

## **Action Items Arising from January 31, 2012 PEIHSF Board Meeting**

1. ACTION ITEM: Owen to develop a resolution on the time available for student lunch.
2. ACTION ITEM: Owen to request maintenance schedules.
3. ACTION ITEM: Peter will pursue a conversation with John Robinson, Community Foundation of PEI, to discuss the possibility of a broad non-profit sector “capacity building” project that might address this issue for us, but also for many other non-profits.
4. ACTION ITEM: The “succession planning” committee (Owen, Peter, Shelley, Shirley) will meet ASAP.
5. ACTION ITEM: Shirley, Sue and Lisa committed to investigate charitable status issue further, possibly asking Canada Revenue Agency for an “opinion” on the matter.
6. ACTION ITEM: Peter agreed to work with Shirley to have a “Donate” button, provided by CanadaHelps.org, on the PEIHSF website.
7. ACTION ITEM: A committee will be struck in March to review the parent survey; in advance of this Shirley will circulate Vicki’s quote and the address of the 2008 survey and its results for review.
8. ACTION ITEM: Peter will arrange a meeting with the PEI Teachers Federation to discuss joint action on the defunding of capital budget for education technology.
9. ACTION ITEM: Peter will draft 5 resolutions for the Annual General Meeting as follows: Restore and/or increase capital spending on information technology; Rename the “Computer Refresh” capital budget item to something that reflects its actual meaning; Drastically simplify the Acceptable Use Policy; Follow the policies of the Minister’s IT Advisory Committee when making capital decisions for educational technology (these were ignored, for example, with the “smart board” investments); Consider the importance of technology and network access in the home as an integrated part of the learning process, and take steps to analyze and address imbalances in the availability of this in Island households.
10. ACTION ITEM: Pam will submit a report at a later date on the activities of the Special Education and Student Services committee of the Dept. of Education.
11. ACTION ITEM: Shirley will contact Bill Whelan about chairing the Nominating Committee for the 2012 Annual General Meeting.

12. ACTION ITEM: Peter will work on three projects: marking the dates that local petitions were presented to the Legislative Assembly, possibly included local schools in these communities; having a pro forma resolution raised in the house in April 2012; having a lecture or other public event at Province House in April, involving students in some way.

# **Prince Edward Island Home and School Federation Inc.**

Board of Directors Meeting – January 31, 2012

Athena Consolidate School Resource Centre, Summerside

## **Call to Order**

The meeting was called to order by President Owen Parkhouse at 6:05 p.m.

In attendance were: Owen Parkhouse (President), Sue Petit (Treasurer), Peter Rukavina (Secretary), Lainey Williams (Region 1 Director), Raeann Kinch (Region 1 Director), Shelley Muzika (Region 3 Director), Lisa Geldert (Region 3 Director) and Shirley Jay (Executive Director).

Regrets were received from Bill Whelan (Past-president) and from LaVerne MacKinnon (Region 4 Director).

Peter Rukavina acted as recording secretary.

## **Approval of Agenda**

**MOTION:** That the agenda be approved as amended with the addition of items for Teacher-Staff Appreciation Week, Charitable Status and Brainstorming. Moved by Shelley Muzika, Seconded by Pam Montgomery. **MOTION CARRIED.**

## **Approval of Minutes of November 24, 2011 Meeting**

**MOTION:** That the minutes of the November 24, 2011 meeting be approved as circulated. Moved by Lainey Williams, Seconded by Lisa Geldert. **MOTION CARRIED.**

## **Business Arising from the Minutes**

A resolution on the time made available for student lunch is still being developed by Owen.

**ACTION ITEM:** Owen to develop a resolution on the time available for student lunch.

Maintenance schedules have yet to be requested by Owen.

**ACTION ITEM:** Owen to request maintenance schedules.

Peter reported that no report has yet been developed on the possibility of “Shared Technical Infrastructure.”

**ACTION ITEM:** Peter will pursue a conversation with John Robinson, Community Foundation of PEI, to discuss the possibility of a broad non-profit sector “capacity building” project that might address this issue for us, but also for many other non-profits.

Organization of “brainstorming sessions” was tabled to discuss later in the meeting.

Owen reported that no action has been taken on succession planning yet.

**ACTION ITEM:** The “succession planning” committee (Owen, Peter, Shelley, Shirley) will meet ASAP.

Shirley reported that the budget subcommittee met and the applications for funding were submitted to the Department of Education. Owen will have more to report later in the meeting.

Owen reported that, along with Shirley, Shelley and Peter, he met to develop a presentation to the Education Governance Commission and tabled this for discussion later in the meeting.

Discussion of the 160th anniversary of free education was tabled until later in the meeting.

### **Financial Report**

Sue presented a report on the financial position of the PEIHSF. Account balances are as follows:

- Current Account: \$20,586.79 (includes a GIC that matured Jan. 6, 2012)
- GIC 1: \$40,000.00 matures March 21, 2012
- GIC 2: \$40,000.00 matures September 21, 2012
- GIC 3: \$20,000.00 matures November 16, 2012

**ACTION ITEM:** Sue will work with our accountant to separately account for “Parent Involvement” activities financially.

**MOTION:** That the Financial Report be accepted as presented. Moved by Sue Petit, Seconded by Shelley Muzika. **MOTION CARRIED.**

### **Operations Grant**

Owen reported that the application for the yearly “operations grant” had been submitted to the Dept. of Education on January 13, 2012 with a total request for \$85,200 and a case for support including points such as:

- amount requested is 0.003% of education budget;
- 170,000 of volunteer time contributed by home and school each year;
- \$500,000 in funds injected into the system by home and schools each year.

## **Parent Involvement Grant**

Owen reported that the application for the “parent involvement grant” has been submitted on January 27, 2012, with a total request of \$56,000 which includes \$25,000 for “Parent Leadership Grants,” \$21,000 for a coordinator, and \$10,000 for an online survey.

Bill edited this grant letter and agreed to sign, knowing that the Board will have to find a Lead Chair for this committee following the AGM.

## **Charitable Status**

Shirley Jay reported on conversations with the PEIHSF accountant on best practices for providing charitable tax receipts to donors to local home and school projects (i.e. local home and school raising funds for a playground; donor provides funds to project via charitable donation to PEIHSF). The accountant is concerned that if PEIHSF is not managing the project we should not provide receipts.

**ACTION ITEM:** Shirley, Sue and Lisa committed to investigate charitable status issue further, possibly asking Canada Revenue Agency for an “opinion” on the matter.

There was a discussion on including a “Donate” button on the PEIHSF website.

**ACTION ITEM:** Peter agreed to work with Shirley to have a “Donate” button, provided by CanadaHelps.org, on the PEIHSF website.

## **Presidents Report**

Owen presented his report, with the following points:

- A committee of Owen, Shirley, Peter and Shelley presented to the Education Governance Commission on December 5, 2011; Owen reviewed the presentation, which focused on a model built around 10 families of schools, each with a COO (chief operation officer). Owen reported that the presentation seemed well-received.
- The “Home and School Toolkit” was finished and launched in December 2011 with the involvement of Minister Alan McIsaac. The PEI Population Secretariat has agreed to translate the kit into Farsi (Persian), Spanish, Mandarin Chinese, and Korean; it will also be translated into French by the Department of Education.

There was considerable discussion of the logistics and cost of having a parent survey conducted; a \$9,000 quote for this had been received from Vicki Bryanton and concerns were raised about the cost, and whether we need to substantially change the survey we conducted in 2008.

**ACTION ITEM:** A committee will be struck in March to review the parent survey; in advance of this Shirley will circulate Vicki's quote and the address of the 2008 survey and its results for review.

### **Technology in Education Report**

Peter presented a report of the activities of the Minister's Advisory Committee on CIT (attached to these minutes).

There was considerable discussion of the reduction of the education technology capital budget for 2012-2013 to \$0 and how we can best advocate for the return of this budget item.

It was agreed that the PEI Teachers Federation is a valuable ally in this advocacy.

**ACTION ITEM:** Peter will arrange a meeting with the PEI Teachers Federation to discuss joint action on the defunding of capital budget for education technology.

There was considerable discussion of the "Acceptable Use Policy" for education technology and a consensus that this is a document and set of procedures that as outlived its usefulness; as such, we will present a resolution at the AGM as a board to have this replaced with a simply one-sentence declaration to be signed by students:

*"I agree to use computers, the Internet and related resources in a manner that respects myself and others."*

There was a brief discussion of the possibility of moving "Distance Education" under the responsibility of the Western Board and Eastern District.

The delay in the mandated implementation of the Student Achieve system until February 2013 (at the earliest) was discussed.

**ACTION ITEM:** Peter will draft 5 resolutions for the Annual General Meeting as follows: Restore and/or increase capital spending on information technology; Rename the "Computer Refresh" capital budget item to something that reflects its actual meaning; Drastically simplify the *Acceptable Use Policy*; Follow the policies of the Minister's IT Advisory Committee when making capital decisions for educational technology (these were ignored, for example, with the "smart board" investments); Consider the importance of technology and network access in the home as an integrated part of the learning process, and take steps to analyze and address imbalances in the availability of this in Island households.

*Raeanne left the meeting at 7:50 p.m.*

## **Other Reports**

Shirley reported that there are currently 21,000 students in the system, and that there are an estimated 40 families (likely more, as there is no requirement to report or register) who are home-schooling.

**ACTION ITEM:** Pam will submit a report at a later date on the activities of the Special Education and Student Services committee of the Dept. of Education.

Sue presented a brief report on the activities of the Healthy Eating Alliance which, to this point, have largely been focused on introducing the new board to the organization; the next meeting, she reported, is next week.

Shirley reported that she has been participating in the Eastern School District Assessment Policy Review and will forward the committee's mandate to directors.

## **New Business**

Shirley Jay updated the group on planning for the 2012 Annual General Meeting: our patron, Lieutenant Governor Frank Lewis, is unable to attend.

There was discussion of the best format for "brainstorming" and it was agreed to label this as the development of a "great idea bank," modeled on a project of the US PTA organization: we will concentrate on unearthing "things that worked well" at home and schools.

Nomination kits for Volunteer of the Year and for Life Membership in the PEIHSF will go out shortly.

So far one resolution has been received in addition to the 5 board resolutions discussed earlier, a resolution from Spring Park on class size. Owen will also be drafting a resolution, for a total of 7 to date.

Peter Rukavina agreed to act as Resolutions Chair at the 2012 Annual General Meeting.

The list of out of date resolutions was reviewed.

**MOTION CARRIED:** That the out of date resolutions list be accepted as presented and that these resolutions be brought forward to the AGM for deletion. Moved by Peter Rukavina, Seconded by Lisa Geldert. **MOTION CARRIED.**

Vacancies on the PEIHSF board were discussed and it was agreed that Bill Whelan would be approached to chair the nominating committee.

**ACTION ITEM:** Shirley will contact Bill Whelan about chairing the Nominating Committee for the 2012 Annual General Meeting.

Owen reported that we will work with our patron, Lieutenant Governor Frank Lewis, on a program of activities to mark the 60th anniversary of the PEIHSF in 2013 (Jan. 29th was the PEIHSF's 59th Anniversary).

Peter reported on his work with the Legislative Assembly and the Dept. of Education to mark the 160th anniversary of free public education.

**ACTION ITEM:** Peter will work on three projects: marking the dates that local petitions were presented to the Legislative Assembly, possibly included local schools in these communities; having a *pro forma* resolution raised in the house in April 2012; having a lecture or other public event at Province House in April, involving students in some way.

Owen reported that the Canadian Home and School Federation will meet in Charlottetown from May 31 to June 2, 2012 and that the Atlantic Caucus will meet on PEI at a date to be selected in October 2012.

Owen highlighted Teacher-Staff Appreciation Week, being held February 12 to 18, 2012. Owen raised the issue of digitizing the 60 years of records of the PEIHSF and Peter recommended that Shirley contact Don Moses at the University of PEI in this regard.

It was agreed to delay the organization of a local presidents' "brainstorming" session until the fall of 2012.

### **Adjournment**

The meeting adjourned at 8:55 p.m. The next meeting is scheduled for March 15, 2012 in Charlottetown.

A reminder that the Annual General Meeting is April 14th.