENDA: Review Timelines Review Outline/Draft Content) PP Presentation • ATTENDEES: <ul style="list-style-type: none"> - PRESENT (IN PERSON): N/A - PRESENT (ON PHONE): John Bakous (W 8 Alt) / D. Williams (W10 Rep) / Nazerah Shaikh (W13 Rep) / Wilmar Kortleever (W13, PIAC Co-Chair) / Nicole Herbert (W15 Rep) / Trixie Doyle (W17, PIAC Co-Chair) / Christopher Levien (W20 Rep) • REGRETS: Jess Hungate (W8 Rep) / Aretha Phillip (W17 Rep) / James Rycman (W19 Parent) / Latha John (Committee Assistant) • ABSENT: Mirian Turcios (W6 Alt) / Sureya Ibrahim (W14 Alt) <ul style="list-style-type: none"> • <u>The fourth By-laws Working Group Meeting was held.</u> <p>Date: March 10, 2017 Time: 6:30-8:20 p.m. Teleconference (Only): 416-849-1983 and enter 7543771#</p> <ul style="list-style-type: none"> • AGENDA: Review Timelines Review Outline/Draft Content) PP Presentation • ATTENDEES: <ul style="list-style-type: none"> - PRESENT (IN PERSON): N/A - PRESENT (ON PHONE): Mirian Turcios (W6 Alt) / D. Williams (W10 Rep) / Nazerah Shaikh (W13 Rep) / Nicole Herbert (W15 Rep) / Trixie Doyle (W17, PIAC Co-Chair) / Christopher Levien (W20 Rep) • REGRETS: Jess Hungate (W8 Rep) / Wilmar Kortleever (W13, PIAC Co-Chair) / Latha John (Committee Assistant) • ABSENT: Sureya Ibrahim (W14 Alt) / Aretha Phillip (W17 Rep) / James Rycman (W19 Parent) <ul style="list-style-type: none"> • TASKS/ACTION ITEMS (due by March 29, 2017): <ol style="list-style-type: none"> 1. Nazerah (Membership WG Lead) to provide input for draft By-laws ARTICLE(s): MEMBERSHIP and WORKING GROUPS. 2. D. Williams to update the draft By-laws text as discussed [i.e. prior to the Article regarding Accountability and Transparency - verbatim text to indicate source (e.g. "As per O.Reg. 612")]. 3. D. Williams to continue drafting PP slides [i.e. provide proposed edits (deletions and insertions) and rationale for revisions to current PIAC By-laws].

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	<p>4. Nicole to continue drafting outline for 2 operation documents: (i) Code of Conduct (to include PIAC Mission Statement, and (ii) PIAC Guiding Principles and Procedures (including Meetings and Meeting Norms, Notice of Meetings, Creating Agendas and Setting Meeting Schedule, Membership Training, Election Process at Ward Level).</p> <p>5. All By-laws WG members to review O.Reg. 612, the current PIAC By-laws and the working draft of by-law revisions in the WG shared Google drive.</p> <p>6. A Glossary is to be drafted (e.g. move Roberts Rules text, definitions, etc. to the glossary).</p> <ul style="list-style-type: none"> • Also, plan to create a shared drive/folder for operating procedures (e.g. for documents like election procedures/guide; PIAC annual planning session information; code of conduct, etc.). <p>PIAC 2016-2017 Work Plan</p> <ul style="list-style-type: none"> • STRATEGIC GOAL 1: Increase proactive communication with and support for school councils of schools of the TDSB and PIAC members. Objectives 1: Increase communications by developing and executing a comprehensive communications strategy to inform and engage PIAC stakeholders. <ul style="list-style-type: none"> ○ Initiative(s): <ul style="list-style-type: none"> (a) Provide professional development opportunities for PIAC members (i.e. TDSB policy and procedures. Robert’s Rules). Objective 2: Facilitate opportunities to build greater capacity for PIAC members to support their wards. <ul style="list-style-type: none"> ○ Initiative(s): <ul style="list-style-type: none"> (a) Define roles and responsibilities of: PIAC committee as a whole, individual PIAC members, co-chairs, working groups, committee assistant, PCEO for smoother effective operation. • STRATEGIC GOAL 2: Undertake engaging activities to help parents of pupils of the TDSB support their children’s learning at home and at school. Objective 1: Ensure an open and democratic process to the selection of PIAC members. <ul style="list-style-type: none"> ○ Initiative(s): <ul style="list-style-type: none"> (a) Execute an election strategy for selection of the 2016-2017 PIAC members in consultation with the TDSB trustees to ensure representation in each ward. (b) Update the policy and procedures related to the election of PIAC members.

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	<ul style="list-style-type: none"> • PERFORMANCE MEASURES: Hold WG meetings Draft revised By-laws Create PowerPoint presentation Motion that PIAC adopt revised PIAC By-laws. • TIMELINE (for completing the revision of the By-laws): <ol style="list-style-type: none"> (1) All WG members to review background material and provide comments on the Google doc of the draft By-laws revision. <i>(in progress)</i> (2) By mid-January 2017, all WG members to complete their comments on the Google doc. <i>(in progress)</i> (3) At next WG meeting, review and discuss a consolidated “black-lined” and “clean” version of the draft revisions. <i>(in progress)</i> (4) Send “black-lined” and “clean” version of the draft revisions to TDSB legal counsel for review and comment (within a 2 week time-frame). <i>(tdb)</i> (5) All WG members to review Google doc and any comments and feedback provided by TDSB legal counsel (within a 2 week time frame). <i>(tdb)</i> (6) WG to discuss and consider further revisions. <i>(tdb)</i> (7) Prior to the April 2017 PIAC meeting, the WG Co-Leads to create and distribute to all PIAC members a slide deck presentation of how and why the proposed revision to the By-laws are being made and a “black-lined” and “clean” version of the proposed revisions. <i>(tdb)</i> (8) At April 25, 2017 PIAC meeting WG Co-leads to make a 30 minute presentation, allow 15 minutes for questions and answers, and then make a motion to approve the proposed revision to the By-laws. <i>(tdb)</i> • STATUS UPDATE: <ul style="list-style-type: none"> - By-laws WG Meetings Held: December 20, 2016; January 18, 2017; February 7, 2017; February 28, 2017; and March 10, 2017. - Accountability: WG Members attend meetings and participate in the discussions. WG Co-Leads draft agendas, call meetings, facilitate discussion, and complete WG reports and report back at regular PIAC meetings. - The work is progressing well.
Motion(s)	<p><i>[This section will include any formal motions the working group wants to bring forward to PIAC.]</i></p> <ul style="list-style-type: none"> • None
Question(s)	<p><i>[This section is for less formal questions to pose to the PIAC group.]</i></p> <ul style="list-style-type: none"> • None
Next Steps and Action items	<ul style="list-style-type: none"> • WG to draft revision of the PIAC By-laws to provide rules and regulations governing the conduct of PIAC’s affairs; which shall include the requirements set out in the Education Act, Ontario Regulation 612/00 School Councils and Parent Involvement Committees, as amended by O.Reg. 330/10, and in particular Section 43.

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Next Meeting	Date: Wednesday, March 29, 2017 Time: 6:30-8:00 p.m. Location: 5050 Yonge Street, (Committee Room C), Toronto ON Teleconference (Only): 416-849-1983 and enter 7543771#
Co-Lead(s)	D. Williams (W10 Rep) – dw_tdot@rogers.com Nicole Herbert (W15 Rep) – june.cleaver@rogers.com
Working Group Members	Mirian Turcios (W6 Alt) – mirian.y.turcios@gmail.com Jess Hungate (W8 Rep) – jhungate@rogers.com Sureya Ibrahim (W14 Alt) – sureya73@yahoo.ca Aretha Phillip (W17 Rep) – aephillip@yahoo.com James Rycman (W19 Parent) – jrycman@gmail.com Christopher Levien (W20 Rep) – christopher.levien@gmail.com
Ex-officio Working Group Members (PIAC Co-Chairs)	Wilmar Kortleever (W13, PIAC Co-Chair) – Wilmar@kortleever.com Trixie Doyle (W17, PIAC Co-Chair) – trixie.doyle@rogers.com