

Prince Edward Island Home and School Federation Inc.

Board Meeting Wednesday, March 9, 2016

Miscouche Consolidated School, PEI

1. Call to Order

President Peter Rukavina called the meeting to order at 6:30 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), Joanna Stewart (Vice President), Heather Mullen (Morell), Cory Thomas (Three Oaks), Kelly Herget (Westisle), Trevor Moase (Kensington)

Guests: Jannett Jones and Jacqueline Lecky, Miscouche Consolidated Home and School Association

Regrets: Shauna Mellish (Montague), Pam Montgomery (Past President), Tara Hill Burke (Souris), Ghislaine O'Hanley, (Parent Engagement Coordinator)

2. Approval of Agenda March 9, 2016

MOTION: That the agenda be approved, with the addition of 9 f) Prayer and Creed discussion and g) Advisory Committee updates.

Moved by Cory Thomas. Seconded by Shelley Muzika. **MOTION CARRIED.**

3. Approval of Minutes of January 13, 2016 Meeting

MOTION: That the minutes of the January 13, 2016 meeting be approved as presented.

Moved by Trevor Moase. Seconded by Kelly Herget. **MOTION CARRIED.**

4. Business Arising

Action Items from January 13, 2016 meeting:

#1 Done.

#2 Done.

#3 Done.

#4 Done.

5. a. President's Report

Peter Rukavina's written report for March 9, 2016 was submitted with highlights as follows:

- Annual staffing reviews were successful and Peter recommended that the committee meet more regularly and that annual reviews with staff become an annual event. Peter recommended that the future Board consider a succession plan model where the organizational memory is developed and held within the position of Administrative Assistant to the Executive Director.
- Lisa MacDougall attended the Learning Partner's Advisory Council meeting as Peter was out of the country on business in February. Themes included the transition from one phase of education to another, as well as from Grade 12 to

- post-secondary education and the workforce, changing needs of learners, higher needs of learners, and the role of community and networks around the learner.
- Plans to hold the Atlantic Caucus Meeting concurrent with the AGM are underway. All Board members are welcome!

6. Executive Director's Report

Shirley S. Jay's written report for March 9, 2016 was submitted. Highlights as follows:

- Extra Mile Awards presented
- Volunteer of the Year Award nomination received
- Planning of AGM and Atlantic Caucus.

7. Parent Engagement Report

Ghislaine O'Hanley's written report for March 9, 2016 was submitted with highlights as follows:

- Wellness Grants: Presented in almost every school family. Board Members discussed the possibility of supporting a program offered by the Women's Health Network or future Positive Parenting Workshops (East Wiltshire).

8. Reports from Committees

a) Finance (Shelley Muzika)

- Bank account is healthy. The books are ready for AGM.
- Update only. No motion required.

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.
- Agenda is complete with Registration package mailed by Post today.

d) Nominations (Pam Montgomery)

- Pam is working on presented a full slate of nominees.

e) Parent Engagement (Joanna Stewart)

- See Parent Engagement Coordinator's Report.

f) Provincial School Lunch Program (Lisa MacDougall)

- Information about school food in PEI is being collected.

MOTION: That the PEI Home and School Federation contract with someone knowledgeable about quantitative research to assist with the surveying of all English Language schools on school food practices. Specifically: 1. To finalize the survey to make sure it is sound. 2. To send the survey out to Home & School Associations and to

Regional Directors and to follow up with them to get results (over a period of 2 weeks).
3. To collect data from the results of this survey, summative findings from the Healthy Eating Alliance (how well foods served in schools are adhering to the School Nutrition Policy overall and reasons for not following the Policy) and SHAPES 2014-2015 (descriptive information about weight, breakfast, types of food and drink, food provision) (over the same 2 weeks). 4. To prepare a two page fact sheet.
Moved by Lisa MacDougall. Seconded by Shauna Mellish. **MOTION CARRIED.**

g) Resolution Committee (Peter Rukavina)

- Five resolutions were received and edited by committee; one withdrawn; one late resolution requires 2/3 majority approval at AGM.

h) School Calendar (Joanna Stewart)

- Some feedback was requested, but otherwise things have been uneventful.
- Peter noted that Sean Cain from the ELSB has put all school calendars on the ELSB website in Google Calendar format. Chairs can connect their schools to this service.

i) Technology (Maureen Kerr)

- Request to change name of committee, however, the intention of the committee is to support the Board Member who represents the IT Advisory Council committee, so that isn't possible.
- The future of the IT Advisory Council is unknown. Peter suggested that Maureen and the original founders of the Committee meet to discuss the effectiveness of this approach.
- Maureen submitted a request by Ricardo to upgrade the Robotics kits. Board members agreed that they were a great resource, but there was discussion about whether the HSF is the best place to house them.
- HSF staff will prepare a report highlighting use of the kits and some success stories in support of nomination for the Education2020 grant. The grant could then be used to fund upgrades.

9. New Business

a) Annual Meeting & Conference Planning

MOTION: That Heather Mullin be appointed to Chair Resolutions at the AGM.
Moved by Shelley Muzika. Seconded by Cory Thomas. **MOTION CARRIED.**

b) Science and Heritage Fairs

MOTION: That the HSF continue to support the Science and Heritage Fairs with two \$25 prizes for each.
Moved by Joanna Stewart. Seconded by Cory Thomas. **MOTION CARRIED.**

c) Volunteer of the Year and Life Membership Award Nominees

MOTION: That Tracy Willoughby is awarded the Volunteer of the Year Award.

Moved by Kelley Herget. Seconded by Windsor Wight. **MOTION CARRIED.**

MOTION: That Martha Ellis is awarded the Life Membership Award.

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

- d) The Atlantic Caucus will be held concurrently with the AGM. All are welcome. Further information will be circulated.

ACTION: Shirley will circulate information about the Atlantic Caucus when it has been finalized.

- e) Destination Imagination: April 2, 2016 with training session March 11. Volunteers requested.
- f) Prayer, Creed and Thought

MOTION: That the Prayer be removed from the Book of Reports and from the AGM meeting and to retain the Creed and Thought.

Moved by Nikki Hyndman. Seconded by Shelley Muzika. **MOTION CARRIED.**

- g) Advisory Committee updates were succinct. Themes included: High School math and other assessments, anxiety, poverty, literacy wellness, staffing shortages, breakfast programs, progress monitoring, community literacy, 21st Century Learning, stressed teachers and technology.

Board members discussed how continuity will be maintained with District Advisory Council's when Board members turn over after AGM. It was suggested that permission be requested to send an alternate if a Regional representative is unable to attend.

Board members discussed how to ensure that the District Advisory Councils maintain autonomy from the Department of Education. It was suggested that the DAC's might consider electing their own Chairperson to support the good work of Pat Campbell, but also to help foster a sense of agency and purpose within the Councils.

Peter thanked outgoing board members: Joanna, Nicky, Maureen, Heather and Shauna for their time on the board. This is Peter's last board meeting as President. Everyone thanked Peter for his leadership over the past two years.

10. Next Meeting: Thursday May 19, 2016 (Charlottetown)

12. ADJOURNMENT: The meeting adjourned at 8:40 p.m. Moved by Shelley Muzika.

- ACTIONS:**
1. Shirley: Report on useage/success of Robotics Kits.
 2. Shirley: Contact principals re: School Food survey to encourage participation.
 3. Shirley: Circulate information about Atlantic Caucus when finalized.
 4. Peter/Shirley: Inquire about District Advisory Council alternates to attend meetings.