

HOME AND SCHOOL HANDBOOK

How to Run an Effective Meeting and More....



Prince Edward Island Home and School Federation
PO Box 1012 Charlottetown PE C1A 7M4
Office location: 40 Enman Crescent
Phone: 620-3186 Fax: 620-3187 Toll Free: 1-800-916-0664
Email: peihsf@edu.pe.ca Web site: www.peihsf.ca
10th Edition November 2017



So, you were elected to the Home and School Association. Now what?

- Do you...**
- a) **Run?**
 - b) **Feel overwhelmed?**
 - c) **Read the new Handbook and feel better!**

One purpose of the Prince Edward Island Home and School Federation is helping local associations' executive members (newly elected and experienced) with running an effective meeting. Meetings must be seen by our members as worthwhile to attend – organized and informative.

This handbook is available online at: <http://peihsf.ca/content/leadership-training-volunteers> Find in-depth information on roles of executive members, how to deal with the media, letter writing tips, sample agendas/minutes/finance reports, how to write a resolution and more. You are not alone! You are part of an organization that is not only local, but provincial and national as well. Welcome to the team!

Home and School Began.....



Home and School began on December 18, 1895, in Baddeck, Nova Scotia. The organizer was Mrs. Mabel Hubbard Bell, wife of Dr. Alexander Graham Bell - you are surrounded by greatness already!

The Prince Edward Island Home and School Federation formed as a provincial organization and became affiliated with the Canadian Home and School Federation, January 29, 1953. PEIHSF was incorporated in 1999. Our block membership fee, instituted in 2003, allows all parents, guardians, teachers, administrators, and school staff, to be members at their local school.

Home and School functions as the key parent voice in the Prince Edward Island school system partnering with those who are working together to advocate for the best possible education for the students. We offer many volunteer community service hours on in-school projects that benefit students. Now let's get you going on the right track.

Table of Contents

Now What?	
You Are Not Alone	<u>1</u>
Table of Contents	<u>2</u>
Membership / General Meeting (AGM) / Constitution	<u>3</u>
Common Goals / Home and School Objectives	<u>4</u>
Home and School Prayer / Thought / Creed	<u>5</u>
Leadership	<u>6</u>
Role of the Executive or Ways to Make it Look Easy	
President/Co-Chair	<u>7</u>
Vice President.....	<u>8</u>
Past President	<u>8</u>
Secretary	<u>8</u>
Treasurer	<u>9</u>
Important Stuff to Remember.....	<u>9</u>
How to Run an Effective Meeting	
Tips for Planning the Meeting	<u>10</u>
Tips for Setting the Tone of the Meeting.....	<u>10</u>
Staying on Track at a Meeting	<u>11</u>
The Order of Business	
Call to Order, Adoption of Agenda, Minutes, Correspondence, Reports, Program, New Business, etc., Adjournment	<u>12</u> , <u>13</u> , <u>14</u>
How to Make a Motion	<u>15</u> , <u>16</u>
How to Write and Present a Resolution	<u>17</u> , <u>18</u> , <u>19</u>
Sample Agenda	<u>20</u>
Sample Minutes	<u>21</u> , <u>22</u>
Sample Financial Statement	<u>23</u>
Sample Budget	<u>24</u>
School Food Guiding Principles	<u>25</u> , <u>26</u>
Fundraising Guidelines	<u>27</u> , <u>28</u>
Elections	<u>29</u>
Installation Ceremony	<u>30</u>
Frequently Asked Questions	<u>31</u> , <u>32</u>
What is the Role of Home and School at the High School Level	<u>33</u>

Membership

Fees for membership in the Prince Edward Island Home and School Federation are collected annually. The membership fee covers all parents, teachers, administrators, and other staff in a school and helps the Federation Board continue its work of representing parents on issues that pertain to the wellbeing of children in Island schools. It also helps supply resources and training for local home and school members. Group and individual training can be provided upon request.



Membership fees are mailed to the provincial office by **November 30**. In order for your association to be eligible to vote at the Annual General Meeting (AGM), membership fees must be paid in full.

Annual/Semi-Annual Meetings

Each year the Federation hosts two provincial meetings, a Semi-Annual and an Annual meeting. Members from all over the province attend, including parents, guardians, teachers, administrators and staff. Business meetings, small group discussions, workshops and guest speakers are just some of what is in store for you at these meetings.

Plan early in the school year to have representatives attend the Federation meetings. The Semi-Annual meeting is held late October. The Annual General meeting is held early April.

Constitution/By-Laws

We are fortunate our organization has a constitution or by-laws. It is the Federation and Local Association's governing document. The constitution is online at: <http://peihsf.ca/about>. It can be overwhelming if you sit down to read it all at once. Take a small section at a time and understand it before moving on. Locals may develop their own using a fill-in-the-blank template available on our website at: http://peihsf.ca/joining_federation

When constitution changes are needed at the Federation level, a Notice of Motion goes out to each Local Association at least 30 days prior to a Semi-Annual or Annual Meeting. The executive, along with the membership of each local association, is directed to discuss the changes and decide how the voting delegates should vote.

Common goals of Home and School members are stated below in the objectives. Anyone can be a member of Home and School provided they support the objectives.

HOME AND SCHOOL OBJECTIVES

1. To promote the welfare of children and youth.
2. To raise the standards of home life and promote the care and protection of children and youth.
4. To foster cooperation between parents and teachers in the training and guidance of children and youth, both during and after school.
5. To obtain the best for each child according to his/her physical, mental, social/spiritual needs.
6. To give parents an understanding of the school and its work and to assist in interpreting the school in all its aspects to the public.
7. To confer and cooperate with organizations other than schools which concern themselves with the care and training of children and youth in the home, the school, and the community and with the education of adults to meet these responsibilities.
8. To foster high ideas of citizenship and to promote through educational means international goodwill and peace.

- Because...** no group can influence public opinion and public school officials as successfully as an enthusiastic, interested group of parents, guardians, teachers, administrators and staff.
- Because...** there is no better way to inform parents of school conditions or to arouse their interest in improvements than through a Home and School Association which meets regularly to consider such matters.
- Because...** full and free discussion of general school problems in a meeting of teachers and parents often solves difficulties without friction and may actually prevent them.
- Because...** discipline usually becomes more effective when a child realizes that father, mother and teacher, not only understand each other, but are working together.
- Because...** getting to know parents makes it possible for teachers to better understand your children's needs, potential, and limitations.
- Because...** informing parents of the work and methods of the school usually helps to develop loyalty among the children and, as a result, the teacher's efforts become more effective.
- Because...** when parents and teachers work together in the best interest of your child, more may be accomplished as they become better acquainted.
- Because...** schools are constantly changing, parents need to know in general what the changes are and why they are necessary.
- Because...** of the interest Home and School generates toward education, the child and the community.
- Because...** it is the best way for helping to build a spirit of confidence, cooperation and goodwill among our children and families across PEI.

Home and School Prayer

“Our Heavenly Father, we pray that our endeavors may at all times be guided by Thee. Give us knowledge that our thoughts may be well directed. Give us tolerance that we may respect the rights and views of others.

Imbue us with understanding and clear vision, that we may always seek the highest good for our children, our homes and our schools and grant us wisdom that we may ever choose the right.”
Amen

Home and School Creed

We Believe.....

That Home and School should be concerned with everything that relates to the welfare of the child, at home or in the community.

That Home and School’s main purpose is to bring together the home, the school and the other educational forces in the life of the child in order to work for the good of all children.

That Home and School should seek to learn about all conditions in the school and in the community that affect children and youth and encourage those which promote their growth and safety.

That Home and School work actively to promote public support for schools so that they will be equipped with the best teachers, facilities and other resources.

Home and School Thought

“We hope that our endeavors may at all times be guided by wisdom!” May we use knowledge so our thoughts may be well directed and that we will be tolerant. May we use understanding and clear vision so we always seek the highest good for our children, our homes, and our schools. May we always have the wisdom to choose the right.

That Home and School should help parents increase their knowledge and understanding of their own role.

That Home and School should support the school in its efforts to give children and youth the education they need to become citizens who represent the best in Canadian national life.

That Home and School may question the school policies but shall not be used as a medium for criticizing or interfering with its authority.

That Home and School’s guiding principles are those of social service, good citizenship, good will and international peace.



“Leadership is the ability to influence others to work together towards a desired goal.”

Effective Leadership...

- ...is a process that varies from one situation to another.
- ...is determined by the combination of the leader, follower, work to be done, and the situation.
- ...consists of leaders who know themselves, know the people who work with them, know the situation, and are able to adapt their leadership style appropriately.
- ...assumes that people are responsible, want to grow and develop, and encourages them to develop their own potential while exerting a minimum of external supervision and control.
- ...is informed and prepared. A good leader researches the subject or the organization by reading past minutes, pamphlets or brochures.

A Good Leader...

- ...conducts the meeting appropriately and keeps it moving.
- ...knows when to delegate.
- ...knows when to offer encouragement and praise.
- ...expresses appreciation, taking care to make constructive use of criticism.
- ...is courteous, dependable and democratic.
- ...obtains facts and listens to more than one side of an issue.
- ...informs everyone of their job and keeps them working.
- ...finds out where different individuals' talents are and places them accordingly.
- ...does not accept too many responsibilities in other organizations.
- ...learns a few simple guidelines for keeping the meeting moving and for limiting the discussion.

Don't Panic!

Newly elected Presidents/Co-Chairs can learn these skills with time!

Roles of the Executive - Ways to Make it Look Easy

The whole executive team is responsible for keeping the local association current and moving forward. Each role is very important in achieving success. Here are some of the key responsibilities for presidents/co-presidents, vice presidents, the secretary and the treasurer.



President/Co-Chair

1. Chair and conduct meetings.
2. Become familiar with Home and School Policies, Goals, Objectives, and the Constitution.
3. Become familiar with the accomplishments of the association during the previous years.
4. Become familiar with the responsibilities for all positions.
5. Hold executive meetings to discuss plans.
6. Involve as many members as possible by adding additional board members to the executive and delegate responsibility whenever and wherever possible.
7. Keep a positive attitude.
8. The person offering for the position of treasurer should provide references. It is highly recommended that the references be checked and, if necessary, a background/police check be conducted.
9. Ensure the financial records are kept up-to-date and that there are two to four signing officers for the association with any two to sign all cheques/documents.
10. Should any money be found missing, it is your responsibility to report this to the police.
11. Persons on the executive may sometimes feel uncomfortable questioning volunteers about money; but it is necessary; as a member of the executive, you are responsible for Home and School funds. **The position is the issue here, not the person.**
12. Oversee that information is sent to the provincial Federation such as your list of officers, membership fees, and Annual and Semi-Annual Meeting registration fees.
13. Ensure that Federation information received in regular mail and electronically is passed on to the executive and members to keep everyone informed.



Vice President

- Be familiar with responsibilities of the president.
- Be prepared to step in for the president in the event of his/her absence.
- Associations may elect a Co-President/Chair.

Past President

- The role of the past president can greatly benefit any new executive and new president taking office.
- The past president is part of the Home and School Executive.
- A past president is an elected position.
- This position is filled by the outgoing president of a local Home and School Association whose term of office has expired.
- The past president should assist the new president in whatever way possible, remembering that the new person may need experienced help but is no longer the leader. The past president is a wonderful resource person and can be a wealth of information. With this position comes a little deserved relaxation.



Secretary

This position is the right hand to the president. The recording of the meeting minutes and corresponding with the members are just part of the duties of the secretary. Some of the other duties include:

- Keeping a record of the minutes/correspondence.
- Recording minutes of all meetings.
- Sending a copy of the minutes to the president as soon as they are completed.
- The secretary is to record decisions, not discussion at the meetings. See Robert's Rules of Order at: <http://www.robertsrules.org/>.
- Recording all motions and include the mover and seconder and whether or not the motion was carried. All financial decisions must be recorded in a motion.
- Draft minutes can be posted online or circulated to members in advance.
- Sending out notices of executive, regular, or special meetings.

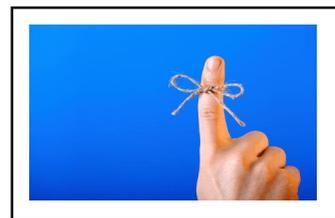


Treasurer

This is an exciting position and has many responsibilities including the custodian of the funds of the association. Let's take a closer look at what is expected of the person in this position.

- Bank statements should be brought to executive/board meetings for review.
- There must be three to four signing officers on the account(s) with any two to sign cheques.
- The books must be available to be reviewed by the executive at any time.
- The treasurer receives all monies and disburses them as designated in the By-Laws or as authorized by the association.
- Keeps an official record in which all receipts and expenditures are recorded.
- Keeps an accurate account of all monies received.
- Remits the membership fee to the provincial Federation on or before November 30 of the school year.
- Submits a report showing the receipts, disbursements, and balance on hand at the executive and regular association meetings.
- Knows the amount of money the executive is authorized to spend. These expenditures must be ratified at the next meeting.

Important Stuff to Remember



- It is the treasurer's responsibility to ensure that all cancelled cheques, invoices, receipts, record books, and treasurer's books be passed on to the new treasurer upon completion of their term.
- Ensure that two people count monies collected from fundraisers to confirm the totals are accurate. Signing off on amounts is appropriate.
- Non-profit organizations must keep all financial records for a period of seven years before discarding cancelled cheques, receipts, etc.



How to Run an Effective Meeting

Some of the challenges faced by the executive include getting members out to meetings. After a successful membership drive, the numbers may be high, but attendance at the meetings may be low. Here are some helpful tips to try:

Tips for Planning the Meeting

- Do not have meetings just for the sake of having a meeting! Meetings must have a **well-defined** purpose or fewer and fewer people will attend.
- Develop a **Plan of Action** to deal with the activities that are done on an annual basis; i.e., Christmas Concert, Teacher/Staff Appreciation Week, Parent Engagement grant/activities, Writing Resolutions, School Food Program. The steps should be done in cooperation with the executive and the principal. Present this **Plan of Action** at the first meeting for approval.
- Prepare the Agenda** in advance. Do not be caught photocopying the agenda minutes before the meeting starts. That time could be spent greeting the members.
- Keep agenda items limited** so the meeting does not run too long.
- Have the room prepared** in a way that is easy for everyone to see and hear the action.

Tips for Setting the Tone of the Meeting

- The executive should think of the meeting as if they were hosting a party – greet people, **make them feel comfortable**; introduce new members to returning members, etc.
- Relax** and don't forget to breathe.
- Keep in mind that the **rights and views of others are to be respected**.
- Remember that **members have a viewpoint, too...**so keep in mind their needs which include the following:
 - ✓ a sense of belonging
 - ✓ a sense of sharing in the planning
 - ✓ feeling that their ideas have been heard
 - ✓ feeling that what they are doing has real purpose
 - ✓ clearly knowing just what is expected of them—not only in detailed tasks but where they have the opportunity to make decisions

Staying on Track at a Meeting



Even a well-planned meeting can sometimes get off track! As Chair, it is your job to bring the meeting back on track. Here are some pitfalls to watch for:

Assign a scheduled amount of time for each agenda item.

- ❑ **If you start falling behind**, ask the membership if the discussion should be brought forward at a later meeting.
- ❑ **If you spend too much time** at the beginning of a meeting discussing everything, then you may be rushed at the end to finish the business.
- ❑ **When someone is giving a report**, ask them to come to the front of the room. If there are questions concerning the report, have them directed through the Chair. This is important for several reasons:
 - It allows everyone the opportunity to hear the report without having to turn around.
 - It helps to eliminate separate conversations from starting.
 - The person presenting a report may take questions from the floor. Assign a time frame. If answers need more time, ask for questions to be written down and circulate answers via email to everyone following the meeting.

Be efficient! Too much time can be wasted discussing “if the tablecloths should be white or blue,” or “if the pop should be served in cans or cups,” or “if the hotdog buns should be fresh or day old to save money.” This can be discussed at committee level and the outcome can be evaluated at the end of the event.

Be professional – nothing personal please! If discussion becomes inappropriate for a Home and School meeting (such as talking about a teacher, parent or student), the Chair must stop the discussion by stating that Home and School **does not discuss personal matters** at a meeting.



The Order of Business

Now that we have looked at some of the qualities needed to be a good leader, let's look at the meeting itself.

1. **Welcome/Call to Order**

Some suggestions to keep in mind:

- **Start on time** – parents/volunteers may be paying a babysitter to attend this meeting or have things to do when they get home.
- **Welcome everyone with a few short remarks** – to make people feel relaxed and allow them to settle into their seats.
- **Instruct the membership on the protocol** – if O Canada is to be sung or a prayer is to be repeated and whether to stand or remain seated, etc.
- **Remember you are the host** – don't be shy about shaking hands when meeting someone for the first time.

2. **Adoption of Agenda**

The agenda may be circulated prior to the meeting, upon arrival, or simply written on a flip chart for all to see. The chair must ask if there are any additions to the agenda. The membership then has the opportunity to add any items that they would like to discuss. It can be determined where it should be placed on the agenda; e.g., under new business. The agenda must be approved by the membership by either consensus or a motion.

3. **Minutes of the Last Meeting**

The minutes of the last meeting may be circulated prior to the meeting, upon arrival and/or read to the membership by the secretary. The chair is to ask the membership if there are any errors or omissions to the minutes.

The minutes must be approved by the membership by either a consensus to adopt the minutes or a motion from the floor to approve the adoption of the minutes as read, circulated, or amended.

Keep in mind - it is only the plan of action that is recorded by the secretary. The minutes should be circulated to the executive prior to the meeting, if possible. This could serve as a reminder of any action items to be completed and of items to be added to the next meeting's agenda.

It is not important to include "who" said "what" in the discussion – the minutes should not reflect any personal opinions or views. Though the minutes should be concise, they must also be informative and clear. Once the minutes are approved, they stand. Take the time to read the minutes and look for possible errors or omissions.

4. **Business Arising from the Minutes**

Unfinished business is next on the agenda – the secretary prepares a list of unfinished business or action items from prior meetings. Any unfinished business that is still not completed can be placed on the next meeting's agenda.

5. **Correspondence**

The secretary or the chair may read correspondence - the correspondence should be reviewed at the executive meeting, if possible, before the general meeting. Any call for action in the correspondence can be saved for new business. The membership may like to see thank you cards, etc. It is nice to post cards for all to see.

6. **Treasurer's Report**

The treasurer presents all paid invoices for ratification by the members of the meeting. The treasurer's report is moved by the treasurer to be received as read or circulated. The report needs to be seconded and the motion is voted on. The treasurer's report can only be approved if it is the audited statement at the end of the fiscal year. Unaudited treasurer's reports can only be received.

The treasurer reports on the following items:

- a) **A predetermined spending amount** for the executive is made at a meeting of the membership. This allows the executive to spend up to the predetermined amount between meetings without specific approval. These expenditures must be ratified (approved after the fact) at the next general meeting.
- b) **The treasurer must circulate or read aloud** a report that shows the amount of each cheque and who it is payable to.
- c) **The treasurer should give a true balance** – one that includes all outstanding cheques not cashed.
- d) **Bank statements** should be brought to executive meetings for review.
- e) The treasurer is the one to make the motion to receive (not adopt) the report given at regular meetings. It is the treasurer's bookkeeping that you are receiving. The treasurer simply says, "I move that the financial report of (date) be received." The chair looks for a seconder on the motion and a vote is taken. **An audited report may be completed at the end of the year and can be adopted.**

7. **Other Reports**
Allow a few minutes for reports from the committee chairs. A written report is best for future reference.
8. **New Business**
New Business can also be brought forward from the floor. The chair asks, “Is there any new business to come before the meeting?” Motions calling for action may then be presented and acted upon. If some new business cannot be dealt with at this meeting, it can be tabled.
9. **Date of Next Meeting**
The membership may wish to have the next meeting date determined at this time. However, a notice of the next meeting may be given at a later time. It has been suggested to give at least two weeks’ notice to your membership for the next meeting.
10. **Program**
This agenda item is optional but can be used as a way to inform members on educational issues or concerns. Guest speakers or videos are excellent options. You may reserve a book or video from the Resource Library. Please reserve in advance. Contact the PEIHSF or your district office for suggestions or for guest speakers.
11. **Adjournment**
A motion to adjourn is needed. A seconder is not needed on the motion to adjourn. That’s the one motion that almost everyone will want to make.

Keep in Mind:

- The chair may not make a motion.
- Motions must come from only voting delegates or members of the association.
- Record each motion plus the name of the mover and seconder and the outcome of each vote should be carefully recorded.
- Discussion on a motion should not be included in the minutes
- Do record recommendations and actions.

How to Make a Motion



To put a Motion on the Floor...

“I move that...(who)...will....(state the action)”

Example: “I move that Greensview Home and School pay expenses for five voting delegates to attend the PEIHSF AGM.

The Motion must be seconded before it can be discussed...

- If the motion is not seconded, then the motion is dropped.

Discussion follows if the motion has been seconded...

- The president states the motion and conducts the discussion by allowing one member at a time to speak.
- All remarks are addressed to the president.
- The mover may open and close the discussion.
- Every member is permitted to speak on the motion after which the president says, “Are you ready for the question?”
- If no one requests permission to speak again, the president repeats the motion and calls for those in favour of the motion and then those against the motion.
- The vote is announced, and the vote declares the motion to be Carried or Defeated.

If a discussion is in danger of being bogged down...

- The matter should be tabled for a while or referred to a committee.
- A good president, coupled with other executive members, will recognize how the discussion is going and will tactfully call for an end of the discussion. As well, a member may call for the “Question” which means that it is time to vote.
- Once a call for the “Question” is made and everyone has been given the opportunity to speak to the motion, the discussion is ended and the motion is taken to a vote.
- This can help **make your meetings inviting** rather than confrontational. The president’s task, along with help from other executive members, is to hold a meaningful discussion and not let it get bogged down. On one hand, you want everyone to feel that they can provide input, but on the other hand, if everyone speaks on every item, the meeting will drag on too long. Setting a timeframe for each motion is very helpful.

- ❑ Another area that can tend to bog down a meeting is a parent talking directly to the principal. Example: *The executive is sitting up front, the principal is in the back, and all the members are turned to hear one parent have a discussion with the principal about the fight on the playground or that there wasn't any hand soap in the boys' bathroom again.* This conversation is best handled outside the meeting.

President/Co-Chair should announce that any questions/discussion must be addressed to the chair first.

- ❑ This eliminates the problem of inappropriate subjects being discussed, items off topic being discussed, and avoids putting the principal on the spot or the hot seat.
- ❑ If the question is directed to the chair first, the chair decides if the issue is a Home and School issue, and if it is appropriate.
- ❑ This is so the chair can ask the principal if they would like to address that issue now, have it tabled for the next meeting, or ask the principal to speak with that parent later.

It is easier to conduct a meeting if the Chair and the Secretary sit near each other.

- ❑ The chairperson should repeat the names to the Secretary of the movers and the seconders of the motions.
- ❑ If the adjournment time of the meeting has been fixed before the meeting (e.g., 7 p.m. – 8 p.m.), then this should be respected.
- ❑ If a hot topic is on the agenda, then perhaps the other business could be dealt with first.
- ❑ The chairperson must leave the chairing position if they would like to participate and give their own personal views on a motion. They can return as chairperson when the motion has been voted on.

Meetings can still be informal even if proper procedures are used.

- ❑ The business at hand can be completed (which is the reason why people came to the meeting) in an atmosphere of friendliness.
- ❑ Obtaining a comfortable style may take a meeting or two for a new President; therefore, be supportive of the volunteer who has willingly allowed their name to stand for President.
- ❑ Try different styles for placement of the chairperson during meetings. Everyone should be able to hear and see the executive. At an executive meeting, the president should still sit in a position that is visible to all.



HOW TO... WRITE AND PRESENT... A RESOLUTION

Consider important issues that pertain to education, safety and health as they relate to students in our education system.

The PEI Home and School Federation supports equal opportunity for all students in the education system on PEI and promotes this by passing pertinent resolutions at Annual General Meetings and then forwarding these to the ministry of education and other destinations where decision-makers in government can make changes for the benefit of all Island students.

Who may submit a resolution?

- Any member Home and School Association
- The PEIHSF Board of Directors

The provincial Federation is responsible for final approval of resolutions to be presented to the AGM, through its Resolutions Committee.

What topics make good resolutions?

Any issue that affects the learning, health and well being for all students and schools across the province is suitable. The focus must be provincial, not specific to a single school or area.

Topics could include:

- * class size and composition
- * health and wellness
- * clear procedures at schools on handling of violent incidents / school lockdown
- * involvement of parent groups in school development planning
- * funding for core materials
- * bus safety, walking student safety

What are the steps in preparing a resolution?

- Begin by discussing the issue with other parents and teachers at your Home and School meeting to ensure that the majority of them approve
- Draft the resolution by stating your background information in a series of statements headed by “**whereas,**” and then state the change or outcome that you want to see in a “**therefore be it resolved**” statement.
- The actual debate and vote is only on the "Therefore be it resolved" which is the action statement, and not on the "Whereas" part; so it is important to include adequate background information in the whereas part, which people will read in advance of the meeting.
- Make it as easy to understand and clear and concise as possible.
- Submit the **final copy by the end of January** to the PEIHSF office for the Resolutions Committee to review and revise, if necessary.

A sample resolution follows.....

RESOLUTION: REQUEST FOR AN INCREASE IN SCHOOL BUDGET PROGRAMS

- WHEREAS the budgets for school programs do not reflect the increased cost of supplies and services in the last eight years, and
- WHEREAS there is limited amount of money to purchase books for school libraries and book binding (laminating, etc.), and
- WHEREAS we need to decrease our children's fund raising activities for Home & School Associations and/or local schools to complement present funds from the Department of Education, and
- WHEREAS the Music, Art and Physical Education Programs have not received adequate funds toward purchasing badly needed equipment and supplies, and
- WHEREAS the cost of supplies for photocopying (paper, service charges, etc.), have risen considerably over the last eight years,
- WHEREAS schools are expected to provide technology related expenditures, such as computers, printers, wiring and additional sums for electricity, etc.

BE IT RESOLVED that the PEIHSF request that the Minister of Education designate and allocate a minimum increase of twenty percent or increase in proportion to the cost of living whichever is greater to the existing School Program Budgets to more realistically reflect the financial needs of schools, thereby promoting the total well-being of our children.

DESTINATION: Department of Education, Early Learning and Culture
Public Schools Branch

Important!

- The PEIHSF Resolutions Committee's is responsibility to review all draft resolutions and make a decision as to whether or not the issue is current. This committee will ensure that the resolution is clear, understandable, and **not in conflict** with PEIHSF By-Laws. You may be contacted for additional information, clarification, etc.
- Once approved and wording finalized, the resolutions are sent to Home and School Presidents, prior to the AGM, for discussion at the local level.
- YOUR appointed AGM delegates should vote on the resolutions as directed by your members.
- Well-researched and well-written resolutions have the best chance of being passed and affecting change with decision-makers. They also help speed up the process at the AGM by reducing the need for amendments.

What procedure is followed at the Annual General Meeting (AGM)?

If you have never presented a resolution to the AGM, call the provincial office and we will be happy to walk you through the process of presenting. The steps are as follows:

- A delegate from your Home and School Association will present your resolution. The resolution must be seconded by another registered delegate. The seconder does not have to be a member of the presenting local.
- The presenter then has an opportunity to speak to the resolution.
- Questions/comments follow from the floor. Each speaker may only speak once.
- The presenter closes discussion.
- The motion is voted on and carried by a **simple majority vote**.

NOTE: There is an allotted time-frame of seven to ten minutes maximum per resolution.

What about issues that come out after the deadline?

Issues that arise after the submission deadline, yet before the AGM, are called "emergency" issues. The process to bring those forward to the AGM is as follows:

- Emergency resolutions must be received three days prior to the meeting and must be approved by the committee in order to be brought before the meeting.
- The Local Association presenting the emergency resolution must bring copies for all registered delegates.
- A **two-thirds majority vote** is needed to allow the emergency resolution to be brought to the floor for discussion. It then proceeds as a regular resolution, requiring a simple majority (50% plus one) to be approved.

What happens to approved resolutions after the AGM?

- Approved resolutions become PEIHSF policy, which is used by the President and other board members when speaking on behalf of the Federation.
- Resolutions are mailed to the appropriate destinations (e.g. Minister of Education, Health, Transportation) and follow-up meetings arranged with official, if applicable.
- Follow-up information is provided to the membership at subsequent Semi-Annual and Annual Meetings of the Federation.

NOTE: Policies are reviewed by the PEIHSF Past President and considered for deletion or reaffirmation to keep issues current.

For more information, contact the provincial office:

Phone: 902-620-3186 or 1-800-916-0664 Fax: 902-620-3187

Email: peihsf@edu.pe.ca Website: www.peihsf.ca

‘Sample Agenda’

A G E N D A **“Greensview” Home and School Association** **September 9, 2000**

1. **Welcome/Opening Remarks**
2. **Additions to Agenda/Approval of Agenda**
3. **Approval of Minutes of Meeting, June 2, 2000**
4. **Business Arising From Minutes**
5. **Treasurer’s Report**
 - a. Financial Statement 2000
 - b. Proposed Budget 2000/2001
6. **Liaison Report**
Principal/Staff Rep
7. **Committee Reports**
 - a. Membership Committee – Volunteer leadership training workshops
 - b. Resolutions Committee
 - c. Healthy School Food
 - d. Fundraising
8. **Correspondence**
9. **New Business**
 - a. Calendars: Ministry of Education, Local School, Home and School
 - b. Current discussion topics: Healthy school food, School climate, New pilots, etc.
 - c. Resolutions topics to consider developing to submit to the PEIHS Federation
 - d. School events (i.e. Spring Fling, Book Fairs)
10. **Other Business**
11. **Date and time of next meeting**
12. **Adjournment**

'Sample Minutes'

MINUTES "Greensview" Home & School Association June 16, 2000

Present: C. Martel, President I. Peterson
T. Jefferson, Staff M. Chaisson
P. Little, Principal J. Gallant
M. Mitchell, Secretary L. Doyle
K. Jones, Treasurer A. Wong
L. Fraser, Vice President W. MacLean

Regrets: T. Smith, E. Smedley, J. Doak

1. **Welcome/Opening Remarks:** 7 p.m. The President welcomed those present to the meeting.
2. **Additions to Agenda/Approval of Agenda:**
MOTION: Mover Wong. Secunder Chaisson to accept the agenda **CARRIED**
Additions to Agenda: Stationery, Constitution.
3. **Approval of Minutes of June 2, 2000**
MOTION: Mover Gallant. Secunder MacLean **CARRIED**
4. **Business Arising:** The letter to recruit volunteers is to be sent out to parents in September.
5. **Treasurer's Report:**
 - a. See attached 2000/2001 Financial Statement submitted by K. Jones. Balance on hand as of June 30, 2004, is \$736.
MOTION: Mover Moar. Secunder Wong to receive the report. **CARRIED**
 - b. See attached 2001/2002 Proposed Budget submitted by K. Jones.
MOTION: Fraser/Smith to accept the proposed budget. **CARRIED**
6. **Liaison Reports:**
Principal: The school would like parental response for an information program on alcohol and drug abuse next fall. New sport uniforms arrived.
7. **Committee Reports:**
 - a. **Membership:** The block membership fee covers all families in a school.
 - b. **Volunteers:** The letter to recruit volunteers has been sent out with a deadline to reply as of September 25, 2004. Volunteers are needed for the reading program.
 - c. **Parent Programs:** There will be a workshop on "Math" next Tuesday evening.
 - d. **Safety:** The Safety Committee will have a safety check completed on the playground equipment this week and will report to the Executive as soon as possible with the results.

8. **Correspondence:**

9. **New Business:**

- a. School Calendar: The calendars were distributed to the students. Special events are noted on the calendar.
- b. Fall Book Fair: This will be held on October 16, 2000, in the library. Volunteers will be needed.
- c. Design Home and School Logo: A Contest will be held to find a new logo. Home and School members can enter. The Prize will be a \$ gift certificate.

10. **Other:**

The current stock of Home & School stationery is almost gone. M. Moar will look into the purchase of additional stationery, with the possibility of a new letterhead.

Home & School By-Laws need minor updates. L. Fraser agreed to chair an ad hoc committee.

11. **Date and Time of Next Meeting:** October 12, 2000, at 7 p.m.

12. **Adjournment:**

MOTION: Smith motioned to adjourn at 8 p.m.

CARRIED

President

Secretary

'Sample Financial Statement'

FINANCIAL STATEMENT "Greensview" Home and School Association Year Ending June 30, 2000

Balance as of June 30, 1999 **\$ 450.00**

Revenue:

Donation	\$ 750.00	
Christmas Fund-raiser	1,200.00	
Mother's Day Basket	1,000.00	
Playground Fund-raiser	800.00	
Interest	<u>8.00</u>	
	\$3,758.00	<u>\$3,758.00</u>
		\$4,208.00

Expenses:

PEIHSF Membership Fee	\$ 100.00	
AGM	200.00	
Teacher/Staff Appreciation Week	400.00	
Grade 6 Trip	699.00	
Treats at Christmas and Easter	219.00	
Library Books	400.00	
Spring Fling	200.00	
Swing Set	900.00	
Bank Fees	<u>4.00</u>	
	\$3,122.00	<u>\$3,122.00</u>

Balance **\$1,086.00**

‘Sample Budget’

PROPOSED BUDGET “Greensview” Home & School Association For the Year July 1, 2000 - June 30, 2001

Balance on Hand, July 1, 2004 **\$1,086.00**

	1999-2000 (Actual)	2000-2001 (Projected)
<u>Revenue:</u>		
Donation	\$ 750.00	\$ 750.00
Christmas Fund-raiser	1,200.00	1,000.00
Mother’s Day Basket	1,000.00	1,000.00
Playground Fund-raiser	800.00	2,000.00
Interest	8.00	10.00
	<u>\$3,758.00</u>	<u>\$4,760.00</u>

<u>Expenses:</u>		
PEIHSF Membership Fee	\$ 100.00	\$100.00
AGM	200.00	250.00
Teacher/Staff Appreciation Week	400.00	400.00
Grade 6 Trip	699.00	800.00
Treats at Christmas and Easter	219.00	250.00
Library Books	400.00	400.00
Spring Fling	200.00	1,200.00
Swing Set	900.00	1,000.00
Bank Fees	4.00	10.00
	<u>\$3,122.00</u>	<u>\$4,410.00</u>

Projected Balance on Hand

June 30, 2005 **\$1,086.00**

PEI Home and School Federation

School Food Guiding Principles

The **PEI Home and School Federation** is the umbrella organization of local “home and school” and “parent council” organizations in 55 schools across Prince Edward Island.

We bring together parents, guardians, teachers, administrators and staff to promote the total well-being of children and the highest standards of education for each child in the province.

The Prince Edward Island provincial school food strategy will be a model for how all stakeholders in education can be brought together to promote their shared values for the benefit and wellbeing of all Island children.

The strategy will be developed and nurtured through a collaboration of students, parents and guardians, government departments, primary industries, cooks and chefs. The following principles will guide the implementation of the strategy.

1. We will create school environments that make healthy choices easiest for students.

Good food and authentic hospitality nurture the whole child and invite collaboration and success. We will create inviting and safe environments within schools and provide enough time for eating, discussion, sharing and learning around food. We will offer opportunities for students to open up to new, shared food experiences and local food possibilities.

2. We will create school food programs that are universal, inclusive and equitable.

We will provide adequate, nutritious food to all school-aged children in Prince Edward Island, regardless of their ability to pay, the availability of resources in the community, or the location of the school. We will ensure that hunger is not a barrier to learning for any child. We will serve a variety of foods in recognition of the diversity of the student population and we will create an environment of respect for every person’s inherent value and celebrate their potential to contribute to their school and community.

3. Young people will be given opportunities to drive the school food programs.

We will make schools a hub for food activity and emphasize developing the capacity of young people to advocate for their own needs. We will provide students with regular opportunities to collaborate with students from other Island schools.

4. We will provide opportunities for curriculum integration.

We will provide opportunities for hands on learning, service learning, citizenship and community projects, social entrepreneurship and articulation agreements with post-secondary institutions. Integration with the curriculum will allow students to prepare and grow food, make healthy choices outside school, think critically about the food system and media, and develop self-awareness and confidence.

5. We will work with local farmers, fishers and processors to emphasize the value of fresh, local, sustainable, seasonal food.

We will engage grassroots stakeholders and respect the assets and resources already available in schools and communities. We will place a high emphasis on local, seasonal food and we will aim for sustainability by building support and capacity at the community level.

6. We will secure additional funding and resources to ensure that programs are properly staffed and funded to be sustainable and create significant impact.

Volunteers are valued in schools, but sustainable funding and dedicated staff are vital. The provincial school food strategy will not be an added responsibility for school staff and volunteers. We will implement pilot projects that will aid in developing processes that clarify expectations for schools and school staff.

7. We will set achievable goals with clear targets and timelines to measure success.

Achievable goals will be set and progress toward these goals will be monitored. Evaluation measures will include indicators relating to, but not limited to, the availability of healthy food in schools, the wellbeing of students, food literacy, attendance and academic achievement, the cost of the program, amount of local food accessed by the school food program, the economic multiplier effect of local food procurement, and the time and resources required by school staff and volunteers. Successes will be celebrated!

PEI Home and School Federation Fundraising Guidelines

1.0 Introduction

Fundraising guidelines are designed to establish a process for the generation and distribution of funds raised through initiatives organized by Home and School Associations. Parents want to be involved in their child's school community and are willing to support, both financially and through volunteer efforts, projects aimed to generate funds that benefit their child's education.

2.0 Fundraising Goals

- To strengthen parent, family and community involvement in support of student learning;
- To support special events, extracurricular and co-curricular activities or projects;
- To acquire or enhance curriculum support materials, resources or activities which support the School Development Plan.

3.0 Fundraising Guiding Principles

- Fundraising should target specific projects that are reflective of the most important educational priorities of the school as identified through the School Development process, which has input from parents, school administrators and teachers.
- The activities which are appropriate for fundraising are those which directly benefit children and the school community.
- Fundraising projects should comply with all laws, school regulations, and health and safety requirements.
- Due to safety concerns, no fundraising activity will use children to sell or solicit funds door-to-door.
- Projects should serve as a positive example for our children and youth.
- Volunteer resources are valuable and should be utilized for the greatest benefit of the school community.
- Participants should be involved on a voluntary basis only.

4.0 Review Procedures

- Proposals for fundraising activities or requests for funds should be submitted in writing to the Home and School Executive (or a Finance/Fundraising Subcommittee, if one is established) for consideration.
- Proposals or requests can come from parents, teachers, school administrators and staff.
- Proposals or requests should be presented by the Home and School Executive for discussion at a Home and School meeting and decided on.
- Fundraising activities or funding requests approved by the Home and School Association should be clearly communicated to school families through school newsletters, web site, etc.

For fundraising activities, information should include the goals of the fundraising event (i.e. why funds are being raised). For funding requests, information should include how the funds are to be used.

- For fundraisers, a report should be circulated to parents upon completion of the activity outlining the results.
- Monies from fundraising should not be used for ongoing staffing costs or to purchase core learning materials, including, but not limited to, classroom supplies (paper, writing tools, markers, glue, scissors, etc.), textbooks, library books, work/exercise books, and curriculum delivery technology (e.g., Computers, LCD projectors, white/smart boards).

5.0 Accountability of Funds

- At a fundraising event or when funds are received, the Chair of the fundraising committee (or designate) and one other member should count the monies received together. They should both sign off on the receipt of these funds.
- All funds received should be deposited into a Home and School Association account set aside for this purpose. No funds should ever be deposited into a personal account.
- Funds may be dispersed by
 - a. requesting a cheque from the Treasurer for the pre-approved amount and then returning a receipt along with any unused funds, or
 - b. purchasing pre-approved items with personal funds and submitting receipts for reimbursement by the Treasurer.
- An annual financial report should be prepared by the Home and School Association outlining all monies received and spent for that year.

~Approved PEIHSF AGM April 17, 2010



Elections

Now that the Federation has shared tips on the responsibilities of the Executive and how to run an effective meeting, you will want to run elections to fill these positions.

Elections, Voting and Terms of Office shall be as follows:

- Elections shall be held annually for the positions of President, Vice President, Secretary, Treasurer and Regional Directors according to the PEIHSF By-Laws, Article VIII.
- A term of office is for one two-year term with the exception of the Treasurer's position which may be three years.
- Elections are by ballot and a majority vote shall stand.
- The president will vote only to break a tie or obtain a majority.
- When only one person is standing for an office, the rule of ballot is suspended and the candidate is elected by acclamation.
- If there is more than one candidate for any office, then there must be a vote taken to determine which one is preferred by the majority. The vote will be taken by secret ballot.
- Nominations are obtained prior to the meeting or can be accepted from the floor at the Annual Meeting.
- The elected officers should be installed in their respective offices at the close of the Annual Meeting. They will hold office until their successors are installed.

Here is how it might look during a meeting:

- The chair may ask the executive member currently holding the position if they would like to remain (provided they have not served for the maximum time). If they agree to let their name stand again, then you ask the membership for someone to nominate that person.
- The chair will call for further nominations from the floor three times. If more than one person is nominated and they have accepted the nomination, a vote is taken.
- The chair may provide an opportunity to the candidates to address the membership to express their interest in serving on the executive. The winner of the election is announced.
- A vote to destroy ballots is made and then the ballots should be destroyed.

INSTALLATION CEREMONY

The following Installation Ceremony may be used:

CHAIRPERSON: Do you officers of the _____ Association promise to work diligently to bring into closer relationship the Home and School so that parents, guardians, teachers administrators and staff may cooperate intelligently in training of the child? Do you promise to make every effort to strengthen public interest in the welfare of children and youth everywhere?

OFFICERS: I do.

CHAIRPERSON: Do you believe in the policies and objects of the Prince Edward Island Home and School Federation and do you promise to work to achieve them?

OFFICERS: I do.

CHAIRPERSON: Do you promise to remember that the Home and School movement is more important than anyone in it and to work harmoniously together to achieve its objectives and justify the faith of those who elected you to serve?

OFFICERS: I do.

CHAIRPERSON: *Turning to audience:* And will you, the members, give to these elected officers your loyal support and cooperation? Will you give them all the help that a good member can give to a good cause and will you all work together to pursue the aims and objectives of our organization?

MEMBERS: We will.

CHAIRPERSON: I now have the pleasure of declaring you a regularly installed officer of the _____ Association. I extend sincere good wishes for the success of your work during the coming year.

The chairperson hands the gavel to the new president, shakes hands with the president, and, if desired, with each officer in turn.

Frequently Asked Questions (FAQs).....



1. What does the provincial Federation do for us?

The PEI Home and School Federation provides the following:

- Resource materials
- Annual Reports
- Facilitated workshops
- Representatives
- An avenue for concerns/suggestions
- Opportunity to impact positive change in the education system through resolution process
- Annual and Semi-Annual Meetings

The Federation board is made up of representatives from each Family of Schools across the province. Families of Schools representatives bring suggestions and concerns from the local associations and regions to the provincial table for discussion.

The Federation supplies resources to the local associations such as by-laws, resolutions, brochures and this handbook which are posted online at: www.peihsf.ca. You will also find information on projects and initiatives and recent news listed on our website. The Federation also has a small lending library with educational videos and books. Join or “like” the PEI Home and School Federation Facebook page to see up-to-date events and activities.

Our main role is communicating with the local associations and all partners in education. The Federation circulates monthly Home and School activity updates, a monthly column to The Guardian newspaper. All communications contain information pertaining to the education and well-being of students in Prince Edward Island.

The Federation provides **Leadership Training Workshops, a Semi-Annual Meeting (October)** and the **Annual General Meeting (April)** which allow members, from across the province, to get together for discussion and to share ideas on current educational topics.

By being connected to the Federation, you are part of the organization that is working hard for the education and welfare of children and youth. With many changes to the governance system, the Home and School Federation continues to provide the voice to government so that parents, guardians, teachers and administrative staff continue to be recognized partners in education.

Home and School is the *heart* of the school community’s involvement in education in Prince Edward Island.

2. Is the school principal part of the executive?

Be collaborative! Successful Home and Schools are ones where parents, guardians, teachers, and administrative staff have a good collaborative working relationship with open communication lines. Students may also sit on a Home and School. Principals or Vice principals provide updates on what is happening in the school.

3. Can our Association have Co-Chairs?

Many of the Home and School Associations have had great success in having two people share the role and responsibilities for any executive or committee position. Each person brings their talents to the position. An important tip is that the Co-Chairs should clearly define who will be responsible for what. The position can best be served by Co-Chairs if each person contributes with their individual expertise to the task at hand.

4. Can the Executive spend money without the membership voting on it first?

The executive are to spend within the **pre-approved budget which determines spending limits** that the members have established through a vote at a regular meeting. Other expenditures will have to be ratified at the next meeting. The membership has the option not to approve the expenditure at the next meeting. **There must be a motion to confirm every dollar spent.** It is best to stay with the approved limits.

5. Can teachers be members?

Be collaborative! Home and School means parents, guardians, teachers and administrative staff. They have the same voting privileges as other members. Invite students too!

6. Can you belong to more than one Home and School?

Members may have children at more than one school. The current block membership fee structure covers all parents, guardians, teachers and administrative staff in the school where your children attend.

7. When should local Home and Schools hold elections?

The Federation prefers that each Association hold their elections at your local annual meeting in the spring of the school year. That way you will have your new officers in place for the beginning of the next school year. If you have new families entering your school in September, you will have a chance to invite them to a meeting and possibly to a committee at that time.

The Federation requests that you notify the office in September with your list of new officers to update the provincial directories with current contact information.

Tips for Local executive members and other volunteers to think about.....

- Attend the Federation's Fall Leadership Training, Semi-Annual or Annual General Meeting to get revitalized.
- Invite both existing and new families entering your school to Home and School meetings.
- Suggest Co-Chairs, especially if the president's spot is hard to fill.
- Provide a copy of this Home and School Handbook to executive members so they can see what is expected of them.
- Current members should actively seek potential executive and committee members. Asking one-on-one, when there is no pressure, is best!

Contact the Federation office any time to ask questions: 902-620-3186 / 1-800-916-0664 / peihsf@edu.pe.ca



What is the Role of the Home and School at the Intermediate and High School level?

Many parents and guardians feel that once their children have reached the intermediate and high school levels that it is no longer necessary to be involved in Home and School. However, teens need the whole school community to remain actively involved in their lives. It is still very important for parents, teachers and school staff to collectively take an interest in the learning path and total wellbeing of all students.

The **Primary Role of Home and School** is to focus on education at every school level advocating for the best possible education and total wellbeing for all students in your school community.

Here are suggestions as to how your Intermediate and High School Home and School Associations can fulfill those roles:

- With your principal, identify areas where you can learn more about current educational topics.
 - Partner, where possible, to host speakers for assemblies on topics of interest to your school community.
 - Get involved in your teen's school; e.g., sports programs, math clubs, book clubs, chess and drama clubs
 - Build community partnerships that support activities for youth and work together on school improvement projects
 - Communicate what is happening in the school in a Home and School blog or newsletter
 - Consider ways to make families feel welcome at the school
 - Set up an information table at Meet the Teacher/Staff and Parent/Teacher Interviews
- ➡ Planning is important! Sit down in June or September and draw up a “**plan of action**” for what your Home and School wants to accomplish with others in your school community in the coming school year. Meetings should be scheduled around that plan.
- ➡ A secondary role of the Home and School is fundraising. It is up to every association how much fundraising they do or not! At the intermediate and high school levels, the students do most of the fund-raising themselves. Your association may want to decide what projects you wish to support and how you will raise the funds to do so.
- ➡ Send representatives to the Annual Meeting (April); Semi-Annual Meeting (October) and Leadership Training workshops.
- ➡ Invite a Federation volunteer board member to speak for 15 minutes at one of your Home and School meetings on “What the Federation does?” and “How Locals and the Federation work collaboratively together.” All of us are smarter than one of us!

WE can work as a TEAM for every child!