

Prince Edward Island Home and School Federation Inc.
Board Meeting Thursday, March 5, 2015
Casa Mia Café, 2nd Floor Meeting Rm, 131 Queen St., Charlottetown, PEI

1. Call to Order

President Peter Rukavina called the meeting to order at 6:35 p.m. (No quorum.)

In attendance: Peter Rukavina (President), Shelley Muzika (Treasurer), Joanna Stewart (Vice President) on Skype; Family of Schools board representatives: Ricardo Angel (Bluefield), Nicky Hyndman (Colonel Gray), Margie Donovan (Three Oaks) on Skype, Lisa MacDougall (Montague), Heather Mullen (Morell), Shirley S. Jay (Executive Director), Cherie LeMoine, Office Assistant, Jean Davis, Parent Engagement Coordinator
Regrets: Pam Montgomery (Past President), Ellen Campbell (Secretary), Jessica Campbell (Westisle), Cory Thomas (Kensington), Ann Miller (Kinkora), Shelly Keenan (Souris). No response: Jack Wheeler (Charlottetown Rural)

2. Approval of Agenda March 5, 2015

MOTION: That the agenda be approved as presented with the addition as follows:

9. (e) New Business: May 11, 2015 Professional Learning Day.

Moved by Shelley Muzika. Seconded by Heather Mullen. **MOTION CARRIED.**

3. Approval of Minutes of January 22, 2015 Meeting

MOTION: That the minutes of the January 22, 2015 meeting be approved as presented with one edit to change meeting location from Charlottetown to Summerside.

Moved by Heather Mullen. Seconded by Nicky Hyndman. **MOTION CARRIED.**

Lisa MacDougall's arrival at 6:43 p.m. constitutes quorum and approval of motions.

4. Business Arising

Action Items from January 22, 2015 meeting.

#1 Peter reported that Jessica is interested in attending a meeting to discuss the new graduation requirements for students having Individualized Education Plans with Derek McEwen, Dept. Education. A pre-meeting may be arranged.

#6 Shirley reviewed PEIHSF School Trustee file for Shelly Keenan's committee; will do a further check for policy that supports elected trustees and circulate to board members.

5. President's Report

Peter Rukavina's written report for March 5, 2015 was submitted with highlights as follows:

HIGHLIGHTS:

- The Department of Education *does* have access to student grades and attendance information, and department staff can request reports and analysis of this data. Deputy Minister may be unaware of this.

- The brainstorming sessions were successful with a total of approximately 45-50 attendees in all. More time was spent in the rural area schools on the “whole child”; e.g. food security, whereas, StudentsAchieve and literacy were the main focus at Spring Park.
- An All Parties Leaders’ Education Debate is being organized with the Green, NDP, and Island Parties confirmed and Liberal and Progressive Conservative Parties responses pending. Peter would like to strike a committee to finalize details. Nicky, Heather, Shirley and Peter will sit on this committee.
- There is an important discussion taking place around nutrition and food security for Island students and relationship to student learning across the Island. The effects are not measurable, but nonetheless serious. More needs to be done in this area. Lisa MacDougall has crafted a resolution tackling this issue.
- There is the possibility that StudentsAchieve System and Trevlak will be replaced with one software system which will be equipped with a parent portal. The new software may be similar to Nova Scotia’s “Power School” system which board members can find on-line.
- The Extra Mile Award ceremony in Kinkora for Jaime Cole was heartwarming and a resounding success.

6. Executive Director’s Report

Shirley S. Jay’s written report for March 5, 2015 was submitted. One highlight: PEIHSF’s Your Child Is Worth brochure will be inserted in all Welcome to Kindergarten kits; 1,400 in total.

7. Parent Engagement Report

Jean Davis’ written report for March 5, 2015 was submitted with highlights as follows:

- There were 14 Parent Leadership Grant Proposals submitted and approved for a total of \$8,000 for the January 31, 2015 deadline.
- The new submission deadlines of October and January proved to be successful and are recommended for the 2015-2016 school year.

ACTION: Approve Parent Engagement Project deadlines for next year at the May meeting.

8. Reports from Committees

a) Finance - Shelley Muzika

- Shelley Muzika provided a review of the PEIHSF 2014 Fiscal Year end as reported by David Wright, Accountant.
- In the bank = \$136,000 Assets = \$133,000 Liabilities = \$23,000
 Overall revenues = \$87,000 Expenses = \$93,000 Short = \$6,700
 Deferred revenue = \$25,000 Excess end of 2014 = \$105,000
 This report will be inserted in the 2014 Annual Book of Reports.

MOTION: That the Financial Report be accepted as presented.

Moved by Shelley Muzika. Seconded by Heather Mullen. **MOTION CARRIED.**

The Charitable return report to Canada Revenue Agency is filed by David Wright. He will need

board members home mailing addresses and birth dates.

ACTION: Shirley to request CRA required information from board members for accountant.

b) **Assessment and Evaluation** - Nicky Hyndman Nothing to report.

c) **Staffing Allocation** - Lisa MacDougall

- A committee has been struck with a thorough understanding of the current mode to be undertaken. There is nothing new to report.

NOTE: Peter noted that Anne Hall, English Language School Board, indicated to him that the current Staffing Allocation Model is not used at all as a reference point. If it is not being used, what model is the ELSB following?

d) **Technology** - Ricardo Angel

- Ricardo submitted a written report of his work on the Technology Advisory Committee.
- The IBM reports have been taken seriously by the province and the recommendations of the committee have been well received. No new monies have been committed, but the former commitment is being honoured.
- It is a goal to have all schools equipped with wireless technology over the next 5 years. i.e., Three Oaks to get wireless next September.
- There is money being spent on new technology for schools, but there is still a need for a trained tech staff person in each school. The Teacher/Librarian could be this person, with the library being the hub for this activity.
- There is a gap in the school system as far as having proper infrastructure to utilize new equipment in the schools.
- Old refurbished computers (Computers for Schools) will no longer be used for schools as it is not cost effective. They will be purchasing new computers.
- Ricardo proposed that \$1,000 be spent on additional Raspberry Pi's for the PEI Home and School Federation Robotics lending program. (See attached Technology report)
- Thank you to the office for the work around robotics kits. They are booked through until May.

ACTION: Carrie St. Jean would like to meet with the Federation about utilizing Teacher/ Librarian positions for use of technology in the schools.

ACTION: Peter tabled a proposal that there be further discussion in a meeting or at committee level around spending more money on robotics kits. The work involved at the office level needs to be factored in to the equation.

e) **School Trustees** - Shelly Keenan

- Shelly has agreed to take on the responsibility of chairing the School Trustees subcommittee.

She has requested a narrower or more detailed focus that would include the following: their mandate (What they are responsible for), their day to day activities (What they actually do), their effectiveness (What they have accomplished during their term), communication with parents and guardians (How much), and relationship with Board staff and Department.

f) **Communication** - Ellen Campbell Deferred to next Board Meeting

g) **Healthy Living/Wellness** – Pam Montgomery Deferred to next Board Meeting.

h) **Staff/HR** – Shelley Muzika

- Jean Davis, Parent Engagement Coordinator, and Cherie LeMoine, PEIHSF Office Assistant, to remain until the end of June 2015.

i) **Parent Engagement** – Joanna Stewart Comment: Keep up the good work Jean!

j) **School Calendar** – Joanna Stewart

- Final School Calendar released for 2016/2017 school year draft circulated to the board.
 - PD Day scheduled for February 2, 2016
 - March Break falls on Easter; will include an extra day to make up for Good Friday

k) **Resolutions** – Peter Rukavina

- There were 9 resolutions submitted by various Home and School Associations for consideration at the April 11th Annual Meeting.
- These resolutions have been sent to all Home and Schools for their review and preparation to come ready to vote on each resolution at the AGM.

8. **New Business** -

a) AGM Details – Peter Rukavina

- Planning is going well for the upcoming AGM.
- Cherie is coordinating sponsorships, door prize solicitation and invitations to display
- Gary Clark, Superintendent, Chignecto School Board, Guest Speaker: **Education Beyond School**
- Small group discussion will take place with an eye to generating further action at the local level. Discussions will focus on topics raised at the Brainstorming Sessions held across the province.
- Three workshops 1:30 – 2:30 p.m.
 1. Progress Monitoring - Tammy Hubley-Little, ELSB
 2. Graduation Requirements – Mitch Murphy, ELSB
 3. Food Programs – Jennifer Taylor, UPEI and Healthy Eating Alliance
- Board elections will be taking place at the AGM to replace outgoing board members. Current members are encouraged to consider good candidates to sit on the board. Positions up for election: Treasurer, Secretary, 5 board positions; Outgoing board members who have completed a two year term are: Jessica, Margie, Ricardo, Shelly K., Cory served for a

one year term.

ACTION: Pam Montgomery, Past President will chair nominations and elections for the AGM.

ACTION: Shirley will order PEIHSF pens for AGM kits.

b) Finland Skype Meeting – Peter Rukavina

- Meeting with Finland Parent Group scheduled on Monday, March 9 2015, 9 – 10 a.m. at Casa Mia Café.
- Ten people to attend, including Ron MacDonald, UPEI, and B. J. Willis, Welcome to Kindergarten coordinator.

c) Education Debate – Peter Rukavina

- An All Political Parties Education Debate is being planned in conjunction with the weekend of the AGM.
- All party leader offices have been contacted and have expressed interest in participation.
- Tentative day and time is Friday, April 10, at 7 p.m.
- Debate Committee Members – Nicky, Heather, Shirley and Peter

d) Masters of Education Student UPEI – Questionnaire

A request was made to the Federation office to circulate a student's research survey about the climate of education in PEI to home and school associations. The link was circulated to the board only. Nicky and Heather have questions about the aboriginal questions on the survey. It was generally decided that the Federation should not be attached to the survey in a formal way due to concerns re aboriginal section. Heather will respond directly to the student at UPEI.

ACTION: Shirley will forward the student contact info to Heather Mullen for follow up.

e) Professional Learning Day – Career Development

- A Professional Learning Day on Career Development meeting is scheduled for May 11, 2015, Summerside. Mitch Murphy, ELSB has reserved five seats for PEIHSF reps to attend.

ACTION: Federation representatives who wish to attend may contact the provincial office.

9. Next Meeting: Next board meeting tentative date: May 14, 2015, Summerside.

10. ADJOURNMENT: The meeting adjourned at 7:40 p.m. Moved by Lisa MacDougall.

Following the board meeting, Bob Andrews, Director of School Effectiveness, English Language School Board presented on School Effectiveness, 7:50 – 9:00 p.m.

**ACTION ITEMS arising from March 5, 2015
PEIHSF Board Meeting**

1. **ACTION ITEM:** Peter to arrange meeting with Derek McEwen to discuss graduation requirements; Jessica is interested in attending. A pre-meeting will be arranged.
2. **ACTION ITEM:** Shirley to add to May Board agenda: Propose to use 2014-2015 Parent Engagement Project deadlines for the 2015-2016 coming year.
3. **ACTION ITEM:** Shirley to request required information (i.e. addresses, birth dates) from new board members for the accountant to complete PEIHSF's annual Charitable Return.
4. **ACTION ITEM:** Carrie St. Jean would like to meet with the Federation around utilizing Teacher/Librarian positions for use of technology in the schools.
5. **ACTION ITEM:** Peter tabled a proposal that there be further discussion in a meeting or at committee level around spending more money on robotics kits. The work involved at the office level needs to be factored in to the equation.
6. **ACTION ITEM:** Pam Montgomery, Past President is nominations/elections chair – Shirley will forward board vacancies listing to Pam.
7. **ACTION ITEM:** Send Heather Mullen the UPEI student contact information for her follow up to the research survey.
9. **ACTION ITEM:** Home and School Federation representatives who wish to attend Professional Learning Day on topic of Career Development may contact office.