

**PARENTS' COMMITTEE MEETING  
THURSDAY, SEPTEMBER 26, 2019  
7:00 P.M., BOARDROOM  
1925 BROOKDALE AVENUE**



**AGENDA**

1. Call to Order
2. Welcome & Introductions
3. Ice Breaker - Mentors and Mentees
4. Naming of Secretary
5. Approval of the Agenda
6. Conny Held Award
7. Approval of the 2018-2019 Parents' Committee Annual Report
8. 2019-2020 Parent Committee (PC Structure)
9. Communications
  - 9.1. Internal (Google Apps For Education, Google Drive, Basecamp)
  - 9.2. External (Website and other Social Media)
10. Elected Parent Representatives Roles and Responsibilities
  - 10.1. Parent Representatives and Alternates
  - 10.2. PC Advisory
  - 10.3. Commissioners Representing the Parents' Committee (CRPC)
11. Standing Subcommittees
12. LBPSB Committees
  - 12.1. Communications and Marketing
  - 12.2. Facilities and Security
  - 12.3. Intercultural Advisory
  - 12.4. Programs and Services
  - 12.5. Safe & Caring Schools
  - 12.6. Transportation Advisory
13. Ad-hoc Subcommittees
14. External Committees
  - 14.1. EPCA
  - 14.2. Pearson Educational Foundation (PEF)
15. SNAC - Who are they, why do they exist, and how do they work with the PC?
  - 15.1. Confirmation of Representatives
16. Suspension of Meeting until: Thursday, October 3<sup>rd</sup>, 2019 @ 7:00pm @ the Board

**Parents` Committee Meeting**  
**THURSDAY, SEPTEMBER 26, 2019**  
**Lester B. Pearson School Board**

LBPSB Boardroom, 1925 Brookdale Avenue, Dorval

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

1. Call to Order

S. Ross called the meeting to order at 7:10 pm. Quorum was established with 37 out of 46 LBPSB schools and SNAC being represented.

2. Welcome & Introductions

S. Ross welcomed all attendees. Special mention was given to Thomas Rhymes, Assistant Director General of the LBPSB, Danny Olivenstein – LBPSB Commissioner, Angela Berryman, Sharad Bhargava, Jason Doan and Len Podgurny all LBPSB Parent Commissioners. S. Ross noted that he was the Chair of the PC last year and that the Committee had a very productive year. He thanked all attendees for dedicating their time to be at the AGA. He noted that veteran PC Reps convened in a different room for the first few minutes of the meeting.

He emphasized that the PC AGA is comprised of 2 separate evenings:

- Part 1- taking place this evening, Thursday, September 26, 2019
- Part 2 - taking place on Thursday, October 3, 2019

S. Ross mentioned that the Education Act requires that a PC be established in order to represent the voice of parents at the school board, while providing ongoing feedback to the Council of Commissioners.

He noted that the role of the PC Reps/ Alts is to take back info to their Governing Boards and assist the Chair in disseminating the information. S. Ross invited attendees to consult the PC Parent Handbook which further describes the roles. He emphasized that a Mentor/Mentee initiative was established in order to help new Reps navigate the PC. S. Ross emphasized that a Meeting Summary Report (MSR) is produced and disseminated to Reps/Alts on the Tuesday following the PC meeting.

3. Ice Breaker - Mentors and Mentees

At this point in the meeting, the Chair invited N. Drysdale, immediate Past Vice-Chair of the PC to speak to the Ice-Breaker activity. She explained that this activity involved asking veteran Reps to intersperse with new Reps at each table. After 5 minutes, veteran Reps would be asked to switch to a different table, then after an additional 5 minutes, they would be asked to switch again. N. Drysdale encourage Mentors and Mentees to share contact information.

At 7:25 pm, the meeting was suspended for a brief period of time while attendees participated in the Ice Breaker activity.

*The meeting resumed at 7:45 pm.*

4. Naming of Secretary

S. Ross put forth a motion for B. Schnider to be named as Secretary of the PC AGA. The motion was seconded by B. Tremellen and was unanimously resolved.

The Chair was then asked to explain the voting process. He clarified the role of both Reps and Alts. It was stressed that at the PC, both Reps and Alts are encouraged to attend the meetings together and contribute. He clarified that if both the Rep and Alt are in attendance, it is the Rep who casts their vote. If only the Alt is in attendance, then they cast their vote on behalf of their school. S. Ross emphasized that Alts are welcome to participate on subcommittees.

5. Approval of the Agenda

S. Ross then called for a motion to approve the agenda. It was moved by C. Bazos that the agenda be approved. The motion was seconded by L. Podgurny and was unanimously resolved.

6. Conny Held Award

S. Ross explained that each year, the PC recognizes a special parent volunteer for their truly outstanding commitment and dedication to the PC and to the various other committees connected to the School Board. In order to be eligible, their child would have to have recently graduated. This award was created in memory of Conny Held – a kind and gentle person who began his involvement with the Board as a Parent Rep from Christmas Park several years ago and made memorable contributions to the School Board, including that of Parent Commissioner and Commissioner. S. Ross then invited S. Bhargava to introduce the recipient of this year's Conny Held Award.

S. Bhargava presented the Conny Held Award to Bobbi Brown. Over the years, B. Brown has been involved as a parent volunteer in numerous capacities at the schools that her four children attended, at the Parent Committee level, as well as at the provincial level. She has been an active volunteer at Westpark Elementary, and St. Thomas High School serving on the Governing Board, PPO, Home and School, as well as on many subcommittees. At the Parent Committee level, she has held the position of CPC Chair, has chaired the High School Network (a PC standing subcommittee) and has acted as Parent Rep on numerous LBPSB Committees including the Transportation Advisory and Education Committee (now known as Programs and Services). She has been the go to person with matters relating to Governing Boards and initiated the GB Chairs' Network. The PC has been able to rely on her expertise in procedures over the years. B. Brown represented LBPSB parents as a delegate to the English Parents' Committee Association (EPCA). She currently serves on the Board of Directors at the Quebec Federation of Home and Schools Association (QFHSA). S. Bhargava then presented B. Brown with the Conny Held Award.

7. Approval of the 2018-2019 Parents' Committee Annual Report

S. Ross gave a brief recap of what had been accomplished by the PC last year. Some of the work included the following: weighed in on the transfer of the Riverdale building to the French School board, a letter addressed to the government denouncing Bill 21, as well as many other initiatives. He then called for a motion to approve the 2018-2019 Parents' Committee Annual Report. It was moved by J. Asch that the 2018-2019 Parents' Committee Annual Report be approved. The motion was seconded by J. Ranger and was unanimously resolved.

8. 2019-2020 Parent Committee (PC Structure)

S. Ross invited Reps/Alts to look at the organogram being projected which indicated the structure of the PC. He went on to point out that the PC Advisory is essentially like the Executive. He noted that the PC Advisory and standing subcommittees are a crucial part of the PC. The standing subcommittees for this year will be:

- Region 1 along with a Rep from SNAC
- Region 2 along with a Rep from SNAC
- Region 3 along with a Rep from SNAC

S. Ross explained that the PC is comprised of 48 member schools of the LBPSB (96 Parents including Reps. and Alts) as well as a SNAC Rep and Alt. Meetings take place on the first Thursday of the month. He pointed out that one member from the PC is elected to represent parents on each of the LBPSB Council Committees. As well, PC elects 2 members to represent parents from LBPSB on EPCA. 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. An important Ad-hoc Subcommittee formed last year was the ABAV Subcommittee. He noted that the CRPCs sit on the Council of Commissioners.

9. Communications

9.1. Internal (Google Apps For Education, Google Drive, Basecamp)

S. Ross explained that 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.

He requested that attendees ask the principal of their school to reset the email account if necessary, or to contact him and he will reset it. Through this email account, Reps/Alts will be sent invitations, consultations, notice of meeting cancelations, etc... He emphasized that the PC tries to communicate on all platforms but reminded members that everyone is a volunteer. It was suggested that Reps/Alts may want to log in and set up auto forwarding to their personal email accounts.

He noted that BASECAMP is the parent forum that has been set up in order for parents to be able to hold discussions. S. Ross mentioned that he would use the registration info to invite Reps/Alts to set up a BASECAMP account. Once they log into BASECAMP they should immediately go to the "me" tab and indicate their name, the school they represent and their position (i.e. Rep/Alt). S. Ross underscored the fact that he, as well as the PC Advisory monitor the BASECAMP account and reminded members to please be respectful and not to post comments elsewhere. He noted that 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. It has proven to be an effective way for Reps/Alts/GB Chairs to get in touch with each other and share information. It was noted that each meeting kit is linked to the Google Drive and is provided by email and on BASECAMP. BASECAMP notification frequency can be reset.

9.2. External (Website and other Social Media)

A brief overview of the PC website was given. 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/>

It was mentioned that the PC also has a Facebook page which is an open group. This is a platform where active discussions take place.

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

## 10. Elected Parent Representatives Roles and Responsibilities

### 10.1. 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 is influential in helping to set and update Board policies, By-laws and other decisions. Essentially, he emphasized 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 educate parents on educational matters. He proceeded to go over the slide entitled "Role of the PC" (please refer to the slides in the meeting kit). He underscored the importance of getting involved and having a voice.

S. Ross mentioned that an MSR (Meeting Summary Report) is provided on the following Tuesday after the PC meeting. He emphasized that communication is key. There was a brief discussion regarding which details from the PC can be shared. S. Ross emphasized that the information is public and that if concerns are raised, they should be general in nature and not have any individual names attached to them. He noted that if it was deemed necessary, the PC could vote to go "in-camera" for a short period of time during a meeting. Parents were encouraged to use BASECAMP for discussions that are more private.

### 10.2. PC Advisory

S. Ross proceeded to outline the roles of all Advisory positions. He emphasized that the Advisory is not a decision making body but exists to help facilitate the on-going activities of the PC.

#### Chair

- Spokesperson for the PC
- Represents the entire LBPSB Parent Community
- Facilitates meetings and the conducting of business between meetings
- Verifies the meeting minutes
- 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
- Prepares budget reports for meetings

S. Ross then invited A. Gross, the current PC Treasurer to speak to this position.

A. Gross explained that expenses such as Taxi, Uber and Babysitting are covered (under certain restrictions) in order to help encourage maximum participation at PC meetings. She noted that traditionally, the PC provides refreshments for meetings, pays for the website maintenance fees, allocates funds for awards, and has covered the expense of the End of Year Dinner for Reps/Alts.

#### 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
- Helps with editing

#### Communications Officer

- Acts as Chair of the Communications Subcommittee
- Manages Social Media
- Assists the Chair
- Keeps the website updated
- 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

### 10.3. 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. It was

pointed out that if parents have questions they can contact the Parent Commissioners. 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 those with Special Needs. Given that the current CRPCs are entering the second year of their two year term, there are no CRPC vacancies to fill at this time.

#### 11. Standing Subcommittees

S. Ross explained that at the PC level, a larger discussion takes place that will potentially impact everyone. The standing Subcommittees use to be: Elementary East, Elementary West and High School. S. Ross noted that the PC voted in favor of switching it to Region 1, Region 2, and Region 3. 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 standing Subcommittees meet on the 3<sup>rd</sup> Thursday of the month.

#### 12. LBPSB Committees

##### 12.1. Communications and Marketing

Discusses enrollment, how to disseminate the most up to date info to the LB community

##### 12.2. Facilities and Security

Deals with building maintenance, 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.

##### 12.3. Intercultural Advisory

Discusses and promotes diversity and inclusion throughout the board, helps to determine budgets allocated to schools to run projects. **Three members of the PC are elected to represent parents on this committee.**

##### 12.4. Programs and Services

Committee through which the school board brokers its' programs and the avenue through which services to students get approved, has now incorporated the International Program.

##### 12.5. Safe & Caring Schools

Reviews the Safe and Caring School Policy and provides recommendations

##### 12.6. Transportation Advisory

Looks at transportation policies and procedures, works with the transportation group with regards to contracts. **One member of the PC is elected to represent parents on this committee.**

It was emphasized that it is important for Reps to take this role seriously as they must be able to attend most meetings.

*For more information regarding mandates of LBPSB Committees, you are invited to consult the Parent Representative Handbook which was sent to each Rep/Alt by email.*

#### 13. Ad-hoc Subcommittees

S. Ross emphasized that the Ad-hoc Subcommittees of the PC are generally created as needed on a short term basis. 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)**

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.

#### 14. External Committees

##### 14.1. EPCA

S. Ross explained that EPCA (English Parents' Committee Association) represents 8 out of 9 English School Boards in Quebec and is the voice of the English parents in collaborating with the government concerning educational policies. He explained that the PC elects two Directors to represent the LBPSB Parents' Committee at EPCA. He invited B. Brown, outgoing EPCA Director to say a few words. She explained that the President of EPCA sits with the Administration of the government in order to outline the position of parents in the English community. The FCPQ is the parent body representing the voice of the French parents. S. Ross mentioned that B. Brown has now completed the second year of her two-year term, while D. Odubayo has one year left in his mandate.

##### 14.2. Pearson Educational Foundation (PEF)

S. Ross noted that PEF (Pearson Educational Foundation) does great work and organizes events in order to fundraise for our students. He noted that they shifted their direction last year. He invited C. Bazos to speak about this position. She mentioned that the PC has a non-voting position on PEF. She explained that funds raised are allocated to help students in need with food and clothing, as well as to help fund various school based initiatives. She noted that donations can be allocated toward a specific school project, or fund, and tax receipts are issued. She highlighted the recently announced initiative inviting STEAM related grant proposals

from schools. J. Doan encouraged Reps/Alts to check with their employer as they may be able to log in hours which can translate to a donation.

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

S. Ross invited the Chair of SNAC, J. DiMarco to speak about this item on the agenda. She explained its' mandate as per sections 185-187 of the Education Act, as well as the composition of the committee. She invited all parents whose children were following an IEP or on track to follow an IEP, to attend SNAC meetings. She mentioned that attendees could contact her or SNAC with any questions they may have. Please consult the SNAC website for more information. <http://snac.lbpsb.qc.ca/>

15.1. Confirmation of Representatives

J. DiMarco emphasized that the previous evening, (September 25, 2019) at the SNAC AGA, 13 parents were selected to join the committee. She explained that the PC is required to confirm the list of SNAC parent members.

The list is as follows:

- Jennifer DiMarco (Chair)
- Angela Berryman
- Sheila Moody
- Lisa Mancini (Rep to PC)
- Evelyne Hornblower
- Lauren Broad
- Dyana Gampel
- Nora Salvaggio
- Kiley Philp
- Kathy Robinson
- Susana Lazaro
- Michelle Wilson
- Marwa Khattab

S. Ross then called for a motion to confirm the SNAC parent members. It was moved by A. Gross that the PC confirm the aforementioned list of parent members (as designated by the Special Needs Advisory Committee (SNAC) at the SNAC AGA on September 25, 2019). The motion was seconded by C. Bazos and was carried unanimously.

16. Suspension of Meeting until: Thursday, October 3rd 2019 @ 7:00pm @ the Board.

It was moved by S. Ross at 9:20pm that the meeting be suspended until October 3, 2019. The motion was seconded by S. Lazaro and was carried unanimously.

Respectfully submitted by  
Barbara Schnider  
Recording Secretary

<b>Attendance Report</b>		
<b>Member School</b>	<b>Parent Rep Present</b>	<b>Alternate Rep Present</b>
Allion	Shiana Warren	
Beacon Hill	Jeremy Ashe	Niraj Khanna
Beaconsfield	Ovidiu Burlec	
Beechwood	Diandra Yoselevitz	
Beurling Academy	Jay Taube	Emily Verrecchia
Birchwood	Derek Kenny	
Children's World	Susan Mintzberg	
Christmas Park	Cassandra Bazos	
Clearpoint		
Dorset	Betty Cindik	
Dorval		
Edgewater		
*Evergreen		
Forest Hill Jr	Tanja Minisini	
Forest Hill Sr	Tanja Minisini	
John Rennie	Shane Ross	Mike Wilson
Kingsdale	Ben Pattison	Gregg Piggins
Lakeside Academy	Helene Charbonneau	
Lasalle Community Comprehensive	Sonya Fiocco	
Lasalle Jr	Shonda Giddens	Robert Thomas
Lasalle Sr	Christopher Eaton	
Lindsay Place	Melanie D'Lima	Kally Martzoucos
MacDonald	Todd Nelson	Kristoffer de Forest
*Maple Grove		
Margaret Manson	Nadia Iacino	Mark Michel
Mount Pleasant		
Pierre Elliott Trudeau	Julie Faucher	
Pierrefonds Community	Gregg Piggins	Marcus Hamaker
Riverview	Ariana Winn	Linda Dalterio
Sherbrooke Academy Jr.	Joseph Valenti	
Sherbrooke Academy Sr.		
*Soulange		
Springdale		
St. Anthony	Shane Ross	
St. Charles	Jason Doan	Steve Orenbach
St. Edmund		
St. John Fisher Jr	Naomi Proctor	Nadia Lalawd
St. John Fisher Sr	Sarah Campeau	Christina Forest
St. Patrick	Doug Bentley	
St. Thomas	Sharad Bhargava	Phil Caetano
Sunshine Academy		Nolan Addesa
Terry Fox	Brenda Tremellen	Sophie Pare
Verdun	John Ranger	Alicia Mancini
Westpark	Alaina Gross	Michelle Sternszus
Westwood Jr	Tanja Minisini	Sean Connelly
Westwood Sr	Dan Rassi	Jacky Connolly
Wilder Penfield	Len Podgurny	Alizahra Chunara
SNAC	Lisa Mancini	Susana Lazaro

**Other distinguished attendees:**

Thomas Rhymes (Administration)  
 Natasha Drysdale (Outgoing Vice-Chair, PC)  
 Bobbi Brown (Outgoing EPCA Director)

Angela Berryman (Commissioner Representing PC)  
 Danny Olivenstein (Commissioner)

**37/46 Member Schools + SNAC Represented**

\*Representative and/or Alternate remain unconfirmed