

Agenda – Parent Involvement Committee

Thursday, October 23, 2025- 6:00 p.m.

Limestone Education Centre

220 Portsmouth Avenue, Kingston, Ontario

Virtual Link: [Join the Live Event](#)

Public Meeting – 6:00 p.m.

Acknowledgement of Territory: “The Limestone District School Board is situated on the traditional territories of the Anishinaabek 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 culture and celebrate their commitment to this land.”

1. Welcome

- Call to order
- Land acknowledgement
- Attendance/Regrets
- Declaration of conflict of interest
- Review of meeting norms

2. ADOPTION OF THE AGENDA

3. APPROVAL OF PREVIOUS MINUTES

- PIC Meeting – May 1, 2025

4. Year-End Report from Previous Chair

- Presentation of Summary from previous year
- 2SLGBTQIA+ Focus Group Update

5. Elections and Role Confirmations

- 5.1 Election of new PIC Co-Chair
- 5.2 Election of Administrative Officer
- 5.3 Confirmation of Community Representatives

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6. Chair's Report

- 6.1 Call for PRO Grant Subcommittee members
- 6.2 Call for PIC representative to Environmental Sustainability Advisory Committee (ESAC) meetings
- 6.3 Invitation to PIC representatives to provide input on desired presentations/topics for the year
- 6.4 Invitation to PIC representatives to consider subcommittee ideas for the 2025-26 school year

7. PIC Representative Role Review

- Orientation and resources for new and returning members

8. Board and Trustee Updates

- 8.1 Superintendent/Director Update
- 8.2 Trustee update(s)

9. New Business

- Items brought forward for discussion pending time

10. Next Meeting Date

Thursday, November 13, at 6 p.m.

11. Adjournment

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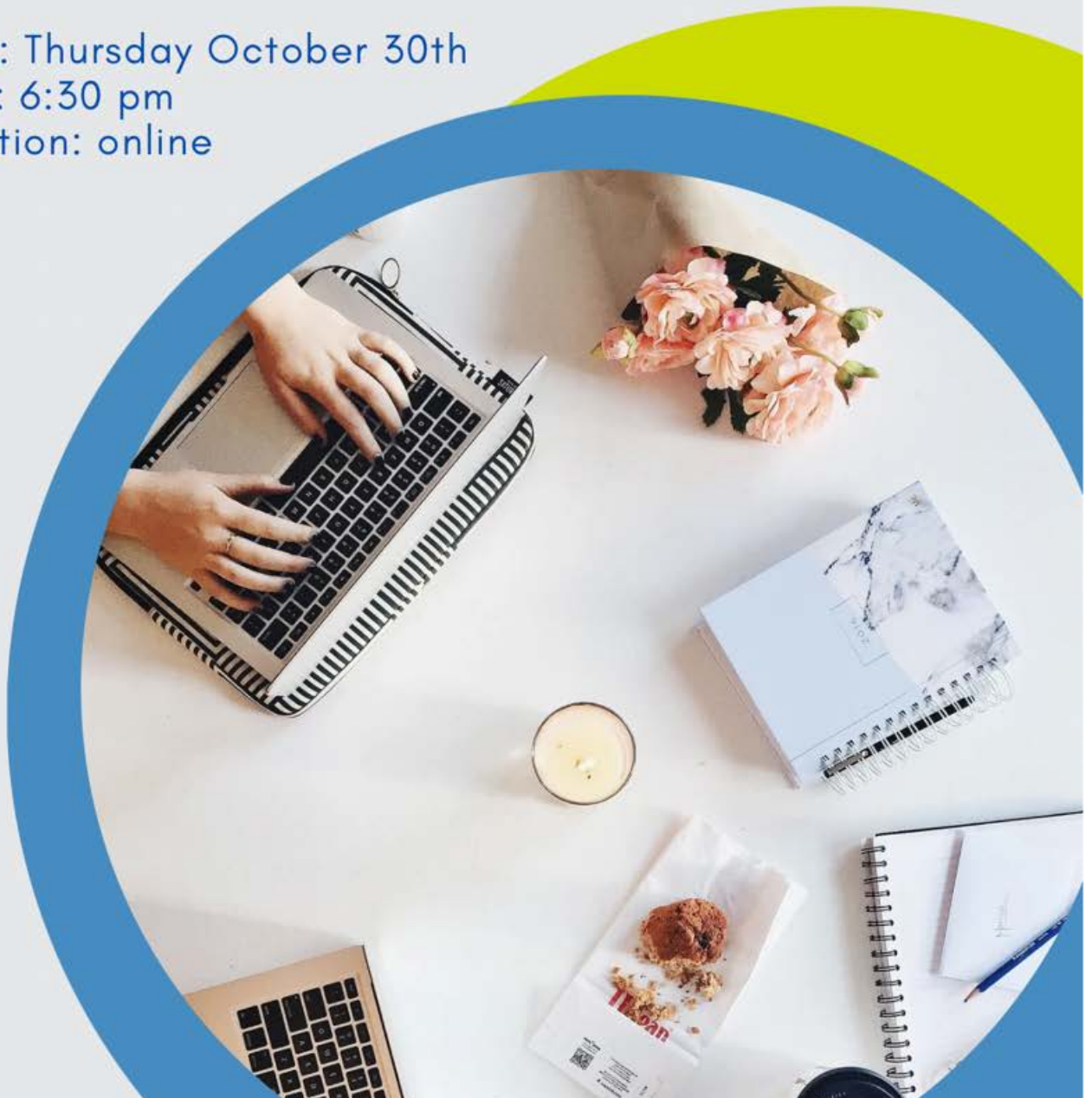
CHAIRS WORKSHOP

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

Date: Thursday October 30th

Time: 6:30 pm

Location: online



Parent Involvement Committee Meeting Minutes – May 1, 2025

Public Meeting

Roll Call:

Trustees:	Staff:
R. Hutcheon B. Godkin	P. Gollogly, Assoc. Superintendent
Invitees:	Recorder and Producer:
C. Bevens-Leblanc, Co-Chair and KLC V. Venditti, Co-Chair and KSS/Module Vanier M. Rickey, Bayridge PS M. Redmond, Bayridge PS S. Bradley, Joyceville PS M. Valente, LaSalle ISS C. Innocente, LCVI/Calvin Park PS J. Kehoe, Molly Brant ES M. Richmond, Odessa PS V. Wood, Sydenham HS S. Gratto, Storrington PS J. King, Truedell PS C. Glavin, W.J. Holsgrove J. Clayton, W.J. Holsgrove J. Hall, South East Health Unit	E. Smith, Administrative Assistant M. Christopher, IT

1. CALL TO ORDER

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

PIC Representative Bradley provided the Acknowledgement of Territory: “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 Métis, Inuit and all First Nations from across Turtle Island and around the world. We honor their cultures and celebrate their commitment to this land. As parents, caregivers and community members we are all here working together to support all children in their learning and well being; and as we do that, we reflect on what it means to live in right relationship with one another and with the land. To me, this means listening, learning and acting with care, respect and reciprocity. And we'll speak for everyone here. I know I'm speaking for myself. We're grateful to share this land and we commit ourselves to walking forward in partnership and reconciliation.”

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2. ADOPTION OF THE AGENDA

Adopted with Amendment to include 5 minutes for PIC Representative Kehoe's statement.

3. DECLARATION OF CONFLICT OF INTEREST

3.1 No declarations of conflict of interest.

4. APPROVAL OF MINUTES

4.1 PIC Meeting Minutes of February 27 and April 3, 2025 adopted.

5. BUSINESS ARISING FROM MINUTES

5.1 PIC Representative Kehoe read a statement.

6. EDUCATION SERVICES UPDATE

6.1 Co-Chairs Bevens-Leblanc and Venditti provided their update:

- At the beginning of the meeting, Co-Chair Venditti shared the sad news of the passing of Kelly, a recently joined member from Central PS. Although Kelly was with the team for a short time, she demonstrated strong passion and a desire to support her school community. Condolences were extended to her loved ones and friends. A community event is being planned in Kelly's honour to support her family. Those interested in participating or learning more were encouraged to contact the PIC Co-Chairs.
- Director Burra will have a separate meeting for PIC Representatives on Artificial Intelligence (AI); information on the date and time will be shared later.
- An unofficial PIC meeting is being planned for June to wrap up outstanding items from the year.
- The Ministry has rescheduled the PIC Chairs Workshop to May 8th or 9th. Co-Chairs are planning to attend and will share summary afterward.
- The bylaw review will be conducted via email to accommodate accessibility and formality, as the upcoming meeting will be unofficial and not follow the standard format.
- Trustees are away attending an event but are available online.
- Later in the meeting, Co-Chair Bevens-Leblanc thanked Zoe who has been incredibly reliable in providing childcare all year.

At the end of the meeting Co-Chair Venditti informed the members about Youth Volunteerism Award. A call for nominations for the Mayor's Award for Youth Volunteerism was shared. Categories include elementary, high school, and post-secondary youth (up to age 24), recognizes leadership, compassion, resilience, and community impact. Nominations are due by Friday, May 9 at 4:00 PM and will be promoted via email, public pages, and private groups.

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Co-Chair Venditti also revisited the idea of creating a short promotional video to introduce PIC, which has been raised multiple times and received strong support. The video aims to: encourage parent engagement by showcasing what PIC is and why it matters; demystify participation by sharing personal experiences and friendly faces; be shown at school council meetings and potentially modeled after the Director's annual message. Volunteers are encouraged to participate. The goal is to feature real voices and stories from the PIC community. The video is not expected to be a quick fix but part of a long-term strategy to build awareness and normalize involvement. The video will be part of broader efforts to support succession planning and leave PIC stronger for future members. More information and a call for participants will be shared once the plan is finalized.

6.2 Trustees Godkin provided Trustee Update:

Trustee Godkin joined the meeting remotely from Toronto, where both Trustee Chair Hutcheon and Trustee Godkin were attending OPSBA meeting and participating in training sessions focused on AI. The Board is currently awaiting full budget details from the Ministry, which are necessary to proceed with planning. Appreciation was expressed to parents and community members who submitted input on budget priorities. A policy is being developed to address Trustee absences, particularly when advance notice is not provided. Trustee Godkin emphasized the importance of understanding AI, how the use of it is beneficial to the students but also implications for education, student safety and misinformation.

6.3 Assoc. Superintendent Gollogly provided Board Update:

- Following the cyber incident, steady progress is being made in restoring digital services and resources for our students and staff. LDSB dedicated team is working diligently alongside cybersecurity experts to ensure that all systems are fully operations as soon as possible. Assoc. Supt. Gollogly expressed appreciation for continued patience and understanding.
- At the moment, phone systems are operational; the process of resetting student passwords started on Friday and will continue this week; students and staff continue to have access to the internet when they log in to LDSB devices; external emails in/out of LDSB have began to function again; student absences can be reported through SafeArrival absence reporting management system.
- Parent Night with Julie Lalonde will be rescheduled, details will be shared when more information is available. Ottawa-based public educator Julie S. Lalonde will be working with students and parents to identify what a healthy, consensual relationship looks like, red flags that things might be harmful and the best ways to intervene if we're worried about someone in our life.
- A request was made for more detailed information about the AI that is being used in schools. This will give parents a better idea of what programs are being used in schools, how and why they are using them.
- Co-Chair Bevens-Leblanc asked whether students would receive education on how to effectively prompt questions when using AI tools.

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- A parent shared that they were unaware that their elementary-aged child had an email account until recently. A request was made to establish a protocol requiring elementary teachers to proactively inform families about student email access and related login.

7. CORRESPONDENCE

None.

8. ASSOCIATION UPDATES

8.1 J. Hall, Public Health Nurse with South East Health Unit (SEHU) provided an update on (please refer to attachment for more information and links):

- Grade 7/8 immunizations
- Immunization of School Pupils Act (ISPA)
- Grade 5 & 9 ActivePass.
- Building Connections Campaign (May 2025)

PIC. Rep. Wood asked for an update in relation to measles outbreak. Assoc. Supt. Gollogly clarified that there was a confirmed measles case at one of the schools, but it was not classified as an outbreak. The school remained open and standard health protocols were followed (unvaccinated students were required to either get vaccinated or remain home for a period of approximately 20 days).

A question was raised regarding the status of vape detectors in schools. Assoc. Supt. Gollogly informed that Public Health in partnership with the Board, implemented a pilot project in grades 7-12 schools. Surveys were conducted before installation, mid year and will be conducted again in September to assess impact; survey would include both students and staff. Currently, the project is limited to one year. However, if results are positive, there is potential for expansion to other schools in the future.

Co-Chair Bevans-Leblanc thanked J. Hall for joining the meeting.

9. OTHER BUSINESS

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

Co-Chair Venditti recalled that the group discussed measurements of success and vision of success two meetings ago. Co-Chair acknowledged that earlier conversations had been productive with several strong ideas already suggested. The group was encouraged to reflect on whether any items from the list should be prioritised for further focus. PIC Rep. Bradley discussed developing a methodology to assess the relevancy of discussion topics, aiming to align them with a broader mission or mandate.

There was reflection on past efforts to define this mandate. The idea of collaboration subcommittees was revisited, with a suggestion to explore models like those used by Toronto District School Board, which

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conducts structured subcommittee work. Engagement metrics were highlighted as a key area of interest, specifically, how to measure school participation and compare online versus in-person involvement. Succession planning was brought up as a recurring and important theme. PIC Rep. Bradley mentioned that related documents or notes would be shared in a Facebook group, acknowledging that not everyone is part of it but encouraged access via shared link.

Collaboration group began their work, discussing *“How do we measure efficacy of meetings?”* and *“What type of engagement metrics should we be using?”*. Notes were taken by each group and collected by Co-Chairs.

Online group discussed methods for collecting feedback during meetings; a suggestion was made to use a phone-based rating system where participants could quickly rate each topic from 0 to 5 by pressing a button. This would provide instant feedback without disrupting the flow of the meeting. It was noted that post-meeting surveys are often overlooked, reinforcing the value of real-time input. There was also discussion about collaboration with school councils: emphasis was placed on working together to increase awareness, support, and engagement; the idea of community-driven conversations was raised—ensuring that topics discussed at PIC meetings reflect the interests of families rather than being solely board-directed. The group further highlighted the importance of tracking engagement metrics, including:

- Number of active PIC representatives (out of ~60 possible)
- Size of the email distribution list
- Meeting attendance figures
- Number of schools represented

In-person group (1) aligned with the online team’s reflections and explored what effective engagement looks like, emphasizing the importance of understanding why members attend and how to increase participation. A key theme was the need for diverse representation, particularly from both elementary and secondary levels, to ensure a wide range of voices and relevant topics. Strategies to increase awareness and attendance included:

- Proactive outreach to school administrators and councils, especially at the start of the school year.
- Creating postcards, introductory videos, and using YouTube content to preview PIC’s purpose and activities.
- Supporting new members through onboarding materials, buddy systems, and clear communication to reduce intimidation and build confidence.

The group proposed using simple satisfaction surveys (e.g. 1–5 rating cards) at each meeting to gather real-time feedback and identify topics of interest. At the beginning of the year, members could be asked to share their interests and reasons for joining, which would help shape the agenda and ensure parent-led conversations. More frequent meetings were suggested to maintain momentum and accountability between sessions. Concerns were raised about members who are listed but do not attend. The group

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discussed: encouraging formal regrets to better understand barriers to participation; exploring adjustments to meeting times, childcare, or food options; clarifying that alternate representatives are allowed and offering support to facilitate their involvement. The group emphasized the importance of seeing their input reflected in board responses and reports as a sign that their time and contributions are valued. Increased engagement at PIC was seen as a catalyst for stronger parent involvement at the school level, creating a broader impact. Interest was expressed in adopting a working group model (similar to TDSB), allowing members to contribute to specific areas (e.g., governance, promotion) outside of full meetings. This would streamline administrative tasks and allow PIC meetings to focus more on collaborative discussion and strategic planning.

In-person group (2) emphasized the value of active participation and interaction, both in-person and online, as key indicators of meaningful engagement. There was a call to make meetings less formal and more collaborative, helping participants feel more comfortable and connected. Action items were highlighted as essential: assigning responsibilities, setting timelines, and ensuring follow-up to track progress and accountability. The idea of maintaining a reference backlog was proposed, allowing members to revisit past discussions and avoid repeating previously resolved topics. Concerns were raised about individual vs. school representation—encouraging members to bring forward school-wide issues rather than personal matters. The group suggested that Board representatives should more clearly explain their roles and responsibilities to improve transparency and understanding. There was strong interest in measuring impact through feedback mechanisms:

- Suggestions included short, real-time surveys (e.g., 1–5 rating at the end of each topic).
- It was noted that traditional surveys often receive low response rates, so in-meeting feedback may be more effective. Discussion followed.

A commitment was made by Co-Chair Venditti to produce a PIC end-of-year report and noted this as an action item.

The group emphasized the importance of succession planning—leaving PIC stronger for future members. The meeting closed with a reminder that initiative tracking is available in the Facebook group and that a summary email with links and updates will be sent out. Members were thanked for a great year and reminded about the upcoming unofficial meeting.

10. NEXT MEETING DATE

Thursday, TBC at 6:00 PM.

11. ADJOURNMENT

The meeting adjourned at 8.00 PM.

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Parent Involvement Committee LDSB PIC

Date	KFL&A Public Health Update – School Health
May 1, 2025	Intro: 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: Grade 7/8 Immunizations The second round of grade 7 immunization clinics are underway. - School clinic dates 2025: https://www.kflaph.ca/en/health-topics/grade-7-school-based-immunizations.aspx (ISPA) Immunization of School Pupils Act The suspension period for the Immunization of School Pupil’s act continues until May 7th 2025. - 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 Parents or caregivers with questions about their student’s immunizations should call KFL&A Public Health for more details. 613-549-1232, ext. 1451 or email vpd.nurse@kflaph.ca <u>If an immunization exemption is needed</u>, please call KFL&A Public Health at 613-549-1232, ext. 1451 or email VPD.Nurse@kflaph.ca Grade 5 & 9 ActivPass: Allows grade 5 & 9 students FREE access to recreation facilities at designated times. The pass are valid until the end of August. Grade 5 students show their physical activity pass, which they receive at school, and grade 9 students show their student identification card or an ActivPass, which can be picked up in their school office. For further information, including a list of activities is available on the Kingston Gets Active website at https://kingstongetsactive.ca/resources/grade-5-9-activpass/ Building Connections Campaign – May 2025 – Spread the Word!

The provincial campaign launches on **May 7th** in recognition of **National Child and Youth Mental Health Day** and continue throughout May.

The South East Health Unit will share a video on our Facebook page (link: <https://www.facebook.com/kflapublichealth>) that shows how every adult can make a difference in a child's well-being by building positive, caring connections with them.

We invite everyone to get involved-watch the video, and feel free to participate in any way that suits you best, whether that's liking, sharing, or reposting the content to help amplify this important message.

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](#).