

## Parent Involvement Committee Meeting Minutes – October 23, 2025

### Public Meeting

Roll Call:

<b>Trustees:</b>	<b>Staff:</b>
B. Godkin R. Hutcheon (regrets)	P. Gollogly, Assoc. Superintendent
<b>Invitees:</b>	<b>Recorder and Producer:</b>
V. Venditti, Co-Chair C. Bevens-Leblanc, Past Co-Chair M. Redmond, Bayridge PS and BSS M. Hudson, Calvin Park PS/LCVI S. Patrick, Clarendon PS M. Rickey, EVS J. Avery, Fairfield ES M. Foster, J.R. Henderson/FSS/Module de l'Acadie S. Bradley, Joyceville PS C. Scales, KSS M. Valente, LISS H. Wilson Loughborough PS C. Bird, Module Vanier A. Ewart, Molly Brant ES E. Wilkinson, Odessa PS S. Mather, Prince Charles PS K. LeClair, Selby PS S. Gratto, Storrington PS R. Hussain, Truedell PS P. Cabrera, Winston Churchill PS J. Clayton, W.J. Holsgrove PS Z. Mnyetto, Keys P. Bearse, Southeast Health Unit	E. Smith, Administrative Assistant M. Christopher, IT

### 1. Welcome

- Co-Chair Venditti called the meeting to order.
- Co-Chair Venditti shared a personalised land acknowledgement with the group.
- Attendance/Regrets: no official regrets received. Co-Chair Venditti introduced electronic sign-in process.

#### Limestone District School Board

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- Declarations of conflict of interest: none.
- Co-Chair Venditti reviewed meeting norms.

**Housekeeping items:** All attendees must sign in with name, role, and school (or organization for community members). When speaking, identify yourself by name, school, and role for accurate record keeping.

**Engagement and conduct:** Maintain respectful and professional behavior during discussions. Allow speakers to present without interruption; encourage constructive and courteous dialogue. PIC and the Board are allies working collaboratively for students and the school community. Keep discussions community-focused, avoiding personal stories. Stay on topic; changes in agenda template were made to help maintain focus and respect everyone's time.

**New Topics and Motions:** Only appointed PIC representatives may bring forward new topics or motions. Items should be submitted via email to PIC Co-Chairs or during agenda call-outs before meetings. Time-sensitive items may be requested for addition on the day, subject to group approval.

**Guest Participation:** Guests may observe and ask follow-up questions on presented topics. Guests cannot introduce new items; they must email PIC Co-Chairs or go through their school PIC Rep.

**Quorum and Voting:** Decisions require quorum; voting privileges are limited to PIC representatives. Voting items will be announced in advance to ensure participation.

**Conflicts of Interest:** Disclose any potential or perceived conflicts for notes.

**Goal:** Create a meeting environment that is respectful, transparent, and productive for all participants.

## 2. ADOPTION OF THE AGENDA

2.1 Adopted.

## 3. APPROVAL OF MINUTES

3.1 PIC Meeting Minutes from May 1, 2025, approved with minor correction.

## 4. YEAR-END REPORT FROM PREVIOUS CHAIR

- Past Co-Chair Bevans-Leblanc presented PIC Year-End Report (attached). Also attached is correspondence between PIC and Director of LDSB concerning: (a) Mental Health Absence Reporting Recommendation; and (b) Information related to Parent/Caregiver Representation on Board Committees. Co-Chair Venditti provided summary of both communications. Co-Chair Venditti noted that there maybe some information missing in relation to Board Committees.  
**Action Item:** Co-Chair Venditti will follow up with Director Burra regarding information on parent seats on Board Committees.
- Past Co-Chair Bevans-Leblanc provide 2SLGBTQIA+ Focus Group update. The focus group was established during the pandemic to promote kindness and acceptance. Initially, there was no intentional messaging to ensure safe spaces for students at highest risk of suicide. Significant work has been done over the years, leading to positive changes at the board level. Schools today are more inclusive compared to the past. Discussion occurred regarding the future of the 2SLGBTQIA+ focus group, the question of whether the group would remain and if changes needed to be considered. Members agreed the group should remain active, with suggestions shared for improving visibility and

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engagement. It was suggested changing the name from Focus Group to something less formal and more welcoming, such as: Affinity Group, Fellowship, Collective Action Group. The group traditionally met every second Tuesday of the month. Suggestion was made to host a meeting or open discussion space to collect ideas or alternatively, using a Google doc to gather information. Next meeting date will be confirmed (tentatively November 11) and advertised on the public PIC page.

## **5. ELECTIONS AND ROLE CONFIRMATIONS**

5.1 Election of new PIC Co-Chair: no nominations were received.

One potential bio may be submitted soon. Holly Wilson did express interest. Co-Chairs provided an overview of the process according to the bylaws. Preference is given to someone within the PIC group though the role is open to all parents in the board. Ideal candidate would have prior PIC involvement, council experience, and understanding of board-level responsibilities. If no candidate is selected, the Board is legally required to appoint a parent to chair next year.

5.2 Election of Administrative Officer: a new optional role, Administrative Officer, was introduced to support PIC Co-Chairs with communication, record-keeping and organizational transparency. Co-Chair Venditti shared role details, draft bylaws are available on the board website.

Past Co-Chair Bevans-Leblanc invited interested in the position; no self-nominations received. PIC Representative S. Bradley was nominated and acclaimed to this position.

5.3 Confirmation of Community Representatives:

- Invitation was sent to South East Health Unit to continue participation; confirmation was received that Peter Bearse will be their representative.
- Keys community organization was also invited; confirmation was received that Zainab Mnyetto will be their representative.
- Community representatives will have a standing agenda item for future meeting to provide reports and answer questions. Introductions followed. Co-Chair Venditti thanked both of the community representatives for accepting the invitation and joining the group. Co-Chair Venditti reminded the group that there were three community seats available and encouraged members to consider if there were others that could be considered. Youth Wellness Hub and Kingston Native Centre and Language Nest were brought forward as ideas from members.

## **6. Chair's Report**

6.1 Call for PRO Grant Subcommittee members

Co-Chair Venditti reported that schools have received application information. Subcommittee last year handled application reviews and approvals. Initial email on application process is sent from Board; PIC Co-Chairs will send follow up email to School Council Chairs. Applications are currently being accepted, and none have been received so far. Review periods are Nov 4-7, Dec 2-5 and Jan 13-16. Final submission deadline is Feb 16 with final review Feb 17-20. Spending deadline is May 22, and report is due May 29. Application form is available on the website. Co-Chair Venditti clarified that combined schools (e.g. Ernestown Intermediate and High School) count as one application. Co-Chair Venditti called out for volunteers to join the subcommittee (3-4 members needed).

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A subcommittee was established to oversee the PRO funding: C. Scales, M. Foster, A. Ewart and M. Valente with support from Co-Chair Venditti.

6.2 Call for PIC representative to Environmental Sustainability Advisory Committee (ESAC) meetings  
PIC holds a seat on the ESAC but did not participate in the first meeting. Recruitment for a representative was posted in the private PIC group, no takers yet. Committee meets approximately 3 meetings per year. Upcoming dates are Mar 3 and May 12. Committee is an advisory body of the LDSB. Provides a channel for community involvement and input on environmental sustainability. May make recommendations to the Board on education programs and practices related to sustainability. Co-Chair Venditti will share full write-up, including powers and duties, with the meeting recap.

C. Bird volunteered to represent LDSB PIC.

6.3 Invitation to PIC representatives to provide input on desired presentations/topics for the year  
Co-Chair Venditti invited members to suggest and vote on guest speakers/presentations for the 2025/26 year. Google link will be shared.

6.4 Invitation to PIC representatives to consider subcommittee ideas for the 2025-26 school year  
Co-Chair Venditti encouraged members to share ideas for new subcommittees. A recommendation was put forward to reconsider establishing a subcommittee focused on neurodiverse families. PIC Representatives S. Bradley and M. Rickey indicated their willingness to serve as leads for this initiative.

6.5 Co-Chair Venditti extended an invitation to PIC Representatives and School Councils to attend the Chairs Workshop scheduled for October 30 at 6:30 p.m., which will be held online.

## **7. PIC Representative Role Review**

Decision was made to defer this agenda item due to time constraints. The review will be addressed at the next meeting. Many PIC representatives are still not identified, which supports postponing the discussion.

## **8. Board and Trustee Updates**

### **8.1 Superintendent/Director Update**

Assoc. Superintendent Gollogly welcomed everyone and introduced herself. It has been a busy and inspiring fall across Limestone schools, filled with learning, leadership and community connection.

- LDSB student Trustees and members of Interschool Council met with Youth United. Inter-School Council is focusing some efforts on raising funds this fall for the United Way campaign. These students will be doing a "Seeing is Believing Tour" in October.
- Schools across Limestone marked Orange Shirt Day and Treaties Recognition Week through assemblies, classroom learning, and community partnerships, reinforcing our shared commitment to truth, reconciliation, and learning from Indigenous voices.
- Classes have taken part in outdoor education programs at Gould Lake Outdoor Centre, connecting learning to nature and sustainability. Students have also showcased innovation through STEM projects and robotics challenges.

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- The Board launched the Student Census 2024–2025, helping Limestone better understand and support the diverse identities and experiences of all students.
- Assoc. Superintendent Gollogly informed that LDSB has partnered with Kingston 4 Paws; and introduced a furry friend Teddy, a therapy dog, who works primarily in the Safe Schools Program supporting students facing various challenges. Concern was raised about signs stating “No Dog at Any Time” at Limestone schools, which may cause confusion when therapy/service dogs like Teddy are present. Assoc. Superintendent Gollogly clarified that Teddy is a certified service/therapy dog with proper identification. Service dogs are permitted in schools and other restricted areas due to their designation. Suggestion was made to ensure that families receive clear communication explaining the exception for service dogs to avoid misunderstanding.
- PIC Rep. Foster raised a question about updated concussion protocol.  
 Assoc. Supt. Gollogly informed: (a) OPHEA released updated concussion guidelines last year; (b) schools are revising concussion protocols and codes of conduct for students, parents and student-athletes. Aim is to ensure awareness and shared responsibility for concussion management. Current process is that if a student reports a head injury mandatory call is made to parents/guardians; Ministry-mandated form must be signed before resuming physical activity. Concern was raised that students (a) may avoid reporting injuries to prevent missing recess or activities until form is signed; (b) creates a risk of discouraging honesty and timely reporting. Clarification was provided that temporary restriction from activities is precautionary due to delayed symptoms; coaches and staff can override student or parent/guardian judgment if symptoms are observed; parents/guardians can verbally confirm, but written acknowledgment is still required. Training will be provided to staff completing forms and questionnaires. Questionnaires remain largely unchanged; focus is on awareness and proper documentation.  
 Suggestions was made to include concussion information and code of conduct during sports registration and general school enrollment; Assoc. Supt. Gollogly confirmed that information is available through School-Day. PIC Rep. Clayton recommended broader awareness for all student, not just athletes; improve family awareness of concussion risks and responsibilities.
- PIC Rep. Foster raised a question about lack of canteens at cross-country events. Possible reasons were discussed such as location restrictions (Fort Henry), no designated organizing group. Recommendation was made to contact organizer to explore options, such as LESAA.
- PIC Rep. Foster further discussed communication that was issued about elementary sports and school activities. Main concerns were that parent felt dismissed or misled. Staff were misinformed, leading to confusion and backlash. Principals and coaches lacked consistent messaging. Assoc. Supt. Gollogly recognized that the situation could have been managed differently; and issued an apology for poor communication and its negative impact. Impact of sports on students was recognized, sports help students build confidence, teamwork and resilience.  
 Recommendation: improve transparency and consistency in communication; ensure staff and parents receive the same information at the same time; balance academic requirements with the value of extracurricular activities; provide context for new policies to avoid misunderstandings. Co-Chair Venditti expressed appreciation for Assoc. Supt. Gollogly’s apology on behalf of the Board.

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- PIC Rep. Valente raised an issue over attendance email. Parents received emails stating students missed multiple days (e.g., 5 days), including absences for: school trips, athletics, leadership classes (credit courses), this led to parents questioning if their children were failing or being penalized. Past Co-Chair Bevens-Leblanc clarified that Ministry emphasizes attendance and suggests scheduling appointments outside school hours. Parents feel this expectation is unrealistic for many families. Recommendation: provide clear, consistent communication about attendance policies and thresholds. Differentiate absences for school-sanctioned activities from unexcused absences. Consider family barriers when setting expectations for appointments.

#### 8.2 Trustee update(s)

Trustee Godkin introduced himself (City of Kingston: Pittsburgh, King's Town Districts and Frontenac Islands, Vice-Chair of the Board of Trustees).

- Trustee Godkin noted that a lot of things that he was going to report on have already been covered.
- He informed that Trustees have received a report on maintenance that was done in schools.
- With regard to Ministry's introduction of rule where Trustees missing a meeting without a justifiable reason may lose their position, Trustee Godkin informed that they were tasked with creating a policy to comply with the requirement and the policy is now developed.
- Trustee Godkin addressed proposed Ontario Ministry of Education changes to School Board Governance. Namely, consideration being given to removal of democratic governance elements (Trustees) in English Public School Boards. Trustees provide independent advocacy for families He encouraged PIC to use their collective voice on matters of importance to public education. Past Co-Chair Bevens-Leblanc proposed that PIC writer a letter to the Minister of Education regarding the removal of trustees from public school boards.
- Co-Chair Venditti will draft a letter, assisted by Past Co-Chair Bevens-Leblanc. As per consensus from the group, PIC will attempt to collaborate with other PICs and provide School Councils with a template they can use if they wish to also advocate for the continuation of the Trustee role. Suggestion was made to include clear explanation of Trustee roles to build understanding and engagement.

## 9. New Business

## 10. Next Meeting Date

Thursday, November 13, 2025 at 6 PM.

## 11. Adjournment

The meeting adjourned at 8:20 PM.

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## LDSB Parent Involvement Committee (PIC)

### 2024–2025 Year-End Report

As we reflect on the 2024–2025 school year, we would like to extend our sincere thanks to every member of the Parent Involvement Committee (PIC) for your dedication, collaboration, and commitment to strengthening the partnership between families and schools. Your voices and contributions have played an important role in supporting meaningful family engagement across the Limestone District School Board.

Now, as we begin a new school year, we recognize the value of the work we accomplished together and the foundation it provides for the year ahead. Your continued efforts help foster inclusive, connected, and thriving school communities, and we look forward to building on this momentum in 2025–2026.

In accordance with LDSB Administrative Procedure 114: PIC Membership, the committee this year included identified representatives from 26 out of 58 LDSB schools, LDSB senior staff member Patty Gollogly, Trustee Bob Godkin, and Community Member Jessica Hall RN representing the South East Health Unit formerly KFL&A Public Health. The Co-Chair positions were held by Crystal Bevens-Leblanc, completing the second-year term following a vacancy, and Virginia Venditti, serving in her first year as Co-Chair. Together, we co-chaired four regular PIC meetings as outlined in the Bylaws, as well as two special sessions featuring Director Burra—one to present his annual Board Report and another focused on artificial intelligence in education.

All meetings were held in a hybrid format, with in-person attendance at the board office and virtual participation via Microsoft Teams. Recordings were made available through the LDSB YouTube channel for broader access, although some recordings were withheld due to the sensitive nature of their content.

The year began with the annual Chairs Workshop, co-hosted by a PIC Co-Chair Virginia Venditti and PIC Representative Shayla Bradley, which provided support and resources to school council chairs across the district. Later in the year, PIC was invited by the board to collaborate on two family engagement events. The first, *Kids and Screens: Healthy Habits*, was hosted in partnership with LDSB and the South East Health Unit and featured guest speaker and author Dr. Shimi Kang (*The Tech Solution*). PIC also contributed \$2,000 from remaining Parents Reaching Out (PRO) funds to support *Keeping Students Safe: Human Trafficking is Closer Than You Think*, a presentation led by Julie S. Lalonde.

In addition to participating in these events, PIC members engaged in ongoing work through subcommittees, which can be formed each year to address identified priorities. For 2024–2025, two standing subcommittees were established. The Bylaw Review Subcommittee focused on evaluating and strengthening the PIC bylaws. Despite some challenges with member availability and overlapping participation in other subcommittees, the group collaborated effectively to update the bylaws, ensuring they are comprehensive, transparent, and aligned with the current



needs of PIC. The PRO Funding Subcommittee was responsible for reviewing and recommending approval of applications submitted for Parents Reaching Out (PRO) funding, which supports parent-led and parent-focused engagement initiatives. For the year, a total of \$31,000 was available, with \$27,213.75 successfully allocated. Twenty-six applications were approved, representing a variety of initiatives that met funding criteria, while two applications were initially denied because their primary focus was on student experience rather than direct parent engagement; one of these was later approved after revisions brought it in line with PRO guidelines. These subcommittees continue to play an important role in supporting inclusive, accessible, and meaningful engagement across school communities.

Building on the committee's ongoing work, the PIC 2SLGBTQIA+ Focus Group continued this year, providing a dedicated and inclusive space for families of 2SLGBTQ+ students to share experiences, ask questions, and receive support. Hybrid meetings were held monthly, helping to maintain connection and a sense of safety for families navigating the school system. This group remains a vital part of PIC's commitment to equity and inclusive family engagement.

Throughout the year, PIC members also benefited from a couple of key presentations that enriched our discussions and informed our work. These included a session from the local Anti-Racism Working Group and a consultation on the upcoming 2025 LDSB Student Census, where members were invited to provide early feedback.

In the spirit of engagement and collaboration time was set aside during meetings for intentional discussions about the committee's future direction, including goals, values, and identifying measures of success. Common themes that emerged included the importance of transparency, the need for clear structure, the value of a positive and professional environment, and a continued commitment to meaningful action.

To support these priorities, PIC introduced tools and practices aimed at improving clarity, accountability, and follow-through. A meeting tracking tool was implemented to record and organize key action items, assigned responsibilities, and progress updates from each meeting. This tool helped ensure that items raised by members were not lost or overlooked and supported greater transparency. In addition, first year Co-Chair Virginia Venditti began sending post-meeting summary emails from the Co-Chairs, providing a timely recap of key discussion points, decisions, and next steps. This approach addressed ongoing concerns about delays in accessing official meeting minutes and was well-received, helping to enhance communication and engagement between meetings.

Over the course of the year, PIC identified and agreed upon key advocacy items to bring forward to the board. The Co-Chairs submitted formal correspondence that included a recommendation to add a mental health option to the student absence reporting system, a request for action urging the board to update its website with current committee descriptions, bylaws, terms of reference, and clear pathways for parent involvement at the board level, and a list of questions and clarifications regarding various board-level committees as raised by PIC members. Other items, such as an inquiry regarding accessibility to before- and after-school



care, were also brought forward to members but deferred to a more appropriate board-level pathway. (Please see attached correspondence for full details.)

As we reflect on the 2024–2025 school year, it is clear that the efforts and engagement of PIC members have laid a strong foundation for continued growth and collaboration. Looking ahead, we are committed to building on this momentum by exploring new opportunities for inclusive family engagement, strengthening committee processes, and supporting meaningful dialogue between families and the board. We are excited to continue this work in the coming year and to further advance PIC’s role in shaping positive experiences for students and families across the district.

With gratitude for your partnership,

Crystal and Virginia,  
LDSB PIC Co-Chairs

16, October, 2025

Dear Parent Involvement Committee Co-Chairs (Virginia & Crystal),

I greatly appreciate the partnership that we share in supporting Limestone families and family engagement in the system and the very generous giving of time that PIC representatives provide to support others. Thank you for the spring 2025 PIC requests for information: (a) Mental Health Absence Reporting Recommendation; and (b) Further Information related to Parent/Caregiver Representation on Board Committees. I will address each of these requests in this response.

With regard to the request for including a mental health category to the attendance reporting system, I have reviewed the Ministry registration/attendance roll requirements, and PPM 169, and sought clarification from both School Mental Health Ontario and from York Catholic DSB regarding an absence code related to Mental Health. Regardless of the circumstances for why a student might be absent, we do have a responsibility to provide supports, and/or connections to community supports, if they are requested/needed by a student and/or their parent/caregiver. Currently we are in compliance with Ministry requirements related to attendance codes and tracking. I continue to be hesitant to add a distinct absence code tied to mental health when the Ministry and government are very prescriptive regarding expectations of school boards. Additionally, without common understanding among students, families, and staff, I have significant concerns regarding the potential sharing and storing of personal health information in our student information system and inconsistencies in how students/families use the code, and how schools respond. Furthermore, I believe more complex discussions related to individual students should be more sensitively and delicately shared between students/families and the school, as opposed to communication through the use of attendance codes. Regardless, I am willing to formally, and jointly with PIC, request further clarification from the Ministry regarding the potential addition of a mental health code if this is something PIC would be interested in pursuing.

As a clarification, it should be noted that York Catholic has NOT added a distinct attendance code for Mental Health. What York Catholic has done is modify their illness option to say "Illness

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Karen McGregor, Chair | Krishna Burra, Director of Education and Secretary | Craig Young, Treasurer

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(physical or mental health).” Additionally, York Catholic has also adjusted the absence code for “Parent Approved” to “Parent Approved or Acknowledged”. In consultation with our Mental Health Lead, Laura Conboy, and School Mental Health Ontario, we are unaware of any other school board in Ontario that has made similar changes, or added a mental health attendance code.

With regard to your letter and questions focused on Board Committees, I have collected information from our senior team and reviewed Board Policy 11: Committees of the Board. Board Policy 11 contains much of the information requested related to each of the Board level committees. I have collated more detailed information to address some of the questions for which you requested answers, and these can be found attached.

If you have any additional questions or clarifications, please reach out.



K. Burra

**IMMEDIATE REQUEST: Update board website with current committee descriptions, bylaws/TORs, info regarding opportunities for parent involvement with the same, outlining description of role, responsibilities, level of commitment, criteria, terms, processes, etc.**

### **Board of Trustees**

- Are PIC & IEC the only Board Committees that are identified as autonomous by the MOE? If so, does the Board have a policy outlining parent seats/involvement on the Board Committees that are not?
- How are Board Committee parent members selected? Is this different per committee? If different, please offer an explanation briefly describing each.
- How frequently are policies/TOR/Bylaws defining/outlining parent seats and specifics regarding the same (ie, length of terms, selection process, qualifications, etc) on Board Committees reviewed? Are these reviewed by the Board, or by each individual Committee?
- How frequently does the Board consult with the PIC to seek input on the parent seats on the Board Committees that are not identified as autonomous by the MOE?

### **Operations**

- Please provide a list of all board committees and subcommittees that have parent seats/members
- For each parent/family seat on every board committee/subcommittee, please provide a list of current persons, the end of their terms respectively, and when the call for interest will be out for each
- For each parent/family seat position on every board committee/subcommittee, please provide a repository of the Terms of Reference or Bylaws
- For each parent/family seat position on every board committee/subcommittee, please provide the selection criteria and process used to fill upcoming seats
- For each parent/family seat position on every board committee/subcommittee, please provide the selection criteria and VACANCY procedures used to fill outside of the typical, scheduled call for members in the case of vacancies outside of the standard term



# CHAIRS WORKSHOP

Join us for our annual Chairs workshop.  
All new and experienced Chairs, Co-Chairs, and  
Vice Chairs are encouraged to attend.

Date: Thursday October 30th

Time: 6:30 pm

Location: online

