

## **Agenda – Parent Involvement Committee**

**Thursday, October 24, 2024- 6:00 p.m.**

Limestone Education Centre

220 Portsmouth Avenue, Kingston, Ontario

Virtual Link: <https://bit.ly/LDSBPIC20241024>

### **Public Meeting – 6:00 p.m.**

**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. CALL TO ORDER**

#### **2. ADOPTION OF THE AGENDA**

#### **3. DECLARATION OF CONFLICT OF INTEREST**

#### **4. APPROVAL OF MINUTES**

4.1 PIC Meeting – April 4, 2024

4.2 PIC Meeting – May 2, 2024

#### **5. BUSINESS ARISING FROM MINUTES**

5.1 Approval of PIC Bylaws (2024)

#### **6. EDUCATIONAL SERVICES UPDATE**

6.1 Co-Chair Update - V. Wood / C. Bevens-Leblanc

6.2 Trustee Update – Trustee Godkin

6.3 Board Update – Assoc. Supt. Gollogly

6.4 2SLGTBQIA+ Focus Group – C. Bevens-Leblanc

#### **7. CORRESPONDENCE**

**Limestone District School Board**

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

7.1 Email from PIC Co-Chair to Director, LDSB, submitting motion and amendment on Live Streaming and Retaining PIC Meetings for public accessibility, dated 2024-05-08

7.2 Letter from Director, LDSB, to PIC Co-Chairs and Broader PIC Committee, dated 2024-10-08

## **8. ASSOCIATION UPDATES**

8.1 KFL&A Public Health – Lisa Lollar

## **9. OTHER BUSINESS**

9.1 Elections for PIC Co-Chair position

9.2 Parents concerns regarding EA shortages

9.3 Promote “PIC Night with Director” on November 21, 2024

## **10. NEXT MEETING DATE**

Thursday, November 14, 2024, at 6 p.m.

## **11. ADJOURNMENT**

**Limestone District School Board**

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

See Yourself in Limestone



## PARENT INVOLVEMENT COMMITTEE MEETING MINUTES – April 4, 2024

### Roll Call:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Members:                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Staff:                                                                                |
| V. Wood, Co-Chair and Sydenham HS<br>S. Bradley, Outgoing Co-chair and 2SLGTBQIA+ Focus Group<br>M. Rickey, Bayridge PS<br>T. MacDonald, Centennial PS<br>C. Innocente, Ecole Maple ES<br>M. Chapman, Ernestown SS<br>C. Wither, Frontenac SS<br>M. Hudson, LCVI/Calvin Park PS<br>M. Foster, Module de l'Acadie<br>M. Richmond, Odessa PS<br>V. Venditti, Polson Park PS<br>J. Jodoin, Rideau PS<br>S. Gratto, Storrington PS<br>K. Mennie, Welborne Ave PS | S. Gillam, Superintendent<br>P. Gollogly, Assoc. Superintendent<br>M. Christopher, IT |
| Trustees:                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Recorder:                                                                             |
| B. Godkin                                                                                                                                                                                                                                                                                                                                                                                                                                                    | E. Smith, Administrative Assistant                                                    |
| Community Members:                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| L. Lollar, KFL&A Public Health                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |

## **1. Call to Order**

Co-Chair Wood called the meeting to order at 6pm.

Co-Chair Wood welcomed everyone to the meeting and provided the Acknowledgement of Territory.

“We recognize that 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.”

## **2. Adoption of Agenda**

Adopted.

## **3. Declaration of Conflict of Interest**

No conflict of interest declared.

## **4. Approval of Minutes**

February 2024 minutes were approved by consensus.

## **5. Delegation/Presentation**

Co-Chair Wood invited Supt. Gillam to deliver his presentation on Elementary Special Education Support. Supt. Gillam expressed gratitude for the opportunity to return and address the meeting. This presentation was also shared with the Special Education Advisory Committee (SEAC). Feedback from the SEAC led to some information being brought back to the Educational Services Leadership Team, resulting in some tweaks and additional information for clarity. Infographic will be shared at the end of the presentation, which is being used by school staff and current special education teachers to support understanding of the new model. Supt. Gillam recalled that Special Education review began in the spring of 2023. It was noted that the Special Education sector is currently underfunded by approx. \$8million each year. The four main findings from the review were discussed: equity of access to supports and services, the need for flexible and responsive supports, the importance of purposeful and planned inclusion, and the need to reduce siloed and identification-specific service delivery. The four proposed solutions were presented: putting supports where they are needed the most (in schools), creating flexible and responsive structures (siloed resources are less efficient), multi-tiered systems of support and capacity building. Supt. Gillam provided details on how resources are being realigned. Information will be shared with schools in the third week of April. The EA allocation process will occur simultaneously.

Question and answer followed.

## **6. Reports for Information**

### **6.1 Co-Chairs Update**

Co-Chair Wood welcomed everyone. Co-Chair reminded everyone that course selection has started for secondary schools. She further informed that Director Burra sent out a message outlining the budget for school year 2024/25. The school year budget survey closed on 7 March; the Budget Committee will meet on 17 April to review the budget and the outcome is expected to be announced thereafter.

The City of Kingston is seeking nominations for youth volunteers for the Civic Awards. The deadline for nominations is 19 April. An email will be sent out with more information about the nomination process.

Co-Chair Wood received an email that the Parent's Guide to Ontario Education system is being relaunched.

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The guide provides resources to help parents play a stronger role in their children's education. It outlines parent or school committee meetings and provides an understanding of specialized support and processes for suspensions and expulsions. The guide is available in 10 different languages. The information was posted on Facebook, Instagram, and X, but it will also be sent out to PIC representatives and Council chairs.

Co-Chair Wood reminded us that PRO funding should be spent (with invoices submitted) by 24 May, final report should be submitted by 31 May. Annual School Council Reports are due in June 2024. The template is available in the Financial Handbook page 48. Furthermore, an education funding technical paper for 2023/24 will be sent out as well as a great resource.

Co-Chair Wood informed that PIC bylaws review will be done at the next meeting.

The current balance of the PIC account is \$7,072. Co-Chair Wood expressed interest in hearing thoughts on potential presenters or ideas for parent engagement gatherings. They are also open to suggestions for workshops to host. She acknowledged that the year is coming to an end and there is only one more meeting, she encouraged the gathering of ideas for an enjoyable event.

She reminded that 8 April is a PA day and Total Solar Eclipse.

Co-Chair Woods noted observation dates: it is Autism acceptance month; Earth Day is on 22 April and P/VP Appreciation Day is 1 May.

## 6.2 Trustee Update

Trustee Godkin welcomed everyone. Trustee Godkin started his update by pointing out that Trustees have requested and have been assured that they will be receiving updates concerning Special Education Support. He pointed out that our Board has been very fortunate to be able to top up expenditures related to Special Education and not have any funding cuts. However, he expressed that Trustees are concerned that this cannot continue forever and encouraged the general public to think how they could advocate the province to properly fund education.

Trustee Godkin informed that the last Board meeting is available on the web page, Trustees received updates on the Math Achievement Action Plan, Virtual School (LDSB will have virtual school again next year), student achievement, and the Solar Eclipse warning. Trustee Godkin advised against using smartphones to photograph the Sun during the eclipse and to avoid looking directly at it to prevent damage.

The budget process begins on 17 April, he thanked everyone who submitted their suggestions to be considered.

The next EPOC is on 1 May, Trustees are going to receive professional development from the Equity Team; equity census next steps and adult credit and non-credit funding will be discussed.

Trustees continue to be concerned about traffic safety near schools. He pointed out that this is a complex situation given that roads belong to municipalities and not to the School Board. Senior staff are making efforts to work with municipalities for solutions.

Trustee Godkin further discussed:

- Media reports about inflation and the announcement of a national food sharing program by the Prime Minister.
- The Minister of Education announcement on funding for expanding new schools and additions to address overcrowded conditions in school.
- The social media lawsuit. Noting that our Board (like other smaller boards), due to resource constraints, is unable to focus on developing such a case.
- Continued interest in receiving an invitation to a Parent Involvement Committee (PIC) meeting. He is usually available on Tuesday nights, Monday nights, and Wednesday nights when there is no Board or EPOC meeting.

## 6.3 Board Update

Associate Superintendent Gollogly provided a presentation on Student Achievement Plan.

The Ministry has provided a framework for tracking and reporting certain data points. These will be reported

on the website. The Ministry has provided data from two different academic years, which has caused some confusion.

Assoc. Supt. Gollogly informed of actions the School Board is taking to improve achievement of learning outcomes in core academic skills, preparation of students for future success, and student engagement and well-being. The Board will be reporting to the Board of Trustees four times a year to discuss improvements and actions taken to improve student engagement.

Assoc. Supt. Gollogly answered questions pertaining to EQAO and School Math Facilitators.

#### 6.4 KFL&A Public Health

Lisa Lollar, RN, reported for KFL&A Public Health:

##### Solar Eclipse tips to help your family enjoy the event safely:

- Looking at the sun without proper eye protection can cause permanent vision damage. Solar eclipse glasses that meet international standard ISO 12312-2 are needed to safely view the eclipse.
- Regular sunglasses, no matter how dark, will not protect your eyes.
- When using eclipse glasses, ensure they are not scratched or damaged.
- Don't use a regular camera or phone lens to view the eclipse. It can hurt your eyes and your device.
- It is important to supervise children during solar viewing activities to ensure they don't look at the sun without proper protection.
- Trained Queen's University Eclipse Ambassadors will be present at viewing sites in [the Kingston area](#) to facilitate safe viewing of the eclipse. An [eclipse viewing event](#) will be held in Napanee at the Strathcona Paper Centre soccer field.
- Traffic congestion is anticipated on April 8 due to the number of expected visitors. Choose a viewing location close to your home or plan to use active transportation.
- Kingston Transit will be free on April 8 to support travel to eclipse viewing sites and reduce traffic congestion.

##### Where can I get solar eclipse glasses?

- Queen's University is providing solar eclipse viewing glasses to school students across our region and a limited supply to Kingston Frontenac Public Libraries.
- At KSS, the eclipse glasses will be distributed this coming Thursday/Friday in homeroom classes. If your student has a first period spare, please have them come to the office to pick up their glasses.
- [Tourism Kingston](#) has solar eclipse glasses for purchase.
- The Lennox and Addington Library system will be running "Engage with the eclipse" workshops leading up to the eclipse with participants receiving free solar eclipse glasses. [Registration for the sessions is required.](#)
- If purchasing solar eclipse viewers online, please do so through an [approved supplier](#).

##### What if I don't have solar eclipse glasses?

- If appropriate eye protection is not available, alternate viewing strategies should be considered, such as an [eclipse box](#) or watching a [Live stream](#).

If you or your child experience any vision changes after the eclipse, contact your optometrist promptly. You can also contact 811 to get health advice from a registered nurse. For more information, visit [kflaph.ca/SolarEclipse](https://kflaph.ca/SolarEclipse)

#### Park and stride maps:

The streets immediately surrounding many of our schools are very busy and congested at drop off and pick up times. KFL&A is working along side the city of Kingston to create map resources to clearly show areas where it is not legal to park or stop a car and to show nearby streets within a short 2 to 5 minute walk where parents can legally park to walk with their student to the school, or drop off students.

Completed maps for:

- Our Lady of Lourdes
- Archbishop O'Sullivan
- Henderson
- Sinclair

In the process of creating maps for:

- Rideau Heights
- St Genvieve (new school)
- Lancaster/ St Teresa of Calcutta
- Centennial
- Cat woods
- St Thomas More

They are hoping to expand this resource to all schools that have appropriate surrounding infrastructure: safe side streets with capacity to handle increased traffic for parking and safe connected pedestrian infrastructure from that parking location to the school (e.g., a route with sidewalks the whole way)

KFL&A will be using the lessons learned through our consultation with the city to make maps for schools outside of the city as well where appropriate. The maps are hosted on our Educator portal, so educators and admin can access them and make them available to their school community.

Parent Engagement Evening – Thursday, April 11 at 7pm.

The Catholic School Councils of Holy Cross and Regiopolis-Notre Dame are hosting a free event, at the Screening Room on Thursday April 11<sup>th</sup> at 7:00pm. There will be a screening of the film 'Screenagers Next Chapter: Addressing Teen Mental Health in the Digital Age' and a panel of local mental health experts who will be available for questions after the film. All are welcome.

Included is a poster with a QR code, registration is recommended due to limited seating.

Immunization of School Pupils Act:

The suspension period for the Immunization of School Pupil's act will begin on April 9<sup>th</sup>, 2024 for **some** schools. Parents or caregivers with questions about their student's immunizations should call KFL&A Public Health for more details. 613-549-1232, ext. 1451.

Report immunizations here: <https://www.kflaph.ca/en/health-topics/immunization-records-and-reporting.aspx>

Book appointments, if needed, here: <https://www.kflaph.ca/en/clinics-and-classes/immunization-clinics.aspx>

Parenting in KFL&A: Families and caregivers can connect with a registered nurse for any questions you have about your school age child/teen by phone 613-549-1154, email [Parenting@kflaph.ca](mailto:Parenting@kflaph.ca) or following us on [Facebook](#).

#### 6.5 Indigenous Education Advisory Council (IEAC)

Superintendent Gilliam provided an update.

Three new Student Trustees have been selected, welcomed R.K. as the Indigenous Student Trustee. The

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selection process involved over 15 students from across the district who self-identify as Indigenous.

**Parent Caregiver Representatives:** There are currently six parent/caregiver representatives on the Indigenous Education Advisory Committee (IEAC). None of these parents are on their own School Councils, which has caused some discomfort in terms of joining PIC meeting to provide an update. However, they will continue to be asked to provide updates at each PIC date.

**Terms of Reference and Protocols:** The terms of reference for the IEAC have been renewed without changes for 2024/25. The committee has also confirmed four protocols related to inviting Indigenous community members into our schools, smudging in schools, provision of tobacco/providing gifts to community members, and the Indigenous team referral process.

**Parent Engagement:** A student from Trustee Kelly Miracle's Indigenous Studies course at Queens has created an allyship process, compiled a community resource highlighting organizations that support Indigenous community members, and sent out a survey to parents connected to self-identification through the current system.

**Indigenous Focused Events:** Supt. Gillam expressed willingness to support School Councils interested in hosting Indigenous focused events. An example was given of a successful event held in the fall/winter, with plans for a strawberry festival in the spring.

#### 6.6 2SLGBTQIA+ Focus Group

S. Bradley informed that the last Focus Group meeting was productive. The Group is considering participating in the Pride Festival Community Fair. It is planned that some funds will be used to possibly purchase some giveaways. The Groups is hoping to increase participation in the Focus Group, which they hope will also boost interest and awareness in the parent involvement committee.

S. Bradley expressed concerns about the lack of activity and fears that they might be missing something due to fewer active members.

The Group plans to increase awareness among parents and caregivers through school newsletters. They have received approval from the Limestone Communications Team to create an informational graphic.

The Group plans to reach out to the new Student Trustees introduced by Superintendent Gillam.

The Group has been looking for someone to provide training in responding to disinformation and hate. A member of the Focus Group who is a professional in diversity, equity, and inclusion and accessibility has agreed to provide this training.

The next meeting is scheduled for Tuesday, 9 April at 7:00 PM. The meeting will be held online, but there is always an opportunity to meet in person.

**7. Reports for action** - None at this time.

**8. Unfinished Business** - None at this time.

**9. New Business** – Vote on making PIC meeting recordings public. Assoc. Supt. Gollogly proposed putting the decision to a vote among the PIC Representatives. If the vote is in favor, an official letter would be sent to Director Burra requesting the implementation of this idea. Discussion followed.

**10. Correspondence** – None at this time.

**11. Next Meeting** - Thursday, May 2, 2024 at 6:00pm.

**12. Adjournment** - The meeting adjourned at 9:00 p.m.

# Watch the eclipse safely with young children



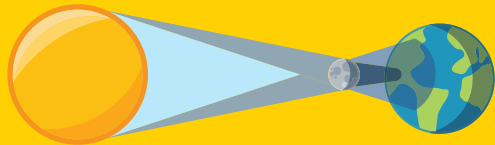
## Practice

Have your child put their eclipse glasses on and take them off several times. Start indoors, then try outside on a sunny day.



## Educate

- Teach that eclipse glasses are not toys. Do not twist or bend solar eclipse glasses as this could affect their safety ability.
- The glasses are very dark, so using them while walking is not safe. The best way to use the glasses is standing still, with a responsible adult.



## Plan

- On April 8, make sure your child is wearing their glasses properly before looking at the eclipse.
- When children are playing outdoors, watch that they aren't staring at the sun while their eclipse glasses are off.



# Protect your vision during the once-in-a-lifetime solar eclipse on April 8, 2024

**Looking at a solar eclipse without the proper eye protection can cause permanent vision damage.**



You must use solar eclipse glasses that meet the international standard ISO 12312-2 to safely view the eclipse.



Regular sunglasses, no matter how dark, will not protect your eyes.



Don't use a regular camera or phone lens to view the eclipse. It can hurt your eyes and your device.



# Pick up and drop off map



## JR Henderson Public School

### Legend

 Recommended to park

 No parking

 No stopping

 Walk time

 Walk route

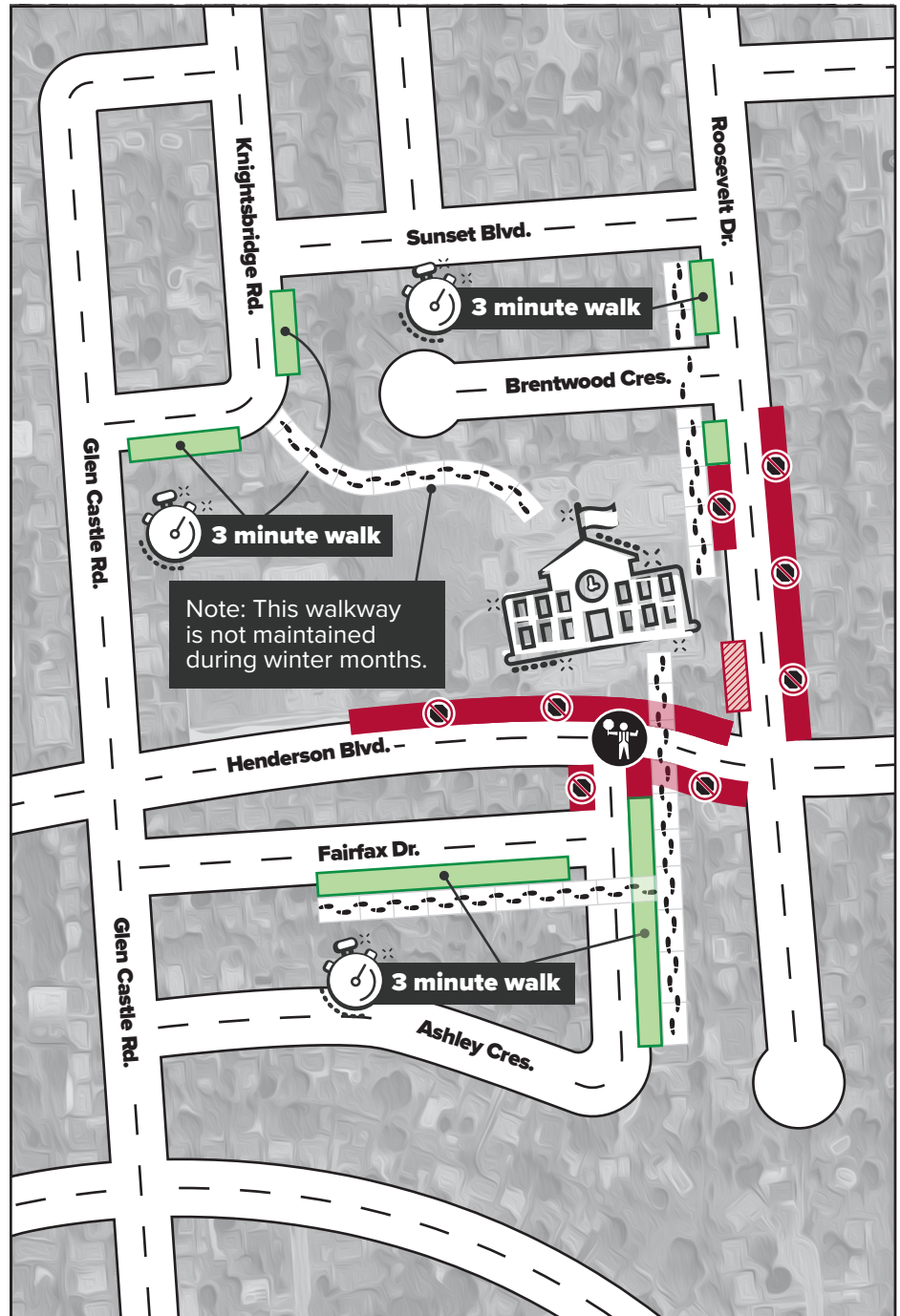
 Crossing guard



**JR Henderson  
Public School**

### Please remember to:

- Be careful on these routes,
- Watch over children walking to keep everyone safe,
- Follow existing parking regulations, and
- Avoid blocking driveways.





# Getting to school

We want students to start and end their day in a safe and vibrant community atmosphere.

Walking or wheeling, even part of the way, helps your child be more alert and ready to learn in the classroom and reduces traffic around the school.

Help keep school drop-off and pick-up zones safe

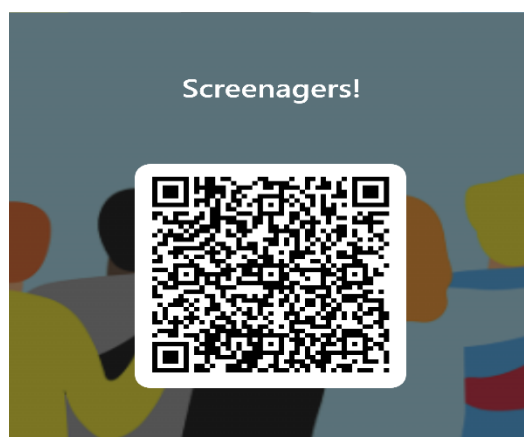
- If your family lives close enough to walk or wheel, plan to leave the car at home entirely!
- When your child is ready, have them take the bus, if available.
- If your family needs to drive, plan to park a short distance from the school and walk the last block or two.

Traffic congestion is no fun for anyone.

Do your part to support the safety of our school community by keeping your car away from the school at drop-off and pick-up times.

# SCREENAGERS NEXT CHAPTER

ADDRESSING YOUTH MENTAL HEALTH IN THE DIGITAL AGE



**BY:** Holy Cross & Regiopolis -Notre Dame Catholic High Schools Catholic School Councils, PRO Grant

**WHEN:** Thursday April 11, 7:00 PM

**WHERE:** The Screening Room, 120 Princess St. Kingston

**TICKETS:** All are welcome, please register ahead of time using the QR code as seats are limited. There is **no cost** to this event.

*There will be a panel of mental health experts to answer questions after the movie*

# LDSB Special Education Restructuring 2024

## What are we doing?

School-based elementary special education resources are increasing.

### These changes...



Shift services from identification- or diagnosis-based to needs-based



Put more resources in schools



Enhance flexible, responsive structures



Expand multi-tiered systems of support



Build schools' capacity through special education teams

**Give students increased access to supports in their own school.**

What does this change look like?

### Current

- 33 Program and Itinerant Teachers
- 17 Program-based Educational Assistants
- School to Community Team
- Behaviour Action Team
- Autism Team
- District team Professional Student Service Personnel (PSSP) support
- Portfolio-based, centralized Special Education Coordinators



### Future

- 26 Intensive Support Teachers
- 3 additional Student Support Teachers
- Literacy Intervention Teacher
- Safe Schools Program Teacher
- Mental Health Coordinator
- 17 School-based Educational Assistants
- Intensive Support Team
- Safe Schools Team
- Increased school-based PSSP support
  - 3 Student Support Counsellors
  - Speech Language Pathologist,
  - Clinical Psychologist (.20 FTE)
  - Board Certified Behaviour Analyst
- Family of Schools-based Special Education Coordinators

Please contact Educational Services Main Line with your questions:  
613-542-9871 ext. 90140

# LDSB Special Education Restructuring 2024

## How did we make this decision?



A Special Education Review helps to ensure services meet the needs of students and families. **Over 3400** students, families, and staff participated in the Special Education Review

**First, we asked students with special education needs and families their thoughts.**

Then, Limestone staff, students, families and community members responded to their ideas.

We asked...

**“What key supports and services are important for students with special education needs to experience success at school and reach their full potential?”**

Please contact Educational Services Main Line with your questions:  
613-542-9871 ext. 90140

# LDSB Special Education Restructuring 2024

## We heard...

The following quotes are examples of students' and families' answers to the Special Education Review inquiry question.

### **That individualized support and accommodations matter.**

"[I need] a wiggly stool, a fidget from time to time, access to computers, headphones for noise control about pencil and paper noises. More adults in the room. I am very active so I need things to help me burn energy."

### **That caring and knowledgeable staff matter.**

"One of the key supports important for students that have special education needs are special support teachers that can support their needs and listen. [...] [They] can understand your experiences and try to fix it."

### **That inclusion and school culture matters.**

"Show them that they are not alone, show them that their needs are thought of and being taken care of. Students need to feel like they belong to this place and would be happy to be here."

### **That special education programming matters.**

"We need more specialized supports in every school.  
There's lots of people like us.  
I like being with other kids like me.  
They know what I'm going through."

Please contact Educational Services Main Line with your questions:  
613-542-9871 ext. 90140





## DRAFT - PARENT INVOLVEMENT COMMITTEE MEETING MINUTES – May 2, 2024

### Roll Call:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Members:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Staff:                                                                                                                                                                                               |
| V. Wood, Co-Chair and Sydenham HS<br>S. Bradley, Outgoing Co-chair and 2SLGTBQIA+ Focus Group<br>S. Coleman, Amherst Island PS<br>M. Rickey, Bayridge PS<br>S. Black, Bath PS<br>T. MacDonald, Centennial PS<br>C. Innocente, Ecole Maple ES<br>E. Offshack, EVS/SVS<br>C. Bevens-Leblanc, KLC<br>M. Hudson, LCVI/Calvin Park PS<br>A. Macauley, Marysville PS<br>M. Foster, Module de l'Acadie<br>J. Kehoe, Molly Brant ES<br>M. Richmond, Odessa PS<br>M. Carrier, Perth Road PS<br>V. Venditti, Polson Park PS<br>J. Jodoin, Rideau PS<br>S. Gratto, Storrington PS<br>K. Mennie, Welborne Ave PS<br>C. Glavin, W.J. Holsgrove | A. McDonnell, Superintendent<br>P. Gollogly, Assoc. Superintendent<br>S. Hedderson, Assoc. Superintendent<br>E. Clost-Lambert, Research Analyst<br>L. Gillam, Research Analyst<br>M. Christopher, IT |
| Trustees:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Recorder:                                                                                                                                                                                            |
| B. Godkin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | E. Smith, Administrative Assistant                                                                                                                                                                   |
| Community Members:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                      |

## **1. Call to Order**

Co-Chair Wood called the meeting to order at 6pm.

Co-Chair Wood welcomed everyone to the meeting and provided the Acknowledgement of Territory.

“We recognize that 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.”

## **2. Adoption of Agenda**

Adopted. A suggestion was made that the motion document should be included as part of the Agenda when it is posted on the Board’s website. It is noted that the motion was emailed to all PIC representatives.

## **3. Declaration of Conflict of Interest**

No conflict of interest declared.

## **4. Approval of Minutes**

April 2024 minutes were not approved by consensus. Discussion followed concerning the Minutes not being distributed for review as part of the agenda. Decision was made to present the Minutes for approval at the meeting in October 2024.

## **5. Delegation/Presentation**

Co-Chair Wood invited Supt. McDonnell, Laura Gillam and Ellyn Clost-Lambert, Research Analysts, to deliver their presentation on Student Census.

The Student Census process was initiated before the pandemic. The Ministry of Education mandates school boards to conduct a student census. LDSB was one of the early adopters. The 2020 student census was led by Superintendent Babcock. Data from the survey has been analyzed and reports have been created and shared publicly on the LDSB website ([Student Census - Limestone District School Board](#)). Overview of the presentation content: student census background, key findings, data usage and future steps. The five key components of the census were: identifying and addressing systemic barriers, expanding on existing strengths, cultivating classrooms and schools to eliminate discriminatory biases, creating equitable outcomes and inclusive learning environments, supporting student achievement and well-being. A notable response rate of 76% was achieved, particularly from students grade 4 to 12.

Laura and Ellyn took questions from the attendees.

## **6. Reports for Information**

### **6.1 Co-Chairs Update**

Co-Chair Wood welcomed everyone to the last PIC meeting for this school year. The Co-Chair reminded everyone that it is 38 days left until the exams for secondary schools. She further reminded that there is time sensitive motion at 7pm. Annual School Council reports are due end of June; information was emailed to all PIC representative last month. Co-Chair Wood invited feedback on how this year’s PRO funding process worked. She noted that 30 schools applied and received PRO funding. Final report on utilization of PRO funding will be provided in October 2024.

Discussion followed. Specifically, the suggestion was made that a reminder be sent to School Councils about PRO funding in September. The Board confirmed that PRO funding is part of the regular budget, and that communication is sent to administrators at the beginning of the school year outlining funding availabilities to School Councils. An additional comment was made about the Board sending emails under bcc and that the list of PIC representatives was not made available to all. Assoc. Supt. Gollogly informed that there are some concerns about sharing emails without an individual's permission. However, this is something that we can look into how to get permission from people who are elected as PIC representatives.

Co-Chair is need for the next year's PIC. The election will be held in October for 2024/25 school year. Question was asked about what happened to the PIC Co-Chair that was selected previous fall. Assoc. Supt. Gollogly explained that due to personal reasons the matter should not be discussed in the public forum.

Co-Chair Wood noted that a few people informed tonight that their emails are not on the PIC list resulting in them not receiving communication in timely manner. She requested everyone to please reach out to PIC Co-Chair Wood or Assoc. Supt Gollogly or Erduana Smith if they think they are missing on or need information.

## 6.2 Trustee Update

Trustee Godkin's update was delayed in order to meet the 7pm voting on motion.

PIC Representative Kehoe addressed the lack of recent updates on Indigenous education. The concern was raised due to the absence of an Indigenous education update for some months. The request was made to ensure that updates are provided either monthly or quarterly. It was noted that Superintendent Gillam did provide a report last month, but not two months prior. This led to inquiries from parents as to who are the new parent representatives on the Indigenous Education Committee. Assoc. Supt. Gollogly confirmed that IEC is meeting next week, and they should be able to provide a report.

## 6.3 Board Update

Associate Superintendent Gollogly was delayed in order to meet the 7pm voting on motion.

## 6.4 KFL&A Public Health

No report was provided.

## 6.5 2SLGTBQIA+ Focus Group

Report will be disseminated via email.

## 7. Reports for action

Voting on Motion "Live Streaming and Retaining PIC Meetings" commenced at 7pm. The motion was brought forth by Christine Innocente, PIC Representative of Ecole Maple ES. Christine was unable to attend. She appointed Shayla Bradley as her proxy vote and John Ryder-Burbidge to speak in her place.

Co-Chair Wood explained the process.

John Ryder-Burbidge put the following motion for discussion on the floor:

THAT the LDSB publicly broadcast live video of the PIC meetings, presenters and presentations, unless closure is specifically authorized under the Municipal Act and there is a real need to exclude the public; keep the recorded videos accessible on the LDSB YouTube Channel, and link these videos to the LDSB website; and THAT the LDSB classify PIC recorded meetings as Archival under the LDSB Records & Information Management Manual to therefore ensure that the information is not destroyed; and THAT the Director or Board designate advise the PIC on any relevant policy updates or best practices required

Limestone District School Board

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

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to implement this action and ensure compliance, such as a requirement to include a notice of live streaming at the commencement of each meeting.

Following discussion, a friendly amendment was made to the original motion.

*MOTION MOVED BY: John Ryder-Burbidge THAT the LDSB publicly broadcast live video of the PIC meetings'; (strikeout comma and replace with apostrophe) presenters and presentations, unless closure is specifically authorized under the Municipal Act and there is a real need to exclude the public; keep the recorded videos publicly (insert word publicly) accessible on the LDSB YouTube Channel, and link these videos to the LDSB website; and THAT the LDSB classify PIC recorded meetings as Archival under the LDSB Records & Information Management Manual to therefore ensure that the information is not destroyed; and THAT the Director or Board designate advise the PIC on any relevant policy updates or best practices required to implement this action and ensure compliance, such as a requirement to include a notice of live streaming at the commencement of each meeting. Carried.*

**8. Unfinished Business** - None at this time.

**9. New Business**

Angela McCauley, member of Marysville PS community, requested to address an issue that is affecting Marysville Public School. LDSB has proposed changes to Marysville PS that could be detrimental to the continuation of public education on the island. Changes include: reduced staffing, reduction to one classroom and busing to off-island schools. Community is looking for support from PIC representatives. The public meeting with LDSB representatives is scheduled for Monday, 6 May 2024 at 6:30pm. The community feels that the only public school on this island is in danger and access to education for all as well. PIC Representative from Amherst Island PS (AIPS) shared that their school had faced same issue and informed of the safety related concerns that parents of students at AIPS had at the time. Trustee Godkin (also Trustee for the Wolf Island and a former resident) shared his own experience whilst residing on the island with his family. Trustee Godkin stressed that there is no intended closure of Marysville PS.

Shayla Bradley reminded that bylaws have to be reviewed before the next school year. The meeting concluded with an agreement to proceed with the bylaws review through email communication, ensuring adherence to the bylaw requirements.

**10. Correspondence** – None at this time.

**11. Next Meeting** – Thursday, TBC October 2024.

**12. Adjournment** - The meeting adjourned at 9:00 p.m.

## **MOTION – LDSB PARENT INVOLVEMENT COMMITTEE**

**Subject:** Live Streaming and Retaining Parent Involvement Committee (PIC) Meeting

**Member of Committee:** Christine Innocente

**Written Notice Provided on:** April 23, 2024

**For Consideration at:** May 2, 2024

**Provided:** in writing for inclusion as a regular agenda item of the Limestone District School Board (LDSB) PIC meeting with advance circulation by email

### **BACKGROUND**

WHEREAS the purpose of the LDSB PIC is to support, encourage, and enhance parent engagement at the Board level to improve student achievement and wellbeing; and

IN RECOGNITION of the reality that parents and caregivers bear the burden of competing responsibilities, including those directly related to the care of their student, at all times of day, and these responsibilities can reasonably impair the ability to engage through attendance at a live PIC meeting, and

ACKNOWLEDGING this impairment may be disproportionately felt by parents and caregivers of young children, children with disabilities and other children with high needs; those providing elder care; those with employment circumstances requiring work or sleep during PIC meeting times; those with internet connectivity or device access challenges; and other parents and caregivers with similar accessibility and access challenges, and that such parents remain duly interested in engaging but require the support of the Board to ensure reasonable accommodations to facilitate participation; and

WHEREAS LDSB families/parents have repeatedly indicated their desire to be able to view and listen to meetings after they have occurred to facilitate their participation; and

WHEREAS then Superintendent Krisha Burra provided the ADMINISTRATIVE REPORT: LIVE STREAMING/RECORDING OF BOARD MEETINGS (“the Report,” Education Policy Operations Committee (EPOC), MARCH 6, 2019) citing “that live streaming made meetings more accessible for members of the public and the media” but there were disadvantages cited related to “the cost of equipment, and salaries for two or more staff to support the live streaming;” and

WHEREAS the Limestone District School board has since obtained the requisite equipment and staff, which are now deployed to PIC meetings, to create and retain meeting recordings for minutes, therefore the operational concerns noted in the Report have been resolved; and

WHEREAS the PIC in November, 2019 approved the practice of live-streaming meetings on the social media platform Facebook as a cost-free, recorded and post-accessible, but limited, solution to support equitable access, but this practice was replaced during the COVID-19 pandemic by LDSB-supported virtual meetings that are limited to live-access; and

WHEREAS best practice for public meetings suggested by the Ontario Ombudsman is to “Record the meeting, including all decisions, by taking minutes, and preferably also by recording audio or video;” and

WHEREAS the Ontario Ministry of Education handbook for PIC’s, established under Ontario Regulation 612/00, recommends PIC’s “Endeavour to be as open as possible in [their] decision-making process, not just making meetings ‘open to the public’ but also designing them to encourage the community to attend” and “the [PIC] committee will need to ... identify barriers to participation and strategies for outreach. By doing so, the PIC will establish the connections necessary to reach all parents,” and

WHEREAS reducing and removing barriers to parent access to discussions at PIC meetings, parent engagement with the work of the committee, and providing the highest level of accountability and transparency possible to all interested parties also improves accountability and transparency for the LDSB as a whole; and

WHEREAS many English Ontario School boards demonstrate commitment to transparency and accountability by making available recordings of their Board and/or Committee meetings, via YouTube streaming or other platforms, including: the Ottawa Carleton District School Board, Toronto District School Board, Avon Maitland District School Board, Durham District School Board, Simcoe County District School Board, Waterloo Region District School Board, Hamilton Wentworth District School Board, Hamilton Wentworth Catholic District School Board, Halton District School Board, Upper Canada District School Board, Upper Grand District School Board, Ottawa Catholic District School Board, Greater Essex County District School Board, Bluewater District School Board, Trillium Lakelands District School Board, Durham Catholic District School Board, Rainbow District School Board, Renfrew County District School Board, and Peel District School Board.

**NOW THEREFORE LET IT BE RESOLVED:**

**THAT the LDSB publicly broadcast live video of the PIC meetings, presenters and presentations, unless closure is specifically authorized under the Municipal Act and there is a real need to exclude the public; keep the recorded videos accessible on the LDSB YouTube Channel, and link these videos to the LDSB website; and**

**THAT the LDSB classify PIC recorded meetings as Archival under the LDSB Records & Information Management Manual to therefore ensure that the information is not destroyed; and**

THAT the Director or Board designate advise the PIC on any relevant policy updates or best practices required to implement this action and ensure compliance, such as a requirement to include a notice of live streaming at the commencement of each meeting.

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For reference:

TDSB - PIAC

<https://www.tdsb.on.ca/Community/How-to-Get-Involved/Advisory-Committees/Statutory-Advisory-Committees/Parent-Involvement-Advisory-Committee>

Avon Maitland DSB - PIC

<https://www.youtube.com/watch?v=ghwkcUav4B0>)

DDSB - PIC

<https://www.youtube.com/@DDSBLive/streams>

Simcoe County DSB - PIC

<https://www.youtube.com/@scdsbpublic>

Bluewater DSB - Board

[https://www.bwdsb.on.ca/about\\_us/board\\_meetings/webcast\\_recordings](https://www.bwdsb.on.ca/about_us/board_meetings/webcast_recordings)

Rainbow DSB - Board

<https://www.rainbowschools.ca/board/board-meetings/board-meeting-videos/>

Renfrew County District School Board

<https://www.youtube.com/@rcdsbcommunications>

TLDSB - Board

<https://www.tldsb.ca/board-meetings/?playlist=94e8653&video=c19eef9>

WRDSB – Board <https://www.youtube.com/c/WRDSBVideo/live>

UCDSB – Board, SEAC etc

<https://www.ugdsb.ca/board/board-meetings/board-and-committee-meetings-2023-2024/>

PDSB - PIC

<https://www.peelschools.org/meeting-highlights-and-recordings>

HDSB – PIC

<https://www.youtube.com/@hdsb/streams>

HWCD SB - PIC

[https://www.hwcdsb.ca/our\\_board/committees\\_consultation/catholic\\_parental\\_involvement\\_committee](https://www.hwcdsb.ca/our_board/committees_consultation/catholic_parental_involvement_committee)

OCDSB – Board and PIC

Board (<https://www.youtube.com/@TheOCDSB/videos>) and PIC meetings clickable from Board Calendar (eScribe) and playable back several months

DCDSB – Board (retained a few months)

<https://www.youtube.com/@DurhamCatholicDSB>

Ottawa Catholic – Board

<https://www.ocsb.ca/our-board/meetings/>

HWDSB Board, Committees etc

<https://www.hwdsb.on.ca/about/trustees/meetings/>

GECD SB - Board

<https://www.youtube.com/channel/UCG3UXEe-CXoryKt9SGZy4bA>

DRAFT

## Help Save Public Education on Wolfe Island!

Limestone District School Board has proposed changes to Marysville Public School that could be detrimental to the continuation of public education on the island. Changes include: reduced staffing, reduction to one classroom, and busing to off-island schools.

The Public School is necessary because it is fully inclusive - open to ALL. It must be protected for Wolfe Island kids - currently and for the future! MPS is a vibrant and creative school, where everyone is welcome and our teachers (all Wolfe Island residents) are invested in our kids and island community. MPS Parent Council is currently looking into opportunities to bring students from Kingston to our unique school.

MPS parents invite you to join us in discussing future possibilities for Marysville PS

**Public Meeting with LDSB representatives**  
**Monday, May 6, 2024**  
**6:30pm**  
**Marysville Public School**

Please join us and bring your questions and concerns!

If you'd like to show your support for our school, you can also contact:

Bob Godkin, Trustee: [godkinbo@limestone.on.ca](mailto:godkinbo@limestone.on.ca) 613-539-1705

Krishna Burra, Director of Education: [burrak@limestone.on.ca](mailto:burrak@limestone.on.ca) 613-544-6925 x31235

Steve Hedderson, Associate Superintendent: [heddersons@limestone.on.ca](mailto:heddersons@limestone.on.ca)  
613-544-6925 ext.31229

Rebecca MacDonald, Principal: [macdonaldb@limestone.on.ca](mailto:macdonaldb@limestone.on.ca) 613-546-9454



## **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
    - (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 is to be used; and

## **Limestone District School Board Parent Involvement Committee Bylaws**

(vi) 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. A parent involvement committee shall meet at least four times in each school year.
  - 1.
7. A meeting of a parent involvement committee cannot be held unless,
  - (a) A majority of the members present at the meeting are parent members;
  - (b) The director of education, or the person designated under subsection 46 (1), is present;
  - (c) The member of the board who sits on the committee, or the person designated under subsection 46 (2), is present; and
  - (d) At least one of the Co-Chairs, or their designate, is present to preside over the meeting.
8. Additional meeting dates may be added with at least 5 business days' notice or 2 business days' notice for urgent matters where "time is of the essence" as defined in Special Meetings.
9. 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 business days in advance or 2 business days' notice for urgent matters where "time is of the essence" as defined in Special Meetings.
10. 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.

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

## **Limestone District School Board Parent Involvement Committee Bylaws**

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.

### **SPECIAL MEETINGS**

14. An emergency or special meeting may be called by a Co-Chair to consider an emergent or time sensitive matter, or at the request of no less than eight (8) members, or at the request of the Director or their designate. 2 business days' advance notice is required and all reasonable steps shall be taken to notify PIC members and the community. No business requiring a vote shall be transacted at a Special Meeting unless the requisite quorum is present at the commencement of the meeting.

### **FORMAL REPRESENTATIVES**

15. 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 within the LDSB.
16. 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.
17. 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.

## **Limestone District School Board Parent Involvement Committee Bylaws**

18. 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. To revert to any other parent from their school.
19. All parents are encouraged to attend meetings and participate in discussions.

### **OFFICERS – CO-CHAIRS AND OTHER REQUIRED ELECTED OFFICERS**

20. 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;
  - 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.
  - 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, as outlined in Section 2 of the LDSB PIC bylaws;
  - 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) 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, any Ministry of Education gatherings or trainings for PIC Chairs.
21. The duties of a newly elected/first year Co-Chair shall include:

## **Limestone District School Board Parent Involvement Committee Bylaws**

- 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.
22. 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. If a Co-Chair candidate does not meet these qualifications, the PIC membership may choose, via the normal voting process, to move forward with an election or to extend the advertisement for Co-Chair candidates by a period of two weeks, after which an election will be held.
23. 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.
24. Any LDSB parent, may hold the position of Co-Chair or any other officer position established.
25. 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.
26. In circumstances where these bylaws otherwise preclude both a parent/caregiver acting as the second-year Co-Chair, and the first-year Co-Chair from serving another term at the same election, the Board Designate and Co-Chairs may select one of the Co-Chairs to serve an additional year to fill the role of the second year/incumbent Co-Chair. The co-chair that may be appointed cannot vote on this decision.  
A co-chair who has served two consecutive two-year terms as co-chair cannot be appointed in this manner as they may only be re-elected provided at least one two-year term has elapsed since their last term.

### **PAST CHAIR**

27. The outgoing chair of the committee is an ex-officio member of the executive in the position of Past Chair for a term of one year following their term of office. The past chair is an advisory position assisting the elected current co-chairs and maintaining continuity for initiatives.
28. If the past chair is parent/guardian of a student enrolled in a school in LDSB, they fall under the definition of 'parent member' and have voting rights. If the past chair is no longer eligible as a 'parent member' they may exercise voting rights as community representative so long as there are no more than three community representatives total.

**ADDITIONAL REQUIRED MEMBERSHIP**

29. 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 their 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 their place.
30. 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 their 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 their place.

**NOMINATIONS**

31. Nominations for a first year Co-Chair may be submitted by any parent of the LDSB.
32. Nominations or self-nominations must be received at least two weeks prior to the election which will be held annually before November 15.
33. 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.
34. 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**

35. The former first year Co-Chair will be acclaimed as the incoming second year/incumbent Co-Chair for a one-year term.
36. 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.

## **Limestone District School Board Parent Involvement Committee Bylaws**

37. Elections will be held annually for the role of one incoming/first year Co-Chair.
38. Notice of elections will be provided at least one month prior to the scheduled election via e-mail and on the LDSB website.
39. Each candidate will also be allotted two minutes to address the other representatives prior to the vote.
40. The Co-Chair(s) will be elected by secret ballot.
41. Each school's formal representative will have one vote.
42. Voting will be supervised by the Director (or designate) and two formal school representatives who are not running in the election.
43. Results, beyond the elected individuals who will hold office, will not be shared.
44. All ballots and tallies will be destroyed upon completion of any round of voting.

### **TERM**

45. 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.
46. Incumbent/second year Co-Chair terms will be one year following a one-year first year/newly elected Co-Chair term.
47. Co-Chairs may hold office for a maximum of two continuous terms in the same role.

### **VACANCIES**

48. A vacancy shall occur if a Co-Chair steps down from their position, is unable to fulfill their duties or if a resolution is passed that they be removed, by a majority of the formal representatives present and entitled to vote at the meeting.
49. The Director and/or Board designate and/or Co-chairs will immediately inform PIC members of a vacant position.
50. 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.
51. 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**

52. In recognizing that members of the community can bring an important perspective, up to three community members may be appointed as representatives.
53. 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.
54. Community members may not be a member of the Board of Trustees or an employee of the LDSB.
55. Community members are voting members except for the selection of the Co-Chairs.
56. Community members' terms will be one year.
57. Community members may serve a maximum of three consecutive terms (3 years).
58. 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.
59. If a vacancy occurs at any time, it is the responsibility of the community group/organization to select a replacement representative.
60. Additional community representatives may be invited to individual meetings as a resource but would not hold voting privileges.

**QUORUM**

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

**VOTING**

64. The PIC membership may reach decisions by consensus, collectively agreeing to a resolution. The PIC membership may request or choose to formalize these decisions with a formal motion and/or vote.

## **Limestone District School Board Parent Involvement Committee Bylaws**

65. Agenda items that may require voting will be identified to representatives 5 business days prior to the meeting or 2 business days' notice for urgent matters where "time is of the essence" as defined in Special Meetings.
66. 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.
67. When the Parent Involvement Committee votes on a matter, only formal representatives and appointed Community members are entitled to vote.
68. 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. In an electronic vote or in-person vote, the number of votes cast will determine the number of votes that constitute a majority.
69. 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
70. Electronic voting outside of a scheduled meeting is permissible following the notice in section 64.
71. In the case of a disagreement where the Co-Chairs and Board designate are required to make a joint decision, the tie shall be broken by a vote of these three.

### **CONFLICT RESOLUTION**

72. Every representative will be given an opportunity to express their concerns or opinions on matters on the floor.
73. Speakers will maintain a calm and respectful tone at all times.
74. Representatives are designated as representatives of the LDSB's community and will demonstrate respect for their colleagues at all times.
75. Speakers will be allowed to speak without interruption.
76. 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.
77. If no common ground can be identified, the Co-Chairs will seek to clarify preferences among all members before proceeding.
78. 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

**CONFLICT OF INTEREST**

79. 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.
80. If a representative identifies they have a conflict of interest, they shall declare the conflict of interest immediately and remove themselves from the meeting and decline any participation in the discussion and resolution of the issue or item.

**BOARD RESPONSIBILITIES**

81. The meeting agenda will be distributed to PIC representatives and school council co-chairs and posted on the public LDSB website five business days prior to each meeting.
82. The full text of all supporting documents will be included in the applicable agenda package.
83. Draft minutes will be distributed to PIC representatives as part of the next meeting's agenda package or within 30 business days of the meeting date, whichever is earlier.

**Limestone District School Board Parent Involvement Committee Bylaws**

CONFIRMED AND PASSED by the LDSB PIC Representatives on the \_\_\_\_\_ day  
of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_  
Co-Chair

\_\_\_\_\_  
Director or Director designate

\_\_\_\_\_  
Co-Chair

DRAFT

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## Live Streaming and Retaining PIC Meetings - Motion

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**From** LDSB PIC Co-Chairs <ldsbpiccochairs@gmail.com>

**Date** Wed 2024-05-08 10:17 AM

**To** Burra, Krishna <burrak@limestone.on.ca>; Godkin, Bob, F. <godkinbo@limestone.on.ca>; Gollogly, Patty, S. <golloglyp@limestone.on.ca>; Hutcheon, Robin <hutcheonr@limestone.on.ca>

**Cc** Smith, Erduana <smithe@limestone.on.ca>

 1 attachments (18 KB)

Motion Live Recordings - Passed May 2 2024.docx;

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Morning,

Please see attached motion and amendment regarding the live streaming and retaining PIC meetings for public accessibility.

The motion was passed on May 2 2024.

Regards,  
Vanessa  
PIC Co-Chair

May 8 2024

Motion – Live Streaming and Retaining Parent Involvement Committee Meetings

Written Notice – April 23 2024

Vote - Passed May 2 2024

LDSB Parent Involvement Committee – Amended Draft

THAT the LDSB publicly broadcast live video of the PIC meetings; presenters and presentations, unless closure is specifically authorized under the Municipal Act and there is a real need to exclude the public; keep the recorded videos publicly accessible; and

THAT the LDSB classify PIC recorded meetings as Archival under the LDSB Records & Information Management Manual to therefore ensure that the information is not destroyed; and

THAT the Director or Board designate advise the PIC on any relevant policy updates or best practices required to implement this action and ensure compliance, such as a requirement to include a notice of live streaming at the commencement of each meeting.

October 8, 2024

Dear PIC Co-Chairs and the Broader PIC Committee,

Thank you for your dedication, passion, and time serving on this invaluable committee in Limestone. In addition, thank you for your letter (dated May 8, 2024) based on the motion passed on May 2, 2024.

In your letter of May 8, you indicated the following motion and recommendation to me was passed:

“THAT the LDSB publicly broadcast live video of the PIC meetings; presenters and presentations, unless closure is specifically authorized under the Municipal Act and there is a real need to exclude the public; keep the recorded videos publicly accessible; and

THAT the LDSB classify PIC recorded meetings as Archival under the LDSB Records & Information Management Manual to therefore ensure that the information is not destroyed; and

THAT the Director or Board designate advise the PIC on any relevant policy updates or best practices required to implement this action and ensure compliance, such as a requirement to include a notice of live streaming at the commencement of each meeting.”

First, I do have one clarification and assumption: in your first statement you reference a “publicly broadcast live video.” At the moment, PIC meetings are a Microsoft (MS) Teams meeting for which meeting participants receive an invitation and can participate two-way, by speaking and hearing the meeting. In other words, everyone is a participant in the meeting, either online or in the room. A broadcast would mean people could view the meeting online, but some could not participate. My assumption is that the group is requesting we continue hosting these meetings as a two-way platform with MS Teams. If this is not the case, please let us know. If my assumption is correct, we will continue to provide MS Teams with two-way communication. It should be noted that for the purpose of recording, all participants could be visible and heard as part of a meeting. It is not logistically feasible for us to only have some participants heard or seen, while not showing or hearing others.

Secondly, regarding recording videos of the meetings, this is occurring as part of the meeting support, and until the end of the 2023-2024 school year, we have provided a recording to a few individuals who have made the request. Based on your motion, it appears you want these recordings publicly accessible. At the start of the 2024-2025 school year, we started making Board Meetings, Policy, and Operations Committee Meetings, and PIC meetings available for six weeks after each meeting. This will allow people who miss the meeting to view it after the fact within a few weeks of the meeting. Under our current Records Management procedures, we only have one formal record of meetings which is the written minutes. Consequently, the video recordings will have a disclaimer indicating they are not the official

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territories of the Anishinaabe and Haudenosaunee.

Robin Hutcheon, Chair | Krishna Burra, Director of Education and Secretary | Craig Young, Treasurer

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record of the meeting, and they will be removed six weeks after each event.

Lastly, regarding the third statement, it is imperative that a disclaimer be provided at the start of each meeting and shared with any guests or presenters in advance of the meeting. I would note that some presenters may not be willing to participate if there is a recording made of their presentation, or they may charge an additional amount if they are a paid speaker. This is something the committee would have to consider if you are looking at hosting a paid speaker at any point moving forward.

In addition, participants would need to be made aware that any comments occurring in “sidebar” conversations in the room, or online, would be recorded and part of the video and AI transcription. The fact that the video of the meeting would be publicly available for six weeks should also be provided to all participants and/or presenters at the start of each meeting.

If I have misunderstood any components of the request, or there are questions, please let me know.  
Sincerely,



Krishna Burra