

**Prince Edward Island Home and School Federation Inc.**  
Board of Directors Meeting, September 11, 2013  
Royalty Centre, Charlottetown

**1. Call to Order**

President Pam Montgomery called the meeting to order at 6:40 p.m.

In attendance: Pam Montgomery (President), Peter Rukavina (Vice President), Shelley Muzika (Treasurer), Ellen Campbell (Secretary), Ken Williams (Region 1 Director), Margie Donovan (Region 2 Director), Lee Gauthier (Region 3 Director), Ricardo Angel (Region 3 Director), Shelly Keenan (Region 4 Director), Jessica Campbell (Region 1 Director), Shirley Smedley Jay (Executive Director).  
Regrets: Joanna Stewart, Owen Parkhouse, Michael Pendergast

Ellen Campbell acted as recording secretary.

**2. Approval of Agenda September 11, 2013**

**MOTION:** That the agenda be approved as presented. Moved by Peter Rukavina. Seconded by Shelly Keenan. **MOTION CARRIED.**

**3. Approval of Minutes of the May 21, 2013 Meeting**

**MOTION:** That the minutes of the May 21, 2013 meeting be approved as presented. Moved by Peter Rukavina. Seconded by Jessica Campbell. **MOTION CARRIED.**

**4. Business Arising**

All action items were completed.

**5. President's Report**

Pam Montgomery presented an oral report on recent activities.

- Lee and Pam met with Superintendent Fleet regarding the Help My Child, Telus project. Superintendent Fleet reported that the ELSB would be rolling out a plan on Parent Engagement. She will be contacting parent representatives from local home and school associations and engaging them in dialogue on how parents can best communicate with their respective schools. Pam is awaiting word on when the project will begin.
- Pam had a meeting with Imelda Arsenault and DM, Sandy MacDonald. Arsenault and MacDonald requested that PEIHSF be considerate of their staff's time when scheduling subcommittee meetings and mindful of their time

limitations.

- Deputy Minister MacDonald reported to Pam that the Department of Education and Early Childhood Development has not changed their focus or commitment to common school assessments. The department will be adding assessments at the grade 12 level. Deputy Minister MacDonald reported that PEI'S position on assessments is in keeping with those of other provincial Departments of Education.
- Pam and Peter, as members of the School Calendar subcommittee, are meeting soon with ELSB trustees to discuss changes to the school calendar for school year 2014/2015. Pam and Peter will also be meeting with PEITF to discuss possible calendar changes.
- \$37 000 funding was received by PEIHSF from the province. Parent Engagement funding was also received by PEIHSF.

***ACTION ITEM:** PEIHSF board members to gather input from their local associations regarding proposed changes to school calendar and forward those comments/suggestions to PEIHSF board.*

## **6. Executive Director's Report**

Shirley Jay presented a written report of recent activities. See September 11, 2013 submitted report for details.

***ACTION ITEM:** Shirley to draft resolution regarding the ELSB's Smoke-Free policy to include "Tobacco – like" products, i.e. E-cigarettes. Shirley to forward draft to Health & Wellness committee for input.*

## **7. Reports from Committees**

**MOTION:** Note changes of committee chairs – Communication between Home and School – chaired by Ellen Campbell; School Calendar – co-chaired by Pam Montgomery Peter Rukavina. Accept sub-committees as listed with chairpersons as listed. Moved by Peter Rukavina. Seconded by Shelley Muzika. **MOTION CARRIED.**

### **a) Finance**

Shelley Muzika provided a review of the PEIHSF financial situation as of September 11, 2013:

- Balance - \$56 000
- Invested - \$112 000

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

**b) Technology - Ricardo Angel**

- IT Committee is gathering information on how students are behaving online and how their schools are reacting to students' inappropriate use of technology. Committee is working on establishing a proposed policy that all schools could follow regarding appropriate/inappropriate use of technology.
- IT Committee is investigating how it can support the technology movement through education and encourage students to consider pursuing higher education in various technological fields.
- Westwood H&S has developed a Lego Robotics program for students.

***ACTION ITEM:** Ricardo to put together a proposal on "How to establish a Lego Robotics program in your school". Ricardo is to present Lego Robotics program proposal to PEIHSF board at next meeting.*

**c) School Trustees - Lee Gauthier**

Committee is to meet soon to prepare for Board of Trustees' meeting scheduled for November.

**d) Communication between Home and School**

Ellen Campbell has just accepted position of committee chair. Item deferred until next meeting.

**e) Healthy Living/Wellness – Pam Montgomery**

- TELUS – A Dalhousie research student was hired over the summer to find support staff information to be used in the video. Print material is expected soon. Details and support material to be shared with PEIHSF board before the site goes live. Note: BC has built a \$4 million website and NS is expected to implement a similar project focused primarily on cyber-bullying.
- Go Play rolling out to 18 elementary schools this fall.
- Department of Education has offered to pay for information night with Dr. Unger on November 7<sup>th</sup> and asked PEIHSF to promote it. This event has the full support of Sterling Carruthers who feels it would be a great parent

engagement opportunity as well as an informative night for parents and students alike on the benefits of adopting a healthy lifestyle.

- Any communication pieces from the committee that require input from the Department of Education need to be directed to Tammy Hubley-Little.

**f) Building the Network** – Peter Rukavina

- i. Windsor Wright, Principal, Bluefield High School, to report back to Peter on how the Principals' meeting went.
- ii. Peter's presentation to ELS Board of Trustees will be used at the local association level to better communicate the role/message of the PEIHSF.
- iii. Fall workshop dates and locations have been finalized. See notice/PEIHSF website for information.
- iv. Board Development Workshop date needs to be determined.

***ACTION ITEM:** Peter to discuss option of “on-line or Skype” teleconference option with Martin Roell and Tanja Korvenmaa and report back to board.*

NOTES: Shirley is to look into options to purchase USB camera for the federation office, with a cost less than \$100. Shirley is to investigate monthly Skype subscription cost so federation subcommittee members can have on-line meetings, thus reducing travel costs to the federation.

**MOTION:** The PEIHSF is to purchase a USB camera, value less than \$100, and the PEISHF is to purchase a monthly subscription to SKYPE. Moved by Peter Rukavina. Seconded by Shelley Keenan. **MOTION CARRIED**

**g) Staff/HR** – Lee Gauthier

The committee will explore what HR requirements are necessary in the Federation office to better support the work of the Executive Director

***ACTION ITEM:** Shirley is to ask Jean Davis if she would be willing to speak to local associations/parents regarding the Parent Engagement Program.*

**h) Parent Engagement** – Joanna Stewart

Joanna Stewart was not in attendance but Shirley reported that the Parent Engagement kits need to be revised before they can go out to local associations.

**i) Meetings** – Pam Montgomery

i. Semi-annual Meeting: Date change to October 15, 2013. A carousel format for breakout brainstorming sessions was proposed to better engage attendees. Parents would choose to participate in 3 different sessions with a focus on practical discussion. The idea would be to create free-flow of information. Discussions would be lead by committee chairpersons.

**ACTION ITEM:** Committee chairs to script questions for discussion for their specific breakout session.

**ACTION ITEM:** Shirley to draft a recommendation for meeting attendees asking them what they would like to see changed for next meeting, i.e. eliminate meeting fee; include it in annual membership fee.

ii. Atlantic Caucus will be hosted by PEIHSF. November date to be determined.

**ACTION ITEM:** Shirley to ask Atlantic Caucus if they would consider conducting the meeting digitally and report back to board with their response.

iii. NDP Forum – PEIHSF will not present to avoid being aligned with any specific political party. Pam and Shirley will attend the October 10<sup>th</sup> event.

The PEIHSF board has agreed that requests to attend conferences and/or meetings will now be forwarded to Meetings Committee for consideration.

**j) School Calendar** – Pam Montgomery

Pam, Shirley and Peter are waiting on a meeting with PEITF to discuss PEIHSF's concerns regarding proposed changes to the 2014 school calendar. The Department of Education is also scheduled to have a meeting with PEITF to discuss calendar issues.

PEIHSF has agreed that communication and consultation with parents is essential as work moves forward to adopt a policy regarding any changes to the school calendar. The federation and its representatives will continue to communicate that message to the Department of Education as well as PEITF.

**ACTION ITEM:** Pam to discuss Souris School's closure date with Deputy Minister MacDonald and Imelda Arsenault. Specific focus will be on the lack of consultation with parents and the lack of notification to the local H&S association and PEIHSF.

**8. Next Meeting:** November ?, 2013

**9. ADJOURNMENT:** The meeting adjourned at 9:00 p.m. Moved by Shelley Muzika.

**Action Items arising from September 11, 2013  
PEIHSF Board Meeting**

1. ***ACTION:*** PEIHSF board members to gather input from their local associations regarding proposed changes to school calendar and forward those comments/suggestions to PEIHSF board.
2. ***ACTION:*** Shirley to draft resolution regarding the ELSB's Smoke-Free policy to include "Tobacco – Like" products, i.e. E-cigarettes. Shirley to forward draft to Health & Wellness committee for input.
3. ***ACTION:*** Ricardo to put together a proposal on "How to establish a Lego Robotics program in your school". Ricardo is to present Lego Robotics program proposal to PEIHSF board at next meeting.
4. ***ACTION:*** Peter to discuss option of "on-line or Skype" teleconference option with Martin Roell and Tanja Korvenmaa and report back to board.
5. ***ACTION:*** Shirley is to ask Jean Davis if she would be willing to speak to local associations/parents regarding the Parent Engagement Program.
6. ***ACTION:*** Committee chairs to script questions for discussion for their specific breakout session at semi-annual meeting.
7. ***ACTION:*** Shirley to draft a recommendation for meeting attendees asking them what they would like to see changed for next meeting, i.e. eliminate meeting fee; include it in annual membership fee.
8. ***ACTION:*** Shirley to ask Atlantic Caucus if they would consider doing future meetings digitally and report back to board with their response.
9. ***ACTION:*** Pam to discuss Souris School's closure date with Deputy Minister MacDonald and Imelda Arsenault. Specific focus will be on the lack of consultation with parents and the lack of notification to the local H&S association and PEIHSF.