

**Prince Edward Island Home and School Federation Inc.**  
Board Meeting Wednesday, January 13, 2016  
Room 125 Royalty Centre, 40 Enman Cres. Charlottetown, PEI

1. Call to Order

President Peter Rukavina called the meeting to order at 6:00 p.m. (Quorum.)

In attendance: Peter Rukavina (President), Shirley S. Jay (Executive Director), Maureen Kerr (Charlottetown Rural), Nicky Hyndman (Colonel Gray), Windsor Wight (Bluefield), Lisa MacDougall (Secretary), Shelley Muzika (Treasurer)

By Skype: Cory Thomas (Three Oaks), Kelly Herget (Westisle), Trevor Moase (Kensington), Ghislaine O'Hanley, (Parent Engagement Coordinator), Joanna Stewart (Vice President), Heather Mullen (Morell)

Regrets: Pam Montgomery (Past President), Shauna Mellish (Montague).

2. Approval of Agenda January 13, 2016

**MOTION:** That the agenda be approved, with the revision that 9 e) and h) (Committee Reports) be moved to the beginning to allow Joanna to leave Skype call early.

Moved by Maureen Kerr. Seconded by Shelley Muzika. **MOTION CARRIED.**

3. Approval of Minutes of November 25, 2015 Meeting

**MOTION:** That the minutes of the November 25, 2015 meeting be approved as presented.

Moved by Joanna Stewart. Seconded by Corey Thomas. **MOTION CARRIED.**

4. Business Arising

Action Items from November 25, 2015 meeting:

#1 Update is included in President's report.

#2 Done.

#3 Update is included in Technology Committee report.

#4 Update is included in Technology Committee report.

#5 Frequency of training is every five years.

#6 Done.

#7 At the time of the meeting the request had not arrived, but Peter has since declined the invitation.

#8 Done.

5. a. President's Report

Peter Rukavina's written report for January 13, 2016 was submitted with highlights as follows:

- Representatives for the Family of Schools District Advisory Councils have been chosen from most schools. Colonel Gray now has a member (Denise Spenseley). Westisle, Morell

Consolidated School and Morell High School are in progress. It is expected that the process of choosing a representative will be more democratic in the future.

- Representatives will be encouraged to form local Home & School Associations and join the PEI HSF.
- Waiting on Town of Souris' reply regards Crossing Guard Award; others have responded are in support.

**ACTION:** Shirley will invite the new parent organizations to join the PEI HSF.

- The Provincial Learning Partners Advisory Committee will meet soon, but the date is not confirmed. It is expected that a liaison officer will be hired.
- The request to add a teacher to each Council was initially turned down, but the discussion is ongoing.
- Sterling Carruther's made it clear that there is a wealth of SHAPES data that could be of use to us and that they would be willing partners on a research project.

#### 6. Executive Director's Report

Shirley S. Jay's written report for January 13, 2016 was submitted. One highlight: Considerable time was spent in December helping the Department of Education fill in the positions on the District Advisory Councils.

#### 7. Parent Engagement Report

Ghislaine O'Hanley's written report for January 13, 2016 was submitted with highlights as follows:

- Wellness Grants: 10 presentations so far. One is scheduled for each family of schools.
- Lisa, Shirley and Ghislaine met with the Healthy Eating Alliance to discuss School Food. More information is needed about the state of school food in the province.

#### 8. Reports from Committees

##### a) Finance (Shelley Muzika)

- Bank account is healthy. The books will be ready for review soon in order to be completed by the end of March and in time for the AGM.

**MOTION:** That the Financial Report be accepted as presented.

Moved by Shelley Muzika. Seconded by Windsor Wight. **MOTION CARRIED.**

##### b) Health and Wellness (Pam Montgomery)

- Pam not in attendance.

##### c) Meetings Committee (Peter Rukavina)

- Annual General Meeting is scheduled for Saturday, April 9, 2016 at the Rodd Charlottetown.
- Board members are asked to consider ideas for the meeting and potential ways to thank outgoing Trustees.

- d) Nominations (Pam Montgomery)
  - Nothing to report
- e) Parent Engagement (Joanna Stewart)
  - See Parent Engagement Coordinator's Report.
- f) Provincial School Lunch Program (Lisa MacDougall)
  - Committee membership is being confirmed and we are gathering information. A meeting will be scheduled for late February. **Action: Lisa**

**ACTION:** Lisa = Look into UPEI student doing research on school food; To schedule School Lunch Program committee meeting late February.

- g) Resolution Committee (Peter Rukavina)
  - Nothing to report.
- h) School Calendar (Joanna Stewart)
  - No meetings scheduled yet.
- i) Technology (Maureen Kerr)
  - See Technology Committee Report.

9. New Business

- a) Annual Meeting & Conference Planning **Action: Peter, Shirley**
- b) Resolution regarding School Fees **Action: Peter**

**ACTION:** Peter/Shirley = AGM planning  
 Peter will draft a Resolution regarding transparency and access to information about how school fees are spent and circulate to the Board for feedback.

10. Next Meeting:

Thursday, March 10, 2016 (Summerside)

12. ADJOURNMENT: The meeting adjourned at 7:13. Moved by Shelley Muzika.

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**ACTION LIST:**

1. **Action: Shirley** = Invite new parent organizations to join the PEI HSF.
2. **Action: Lisa** = Look into UPEI student doing research on school food; To schedule School Lunch Program committee meeting late February.
2. **Action: Peter, Shirley** = Annual Meeting & Conference Planning.
3. **Action: Peter** = Draft resolution regarding School Fees; will send to Board for review/response.