

# **Prince Edward Island Home and School Federation Inc.**

Board Meeting Thursday, May 29, 2014  
40 Enman Cres. Room 125, Charlottetown, PEI

## **1. Call to Order**

President Peter Rukavina called the meeting to order at 6:35 p.m.

In attendance: Peter Rukavina (President), Joanna Stewart (Vice President), Shelley Muzika (Treasurer), Ellen Campbell (Secretary), Ricardo Angel (Bluefield Family of Schools), Nicky Hyndman (Colonel Gray Family of Schools), Ann Millar (Kinkora), Lisa MacDonald (Montague), Heather Mullen (Morell), Jessica Campbell (Westile), Lee Gauthier (Former Region 3 Director), Shirley Jay (Executive Director), Jean Davis (PEIHSF Parent Engagement Coordinator), Cherie Lemoine (Office Assistant).

Regrets: Pam Montgomery (Past President), Jack Wheeler (Charlottetown Rural), Shelly Keenan (Souris), Cory Thomas (Kensington).

Ellen Campbell acted as recording secretary.

- Peter extended welcome to new and returning board members and spoke about the structural change from Region Directors to Family of Schools' representatives. He also explained the format for board meetings and the roles of sub-committee chairs.

**MOTION:** Board meeting minutes be posted to the PEIHSF website, upon board approval. Moved by Ricardo Angel. Seconded by Shelley Muzika. **MOTION CARRIED.**

## **2. Approval of Agenda May 29, 2014**

**MOTION:** That the agenda be approved as presented. Moved by Shelley Muzika. Seconded by Jessica Campbell. **MOTION CARRIED.**

## **3. Approval of Minutes of January 30, 2014 Meeting**

**MOTION:** That the minutes of the March 6, 2014, 2014 meeting be approved with an amendment to Technology Report as follows:

- Three IBM consultants, along with members of the Minister's IT Advisory Group visited Island schools. They suggested that information technology needs to be integrated into Island schools to facilitate and support educational outcomes. Other jurisdictions have employed those tactics to great success. They suggested roll-out to each grade at a time.
- An April report to DEECD is to be forwarded soon reflecting these recommendations.
- Ricardo is very pleased to see the collaboration between all stakeholders to determine what needs to be done to further advance the quality and integration of technology in education in Island schools. First step was to improve necessary infrastructure which is well underway and includes Wi-Fi; next step is implementation of these recommendations.

Moved by Shelley Muzika. Seconded by Joanna Stewart . **MOTION CARRIED.**

#### **4. Business Arising**

Action item 1 – completed.

Action item 2 – Jean is waiting on revised Bluefield Family of Schools Media Campaign proposal from Lee.

#### **5. President's Report**

Peter Rukavina provided a written report of recent activities. See May 29, 2014 submitted report for details.

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

Shirley Jay presented a written report of recent activities. See May 29, 2014 submitted report for details.

#### **7. Reports from Committees**

##### **a) Assign/confirm committee chairs**

Peter recommended that the board disband the Building a Network Committee and instead form 2 new committees: 1) Assessment and Evaluation 2) Staffing in Schools.

Peter welcomed comments or suggestions on current committee structures. Ellen suggested that given the nature of the work and scope of some committees, some cross-committee representation might be effective, ie representative from Communication Committee on the Technology Committee. Peter suggested that the board should explore this idea further.

##### **b) Finance**

Shelley Muzika provided a review of the PEIHSF financial position as of May 21, 2014 (bank statement).

Shelley reported an account balance of **\$95, 595.12**. Of that balance, \$74,500.00 is the operating grant that the Federation receives from the provincial government (an increase of \$2000 from last fiscal year).

- i. MOTION:** Change signing authority on bank account to include any two (2) current executive board members (President, Vice-President, Treasurer, Secretary). Moved by Shelley Muzika. Seconded by Jessica Campbell. **MOTION CARRIED.**
- ii. MOTION:** To approve expenses to attend Atlantic Caucus of Home and Home Federation's annual meeting in NFLD (October 24 and 25, 2014). Moved by Shelley Muzika. Seconded by Jessica Campbell. **MOTION CARRIED.**
- iii. MOTION:** To approve expenses to attend NS Federation of Home and Schools Annual General Meeting in Truro (October 17 and 18, 2014). Moved by Shelley Muzika. Seconded by Jessica Campbell. **MOTION CARRIED.**

**MOTION:** The Financial Report be accepted as presented. Moved by Peter Rukavina. Seconded by Jessica Campbell. **MOTION CARRIED.**

c) **Technology** - Ricardo Angel

- PEIHSF's robotics kits are fully booked by schools and other organizations until well into late fall 2014. Holland College is borrowing the kits over the summer and are paying the Federation \$50.
- Ricardo has presented the Robotics Program idea to various schools and the reception has been fantastic. Once the background information is communicated and the benefits of the program explained, ie team building, problem solving, etc., the program has been widely accepted and welcomed by H&S associations and teachers.
- Jessica suggested that the Technology committee needs to address the maintenance issue of missing pieces and cords. Perhaps funding to support this area is required.
- Ricardo and the teacher librarian from Westwood have been invited to present the Robotics Program at the next PEITF Conference in the fall of 2014. The presentation would be for teachers from k-6.
- Ricardo reported that the Minister's Advisory Committee is putting forth a proposal on how to assign passwords to students – usernames in particular – and creating a teaching application for students on how to keep personal information safe. Also, the province is currently using two filtering systems that are blocking more sites than are necessary. They are instead looking to consolidate the filtering systems to open up on-line resources that teachers need and closing off sites where access should be denied.

**MOTION:** PEIHSF to assign a budget of \$200 to be used to support maintenance issues related to the Robotics Kits. Moved by Jessica Campbell. Seconded by Ricardo Angel. **MOTION CARRIED.**

d) **School Trustees** – Peter Rukavina

- Voter turnout for the French School Board elections was very low. All but two trustees were elected by acclamation.
- Lee reported that according to his last conversation with the Department of EECD, trustees in the ELSB will be elected and the election will coincide with a provincial or federal election in order to get more people out to vote.

e) **Communication** - Ellen Campbell

The Communication Committee would like to work more closely with the Technology Committee and other committees where necessary. On a go-forward basis, the Committee will be exploring effective forms of two-way communication between home and school, with a continued focus on technology.

f) **Healthy Living/Wellness** – Peter Rukavina

DARE replacement program pending.

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

This committee is to be disbanded.

**h) Staff/HR** – Peter Rukavina

Shelley Muzika to take over as chair and Lee Gauthier will continue on as a committee member.

**i) Parent Engagement**

i. Coordinator's Report – Jean Davis

- 23 applications submitted
- 20 applications approved with an average event cost of \$600.
- 4 events have been completed, with 13 in the process; 3 are delayed until fall 2014.

<p><b><i>ACTION:</i></b> Before the end of June, Jean is to come up with a details and deadlines format for next year's application program. The format plan is to be sent out to local associations so they are better prepared for the fall 2014 application process.</p>
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ii. Media Advertisement – Lee Gauthier

- Lee gave an overview of the Bluefield Family of Schools communication plan to the new Federation board members.
- TV, posters and radio to roll out September 9, 10, 11<sup>th</sup> across PEI.
- Name of the communication plan is: "HomeWorks " Involved Parents. Successful kids.
- The committee is looking at every possible way to communicate this plan – which parallels PEIHSF's message to parents.

There are three key messaging components of the communication plan:

1. Help Shape your child's success.
2. Do you have your homework tonight?
3. Of course you want your child to succeed.

Lee and his group are still working through the specifics of the plan and its message. The group is to meet in the coming weeks to formalize the working and get approval of the marketing messages. At that time, they would then start on production of TV commercials and print.

**MOTION:** After review and approval from Bluefield Family of Schools group and Parent Engagement adjudicators, PEIHSF executive to vote to move forward with the Bluefield Family of Schools Marketing and Communications Project. Moved by Helen Mullen. Seconded by Joanna Stewart. **Motion carried.**

**j) Meetings** – Peter Rukavina

i. Annual General Meeting 2014 documents inline

ii. Meeting Evaluation Summary distributed.

iii. Semi-annual Meeting dates suggested were Oct 7<sup>th</sup> or 8<sup>th</sup>.

**ACTION:** Shirley to check with Minister of EECD to see if either of those Semi-annual meeting dates works for him. (Oct. 8 or 9)

**ACTION:** Meetings Committee to discuss how the Federation might manage the resolution component of the annual meeting to better include discussion of the resolutions among members.

**ACTION:** Meetings Committee to explore options for combining the “Intro Training Session” for local associations with another event/topic to increase the participation numbers.

**k) School Calendar** – Joanna Stewart

- 2015/2016, 2016/2017 and 2017/2018 have been forwarded to PEIHSF for review.
- The provincial committee would like any feedback from the Federation board by June 12, 2014.

**ACTION:** Federation board members provide feedback on the calendars to Shirley by June 10, 2014.

**8. New Business**

a) 20/20 meeting (Jessica): Meeting centered on engagement from a youth’s/student’s perspective. Don Glendenning spoke to the lack of education associations in the province that provide support to students and parents. As such, we’re missing key engagement opportunities.

b) Records and Digitizing Project (Shirley): Jean and Shirley are making great progress on this project. They are now trying to track down historical information as it relates to the Federation from the 1980s and 1990s.

Don Moses and Simon Lloyd from UPEI are supporting these efforts and are helping to determine what information to digitize, where the historical information should be deposited. The Federation will not incur any cost with this project, other than Shirley and Jean’s time.

c) Enrolment Trends/rezoning and school closures (Peter): Superintendent Fleet’s interview with CBC was alarming to many people who thought her message was that the Board was looking at options for school rezoning and closures. However, in a recent meeting with members of the Federation’s executive, she clarified that information. The board is not establishing a report on school rezoning and closures. Rather, the board is looking at enrolment trends and how best to use the funds available to ensure the best quality education to all students province wide.

Peter suggested that in light of this recent media fire storm that Federation board members better acquaint themselves with enrolment numbers and trends, and communicate those actual numbers to local associations. In doing so, we would all be better educated with the facts if and when changes to rezoning and closures occur.

d) French Board Elections (Peter): Voter turnout was poor. All but two trustees were elected by

acclamation. The cost of the 2 elections was approximately \$70,000. We need to do more to get voters out for the ELSB elections in 2015.

e) Protest message (Shirley): Marcella (Morell Home & School) asked Shirley to circulate to local H&S associations information regarding the protest scheduled for Province House. Shirley explained to Marcella that the Federation can't support specific concerns or circulate specific agendas. In doing so, the Federation could jeopardize its relationship, and in turn, funding received from the provincial government. Moreover, she explained that we are an advocacy group for the whole and not the individual.

Shirley further explained that every parent has a right to express their concerns to education stakeholders and she would encourage parents to do so by letter. The Federation could supply Marcella, and any other local association, with membership lists and contacts but cannot communicate the message itself. The Federation board agreed.

**9. Next Meeting:** Next board meeting will occur on September 18, 2014 in Summerside. Meeting location to be determined in early September. Note: Board meeting schedule has been set for the balance of 2014/2015:

2014: September 18 (S'side), November 20 (Charlottetown)

2015: January 22 (S'side), March 12 (Charlottetown), May 21 (S'side)

**10. ADJOURNMENT:** The meeting adjourned at 8:50 p.m. Moved by Shelley Muzika.

### **ACTION ITEMS arising from May 29, 2014 PEIHSF Board Meeting**

**1. ACTION ITEM:** Before the end of June, Jean is to come up with a details and deadlines format for next year's application program. The format plan is to be sent out to local associations so they are better prepared for the fall 2014 application process.

**2. ACTION ITEM:** Shirley to check with Minister of EECD to see if either of those Semi-annual meeting dates works for him. (Oct. 8 or 9).

**3. ACTION ITEM:** Meetings Committee to discuss how the Federation might manage the resolution component of the annual meeting to better include discussion of the resolutions among members.

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**5. ACTION ITEM:** Federation board members provide feedback on the calendars to Shirley by June 10, 2014.