

Action Items Arising from March 13, 2013 PEIHSF Board Meeting

1. ACTION ITEM: Pam and Shirley to report Westwood comments to the next WTK meeting.
2. ACTION ITEM: Shelley to prepare additional notes for Financial Review to the AGM to explain surplus monies are accounted for under Parent Engagement contracts/initiatives.
3. ACTION ITEM: Board members to forward AGM questions for the minister to the office.
4. ACTION ITEM: Owen will look for Honourary President background information for Shirley to draft PEIHSF appropriate criteria; A certificate will be created for presentation April 13/13.
5. ACTION ITEM: Ken to draft letter in support of google docs for the minister of EECD and forward copies to IT Advisory Committee members.

Prince Edward Island Home and School Federation Inc.

Board of Directors Meeting – March 13, 2013

Rm. 125 Royalty Centre, Charlottetown

1. Call to Order

The meeting was called to order by President Pam Montgomery at 6:45 p.m.

In attendance were: Pam Montgomery (President), Owen Parkhouse (Past-President), Lisa Geldert (Vice-President), Shelley Muzika (Treasurer), Ken Williams (Region 1 Director), Joanna Stewart (Region 2 Director), Lee Gauthier (Region 3 Director), Ricardo Angel (Region 3 Director), Karla Thompson (Region 4 Director), Michael Pendergast (Region 4 Director), Jean Davis (Parent Engagement Coordinator) and Shirley Smedley Jay (Executive Director).
Regrets were received from Peter Rukavina (Secretary), Raeann Kinch (Region 1 Director).

2. Approval of Agenda March 13, 2013

MOTION: The agenda be approved as presented.

Moved by Lee Gauthier. Seconded by Lisa Geldert. **MOTION CARRIED.**

3. Approval of Minutes of the January 23, 2013 Meeting

MOTION: The minutes of the January 23, 2013 meeting be approved as presented.

Moved by Lee Gauthier. Seconded by Lisa Geldert. **MOTION CARRIED.**

4. Business Arising

All actions were completed with more details and discussion as follows:

- Welcome to Kindergarten: Ricardo noted that parents were positive about the WTK program; they like the hands-on approach would like to see it continued; perhaps WTK can be sourced locally.

ACTION ITEM: Pam and Shirley to report Ricardo's information to the next WTK meeting.

- Liability: Shirley spoke to Community Legal Information Association's executive director, David Daughton, about board liability insurance; CLIA does not have insurance. David provided a compliance report form used to confirm that financial reporting is completed. Hyndman & Co. quoted a price range for board liability insurance \$750-1200. Liability insurance does not cover property or bodily harm; it covers financial loss for alleged poor management and related costs to pay a lawyer who would defend the board. The board discussed and will proceed to obtain a quote for further discussion and a decision.

MOTION: To move forward with the application process for Liability Insurance for the board to review and make a final decision on whether or not to purchase.

Moved by Lee Gauthier. Seconded by Lisa Geldert. Voting results: 9 in favour. 1 opposed.

5. Financial Update

Shelley Muzika presented the PEIHSF's accountant's (David Wright), Year End Review as the financial report for the board to review.

At year end, December 31, 2012: \$86,446 Revenues
 \$24,462 Expenses

MOTION: To accept the financial review report, prepared by David Wright, and presented by Shelley.

Moved by Shelley Muzika. Seconded by Joanna Stewart. Carried.

Further discussion occurred on the Parent Leadership Grant program. A suggestion would be to pose the question: "If PEIHSF provides a grant of \$500 to a certain number of schools, how would the monies be used?"

ACTION ITEM: Shelley to prepare additional notes for Financial Review to the AGM to explain surplus monies are accounted for under Parent Engagement contracts/initiatives.

6. Reports

a) **President** - Pam Montgomery provided an oral report. A finance meeting will be set up with the minister of education and early childhood development in late April, early May. Minister McIsaac has agreed to change his 10 minute timeslot during the luncheon and will provide a more detailed education update/overview 11:30 a.m. – 12 noon. He will also field questions and provide answers following his presentation. Possible questions/topics: Police school presence, Rezoning, Update on completion of Education Governance Review recommendations, etc.

ACTION ITEM: Board members to forward AGM questions for the minister to the office.

b) **Executive Director** – See circulated report. Shirley made a recommendation to the board to recognize Tom Wilkinson as the first Honourary President, during this special 60th Anniversary year of the Federation for his many years of service as a Home & School volunteer. His tireless efforts inspired and drew many parents and teachers to Home & School - since the early 1970's.

MOTION: To recognize volunteers having outstanding service in Home & School in Prince Edward Island by creating the position of Honourary President in the PEIHSF; and to name Tom Wilkinson as the first Honourary President at the 60th Anniversary Annual Meeting on Saturday, April 13, 2013.

Moved by Owen Parkhouse. Seconded by Ricardo Angel. Motion carried.

ACTION ITEM: Owen will look for Honourary President background information for Shirley to draft PEIHSF appropriate criteria; A certificate will be created for presentation April 13, 2013.

c) **Parent Engagement Report** - Owen reported that Jean Davis, Parent Engagement Coordinator, is doing a good job coordinating the Parent Leadership Grant program. She will provide current numbers of grant applications received. The Parents as Partners in Education survey is now closed. Vicki Bryanton, Parents as Partners Survey Coordinator, has prepared a first draft of the survey results and arranged for the committee to review on March 14th. Jean's report is attached with the following 2012-2013 highlights:

Round I applicants: 2 reviewed and awarded (or not) - Allocated \$450; Suggestions forwarded to improve/enhance non-accepted application; Contacted all Home and School Presidents/ Chairs to remind them of the Feb 28 deadline (x2).

Round II applications: 22 received; \$22125 (\$15000 + remaining from 2011-2013 \$6320?); 22 applications: 64% elementary; 18% junior high; 18% senior high.

Ricardo circulated a brochure and post card invitation from Westwood Home and School Association's Parent Leadership project.

Another funding source of up to \$20,000 is available through Bell titled "Let's Talk"; emphasis on Mental Health issues; It was suggested that a special board meeting be held after the AGM, to brainstorm about potential projects and funding sources.

d) 60th Anniversary – A big thank you to Lee and for his leadership in organizing the 60th Celebration Concert at the Confederation Centre of the Arts. Lee reported that children felt honoured/special about performing on the Confederation Centre's Homburg Theatre stage; parents and teachers were proud of the childrens' performances, and community groups were pleased to participate. All performances were amazing – showed the great talent that we have right across the Island. The ultimate effort was put forward to showcase Island talent. The reception was very respectful with Past Presidents being honoured. It was a great night!

e) Telus – The project application was submitted on February 28, 2013; expect a reply by April 15th. Project concept creates a website, print materials, video on Bullying Prevention and Substance Abuse Prevention.

f) Minister's Advisory Committee on Technology – Peter's report was circulated in his absence. Highlights are:

- 3.2 million over 5 years would be spent on capital information technology projects.
- LCD projectors installed in all but 100 classrooms; routers, switches, network wiring upgrades
- Focus on improving speed and reliability of networks; 2,137 computers will be replaced
- Stonepark's pilot web-based help desk expanded province wide; Student Achieve system (SAS) fully implemented at Intermediate level Fall 2013; Microsoft has now replaced WordPerfect.
- A presentation at the February meeting from 2 Intermediate students about students' perspectives on technology in the school generated good discussion.
- Ricardo Angel will take Peter's place on this committee and attended the February meeting for orientation and easy transitioning. See attached.

ACTION ITEM: Ken to draft letter in support of google docs for the minister of EECD and forward copies to IT Advisory Committee members.

7. New Business

a) Colonel Gray Police Officer Pilot Project – Lisa reported that parent information sessions were held to inform on substance abuse issues; students who experienced substance abuse were

involved; donations have been offered to keep the police officer; currently there is enough monies to keep the officer until the end of April. This issue has caused the formation of a Parent Council at Colonel Gray with plans to become a member of PEI Home and School Federation.

Lee – Bluefield’s Parent information night was held March 12. Highlights include:

- 6 officers are being looked at for assignment in rural area schools; SHAPES survey results reveal 55-68% senior high students have used alcohol and/or drugs (i.e. alcohol, marijuana, prescription drugs).
- Two big (disturbing) issues:
 1. 9% Bluefield students used marijuana 2-3 times per week or 72 students
 2. Arrested someone selling actually IN the school (washroom) at Souris Senior High school
- In Atlantic Canada, the hot drug of choice is nutmeg, another is salvia; side effect of Nutmeg is aching joints for 3 – 10 days). Earl Woods, RCMP office, was at Souris High, promotes 45 minute presentation on RCMP developed website deal.org
- The reason for Colonel Gray’s success lies with Tim Keizer, Charlottetown City police officer, who knows how to talk “with” students and is respectful in so doing.

Lee promoted 8 High School Hockey Tournament, Sat. March 30th.

b) Brainstorming Session - Notes were circulated.

c) 60th AGM – Board members and member Associations received nomination form; urged to seek new members to fill vacant positions; Owen/Lee to help with Information discussion; board to send questions to office; Resolutions – Shelley to chair AGM.

d) Jack Blanchard Music Program Fund – N/A.

e) Policy Proposal for English Language School Board Governance – Feedback requested by April 2/13; Circulated to the board and Member Associations; Final reading will be April 29/13.

f) CUPE meeting request – Shirley followed up with CUPE office; waiting for their response.

8. Lisa moved to adjourn the meeting at 9:00 p.m. Next meeting: TBA Summerside, May.