

Prince Edward Island Home and School Federation Inc.

Board of Directors Meeting

May 21, 2013, Athena School, Summerside

1. Call to Order

The meeting was called to order by President Pam Montgomery at 6:45 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), Michael Pendergast (Region 4 Director), Shirley Smedley Jay (Executive Director), Cherie LeMoine, Office Assistant and Jean Davis, Parent Engagement Contract.

Regrets were received from Owen Parkhouse (Past President) and Joanna Stewart (Region 3 Director).

Ellen Campbell acted as recording secretary.

2. Approval of Agenda May 21, 2013

MOTION: That the agenda be approved as amended with the addition of 6(e) Minister's IT Advisory Committee update, and 7(h) School calendar. Moved by Ken Williams. Seconded by Shelly Keenan. **MOTION CARRIED.**

3. Approval of Minutes of the March 13, 2013 Meeting

MOTION: That the minutes of the March 13, 2013 meeting be approved as presented. Moved by Shelley Muzika. Seconded by Lee Gauthier. **MOTION CARRIED.**

4. Business Arising

All action items were completed with more detail as follows:

1. Pam and Shirley to attend WTK meeting.
2. Letter of support for google docs for the minister of EECD: Ken drafted letter and forwarded to Peter and Shirley. Letter is almost ready to send.

ACTION ITEM: Ken and Ricardo to review and send any changes back to Shirley. Shirley will send approved final draft to the minister.

5. Financial Update

Shelley Muzika provided a review of the PEIHSF financial situation as of May 20, 2013:

Revenue: \$7,508.10

Expenses: \$42,696.53

Net: \$-35,187.43

NOTES:

- Shelley reported that provincial funding has not yet been received by PEIHSF; That money is expected to come in June and will be included in the June financial statement.
- Cherie and Jean's salaries are included in Parental Involvement.
- 60th anniversary expenses have all been paid and all generated revenue has been received. There was an anticipated shortfall of \$1087.47.
- Shelley added that PEIHSF is able to apply for HST rebate of 9%.

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

6. Reports

a) President's Report: Pam Montgomery presented a report on recent activities: Pam noted that most of her report will be discussed as we move through the agenda.

Federation des parents de I I.-P.-E. –

One item not mentioned in the agenda, the Federation des parents de I I.-P.-E. was discussed. It would be beneficial for us to find ways to engage their Federation as they are the French-equivalent to PEIHSF. Shirley noted that we have pursued meetings in the past. Peter invited their executive director, Anastasia DesRoches, to attend the Federation's March board meeting in Summerside. Anastasia attended and appreciated how our board operates. Shirley contacted Anastasia to offer the PEIHSF's "Parents as Partners in Education" 2013 Survey. She asked for permission to offer the survey in both French and in English as most of their parents speak English. We would like to again revisit the idea of welcoming their members to our meetings, with the hope of being invited to theirs.

Canadian Parents for French -

As well, Pam and Shirley attended the Canadian Parents for French (CPF) Annual Meeting; CPF provided their book of reports to PEIHSF; we should reciprocate in providing the PEIHSF Book of Reports.

b) Executive Director's Report: Shirley Jay presented a written report of her activities since the last meeting. See forwarded report for details.

c) Parent Engagement Report: Jean Davis, Parent Engagement Coordinator, presented an update on activities to date.

- In total, 23 applications were received with 20 being approved and 3 sent back to the applicants for clarification and revisions. Every applicant ultimately received funding.
- The grant proposals received were broad – based, from sophisticated ideas to the most elementary and from a good cross-section of schools.
- Project guidelines were developed to provide better clarification for applicants.
- There was discussion that perhaps the notion of having to write a grant proposal/application in itself was considered a daunting task by some local associations and therefore holding back many H&S associations.
- Jean reported that Michelle MacCallum, who was on the selection committee for Parent Engagement, is willing to help local associations and interested members of PEIHSF executive with the grant application process. Michelle is willing to hold sessions to help associations navigate through the paperwork. Her sessions are beneficial for all types of grant application writing, not just for Parent Engagement or NGOs. It was also noted that in the promotion of grant writing sessions, PEIHSF should make special care to inform local associations that the sessions would also be wonderful opportunities to network and share ideas with other H&S associations.

Lee suggested that a template, available on the PEIHSF website could serve as a valuable tool – a “how-to” guide which would include general project concepts, marketing ideas, etc.

Peter suggested that since the number of applicants is decreasing year over year that we may need to revert back to the old system. Perhaps every school gets funding, just a lower amount than is available through the current Parent Engagement Program.

It was also suggested, in the interest of having more H&S associations participate in the program, that PEIHSF could develop 4 or 5 set Parent Engagement programs. Local associations would then apply for funding based on those project ideas. Support from the PEIHSF executive and its directors would be required to successfully present this concept to local associations.

ACTION: Executive members to compile list of suggestions/ideas on how Parent

Engagement can be improved and forward to Jean.

Further discussion is required on how to best thank and reward government employees who donate their time to Parent Engagement.

- Official release of the Parents as Partners in Education survey will be released in the fall of 2013 with a “Back to School pitch.” A limited amount of information will however be spoken about at the May school board meeting.

d) Telus Project Report: Lee Gauthier reported on the application to Telus for an anti-bullying-related project.

Application was accepted and PEIHSF has been awarded a \$20,000 grant. Project concept is comprised of 3 phases to engage parents. Phase 1 would be to create a web-based site that parents and students can access that would speak to bullying and health and wellness.

Phase 2 would be to develop 2-3 videos that would help parents and students find/access government/private services that would support student health and wellness. Videos would also center on transition issues for students as they move for one developmental stage or school level to another.

Phase 3 would be the implementation and management of the project. Great need to keep information current and relevant. Lee will take the lead on the project with Shirley and Pam providing support where and as needed. The goal is to “go-live” in the fall of 2013. In addition useful print material will be provided for every home; a website name suggestion: “Helping My Child.ca”

Peter questioned what wouldn't be included in the project noting that it's difficult to narrow the scope and keep the information relevant.

Ricardo suggested that establishing a Youtube channel might serve as a valuable low-cost alternative for the videos.

Ken also noted the value of a one page document that could be circulated to local Home and Schools with explanation of the project and where parents could go to view the web-based site and videos.

Ricardo also strongly added that it's important for PEIHSF to utilize already established websites so that the committee is not duplicating efforts and wasting time and resources. Key topics need to be identified.

ACTION: Executive to forward suggestions on key topics for videos and web-based site to Pam.

e) IT Advisory Committee Report:

Ricardo met with members of the IT Advisory Committee to the Minister. He was impressed with their vision and suggested that they are touching on everything that is important and the areas of concern that have been identified such as obsolete computers, lack of WIFI, computer accessibility in schools, introduction of new technology, the use of innovative technology, etc.

Ricardo reported that the Advisory Committee has chosen not to share their “Vision Document” at this time.

7. Business

a) AGM follow-up:

ACTION: Peter to lead effort to future engagement with board of trustees and local associations. This is a direct result of identified issues presented at the AGM. Suggestions from executive on engagement ideas can be forwarded to Peter or Shirley.

b) Fall 2013 activities: Semi-Annual meeting is scheduled for Tuesday, October 12, 2013. Location to be determined. Lee suggested that Kinkora Community Centre, used last year, is central and suitable for our needs.

ACTION: Shirley to make 60th Semi Annual Meeting arrangements re: location; guests, etc.

Pam suggested that the meeting itself needs an over-haul. The business portion is thought to be dull and attendees are not engaged. Extending the social portion of the evening at the front-end was suggested as well as having local associations present on their various issues and ideas.

c) Presentation to board of trustees: Pam and Peter to present to board of trustees at the May 27th meeting - PEIHSF mandate; support of trustee elections; who we are; and what we do.

d) Trustee Election Discussions: May meeting to be set to discuss trustee elections. Shirley/Jean to forward possible dates and location.

e) **Member Associations/year end elections:** Peter noted that it would be ideal to have all Associations hold local elections in May/June.

f) **PEIHSF Awards:** Nothing reported. Item deferred.

g) **Pending meeting with Minister of EECD:** Nothing reported. Item deferred.

h) **School calendar:** The department has not released the calendar. A number of changes have been proposed for 2013/2014 including embedded PD days and a shortened instructional year. The calendar still has to be presented and voted on by teachers and brought before cabinet for approval. Pam hopes for a decision soon.

8. The meeting adjourned at 9:15 p.m. Moved by Shelley Muzika.

Action Items arising from May 21, 2013 PEIHSF Board Meeting

- 1. ACTION ITEM: Ken and Ricardo to review and send any changes to the letter of support for google docs back to Shirley. Shirley will send approved final draft to the minister.**
- 2. ACTION: Executive members to compile list of suggestions/ideas on how Parent Engagement can be improved and forward those suggestions to Jean.**
- 3. ACTION: Executive to forward suggestions on key topics for the “Help My Child” videos and web-based site to Pam.**
- 4. ACTION: Peter to lead effort to future engagement with board of trustees and local associations. Suggestions from executive on engagement ideas can be forwarded to Peter or Shirley.**
- 5. ACTION: Shirley to make 60th Semi Annual meeting arrangements re: location; guests, etc.**