

Agenda – Parent Involvement Committee

Thursday, April 3, 2025 - 6:00 p.m.

Limestone Education Centre

220 Portsmouth Avenue, Kingston, Ontario

Virtual Link: <https://bit.ly/LDSBPICAPR32025>

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 – February 27, 2025

5. BUSINESS ARISING FROM MINUTES

5.1 PIC Representatives contact list

5.2 PRO Fund Initiative library

5.3 PIC goal setting

5.4 Correspondence letters

6. EDUCATIONAL SERVICES UPDATE

6.1 Co-Chair Update - C. Bevens-Leblanc

6.2 Trustee Update – Trustee Godkin

6.3 Board Update – Assoc. Supt. Gollogly

6.4 Student Census 2025 Consultation - L. Gillam and L. Clost-Lambert

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7. CORRESPONDENCE

8. ASSOCIATION UPDATES

8.1 South East Health Unit – J. Hall

9. OTHER BUSINESS

9.1 Collaboration working groups – “How will PIC decide what the efficacy of our meeting is?”

10. NEXT MEETING DATE

Thursday, May 1, 2025, at 6 p.m.

11. ADJOURNMENT

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Parent Involvement Committee Meeting Minutes – 27 February 2025

Public Meeting

Roll Call:

Trustees:	Staff:
R. Hutcheon (regrets) B. Godkin (regrets)	P. Gollogly, Assoc. Superintendent M. Christopher, IT
Invitees:	Recorder and Producer:
C. Bevens-Leblanc, Co-Chair V. Venditti, Co-Chair and KSS/Module Vanier S. Black, Bath PS M. Rickey, Bayridge PS M. Redmond, Bayridge PS N. Castillo, FSS M. Foster, J.R. Henderson/Module de l'Acadie S. Bradley, Joyceville PS M. Hudson, KLC M. Valente, LSS C. Innocente, LCVI/Calvin Park PS J. Kehoe, Molly Brant ES M. Richmond, Odessa PS M. Carrier, Perth Road PS S. Gratto, Storrington PS C. Glavin, W.J. Holsgrove J. Clayron, W.J. Holsgrove J. Hall, South East Health Unit	E. Smith, Administrative Assistant

1. CALL TO ORDER

Co-Chair Venditti called the meeting to order at 6p.m.

PIC Representative Bradley provided the Acknowledgement of Territory: "We acknowledge that the Limestone District School Board is situated on the traditional territories of the Anishinaabe and Haudenosaunee who recognize their enduring presence and that of Indigenous peoples across Turtle Island. Acknowledging territory is just the beginning. True reconciliation requires ongoing learning, reflection and action. So, as we gather for this meeting, I am hoping that we all challenge ourselves to move beyond words by listening to Indigenous voices, committing to meaningful change in our schools and communities, something that we can all do together. So may this space be one of learning, respect and responsibility as we work toward a future rooted in justice and understanding."

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2. ADOPTION OF THE AGENDA

2.1 PIC Representative Kehoe requested amendment of the agenda to include under item #7 Correspondence an update on Indigenous Education Committee (IEC) situation from October 2024.

3. DECLARATION OF CONFLICT OF INTEREST

3.1 No declarations of conflict of interest.

4. APPROVAL OF MINUTES

4.1 PIC Meeting Minutes of 14 November 2024 were approved.

5. BUSINESS ARISING FROM MINUTES

5.1 Co-Chair Venditti noted that there were some questions that had been asked of J. Hall, KFL&A Health Unit, at the previous meeting and that responses to those questions were provided in the Minutes of 14 November, page 15-17 KFL&A Update.

PIC Rep. Innocente noted that Trustee Godkin was supposed to provide an update on the process of selecting members for board committees, i.e. how committees select their members and when terms come up. In view of Trustee Godkin's absence, this update is being deferred.

6. EDUCATION SERVICES UPDATE

6.1 Co-Chairs Bevans-Leblanc and Venditti provided their update.

- PRO funding deadline for application is 28 February 2025. Co-Chairs have been providing updates on their Facebook page. There is almost \$14,000 allocated out, out of \$31,000. They have been sharing about what types of things people are being approved for and hope that schools find that information helpful, to have some inspiration.
- Bylaw review committee was established. There was some overlap in members between this and the PRO funding committee, so for different reasons and this one, there has not been a meeting of those individuals. Now that things are winding down, we can expect to get something more established for bylaws.
- Co-Chair Venditti noted that there was a reference in the previous minutes about having drafts available for this meeting. However, this has not occurred yet. The subcommittee members are currently taking their notes, and they plan to bring them together and present something at the meeting in April. It was agreed that this goal for April is reasonable and achievable.
- Co-Chair Bevans-Leblanc informed about the PRO funding, approximately \$22,000 of the \$31,000 in PRO funding is available, with some funding leftover. The subcommittee will determine how to proceed with this remaining funding. Additionally, there was \$8,449 in other PIC funding, of which \$1,056 has been

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spent. The Focus Group spent a portion of this amount and has plans to spend the remaining funds. PIC is having staff come in to do a consult for the 2025 Student Census, so food and childcare will be available. There is still approximately \$7,000 remaining in parent engagement funding. She encouraged the group to suggest or organize initiatives that could utilize the funding.

- Co-Chair Bevens-Leblanc informed that there was a ministry consult with PIC Chairs right after the last meeting, and although the notes are not available, a summary will be included in their report for everyone to review. Another consult was scheduled for this month, but it has been put on hold due to the election. The PIC has two seats available: one on the Environmental Sustainability and Advisory Committee (ESAC) and one on the School Mental Health Committee. Parents who are passionate about environmental issues or mental health are encouraged to take these seats. ESAC meets only four times a year, so it is not a huge commitment, but having a voice there would be valuable. The School Mental Health Committee includes various community organizations and board representatives focusing on mental health. If anyone is interested in participating, it would be fantastic to have their involvement. Discussion followed.
- It was noted that in the absence of Trustee Godkin, an update on the process for selecting board members is deferred.
- Equity Team is scheduled to have a presentation on 2025 Student Census in April.

6.2 Trustees Godkin and Hutcheon sent their regrets.

6.3 Superintendent Gollogly provided Board Update:

- On 5 February 2025, Black History kick-off event was held at LCVI. Several Trustees and senior staff were able to attend the opening ceremonies. There were several moving tributes to our former colleague and friend, Trustee Judi Brown.
- Local Skills Competition took place on 26 and 27 February 2025 at St. Lawrence College. Students in grade 9 to 12 competed in a variety of different events from culinary to welding to masonry and plumbing. The winners will go to Skills Ontario Competition in May.
- LDSB in partnership with PIC and South East Public Health are hosting an event on 4 March 2025 at 6 p.m. with Dr. Shimi King, author “The Tech Solution: Creating Healthy Habits for Digital World”. Event will take place at Queen’s University.
- On Wednesday, 30 April 2025, Director Burra will be hosting an evening for LDSB families at LDSB Education Centre on Artificial Intelligence (AI). He will provide an overview of this relatively new technology, how it impacts people’s lives already and its potential uses to support student learning in Limestone schools.
- Assoc. Supt. Gollogly thanked all Limestone staff who participated in 2024 United Way campaign. The LDSB staff contributed almost \$55,000 to the campaign which provides critical supports to meet the needs of some of the most vulnerable people in KFL&A, including students and families we serve.

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- Regarding school calendar, PIC Rep. Bradley asked if it is possible to have a visual representation of the calendar when surveys come out. This suggestion was made to help with decision making, as it is easier to visualize the calendar dates. Assoc. Supt. Gollogly informed that the Board approved school calendar was option 3.
- PIC Rep. Kehoe raised a question regarding the shortage of bus drivers and the impact on routes for students who have no other means of getting to school. She inquired about the options available for parents who do not drive. This issue has been brought up before, but a concrete answer has never been provided. PIC Rep. Kehoe gave a route 193 as an example. Assoc. Supt. Gollogly will look into this matter.
- PIC Rep. Innocente had a wondering about how we frame the education around the elections that is provide to students. She noted that while religious education is delivered in an ecumenical manner, the same equitable process does not seem to apply to political education. She expressed concerns about teachers sharing their own political views from a position of power, which may be inappropriate in a classroom setting. She wondered how staff are coached on sharing their political views in such settings. The discussion centered around the mandate that teachers should not bring their own political beliefs into the classroom. If there are isolated incidents at specific schools, parents are encouraged to speak directly to the principal or the particular teacher involved. It was noted that some schools have been conducting their own elections, which has been interesting and educational for students as they investigate different political sides. However, if there are any situations where students have reported teachers sharing their political views, it should be addressed. The reason for bringing this issue to the committee table rather than individual administration is to determine if it is a widespread concern affecting multiple schools. The intention is to address issues that are happening at more than one school. The discussion concluded with a request for understanding from the Board on how staff are educated about what is appropriate and inappropriate when it comes to political education. Assoc. Supt. Gollogly informed that educators have to be absolutely non-biassed. PIC Rep. Innocente requested that the Director provide clear guidance to all schools regarding political education, as it is not an isolated issue. It was noted that at least one other person in the room had experienced similar concerns. The request emphasized the need for better coaching for staff in advance of the next election to ensure they understand what is appropriate and inappropriate when discussing political matters with students. Assoc. Supt. Gollogly informed that the Director sends out communications about elections being held in schools and what can and cannot be done. Voting takes place in schools as required by the Education Act. Assoc. Supt Gollogly noted concerns and will bring them to the Director's attention.
- PIC Rep. Kehoe raised a concern about the unintentional influence teachers may have on students during political discussions. She noted that when students are separated into parties, teachers who align with those parties sometimes get placed with the corresponding students. This indirect influence

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can affect the students' perceptions of the world. Jennifer emphasized that while this may not be intentional, it is important to be mindful of the impact of words on a vulnerable population.

- Discussion followed.

7. CORRESPONDENCE

Co-Chair Bevens-Leblanc acknowledged that there have been concerns raised about parent seats on various board committees, not just the IEC. Efforts are being made to connect with relevant individuals and determine the best approach to address these concerns. PIC Rep. Kehoe noted that the issue has been deferred from October to now, with plans to meet again in April which will likely further defer it until November. It was emphasized that when we have discriminatory and oppressive things happening, they need to be addressed. It was clarified that PIC Rep. Kehoe received a response to her letter which was sent on 29 October to the Board of Trustees, Director of Education, Superintendent Scott Gillam, and others. The need to address these concerns was reiterated, and efforts will be made to connect and follow up on the issue. Discussion followed.

8. ASSOCIATION UPDATES

8.1 J Hall, Public Health Nurse with South East Health Unit provided an update (detailed updated is attached):

- The immunization team is conducting the annual review of the Immunisation of School Pupils Act. Notices were sent out in January to students who did not meet immunisation requirements, and caregivers are advised to consult with healthcare providers and submit vaccination records to South East Health Unit by the indicated deadline. Family doctors and healthcare providers do not automatically report immunisations to public health, so caregivers need to do this themselves. For any questions, parents and caregivers should contact the Kingston Public Health Office, and the direct line to the immunisation team is included in the minutes.
- She also shared updates on their events:
 - The Annual Jingle Bell run/walk/wheel had an impressive turnout with 16,481 students from 57 schools participating, which was higher than last year.
 - The Celebration of Dance initiative encourages students to enjoy dance while supporting the arts and health and physical education curriculums. Registration opened on 10 February, and schools are invited to join the virtual event on 7 May.
 - The Marathon Club registration starts on 3 March 2025. Schools can sign up, and students will accumulate kilometres towards a full or half marathon. Schools are encouraged to organise a final one-kilometre lap as a celebratory event to help students achieve the recommended 60 minutes of daily physical activity.
- J. Hall concluded her update and offered to answer any questions.
- PIC. Rep. Kehoe followed up on a parent's question from the last meeting regarding the language used in the Immunisation of School Pupils Act. The concern is that it is not clear to newcomer families that

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vaccinations are not mandatory, as the language in the forms suggests otherwise. This confusion leads to distress when families receive suspension letters for not meeting immunisation requirements. Co-Chair Venditti disclosed that she is a nurse on the immunisation team at Public Health. Whilst not representing Public Health in this meeting, she confirmed that feedback regarding the language used in the Immunisation of School Pupils Act has been received by the team. For the current season, the forms and related pieces were created and established, with some aspects adjustable once the process begins. However, many elements cannot be changed immediately. At the end of the review, there will be debrief moments where collected feedback will be discussed as part of next year's planning. She mentioned that the language on the forms changes every year based on feedback, and updates are constantly being made. Although she was not at the previous meeting, she was aware of the concerns and confirmed that conversations about these issues are ongoing. However, immediate changes are not feasible.

- PIC Rep. Bradley confirmed that the response was provided in the previous Health Unit update which is included in the Minutes.
- Discussion followed.

9. OTHER BUSINESS

9.1 Collaboration working group – *How will we decide together if we are successful? What does success look like and how will we know if we have done it?*

The meeting moved on to the topic of collaboration and working groups. Participants were divided into breakout rooms, both online and in person, to discuss specific questions. After some time in their groups, they would reconvene to compile a list of group responses.

The topics of conversation were provided, and participants were invited to add any additional topics they wanted to discuss. The goal was to have a productive discussion and gather responses from each group.

Group 1- The group discussed whether they are meeting their purpose of parent engagement through various means. They reviewed the Ministry's hopes and dreams for the group and considered how much of their agenda should be devoted to smaller collaborative sessions versus board-wide consultations and solution-based discussions. There was a strong consensus that at least half of their time should be spent on smaller collaborative sessions, while no more than 10% should be spent on broad provincial-level education topics. The remaining time should be spent co-creatively with the board. This was seen as an important takeaway from the discussion. Additionally, there were some specific suggestions for improvement that can be shared separately. The discussion highlighted several key points for improving committee operations. It was emphasized that every committee member should have access to the names and emails of all other members to facilitate communication. Additionally, there should be a list of online attendees, including their names, the number of attendees, and the schools they represent.

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The agenda setting should reflect the interests of the committee members, and more time should be spent on practical pieces, such as successful programs. A suggestion was made to provide a list of 80 successful PRO funding projects that members could easily adopt without needing to write their own grant proposals. This would help ensure that funds are utilized effectively, as demonstrated by the fact that only \$14,000 out of \$31,000 has been spent. The group discussed various strategies to measure success. They considered the benefits and drawbacks of gathering feedback during the meeting versus afterward. A good metric suggested was the number of engaged schools and persons, which should be kept front and center. They also talked about implementing a living, breathing scorecard with red, yellow, and green lights for each item discussed. Before leaving a topic, the group would spend a few minutes collaborating on what actions to take, by when, and who would be responsible. This scorecard would be reviewed at every meeting. It was proposed that the Co-Chairs create a report summarizing the accomplishments, challenges, and ongoing goals of the past 12 months. This report would help new members understand the group's work without having to review extensive meeting records.

Group 2 (online)- If the school community is benefiting from our work and changes being made while making sure we create a safe space for all. Community is thriving and benefiting from the work being done. That everyone is working as a team-staff, parents, students and outside community with the board and government.

Group 3- The discussion at the second table echoed similar sentiments to the first table regarding strategic planning, such as using a scorecard to track initiatives throughout the year. The group acknowledged the wide range of initiatives but emphasized the need to focus on what is reasonable to accomplish within the year, considering both planned subjects and unexpected issues that may arise. A key focus was on engagement, community, and collaboration. The group noted that there is often a lot of back-and-forth discussion, which may not always be productive. They stressed the importance of ensuring that the group's values and purpose are reflected in the agenda and activities. Engagement was highlighted as a significant concern, with a consensus on the need to increase engagement levels. The group discussed the importance of understanding why people come to the table, their passions, and intentions, and maintaining respectful interactions to keep participants engaged. Action and follow-ups were also discussed as crucial for success. The group emphasized the need for clear expectations and understanding when issues arise, to avoid competitive dynamics and ensure productive discussions. The consensus was on the importance of community building and maintaining relationships. The group suggested that all members should have access to each other's contact information for council purposes and that there should be clear goals and benchmarks to measure progress. Overall, the group emphasized the need for strategic planning, clear communication, and fostering a collaborative and respectful environment to achieve their goals.

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PIC Co-Chair Bevens-Leblanc requested that everyone provide their physical lists before they leave. She also asked if there is an action item and how would the committee like to proceed?

PIC Rep. Valente suggested that the group should set goals for the next school year in advance. She acknowledged that there might be different parents involved but emphasized the importance of having clear objectives from the start. She proposed that instead of discussing goals in September, the group should establish them beforehand, possibly even in June, to ensure they can hit the ground running. This approach would allow the group to plan ahead, similar to how businesses operate, and be flexible to adapt to any changes throughout the year. Co-Chair Venditti discussed the idea of setting preliminary goals at the end of the year, which would then be reviewed in the fall to ensure alignment. This approach would help the group start the new school year with clear objectives. There was also a suggestion to create a list of items to be addressed at the next meeting, including topics brought up today and in previous discussions. This would ensure continuity and follow-up on important issues.

The discussion emphasized the importance of having a summary of action items at the end of each meeting, which used to be standard in the minutes. The group suggested creating an agenda that includes a status update on ongoing initiatives, possibly using a Google Doc to track progress. This would make it easier to find information without sifting through minutes and agendas. The conversation also highlighted two main aspects: the initiatives piece, which involves a scorecard approach to measure success, and the actions related to events happening throughout the school year. The group stressed the need for accountability in initiatives and clear actions resulting from questions or concerns raised. Additionally, there was a mention of having a one to five-year plan, acknowledging that executives and businesses change over time. This plan would help maintain focus and direction despite any changes.

Further discussion followed.

Co-Chair Venditti asked the group if they felt like having more opportunities to connect would be beneficial in the process. Suggestion was made to maybe have more working meetings. The discussion compared the current board's structure to that of other boards, such as Ottawa Carlton, which have elected PIC members rather than PIC representatives from each school. It was noted that most boards have a smaller number of PIC members, usually in the lower double digits. It was mentioned that hybrid meetings require board staff, making them more complicated to organize. The group acknowledged that more frequent meetings tend to increase engagement, but the logistics of hybrid meetings present additional challenges.

A comment was made about the potential benefits of sub working groups meeting collaboratively. It was suggested that if more parents experienced these collaborative meetings, they might be more inclined to return. The idea was to have multiple sub-working group meetings based on specific topics, which could

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then report back with updates. This approach could make the meetings more engaging and address topics that haven't been discussed yet. It was noted that previously, meetings were held at different schools as an equity piece, but they have now returned to being held at the board. The discussion also mentioned that if sub working groups met independently, senior staff wouldn't necessarily need to be present, as long as reports were provided. Further discussion followed.

PIC Co-Chair Bevens-Leblanc asked again what would the committee like action item to be on this and how are they following up on this?

The suggestion was made to have the minutes distributed earlier than just before the next meeting, with action items clearly listed. This would provide a timely reminder of tasks and help avoid last-minute rushes. It was noted that receiving the minutes shortly after the meeting would be beneficial for accountability and ensuring tasks are completed. Comment was made that there have to be action items, though.

Additionally, it was proposed to split the screen during meetings to display the working document, allowing everyone to follow along and agree on action items in real-time. This approach would help keep track of tasks and ensure everyone is on the same page.

The group discussed the idea of starting the next meeting with a list of action items to ensure everyone can follow along. As tasks are identified during the meeting, they would be added to the list, and everyone would agree on them. The group discussed setting up reminders based on individual preferences.

The group suggested creating a visual document that everyone can log into and co-create during the meeting. This would help keep track of tasks and ensure everyone is on the same page. They also discussed the importance of keeping certain topics front of mind, such as questions directed to the Director, and ensuring follow-up responses are received.

PIC Rep Bradley volunteered to bring their computer to document the meeting in real-time. The group appreciated this initiative and agreed it would help improve accountability and follow-up on action items. Assoc. Supt. Gollogly would consult with IT on technical aspect of it.

There was a suggestion to include a brief summary of meeting discussions in a document that could be shared with all principals. This would ensure that all school councils are aware of what happens at the meetings, even if they don't have a PIC representative present.

Co-Chair Bevens-Leblanc informed that there is an Excel document listing PIC Representatives and School Councils with their email addresses; the PIC Representative list will be uploaded into Facebook group and distributed to PIC representatives. This will help members connect with each other and facilitate communication within the committee.

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PIC Representative Innocente suggested collaboration topic for the next meeting *“How will we decide what the efficacy of our meetings is?”* The group agreed that deciding on a methodology for collaboration is important and noted that they have already established a report card system.

10. NEXT MEETING DATE

Thursday, 3 April 2025, at 6 p.m.

11. ADJOURNMENT

The meeting adjourned at 8.30 p.m.

DRAFT

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Parent Involvement Committee LDSB PIC

Date	KFL&A Public Health Update – School Health
February 8, 2024	Intro: South East Health Unit is our newly merged public health agency made up of Hastings Prince Edward Public Health; Kingston, Frontenac and Lennox & Addington Public Health; and the Leeds, Grenville and Lanark District Health Unit. South East Health Unit (formerly KFL&A Public Health) has a team of 10 Public Health Nurses (Registered Nurses) on the School Health Team. Each nurse is assigned one or two secondary schools and typically their elementary feeder schools. We work to support educators, students, and families through a health promotion lens, and work with the immunization team to deliver the grade 7 school-based immunization program. Our team also includes a school team dietitian and a physical activity specialist. School Health Team Updates: Immunization of School Pupils Act: The annual Immunization of School Pupils Act review is underway. Notices were provided to students who do not meet the requirements of the Immunization of School Pupils Act in January. Caregivers who received a notice should check with their healthcare providers to ensure that their child is up to date with their immunizations and submit all immunization records to KFL&A Public Health by the reporting deadline on their notice. Family doctors and healthcare providers do not automatically report immunizations to public health. 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 Annual Jingle Bell Walk/Run/Wheel - 16,481 students from 57 schools participated (LDSB and ALCD SB). Celebration of Dance - encourages students to have fun with dance, while supporting The Arts and Health and Physical Education curriculums. When registered, educators are provided with links to dance videos choreographed by DANCEPL3Y and featuring local students. DANCEPL3Y is a program that fosters physical literacy by combining simple movements with positive messaging. Registration starts Feb 10. Schools are then encouraged to join in for the virtual event to have fun and celebrate dance together on May 7!

	Marathon Club – registration begins March 3, 2025. Schools sign up and interested kids will accumulate kilometers towards either full or half marathon. Encourage school to do final 1km lap to celebrate. The goal is to help students reach the recommended 60 minutes of daily physical activity. 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 or following us on Facebook.
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