

PARENT INVOLVEMENT COMMITTEE MEETING MINUTES OCTOBER 15, 2020

VIRTUAL MEETING

Roll call:

Staff Present:

Members:		Staff:
Lindsay McFadden	Jim Jodoin	S. Sartor, Associate Superintendent of School Effectiveness E. Bolarinho, Administrative Assistant L. Alward, Project Lead – System Support
Meg Redmond	Kim Theriault	
Krystle Holton	Marlene Orr	
Mark Foster	Nathalie Paul	
Lucy Aron	Stephanie Gratto	
Corrie Allingham	Rob Richer	
Ruhi Snyder	Crystal Bevens-Leblanc	
Elizabeth Sund	Christine Innocente	
Shayla Bradley	Hilary Wollis	
Sarah Decker		
Trustee:		
G. Elliott		
Guests:		Recorder: M. Boulanger, Senior Clerk
Trustee R.Hutcheon	MJ Willcock	
RD Shaver	Bill Hilary Wardle	
Shannon Dionne	Nicki Long	
Melissa Rickey	Jen Foster	
Rena Petrick	Alex Fletcher	
Jenn Kehoe	Jennifer Osmond	
Mark Foster	Melanie Carter	

Limestone District School Board

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.

Introduction and welcome from Associate Superintendent Stephanie Sartor.

Stephanie Sartor read the traditional Acknowledgement of Territory:

“The Limestone District School Board is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.”

1. **Approval of Agenda**

2. **Standing Updates**

2.1 Board Update – Associate Superintendent Stephanie Sartor

Associate Superintendent Stephanie Sartor introduced herself and provided a Board update as follows: “Good evening everyone. My name is Stephanie Sartor, and I am an Associate Superintendent of Program with Limestone. I have held this position for just shy of three years. I have had a long history in education and the privilege of serving in three different public school boards in Ontario. I joined Limestone when my family and I moved to Kingston in 2015.

It has been a successful start to the school year, and one that has been like no other. We have been taught the importance of the words pivot, unprecedented and flexibility.

I appreciate that I have huge boots to fill – my colleague and friend Associate Superintendent Gillam, is special – an excellent mix of support, humour and always has a laser focus on what is best for all of our students.

As you know, we began the year, for the first time, offering face-to-face and virtual learning to our students. We currently have the following enrolment numbers:

Elementary students – 12 017 in class, 1299 in remote

Secondary students – 5717 in class, 550 in remote

As time permits, our virtual school will create a virtual school council for our elementary and secondary panel. As we shared with the PIC and administrators last month, if an individual currently has children in virtual school and wishes to hold an elected position in their child’s previous home

school, they must declare that their children are currently in virtual school prior to the election occurring. Similarly, if their children started in-class, they were voted into an elected position in their student's home school and subsequently, their children have transitioned to virtual learning, they will be required to declare this at the next meeting, and offer their position up for re-election. If no one offers to run and they wish to stay, they may continue in the position, given the will of the school council.

Our partnerships with our committees and community supports will be critical, now more than ever.

1) PIC – we commit to continuing to work alongside you to create an environment focused on wellness, innovation and collaboration with the mandate that PIC supports School Advisory Councils to the best of their ability

2) KFL&A – we are so fortunate to enjoy such an important partnership with them

3) Queen's, St. Lawrence – we continue to find ways to innovatively partner

Some important updates that relate to our student census planning – it is back on and scheduled for the Fall. We are field testing in a few sites starting the week of October 26th with classes. Superintendent Babcock wanted me also to share that thanks to the input of our community and community partners, we will be including K-3 in this census gathering.

I truly look forward to working with each and every one of you this year. While I promise you I may not have all the answers to all of your questions, I also promise you that I will try to find the answers.”

Discussion on the topic of membership on school councils included concerns that PIC members were not consulted and disagree with the idea that an elected member is being asked to declare to relinquish their position and that this would be particularly disruptive due to the octomester model, if students moved from schools more frequently. Stephanie shared that virtual schools will be creating an elementary and secondary school council, per direction from the Ministry. Stephanie Sartor will bring PIC's concerns to senior staff.

2.2 Trustee Update

Trustee Garrett Elliott shared greetings from the Board and introduced himself as the trustee representative. He did not share a formal report, and indicated he was here to support. PIC members extended gratitude toward Trustee Elliott for his integrity at the previous Board meeting the evening prior to PIC.

2.3 KFL&A Update

Associate Superintendent Stephanie Sartor provided an update on behalf of Mary Jane Short – Public Health nurse with KFL&A as follows:

“Section 22 of the Health Protection and Promotion Act: Several changes have been made:

- Household members (close contacts) are not required to self-isolate while waiting for a family or roommates’ test results. This includes parents or guardians of a person under 16 years of age. An exception to this would be if your child has had an exposure to COVID-19, caregivers would then be directed by Public Health regarding isolation requirements.
- For positive cases, the length of time for self-isolation has changed from 14 days to at least 10 days from the date on which they first experienced symptoms or as otherwise been directed. Symptom Screening Tool for staff and students:

- The new screening tool released last week can be found: <https://covid-19.ontario.ca/school-screening/>

Public Health Nurses:

- All schools within KFL&A region, has a Public Health Nurse attached to their family of schools.
- While Public Health Nurses are dedicating their time to COVID related efforts, resources are still available for staff to support teachers and curriculum delivery. Educators can access these through the educators’ portal.
- Parents can contact the COVID-19 Call Center at 613-549-1232 press 4 for general COVID information. School administrators and educators can their Public Health Nurse by emailing health.schools@kflapublichealth.ca

Immunization for Grade 7 students:

- Grade 7 students requiring Hepatitis B, Human Papillomavirus or Meningococcal vaccines, can receive their immunizations at one of the local community clinics being offered. To book go to: www.kflaph.ca Immunization Clinic Bookings.

Information regarding Positive Cases: There has been 1 school in KFL&A with a positive case, Sir John A. MacDonald Public School.

For more information regarding the status of cases in our area and Ontario:

Visit <https://www.kflaph.ca/en/healthy-living/status-of-cases-in-kfla.aspx> for status of cases for Kingston, Frontenac, Lennox & Addington.

Visit <https://www.ontario.ca/page/covid-19-cases-schools-and-child-care-centres> for school and day care numbers and closures for Ontario.”

Associate Superintendent Sartor was asked to pass on comments about contact exposure of yard supervisors of primary students and to get more information about the hiring of nurses in schools and the rapid testing in schools.

2.4 Indigenous Education Advisory Committee – Jennifer Kehoe

Information about a recent grad drum ceremony at GREC was shared and it was noted that ALCDSB and LDSB will continue to operate as one council at this time.

The following new staff hires were mentioned:

- Elementary – Willow Prue
- Secondary – Kelly Maracle
- Eastern hire – Lacey Siemonsen

3. Arising Business

3.1 Supporting SAC – Crystal Bevens-Leblanc

A survey is planned to be sent to Supporting School Advisory chairs to gather feedback on how Parent Involvement Committee can best support SACs. This will be done by email along with information about workshops.

3.2 Resources for Families – Crystal Bevens-Leblanc

Request to organize a committee or working group on the topic of navigating IEPs and Special Education for families.

A new Twitter account for PIC was formed @LDSBPIC.

Feedback being sought on a plan of action for schools with little parent engagement in a school advisory committee. Communication from Crystal Bevens-Leblanc will follow. Purchasing SMORE using parent engagement funds. Stephanie Sartor will confirm the criteria for the use of parent engagement funds and provide this information to Crystal Bevens-Leblanc.

MOVED by Crystal Bevens-Leblanc and seconded by Christine Innocente, to purchase SMORE for the PIC newsletter. Carried.

4. New Business

4.1 Truth & Reconciliation – Creating & Holding Space – Jennifer Kehoe

Work continues to update Admin Procedure 110 to include space for an indigenous representative.

A letter was shared by Jennifer Kehoe, which was also shared at the Indigenous Education Council. This letter can be found in the Microsoft Teams Parent Involvement Committee meeting chat under 'Files'. Jennifer updated PIC on the efforts to encourage Indigenous representation on school councils, including a formal request to Limestone DSB to codify that representation with an amendment to AP 110. Discussion included the importance of holding space specifically for an Indigenous representative. PIC asked Trustee Elliott to take the position forward to the Board for policy-level changes. Stephanie shared that the change requested is with Administrative Procedure 110, which is operational in nature, not a Board Policy. Board Policy review remains the role of the trustee.

MOVED by Christine Innocente and seconded by Crystal Bevens-Leblanc, that the Parent Involvement Committee support and endorse The Truth and Reconciliation addition in AP110. Carried.

Stephanie Sartor will take this proposed amendment to senior staff for consideration and review.

4.2 Appointment of Acting Co-Chair* – Crystal Bevens-Leblanc

MOVED by Crystal Bevens-Leblanc, accepted by Jennifer Kehoe and seconded by Christine Innocente, to nominate Shayla Bradley as interim co-chair.

No other nominations – Acclaimed.

4.3 Approve Updated Bylaws* – Crystal Bevens-Leblanc

A summary of changes was provided by Christine Innocente. By-laws have been amended and shared to email list.

MOVED by Crystal Bevens-Leblanc and seconded by Alex Fletcher, to approve Parent Involvement Committee by-laws as amended. Carried.

Stephanie indicated that she would review the document with the Director.

Stephanie Sartor indicated a reminder to send nominations for the position of co-chair to Eulalia Bolarinho. It is noted that the elections happen on November 12, 2020 and according to the Admin Procedure, a short bio needs to be received 15 days in advance for each nominee. Eulalia should receive these by October 29, 2020 to meet the required date of November 2, 2020 to share with Parent Involvement Committee members.

Stephanie Sartor and Crystal Bevens-Leblanc will confer on the method of voting used to allow for secret ballots and a request was made to have a few members test the voting method.

5. Other Business

Discussion of the following occurred:

Establishment of a ProGrant Committee

Potential for French and Special Education representation on PIC

Tracking and reporting of violent incidents in schools for the purpose of determining best practices in light of positive changes noted by caregivers during this school year

6.0 Adjournment

MOVED BY Christine Innocente and seconded by Crystal Bevens-Leblanc that the meeting be adjourned.

The meeting adjourned at 8:45 pm.



Greetings, Aanii, Kwey Kwey, Ske:kon, Bonjour,

My name is Jennifer Kehoe. I am an Algonquin First Nations woman. The territory that my family is from is Bonnechere in the Ottawa Valley area however I call Katarowkwi (Kingston) home. I am the proud mother of 3 children; 1 daughter and 2 sons. My daughter is a graduate of the Limestone District School Board, who is currently in her final year of her Bachelors of Nursing Degree through Laurentian University. My sons attend Molly Brant Elementary School in the 4th and 7th grades respectfully.

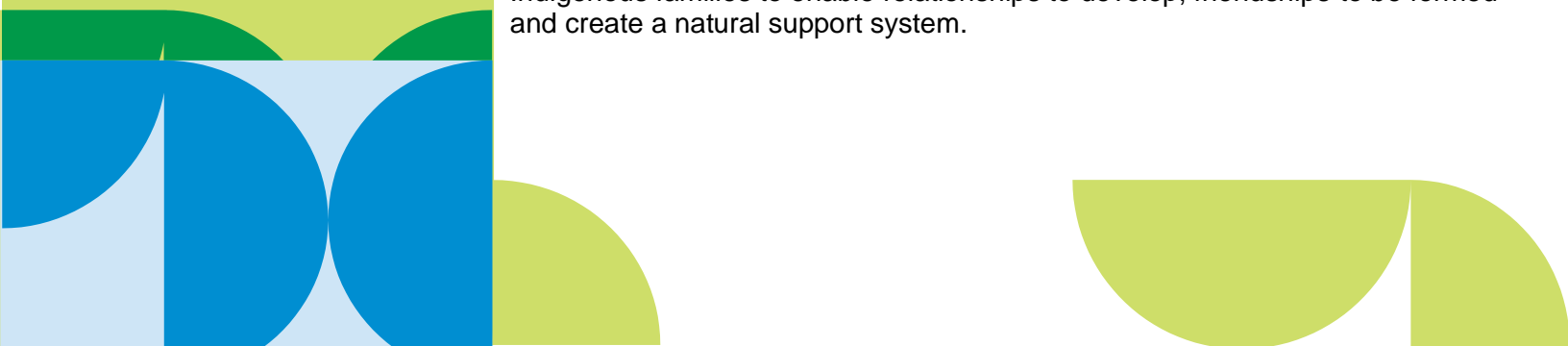
I have been the Chair of the Molly Brant Elementary School Parent Advisory Council (PAC) for 4 terms and am entering into my 5th term. The experience and knowledge that I have gained carrying this responsibility has enabled me to develop deep and meaningful relationships not only with my school community but with the school administration, senior staff at the Board level and the community at large.

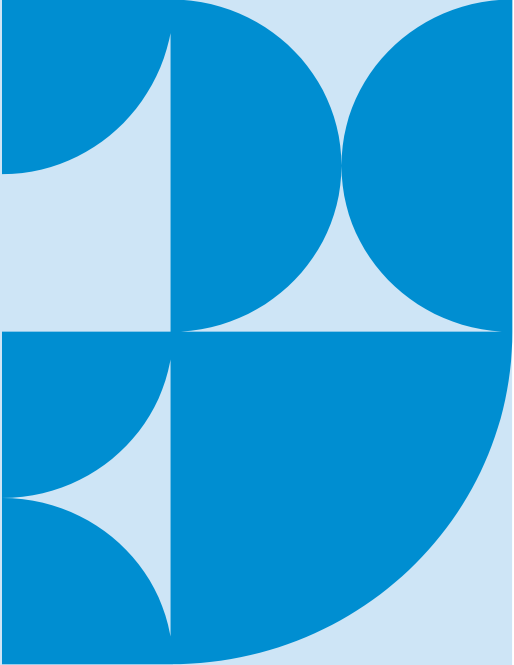
In addition to the role of PAC Chair I also sit as the voting representative on the Parent Involvement Committee (PIC) and a member of the Indigenous Education Council (IEC). Being active and involved at these decision making tables advocating for equity and inclusion in the general sense for my school community brought to light the lack of representation of the Indigenous voice.

The Limestone District School Board is making intentional efforts to bridge the gap in this area of need with the creation of the Indigenous Family Network gatherings that they have hosted in the past. However, there is much more that needs to be done.

The idea of having an Indigenous Family Liaison/Representative was brought to the IEC table in November 2019. At that meeting it was suggested that this idea be brought to the PIC. Following that recommendation and following process it was brought to the PIC February 2020 meeting. The idea was well received and endorsed.

Almost in tandem recognizing that need for Indigenous families to feel connected and supported. Janza Giangrosso and I co-founded the Indigenous Family Circle. Recognizing that change for the work that we are doing is not easily achieved and doesn't occur overnight. Conversations began to occur to create this initiative that would connect Indigenous families with other Indigenous families to enable relationships to develop, friendships to be formed and create a natural support system.





At the first meeting of the Indigenous Family Circle on March 9th, 2020 it was abundantly clear that there is a system level change required to occur. The change that I am requesting support for is an amendment to Administrative Policy 110 Section 20 to include a section for Truth and Reconciliation. The language of this policy change to include directive from the Limestone District School Board to create a position of Indigenous Family Representative on every PAC across the district. This would be putting words into action from the recommendations arising from the Truth and Reconciliation report commissioned by the federal government, specifically calls to action 62 and 63. In doing this we collectively not only creating space but rather holding as well as saving space for Indigenous representation. This position may and very well could possibly sit vacant as it is not about filling a position, it is about creating the opportunity for Indigenous parents/caregivers seeing themselves in Limestone.


Acknowledging that not everyone will be in favour of this request for a variety of reasons may I offer this gentle reminder we are only limited by the limitations we place on ourselves. The intention for this request is not only to encourage and invite Indigenous families to the table but also to lessen the weight that some of the currently active and engaged Indigenous parents/caregivers feel.

In closing, we all come from different teachings that doesn't mean we can't aspire to be in collective voice at the table.

Chi Miigwetch,

Jennifer Kehoe

LDSB Parent
Parent Council Chair - MBES
Parent Involvement Committee Member
Indigenous Education Council Member
Co-founder Indigenous Family Circle for families in LDSB



DEFINITIONS

“LDSB” – Limestone District School Board, *also “Board”*

“PARENT” - a parent of a pupil who is enrolled in a school of the LDSB, and includes a guardian as defined in section 1 of the Act: “a person who has lawful custody of a child, other than the parent of the child”

“PIC” – Parent Involvement Committee as described by LDSB AP 114 (AP 114 last revised June 2017) and Ontario Regulation 612/000

“REPRESENTATIVE” – one formal representative from each school who is the selected voting member at a meeting as defined in (14-18)

“SCHOOL” – any school funded by the Ontario Ministry of Education through the LDSB

FOUNDATIONAL STATEMENT

1. The Director of Education, together with the staff members and Trustees of Limestone District School Board, believes that relationships between schools and their communities can be enhanced through the establishment of local school councils and the Parent Involvement Committee (PIC). The PIC serves as an ongoing mechanism for effective communication and consultation among system leaders, school communities, the Board, and the Ministry of Education. The purpose of the Parent Involvement Committee is to support, encourage, and enhance parent engagement at the board level to improve student achievement and wellbeing.
2. The Parent Involvement Committee shall achieve its purpose by,
 - a) providing information, advising and advocating on parent engagement to the Board;
 - b) communicating with and supporting LDSB school councils and parents/guardians of students of the Board;
 - c) develop strategies and initiatives that the Board and the Board’s Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
 - d) work with School Councils of the Board and, through the Board’s Director of Education to,
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children’s learning,
 - (ii) identify and reduce barriers to parent engagement,
 - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and

**Limestone District School Board Parent Involvement Committee Bylaws Governed by
LDSB AP 114 (AP 114 last revised June 2017)**

- (iv) develop skills and acquire knowledge that will assist the Parent Involvement Committee and School Councils of the Board with their work; and
 - (v) determine, in consultation with the Board's Director of Education and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement; and
- e) undertaking activities to help parents of pupils of the Board support their children's learning and well-being at home and at school.
3. The LDSB is committed to providing, within its means, the resources necessary for an effective partnership between parents and schools through a variety of means including the Parent Involvement Committee. Furthermore, all parents/guardians are always encouraged to attend and participate in PIC meetings or events.

BYLAW REVIEW

4. Bylaws will be reviewed annually prior to or on the last scheduled meeting of each school year.
5. Bylaws must not contravene any provincial laws or regulations, or any Ministry or Board policies.

MEETINGS

6. Four or more meeting dates will be established by the last day of the previous school year.
7. Additional meeting dates may be added with at least 5 days' notice or 2 days' notice for urgent matters where "time is of the essence".
8. Notifications of meeting will be sent to all schools, the PIC email distribution list and will be posted on the LDSB website at least 5 days in advance or 2 days' notice for urgent matters where "time is of the essence".
9. The board shall make available to its Parent Involvement Committee the facilities that the board considers necessary for the proper functioning of the committee, and shall enable members to participate fully in meetings of the committee by electronic means.
10. A representative who participates in a meeting through electronic or telephonic means shall be deemed to be present at the meeting.
11. All meetings shall be open to the public and shall be held at a location that is accessible to the public.
12. Any elected position(s) deemed necessary to be established for the following school year, such as Secretary, Treasurer, Communications or other, shall be established at the final meeting of the previous school year.

13. The duties of any elected position(s) deemed necessary shall be clearly established at the final meeting of the previous school year.

FORMAL REPRESENTATIVES

14. The duties of a formal representative shall include:
 - a) Attend the majority of meetings (or send regrets to the Co-Chairs prior to each meeting) and cast one vote per school they represent at each meeting;
 - b) Declaring themselves present at each meeting by providing their name, the school(s) they represent, and ensuring they are able to vote by the mechanism available;
 - c) Receiving PIC correspondence;
 - d) Sharing information from communications and PIC meetings with parents at the school(s) they represent; and
 - e) In the case where a formal representative represents more than one school, they will be entitled to one vote for each school they represent.
15. At the commencement of each school year, a request will be made to each school through the Principal and School Advisory Council to designate one formal representative. The ideal representative will be an active and engaged participant in their school with the school-specific background necessary to represent their school.
16. In the event that a school has not yet or, does not at all, select a formal representative, all communication shall be sent to the Principal and School Advisory Council of the school.
17. In the event that a formal representative from a school cannot attend a meeting, they may designate any other parent from their school to attend a meeting in their place without any prior notification to the PIC.
18. All parents are encouraged to attend meetings and participate in discussions.

OFFICERS – CO-CHAIRS AND OTHER REQUIRED ELECTED OFFICERS

19. The duties of a second year/incumbent Co-Chair shall include:
 - a) To regularly communicate with representatives, the Director of Education or Designate, Ministry of Education, and other relevant external organizations;

**Limestone District School Board Parent Involvement Committee Bylaws Governed by
LDSB AP 114 (AP 114 last revised June 2017)**

- b) To act as a spokesperson of the PIC in communicating with the Board of Trustees, the Director and/or designate, the Ministry or any other entity;
 - c) To provide relevant orientation materials and training, at their discretion, to all new PIC members by their first meeting;
 - d) To prepare the newly elected/first year Co-Chair to preside as the incumbent/second year Co-Chair the following year;
 - e) To attend, when requested, or select an alternate delegate to attend, other board committee meetings;
 - f) To attend, or select an alternate delegate to attend, other relevant conferences or events as deemed necessary by the committee;
 - g) To ensure they provide a platform and facilitate discussion on germane topics identified by parents;
 - h) To ensure that the PIC website is maintained and kept up to date;
 - i) To ensure that accurate minutes record the business transacted at any meeting;
 - j) To ensure that minutes are amended as necessary and approved at each meeting;
 - k) To ensure the approved minutes are posted for a period of four years on the PIC website and available in hard copy at the Board office;
 - l) Ensure to annually submit a written summary of the Committee's activities to the Chair of the Board and to the Board's Director of Education including a report on how funding, if any, provided under the Education Act for parent involvement, was spent;
 - m) To attend, or select an alternate delegate to attend, the annual Spring Ministry of Education PIC Symposium.
20. The duties of a newly elected/first year Co-Chair shall include:
- a) Fulfilling the duties of the incumbent Co-Chair as required by absence and availability;
 - b) To become fully prepared, through tutelage and communications with the incumbent Co-Chair, to assume the role of the incumbent/second year Co-Chair the following year; and
 - c) To support the incumbent Co-Chair as required.

**Limestone District School Board Parent Involvement Committee Bylaws Governed by
LDSB AP 114 (AP 114 last revised June 2017)**

21. An ideal Co-Chair will be an active and engaged participant in the Board's PIC as well as their school with the school and board-specific background necessary to effectively guide the various activities of the PIC.
22. The duties of any other Officer deemed necessary by the prior year PIC shall be clearly established at the final meeting of the prior year.
23. Any LDSB parent, may hold the position of Co-Chair or any other officer position established.
24. If the parent is also an employee of the LDSB (full-time, part-time, or casual), they must declare this information to other representatives to the LDSB PIC at least two weeks prior to the election or potential acclamation as part of their biography and declare this at the meeting prior to their election or acclamation. They may be asked to remove themselves from a vote if there is deemed a Conflict of Interest.

ADDITIONAL MEMBERSHIP

25. The Director of Education role and responsibilities shall include those as prescribed by O. Reg. 330/10 of the Education Act. The Director of Education may:
 - (i) delegate any of his or her powers or duties as a member of the parent involvement committee to a supervisory officer employed by the board; and
 - (ii) designate a supervisory officer of the board to attend a meeting of the parent involvement committee in his or her place.
26. The Trustee representative role and responsibilities shall include acting as a liaison between the Board of Trustees and PIC, as prescribed in O. Reg. 330/10 of the Education Act. The Trustee representative may:
 - (iii) delegate any of his or her powers or duties as a member of the parent involvement committee to another member of the board; and
 - (iv) designate a member of the board to attend the meeting of the PIC in his or her place.

NOMINATIONS

27. Nominations for a first year Co-Chair may be submitted by any parent of the LDSB.
28. Nominations or self-nominations must be received at least two weeks prior to the election which will be held annually before November 15.

29. Nominations must be submitted to the Director of Education or designate or the Assistant to the Director and/or designate and be accompanied with a short (maximum 250 words) biography. Nominations and biographies can be mailed or dropped off at the LDSB Education Centre at 220 Portsmouth Avenue. Alternatively, they can be e-mailed to the Director and/or designate. These biographies will be shared with the other school's representatives at least 10 days prior to the election.
30. In the event that no individual is nominated or self-nominates, the incumbent Co-Chair will be acclaimed as the sole Elected officer until a first year Co-Chair can be acclaimed.

ELECTIONS

31. The former first year Co-Chair will be acclaimed as the incoming second year/incumbent Co-Chair for a one-year term.
32. In the event that the former first year Co-Chair is incapable of assuming the role of the second year/incumbent Co-Chair, elections will be held to select two Co-Chairs from among the nominees.
33. Elections will be held annually for the role of one incoming/first year Co-Chair.
34. Notice of elections will be provided at least one month prior to the scheduled election via e-mail and on the LDSB website.
35. Each candidate will also be allotted two minutes to address the other representatives prior to the vote.
36. The Co-Chair(s) will be elected by secret ballot.
37. Each school's formal representative will have one vote.
38. Voting will be supervised by the Director (or designate) and two formal school representatives who are not running in the election.
39. Results, beyond the elected individuals who will hold office, will not be shared.
40. All ballots and tallies will be destroyed upon completion of any round of voting.

TERM

41. A newly elected/first year Co-Chair will serve one year until they are acclaimed at the following years election and then will serve one year as the incumbent/second year Co-Chair.

42. Incumbent/second year Co-Chair terms will be one year following a one-year first year/newly elected Co-Chair term.
43. Co-Chairs may hold office for a maximum of two continuous terms in the same role if no other candidates are nominated.

VACANCIES

44. A vacancy shall occur if a Co-Chair steps down from their position, is unable to fulfil their duties or if a resolution is passed that he or she be removed, by a majority of the formal representatives present and entitled to vote at the meeting.
45. If any vacancy shall occur for any reason, the representatives by majority vote may, by appointment, fill the vacancy with any other parent for the balance of the term of the vacancy.
46. A vacancy in the membership of formal representatives on the Parent Involvement Committee does not prevent the Committee from exercising its authority provided that formal representatives constitute the majority of Members on the Committee as per O. Reg. 330/10, s. 6.

COMMUNITY MEMBER APPOINTMENTS

47. In recognizing that members of the community can bring an important perspective, up to three community members may be appointed as representatives.
48. Community Representatives may include:
 - a) a representative of the Special Education Advisory Committee (SEAC), designated by the SEAC;
 - b) a representative of KFL&A Public Health as designated by Public Health; and/or
 - c) any other community organization the representatives select.
49. Community members may not be a member of the Board of Trustees or an employee of the LDSB.
50. Community members are voting members except for the selection of the Co-Chairs.
51. Community members terms will be one year.
52. Community members may serve a maximum of three consecutive terms (3 years).

53. An exception to the number of consecutive terms may be made in exceptional circumstances where no other representative is available from the community group/organization.
54. If a vacancy occurs at any time, it is the responsibility of the community group/organization to select a replacement representative.
55. Additional community representatives may be invited to individual meetings as a resource but would not hold voting privileges.

QUORUM

56. No business shall be transacted at any meeting unless the requisite quorum is present at the commencement of the meeting.
57. If quorum is not achieved, an informational meeting may be held.
58. Quorum shall be represented by fifteen percent of total number of formal representatives or a minimum of 8.

VOTING

59. Agenda items that may require voting will be identified to representatives 5 days prior to the meeting or 2 days' notice for urgent matters where "time is of the essence".
60. Unforeseen matters that arise at the meeting that require voting will be tabled or voted on at the discretion of the Co-Chairs and Board designate.
61. When the Parent Involvement Committee votes on a matter, only formal representatives and appointed Community members are entitled to vote.
62. All matters and questions arising at any meeting shall be decided by a majority of votes of the formal representatives and appointed Community Members at the meeting.
63. Every vote at any meeting shall be decided by a show of voting cards by those present or by show of hands by those attending electronically by video or by any other means that allows all formal representatives to be adequately identified and to cast one vote.
64. Electronic voting outside of a scheduled meeting is permissible only when the Co-Chairs and Board designate deem that the situation is urgent and that "time is of the essence."
65. In the case of a disagreement where the Co-Chairs and Board designate are required make a joint decision, the tie shall be broken by a vote of these three.

CONFLICT RESOLUTION

- 66. Every representative will be given an opportunity to express his or her concerns or opinions on matters on the floor.
- 67. Speakers will maintain a calm and respectful tone at all times.
- 68. Representatives are designated as representatives of the LDSB's community and will demonstrate respect for their colleagues at all times.
- 69. Speakers will be allowed to speak without interruption.
- 70. The responsibility of the Co-Chairs is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- 71. If no common ground can be identified, the Co-Chairs will seek to clarify preferences among all members before proceeding.
- 72. If all attempts at resolving the conflict have been exhausted without success, or if the Co-Chairs are not in a position to be impartial with respect to the conflict, the Co-Chairs shall request the intervention of the director, or other senior administrator, to facilitate a resolution to the conflict.

CONFLICT OF INTEREST

- 73. Each representative shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of the LDSB PIC and a personal or pecuniary interest.
- 74. If a representative identifies they have a conflict of interest, he or she shall declare the conflict of interest immediately and remove himself or herself from the meeting and decline any participation in, the discussion and resolution of the issue or item.

CONFIRMED AND PASSED by the LDSB PIC Representatives on the __15th__ day
of __October__ in the year __2020__.

Co-Chair

Director or Director designate

Co-Chair