

**PARENTS' COMMITTEE MEETING  
THURSDAY, SEPTEMBER 30, 2021  
7:00 P.M., ONLINE**



**AGENDA**

1. Call to Order
2. Welcome & Introductions
3. Naming of Secretary
4. Approval of the Agenda
5. Approval of the 2021-2022 Parents' Committee Annual Report
6. 2021-2022 Parent Committee (PC Structure)
7. Communications
  - 7.1. Internal (Google Apps For Education, Google Drive, Basecamp)
  - 7.2. External (Website and other Social Media)
8. Elected Parent Representatives Roles and Responsibilities
  - 8.1. Parent Representatives and Alternates
  - 8.2. PC Advisory
  - 8.3. Commissioners Representing the Parents' Committee (CRPC)
9. Standing Subcommittees
10. LBPSB Committees
  - 10.1. Communications and Marketing
  - 10.2. Facilities and Security
  - 10.3. Intercultural Advisory
  - 10.4. Programs and Services
  - 10.5. Safe & Caring Schools
  - 10.6. Transportation Advisory
  - 10.7. GREEN
11. Ad-hoc Subcommittees
12. External Committees
  - 12.1. EPCA
  - 12.2. Pearson Educational Foundation (PEF)
13. SNAC – Who are they, why do they exist, and how do they work with the PC?
  - 13.1. Confirmation of Representatives
14. Suspension of Meeting until: Thursday, October 7<sup>th</sup> @ 7:00 PM ONLINE

**Parents` Committee Meeting ONLINE**  
**THURSDAY, SEPTEMBER 30, 2021**  
**7:00 P.M., ONLINE**

ATTENDANCE-PARENT REPS AND ALTS: Please see last page for Attendance Record

1. Call to Order  
S. Ross called the meeting to order at 7:04 pm. Quorum was established with 33 out of 46 LBPSB schools and SNAC being represented. He noted that the meeting kit had been sent to all participants. He called every one's attention to the agenda which was posted on the screen. S. Ross apologized for the delay and explained that it was due to technical difficulties.
2. Welcome & Introductions  
S. Ross introduced himself and noted that he was 2020-2021 LBPSB PC Chair. He welcomed all attendees and thanked them for their participation. He expressed appreciation to all for volunteering their time and enhancing the educational experience at LBPSB. S. Ross explained that tonight's focus would be about what the PC is and what they do. He mentioned that he would speak about the different roles within the PC, all of the different committees, and how to get involved. S. Ross emphasized that the Advisory is the Executive on the PC and they have been asked to assist with the AGA this evening. He noted that the focus of the AGA is go over the tasks and explain the structure of the committees. He mentioned that several years ago it was decided that the AGA be divided into 2 parts in order for Rep/Alts to take the time to make an informed decision before agreeing to take on an additional role. S. Ross the introduced the Advisory. He invited Reps/Alts to ask questions during the AGA. The Chair explained that moving forward with respect to voting during online meetings, he would be asking first for those who are opposed, then if there are any abstentions, assuming that the rest were in favor.
3. Naming of Secretary  
S. Ross explained that Barbara Schnider is the Recording Secretary and will be the official recorder of the PC AGA. S. Ross called for a motion to approve the naming of Barbara Schnider as Secretary of the AGA. The motion was put forth by N. Lawland. The motion was seconded by A. Charzan and was unanimously resolved.
4. Approval of the Agenda  
S. Ross put forth a motion to approve the agenda. None were opposed, no abstentions were noted, and it was unanimously resolved.
5. Approval of the 2020-2021 Parents' Committee Annual Report  
S. Ross pointed out that Parents' Committee Annual Report had been disseminated to Reps/Alts and will be added to the kit, he then proceeded to screen share the report. He explained that Reps/Alts were invited to attend the AGA. S. Ross emphasized that the formation of the PC is governed by the Education Act. He noted that the PC Rep is a member and the Alt gets to vote in the absence of the Rep. however both Reps and Alts are encouraged to attend all PC meetings. He mentioned that there are many opportunities for Alts to get involved although there are a few committees where the committee member must be a Rep. He explained that the PC mandate focuses on parental participation and both Reps and Alts are encouraged to get involved in the Sub committees. A member of the PC inquired if the land acknowledgement statement would be read at this meeting. The Chair explained that due to the fact that the AGA is being held virtually, the land acknowledgement statement should be revised to reflect the fact that the PC is not currently meeting in person at the School Board. A comment was made that in light of the AGA falling on the same day as Truth and Reconciliation Day it would seem to be an important opportunity to recite the land acknowledgment. L. Mancini was invited to recite the Land Acknowledgment Statement.  
S. Ross noted the PC 2020-2021 Parents' Committee Annual Report had been sent out to GB Chairs and PC Reps from each school. The Chair asked if any were opposed to the 2020-2021 Parents' Committee Annual Report. None were opposed, 2 abstentions were noted. The motion was carried. The 2020-2021 Parents' Committee Annual Report was approved.
6. 2021-2022 Parent Committee (PC Structure)  
S. Ross invited Reps/Alts to look at the organogram being shared which indicated the structure of the PC. He went on to point out that the PC Advisory is essentially like the Executive and that PC Officers will be elected during Part 2 of the AGA. He noted that the PC Advisory and Standing Subcommittees are a crucial part of the PC. There are four CRPCs that sit on the PC. They are as follows: 1 Elementary- currently held by Patricia Ottoni, 1 High School- currently held by Sharad Bhargava, 1 At Large- currently held by Kristoffer de Forest and 1 representing Students with Special Needs- currently held by Susana Lazaro. Parent Commissioners are the parent voice on the Council of Commissioners and have the opportunity to vote on Council. CRPCs maintain close contact with the PC. The Communications Committee is extremely important. The Communications officer is the chair of the Communications Committee. The standing subcommittees include the three Region Committees. S. Ross indicated

that information will be sent regarding how the regions are divided. He noted that each region committee has a chair. The Communications Committee helps to create newsletters as well as communications for the PC. Each region has a Communications Officer. This position is open to anyone in the PC. The Chair encouraged parents to get involved and share their ideas. The Council of Commissioners is comprised of several internal committees. In recent years a GREEN Committee was added. The PC also participates in external committees such as EPCA. The PC can vote to lobby EPCA on their behalf. One member of the PC is also elected to sit on PEF (Pearson Educational Foundation) as a non-voting Director. S. Ross mentioned that for more in-depth work, Ad-hoc Subcommittees may be struck on an as needed basis. Council is required to consult with the PC. This is important because the PC can help to influence policy.

## 7. Communications

### 7.1. Internal (Google Apps For Education, Google Drive, Basecamp)

S. Ross invited S. Campeau, Communications Officer to explain PC Communications. She indicated that communications for the PC, including invitations to meetings and presentations, meeting kit links, notice of meeting cancelations and documents all go through the Rep/Alt GAFE account.

Each school is assigned a Google email address with two accounts- one for the Parent Representative to the PC, and one for the Alternate Parent Representative. If needed, Reps/Alts can request a reset of the password for these email accounts. The PC tries to communicate on all platforms as much as possible. Reps/Alts may want to log in and set up auto forwarding to their personal email accounts. It was noted that GB Chairs have separate email addresses.

S. Campeau mentioned that BASECAMP is the online forum that has been set up in order for parents to be able to hold discussions as a group, as often topics come up between meetings. She pointed out that BASECAMP is a great place to brainstorm and facilitate meaningful discussions. It was emphasized that Reps/Alts are asked to be respectful when engaging in discussions on BASECAMP. The PC Advisory monitors the BASECAMP account. Only members of the PC (Reps/Alts) are invited into the PC BASECAMP project, and GB Chairs are invited to the GB Chairs project only.

### 7.2. External (Website and other Social Media)

S. Campeau noted that the PC website has been revamped. Contact emails for PC Reps/Alts are listed there. Parents from each school can get in touch with their PC Rep/Alt through their PC email address. Meeting agendas, MSRs and minutes are archived on the website as well. Please consult the link below.

<http://parents.lbpsb.qc.ca/>

The PC also has a Facebook page which is an open group where active discussions happen. Events, important updates, as well as meeting links are posted on the PC Facebook page. Please consult the link below.

<https://www.facebook.com/lbpsbparents/>

## 8. Elected Parent Representatives Roles and Responsibilities

### 8.1. Parent Representatives and Alternates

S. Ross outlined the purpose of the Parents' Committee and the responsibilities of its members. He noted that the primary role of the PC is to promote parental involvement. In addition, the PC responds to parents' inquiries when possible and advises them. The PC serves in an advisory and consultative capacity and is influential in helping to set and update Board policies, By-laws and other decisions. S. Ross noted that the PC has a positive working relationship with Administration. He introduced Thomas Rhymes, Assistant Director General who participates in PC meetings. S. Ross emphasized that T. Rhymes offers the PC insight about what is going on in the School Board. He proceeded to go over the slide entitled "Role of the PC" (please refer to the slides in the meeting kit). The Chair pointed out that representatives are expected to report back to the parents at their school and represent all parents at their school, and not just the GB. They are expected to support activities to inform parents on educational matters. Parents Reps/Alts should avoid discussing individual parental issues. S. Ross spoke about the voting process and pointed out that the PC is allowed to initiate e-votes as stated in the Internal Rules.

### 8.2. PC Advisory

It was emphasized that the Advisory is an important committee. It is not a decision making body but assists with the functionality of the PC, especially between PC meetings. The Chair does not make unilateral decisions, rather the Chair consults with the Advisory on a regular basis. The Advisory brings the most pertinent information to the PC. The roles of all Advisory positions are outlined as follows:

#### Chair

- Spokesperson for the PC (may be asked to be interviewed by the media)
- Represents the entire LBPSB Parent Community
- Communicates directly with Admin.
- Responsible for setting the tone and direction of the PC
- Facilitates meetings and the conducting of business between meetings
- Verifies the meeting minutes
- Communicates with External Committees

- Prepares meeting kits

#### Vice Chair

- Assists the Chair in their duties and functions
- Verifies that Internal Rules are followed
- Helps with the meeting agenda
- Assumes the role of the Chair when the Chair is absent

#### Treasurer

- Maintains the financial records for the PC
- Is responsible for the allocation of funds given to the PC
- Ensures that parents who submit appropriate receipts for allowable expenses get reimbursed (in non-pandemic times allowable expenses may include- travel/transportation/babysitting)
- Prepares budget reports for meetings

#### PC Secretary

- Helps to verify meeting minutes
- Creates a Meeting Summary Report (MSR) from the contents of the minutes
- Works with other members of the Advisory to create responses to School Board consultations
- Assists the Chair and Vice Chair in getting out communications
- Works with other members of the Advisory to facilitate in person and virtual meetings
- Helps with editing

#### Communications Officer

- Acts as Chair of the Communications Subcommittee
- Manages Social Media
- Assists the Chair/Vice Chair
- Keeps the website updated
- Is responsible for managing BASECAMP
- Helps to facilitate the creation and dissemination of the Parent Newsletter
- Posts links
- Oversees the communications of the committee
- Is responsible for collecting reports
- Serves on the LBPSB Council Communications Committee

#### 8.3. Commissioners Representing Parents' Committee (CRPC)

Commissioners are elected through their constituency every four years, whereas Parent Commissioners are elected from amongst the Parents' Committee members and the Parent Commissioner for Special Needs is elected from amongst the members of the Special Needs Advisory Committee (SNAC) every two years. One of the advantages of being a Parent Commissioner is that they can participate at the GB, PC and at Council, counting on input from parents. There are 4 Parent Commissioners: 1 Elementary, 1 High School, 1 At Large and 1 representing Students with Special Needs. One of the CRPCs sit on the Advisory and delivers the Council report and updates the PC on Council details. Given that the current CRPCs are beginning the second year of their two year term, there are no CRPC vacancies to be filled at this time. Individuals seeking a nomination as a CRPC must be a Parent Representative from their school as Alternates cannot run for election.

#### 9. Standing Subcommittees

S. Ross explained that the Standing Subcommittees are divided by region and are as follows: Region 1, Region 2, and Region 3. Each school is part of one of the three regions. (A list of schools in each region is included in the Parent Representative Handbook). The three Regional Directors are available to participate in meetings. They are in the schools and are in constant contact with the principals. Regional meetings are typically held on the third Thursday of the month. Joint subcommittee meetings usually include a presentation. He emphasized that at the subcommittee level, a lot of information is shared about what is happening at the different schools. He pointed out that the Region meeting is an additional meeting to the PC meeting. At the PC level, meetings are focused on Board-wide issues.

#### 10. LBPSB Committees (Please refer to the Parent Representative Handbook for detailed information)

##### 10.1. Communications and Marketing

Discusses enrollment, how to disseminate the most up to date information to the LBPSB community including advertising for Open Houses. **One member of the PC is elected to represent parents on this committee.**

##### 10.2. Facilities and Security

Deals with building maintenance and improvements, utilization of buildings, how allocations from the government can be used efficiently and looks at information received from administration in helping to decide how to proceed. (The purchase of air purifiers for naturally ventilated classrooms as well as the transfer of St. Thomas to the Broadview building was discussed at this level). **One member of the PC is elected to represent parents on this committee.**

##### 10.3. Intercultural Advisory

Discusses and promotes diversity and inclusion throughout the board, helps to determine budgets allocated to schools to run projects/activities/ workshops, for example Black History month, and Indigenous events. **Three members of the PC are elected to represent parents on this committee.**

10.4. Programs and Services

Committee through which the school board brokers its' programs (including Elementary, Secondary, Adult and Vocational) and the avenue through which services to students get approved. Reports from all sectors are shared with committee members. The Director of Student Services sits on this committee. Presentations take place on a regular basis. Parental feedback is welcomed from the PC Rep, however this is a non-voting position. **One member of the PC is elected to represent parents on this committee.**

10.5. Safe & Caring Schools

Reviews the Safe and Caring School Policy and provides recommendations to the Programs and Services Committee, speaks about the safety and well-being of students in school buildings, looks at activities taking place in the schools. **One member of the PC is elected to represent parents on this committee.**

10.6. Transportation Advisory

Looks at transportation policies and procedures, accessibility to busing, organizes busing plans (tied to the start and end times of schools), and works with the transportation group with regards to contracts. The committee reports back to the Ministry and is the only committee within Council that is mandated by the Education Act. **One member of the PC is elected to represent parents on this committee. There is no alternate member as per the Education Act.**

10.7. GREEN

Looks at environmental issues around the School Board and how to make it more "green" by encouraging recycling, composting, etc... **One member of the PC is elected to represent parents on this committee.**

11. Ad-hoc Subcommittees

It was emphasized that the Ad-hoc Subcommittees of the PC are generally created as needed on a short term basis. Typically, committees are created and then posted on BASECAMP where Reps/Alts are invited to join. Some of the Ad- hoc Subcommittees that have been created are as follows.

Internal Rules: ***Should be formed on an annual basis in order to update the PC Internal Rules as necessary***

Parent Structures: ***Should be formed on an annual basis in order to review the efficiency of the current structure.***

Anti-Bullying/Anti-Violence (ABAV), Student Success. Ad-hoc subcommittee members create a list of recommendations which are then presented to the PC. The PC then decides if they are in agreement with the recommendations and the appropriate action to take. Ad-hoc subcommittees are where the main work is done. S. Ross extended an invitation to any Rep or Alt who may be interested in joining an Ad-hoc Subcommittee, and added that these subcommittees generally meet only a few times per year, separately from the PC.

12. External Committees

12.1. EPCA

S. Ross explained that EPCA (English Parents' Committee Association) is the body by which the Parents' Committees in the English School Boards in Quebec use to lobby the Quebec government concerning educational policies. The government allocates funding to EPCA, as well as their French counterpart, the FCPQ. He explained that the PC elects two Directors to represent the LBPSB Parents' Committee at EPCA. He invited D. Bentley and G. Piggins, EPCA Directors to say a few words. D. Bentley explained that the President of EPCA sits with the Minister of Education and the Administration of the government on a regular basis in order to outline the position of parents in the English community. It was emphasized that EPCA is an important place to be especially in light of Bill 96. He noted that that the PC will need to elect one new EPCA Director as one of the positions will be available this year. G. Piggins noted that EPCA meetings take place on Saturdays and last for approximately 3 hours. EPCA Subcommittees typically meet once per week. It was reported that a copy of EPCA's Back to School Newsletter is posted on BASECAMP and is to be shared with the wider parent community of the LBPSB.

12.2. Pearson Educational Foundation (PEF)

S. Ross noted that PEF (Pearson Educational Foundation) is a non-profit and typically organizes events in order to fundraise for our students. It was noted that the PC has a non-voting position on PEF. Funds raised are allocated to help students in need with food and clothing, as well as to help fund various school based initiatives. Donations can be allocated toward a specific school project, or fund through PEF. Tax receipts are issued. PEF meets approximately once per month.

13. SNAC- Who are they, why do they exist, and how do they work with the PC?

S. Ross congratulated L. Mancini on her new position as Chair of the Special Needs Advisory Committee (SNAC). He invited her to give a brief explanation about the committee. The Special Needs Advisory Committee advises the School Board on a policy for the organization of educational services for Students with Special Needs. SNAC also helps to advise parents and directs them to important resources. It was noted that the PC and SNAC communicate on a regular basis. It was emphasized that the Education Act requires the PC to give

their blessing for the list of SNAC designees. L. Mancini explained the composition of the committee. There are thirteen parents on SNAC, as well as representatives from Admin, teachers, support staff, and the community. 2 SNAC members sit on the PC- 1 Rep and 1 Alt. L. Mancini is the Rep and J. Ranger is the Alt. Reps/Alts were invited to consult the SNAC website for more information. <http://snac.lbpsb.qc.ca/>

13.1. Confirmation of Representatives

The SNAC AGA took place online on Wednesday, September 29, 2021. The PC is required to confirm the list of SNAC parent members.

The designees are as follows:

- Lisa Davis-Mancini (Chair and PC Rep)
- Lesley Hutcheson
- Patricia Glover
- Teri Chelminski
- Sheila Moody
- Jean J. Ranger (SNAC Alt)
- Marium Hasanie
- Lauren Broad
- Dyana Gampel
- Nora Salvaggio
- Kiley Philp
- Susana Lazaro (CRPSN)
- Michelle Wilson

S. Ross then stated that these are the SNAC parent designees as presented to the PC for confirmation. The Chair asked if there were any opposed to the list of SNAC parent designees. None were opposed, and no abstentions were noted. It was carried. The PC confirms the aforementioned list of parent members (as designated by the Special Needs Advisory Committee (SNAC) at the SNAC Online meeting of September 29, 2021). S. Ross thanked L. Mancini, S. Lazaro and J. Ranger. He indicated that for example L. Mancini has 2 votes on the PC: 1 for SNAC and one for Christmas Park.

14. Suspension of Meeting until: Thursday, October 7 @ 7:00 pm Online

S. Ross reminded everyone that the next meeting date would be Part 2 of the online AGA on Oct. 7, 2021 @ 7:00 pm when all of the elections, including that of the Chair, the PC Officers, as well as Committee Reps would take place. CRPCs are currently beginning the second year of their 2 year term therefore no CRPCs will be elected on October 7. Reps/Alts will be receiving a copy of the PC Internal Rules. It was pointed out that the PC website included an outdated version of the Internal Rules. S. Ross took note of it and committed to updating them. The Parent Representative Handbook was added to the kit with a link included on page 18 of the ppt presentation. Reps/Alts were asked to review the Internal Rules as well as the Handbook prior to Part 2 of the AGA. Participants will receive a Zoom link to Part 2 of the AGA. He invited Reps/Alts to send their personal email addresses to the PC Secretary email address ([pc\\_secretary@lbpearson.ca](mailto:pc_secretary@lbpearson.ca)) so that they can be set up with a PC Rep or PC Alt account. If necessary, the Chair can reset the password. With respect to BASECAMP, Reps/Alts are asked to use their personal account and not their GAFE account. S. Ross indicated that the PC produces a Meeting Summary Report (MSR) during the week following the PC meeting for Reps/Alts to present as a parent report to their Governing Boards. As well, a pdf of the MSR is sent to each GB Chair in the event that the Rep or Alt are absent from the GB meeting.

S. Ross expressed thanks to T. Rhymes as well as returning and new members of the PC.

The meeting was suspended at 8:50 pm until Thursday, October 7, 2021 @ 7:00 pm online.

Respectfully submitted by  
Barbara Schnider  
Recording Secretary

<b>Attendance</b>		
<b>Member School</b>	<b>Parent Rep Present</b>	<b>Alternate Rep Present</b>
Allion	Annette Banton	
Beacon Hill		Celena Scheede-Bergdahl
Beaconsfield	Ovidiu Burlec	Adrian Leggett
Beechwood	Talar Chahinian	Diandra Yoselevitz
Beurling Academy	Julius Taube	
Birchwood	Derek Kenny	N/A
Children's World		
Christmas Park	Lisa Mancini	N/A
Clearpoint	Marc Lucke	
Dorset	Jeff Labelle	N/A
Dorval		
Edgewater		
Evergreen	Corey Pacitto	N/A
Forest Hill Jr	N/A	N/A
Forest Hill Sr	Tanja Minisini	
John Rennie		Shane Ross
Kingsdale		Greg Piggins
Lakeside Academy		
Lasalle Community Comprehensive	Janet Chung Man HO	
Lasalle Jr	N/A	N/A
Lasalle Sr	Franca Henry	Teresa Jory
Macdonald	Kris de Forest	
Maple Grove		
Margaret Manson	Anthony Morello	Mark Michel
Mount Pleasant	N/A	N/A
Pierre Elliott Trudeau	Wendi Eeet	N/A
Pierrefonds Comprehensive	Greg Piggins	
Riverview		
Sherbrooke Academy Jr.	David Anthony Barbiero	
Sherbrooke Academy Sr.		
Soulange	N/A	N/A
Springdale		
St. Anthony	Shane Ross	
St. Charles		Steven Orenbach
St. Edmund	N/A	N/A
St. John Fisher Jr	Christine Archambault	Angela Kovalak
St. John Fisher Sr	Sara Campeau	Nadia Lawland
St. Patrick	Doug Bentley	Michael Barron
St. Thomas	N/A	N/A
Sunshine Academy	Leah Lobaton	
Terry Fox	Lillian Jasinski	Karyne Dion
Verdun	Ingrid Intrevado	Heidi Van Regan
Westpark	Alaina Gross	
Westwood Jr		Tanja Minisini
Westwood Sr	Tanja Minisini	
Wilder Penfield	Onnig Kouyoumdjian	
SNAC	Lisa Mancini	John Ranger

**Other distinguished attendees:**

**Thomas Rymes,  
Joanne Malowany  
Jennifer DiMarco  
Susana Lazaro  
Unknown Attendees  
Alicia Mancini  
Michael Dugdale  
Chanel Mansourian  
Ross McLean**