

Action Items Arising from January 23, 2013 PEIHSF Board Meeting

1. ACTION ITEM: Shirley will provide more detailed information Directors Liability Insurance, including quotes, so that, at the next meeting, we can decide whether this is required and within our means.
2. ACTION ITEM: All directors will provide feedback from local associations and regions on the Welcome to Kindergarten program before the next meeting.
3. ACTION ITEM: Shirley Jay will ensure that the survey deadline is added to the Parent Engagement Survey.
4. ACTION ITEM: Peter Rukavina agreed to draft a resolution calling for enhanced engagement with Department of Education and Early Childhood Development committees, and a resolution calling for cross-appointments from the ELSB and Health PEI boards.
5. ACTION ITEM: Owen Parkhouse agreed to draft a resolution on changing the regional directory boundaries to match the family of school boundaries.

Prince Edward Island Home and School Federation Inc.

Board of Directors Meeting – January 23, 2013

Three Oaks High School Library, Summerside

Call to Order

The meeting was called to order by President Pam Montgomery at 6:33 p.m.

In attendance were: Pam Montgomery (President), Owen Parkhouse (Past-President), Shelley Muzika (Treasurer), Peter Rukavina (Secretary), Ken Williams (Region 1 Director), Joanna Stewart (Region 2 Director; arrived 6:45 p.m.), Lee Gauthier (Region 3 Director), Ricardo Angel (Region 3 Director; arrived 6:45 p.m.), Karla Thompson (Region 4 Director), Michael Pendergast (Region 4 Director) and Shirley Smedley Jay (Executive Director).

Also in attendance was Anastasia DesRoches, representing *Fédération des parents de l'Î.-P.-É.*, the organizational peer of the PEIHSF, representing local associations at schools in the *La Commission scolaire de langue française*.

Regrets were received from Lisa Geldert (Vice-President) and, following the meeting, from Raeann Kinch (Region 1 Director).

Peter Rukavina acted as recording secretary.

Welcome to Anastasia DesRoches

Pam Montgomery began the meeting by welcoming Anastasia DesRoches to the meeting, and spoke of the importance of cooperation between the French and English parents' organizations, a sentiment that Anastasia echoed. Ken Williams recommended a reciprocal offer to attend meetings of the *Fédération des parents de l'Î.-P.-É.*

Approval of Agenda

MOTION: The agenda be approved as presented, with the addition of an item to discuss realignment of PEIHSF regional directorships with "family of schools" boundaries. Moved by Shelley Muzika. Seconded by Lee Gauthier. **MOTION CARRIED.**

Minutes of the November 15, 2012 Meeting

It was noted by Peter Rukavina that the November 15, 2012 meeting was not regularly constituted, and thus the minutes would not require approval; with this in mind, the minutes were informally reviewed and action items discussed.

MOTION: The salary increase for the Executive Director take effect as of Nov. 15, 2012. Moved by Shelley Muzika. Seconded by Ken Williams. **MOTION CARRIED.**

Shelley Muzika reported that Jean Davis had been hired to take on the Parent Engagement Coordinator. Jean will be working on a part-time contract basis, and we will

thus not be responsible for making payroll remittances. Karla agreed to work with Shirley to confirm that this arrangement does not contravene CRA regulations.

Peter Rukavina reported satisfaction at information provided by Shirley Jay about telephone costs, and agreed that the matter could be dropped.

Liability insurance for directors was discussed, and Shirley agreed to research.

ACTION ITEM: Shirley will provide more detailed information Directors Liability Insurance, including quotes, so that, at the next meeting, we can decide whether this is required and within our means.

Financial Update

Shelley Muzika provided a brief review of the PEIHSF financial situation as of December 31, 2012:

- Current Account: \$27,981.60
- GIC 1: \$73,030.30 matures October 1, 2013

Shelley then summarized the revenue and expenditures for the 2012 calendar year:

- Revenue: \$81,143.74
- Expenses: \$62,418.49
- Net: \$18,725.25

Shelley reported that in previous years 20% of “Parent Engagement” funds had been allocated to the main budget recognizing that there is a contribution of staff time, resources, office, etc. to parent engagement activities. Her research has shown the actual contribution is closer to 40%, so this is what will be allocated in future.

It was noted that Jean Davis and Cherie LeMoine both began their contracts on January 7, 2013 and these will run to June 28, 2013.

MOTION: The Financial Report be accepted as presented. Moved by Shelley Muzika. Seconded by Lee Gauthier. **MOTION CARRIED.**

Presidents Report

Pam Montgomery presented a report on recent activities:

- January has been a busy month for the PEIHSF, and 2013 ahead looks to be equally busy.
- The 60th anniversary planning committee is underway planning for the March event; more on this later in the meeting.
- Pam attended the Elm Street School “Welcome to Kindergarten” award reception, and was asked to provide feedback on the program to the Department, as developing a

less expensive locally-operated and resourced replacement program is being considered; directors were asked for their feedback on this.

- The School Calendar Committee meeting has been moved to February 4, 2013. It was noted that School Assessment dates will be added to the published calendar in future years.
- A brainstorming session for local presidents will be held at Harmony House on January 29th.

ACTION ITEM: All directors will provide feedback from local associations and regions on the Welcome to Kindergarten program before the next meeting.

There was considerable discussion following Pam's report on the various committees at the Department of Education and Early Childhood Development and how they have not met for some time. Several directors spoke to the importance of good parent representation on these committees. No conclusions were reached.

Executive Director's Report

Shirley Jay presented a written report of her activities since the last meeting.

Parent Engagement Report

Owen Parkhouse updated the board on the Parent Engagement file.

The Parent Engagement Survey has been published and responses are coming in, 434 to date, which is an encouraging reply rate. An interim news release to encourage more parents to reply, especially in areas where fewer replies per capita have been submitted, will go out this week.

It was noted that the deadline for filling in the survey is not on the survey itself.

ACTION ITEM: Shirley Jay will ensure that the survey deadline is added to the Parent Engagement Survey.

Owen agreed to be the "point person" on all survey-related media enquiries.

Two projects for Parent Leadership Grants have been approved under the fall deadline. Anastasia DesRoches expressed appreciation that these were being made available to home and school associations in *La Commission scolaire de langue française* schools.

60th Anniversary Committee Report

Lee Gauthier led a discuss of the celebration of the PEIHSF 60th anniversary in 2013. Lee is chairing the organizing committee, which consists of Shirley Jay, Pam Montgomery, Lori Linkletter, Vicki Allen-Cook, Owen Parkhouse and Sue Williams

The 60th anniversary celebration will be held on March 2, 2013 at the Confederation Centre of the Arts.

Art canvases (18" x 24") are going out to all schools, and will be on display, representing each school, at the event.

Prominent individuals (Premier Ghiz, etc.) will be asked to provide their own art creations for a silent auction at the event.

Invitations have been sent to 6 choirs across the province to attend; 3 have confirmed. The "all school" and "teacher" choirs will also perform.

50 minutes of show time are committed now; 40 minutes are still to be planned.

4 pieces of written material will be read.

A standup reception will be held at 6:00 p.m. for invited guests (local presidents, invited guests, etc.) This will be followed by the concert proper. We can sell up to 800 tickets, and sales will be managed by the Confederation Centre box office.

The total cost for the Confederation Centre will be \$5600, which includes space, technicians, tickets, etc.

Telus Project

Pam Montgomery and Lee Gauthier reported on the application to Telus for an anti-bullying-related project; this will be submitted to Telus by the end of February.

Ricardo Angel noted that Future Shop has a generous grant available for technology-related items and Lee noted that Rogers also has a program, currently being used by Boys & Girls Club in Summerside, for technology purchases and support.

Shirley Jay suggested we consider establishing a bursary in celebration of the 60th anniversary. No conclusion was reached on this.

IT Advisory Committee

Peter Rukavina reported that the Minister's Advisory Committee on CIT had not met since the last meeting.

Peter recommended that, as his term as secretary is ending at the AGM, that Ricardo Angel take his place at the committee, and Ricardo agreed, and they will plan to attend the next meeting together.

Other Business

Shelley Muzika agreed to attend the first meeting of the English Language School Board, which conflicts with our "brainstorming" session on January 29th.

The possibility of holding workshops at the Annual General Meeting, in the afternoon, was discussed and agreed to in principle. Proposed workshops were:

- “How to get along with your school principal”
- “An Introduction to TeacherNet”
- “Online Lunch Ordering”

Other topics will be considered, especially at the brainstorming session, and pre-registration will be requested. The workshops would take place after lunch, starting at 1:30 p.m.

Shirley reported no resolutions have been received for the 2013 Annual General Meeting yet, although some may be in the works.

ACTION ITEM: Peter Rukavina agreed to draft a resolution calling for enhanced engagement with Department of Education and Early Childhood Development committees, and a resolution calling for cross-appointments from the ELSB and Health PEI boards.

There was discussion of the alignment of our regional directors with the “family of school” boundaries.

ACTION ITEM: Owen Parkhouse agreed to draft a resolution on changing the regional directory boundaries to match the family of school boundaries.

Shirley reminded directors to watch for the Extra Mile award ballots shortly by email.

Lee Gauthier recommended that, in future years, the second “Extra Mile” award be awarded to a *school* rather than an individual.

There was a general discussion of issues related to alcohol and drug abuse, bullying, the Colonel Gray police office position, etc. Lee Gauthier reported that on Feb. 12, 2013 at Bluefield High School there will be, in parallel with “meet the teacher night,” sessions on University/College prep, Mental Health, Study Habits and Getting Engaged. Directors were invited to attend. A similar session will be held at Three Oaks on May 6, titled “Student Awareness Advocacy Expo.”

It was agreed to send letters of support to the SHAPES project and to the Women’s Network Cyberbullying project.

Discussion of lice was tabled.

The meeting adjourned at 9:29 p.m.