

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

Board Meeting November 21, 2013

Three Oaks Senior High School, Summerside, PE

## **1. Call to Order**

President Pam Montgomery called the meeting to order 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), Joanna Stewart, (Region 1 Director), Jessica Campbell (Region 1 Director), Margie Donovan (Region 2 Director), Lee Gauthier (Region 3 Director), Ricardo Angel (Region 3 Director), Shirley Jay (Executive Director).

Regrets: Owen Parkhouse (Past President), Shelly Keenan (Region 4 Director), Michael Pendergast (Region 4 Director)

Ellen Campbell acted as recording secretary.

## **2. Approval of Agenda November 21, 2013**

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

## **3. Approval of Minutes of September 11, 2013 Meeting**

**MOTION:** That the minutes of the September 11, 2013 meeting be approved with the correction to item F(i) – change Bluefield School to East Wiltshire. Moved by Ellen Campbell. Seconded by Ken Williams. **MOTION CARRIED.**

## **4. Business Arising**

Action items 1-8 from September 11, 2013 board meeting were completed. Action item 9 was deferred.

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

Pam Montgomery presented an oral report on recent activities.

- i. Atlantic Caucus – Reported by Peter Rukavina
  - Pam, Peter and Shirley attended the Atlantic Caucus of Provincial Home and Schools on November 2. NFLD&L, PEI, NS, NB had representatives in attendance.
  - Provincial models for Home & School vary from province to province. NS bears the strongest likeness to the PEI Home and School Federation model.
  - According to the Atlantic representatives at the Caucus meeting, there are some operating difficulties within the Canadian Home and School Federation. Despite that assertion, PEI Home and School Federation Executive agrees that there is value for PEI to maintain its

- membership with the organization.
- It was also determined that attendance at the Atlantic Caucus is of value to the Federation and continued participation is encouraged.
- Shelley suggested that Caucus registration fees should be added to the federation's yearly budget. In the event of non-attendance in any given year, registration fees would be carried forward to the following year's budget.

***ACTION ITEM:*** Peter to issue statement on behalf of the Atlantic Caucus regarding how the meeting went.

ii. Common Assessments - Reported by Pam Montgomery

- Pam and Shirley attended the release of the Common Assessments results on October 31. They had a constructive conversation with Elizabeth Costa regarding the need to help parents interpret the data – be it through videos/YouTube clips on different forms of teaching; creating a library of information on various topics such as “moderate marking” and how it affects parents and students.
- The Department of Education and Early Childhood Development is looking for parent input on how best to communicate the results in a manner that would engage parents.

***ACTION ITEM:*** Pam to gather input from the executive and local associations on how the department can best and most effectively communicate Common Assessment results with parents and forward those ideas to Elizabeth Costa.

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

Shirley Jay presented a written report of recent activities. See November 21, 2013 submitted report for details.

## **7. Reports from Committees**

### **a) Finance**

Shelley Muzika provided a review of the PEIHSF financial position as of October 31, 2013. See submitted report for details.

- Federation is asking the province for a 2.3% (= \$2000) funding increase for 2014.
- Shelley proposed hiring an additional staff person and Parent Engagement Contract person as per Parent Engagement committee's recommendation. The terms for these positions would be 6 mths/yr to June 27, 2014.
- 2014-2015 Proposed Budget circulated and approved. See submitted report for details.

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

### **b) Technology** - Ricardo Angel

- IT Committee met to discuss the idea of “un-conference” where teachers and the general

public would get together, likely at UPEI, to explore what is going on around the world regarding technology. More information to come as the concept becomes more concrete.

- Ricardo attended the latest Provincial technology meeting in Summerside. It was reported that the Pilot project for Google Apps will launch in 5 Island schools in January 2014. FireFox 19 is required in the schools for the program to function properly. As a result of this requirement, an upgrade to FireFox 19 will occur in all Island schools starting in the New Year.
- iPad trial at Bluefield High School has been reported as a success. It was possible through a grant from the Future Shop.
- The province is switching school operating systems to Windows 7. Upgrades will be completed within 12 months.

***ACTION ITEM:** Ricardo to prepare Youtube video on the ins and outs of establishing and running on-line lunch ordering programs. The intended audience would be school administrators and local home and school associations.*

c) **School Trustees** - Lee Gauthier

- Lee and Pam have drafted the Federation's position letter to be forwarded to the Minister regarding Trustee Elections. Executive input required before it is to be sent to Minister of Education on Friday, November 22.

**MOTION:** The Federations' position letter regarding Trustee Elections be accepted with noted amendments. Moved by Peter Rukavina. Seconded by Ken Williams. **MOTION CARRIED.**

d) **Communication** - Ellen Campbell

- In response to feedback from local associations as well as input gathered at the PEIHSF semi-annual meeting, the Communication Committee is drafting a policy position regarding SAS "Standard of Use" for teachers and administrators.
- Feedback suggests that the current level of uptake by teachers utilizing the system is insufficient. Minister McIsaac and DM MacDonald encouraged the committee to move forward with guiding policy that would more clearly respond to the expectations of parents who use the system as well as clear and concise operation/ updating guidelines for teachers.

***ACTION ITEM:** Ellen to forward committee's draft of SAS "Standard of Use" policy to Pam.*

e) **Healthy Living/Wellness** – Pam Montgomery

Help My Child video launch set for November 27, 2013 at Royalty Centre.

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

- Executive/Committee members have attended various local H&S meetings. Local associations have shared that the PEIHSF website and Federation office staff continue to be invaluable resources.
- With the PEIHSF Annual Meeting being held in the spring of 2014, continued visits are encouraged by executive/committee members as a way to open up discussions regarding

possible resolutions.

- The idea of a H&S Presidents' mid-session discussion night was discussed. The event has been held in the past and was very well received by local associations with great attendance by local presidents and their designated attendees. Further discussion deferred.

**MOTION:** The PEIHSF website be modified so that local H&S associations can post their respective meeting dates. Moved by Peter Rukavina. Seconded by Ricardo Angel. **MOTION CARRIED**

**g) Staff/HR** – Lee Gauthier

**ACTION ITEM:** HR Committee to investigate the idea of merging the two support positions into one support staff position, with the staff person in place by September 2014.

**h) Parent Engagement** – Joanna Stewart

i) Joanna submitted a motion for media release date. Provisions to the motion were suggested, including informing the Minister of Education of its pending release prior to the actual release.

**ACTION ITEM:** Shirley to contact Minister McIsaac on Friday, November 22 to discuss the release of Parents as Partners in Education Survey results and allow for comment.

**ACTION ITEM:** Shirley to contact CBC – Steve Bruce or Kerri Campbell to inform them of the pending release.

**MOTION:** I, Joanna Stewart, motion that the PEIHSF proceed with a soft launch of the Parents as Partners in Education Survey results on the Federation's website as soon as possible. Moved by Joanna Stewart. Seconded by Jessica Campbell. **MOTION CARRIED**

ii) Joanna put forth a motion regarding the hiring of a Parent Engagement Coordinator.

**MOTION:** I, Joanna Stewart, motion that the PEIHSF go ahead with the hiring of a coordinator for the Parent Engagement Grants for an amount as determined by the treasurer, Shelley (Muzika). Moved by Joanna Stewart. Seconded by Shelley Muzika. **MOTION CARRIED**

**i. Meetings** – Pam Montgomery

See President's Report for details on Atlantic Caucus meeting.

**j. School Calendar** – Pam Montgomery

- Pam attended the school calendar committee meeting. Imelda Arsenault presented the proposed school calendar. The calendar, as presented, was rejected by the representative from PEITF. The issue of the number of teaching days in the proposed calendar was of particular concern to TF.
- Bob Andrews from the ELSB suggested to those in attendance that they continue to discuss options with the goal of working to an agreed upon proposal. Committee members followed Bob's suggestion and successfully worked through the calendar, performing needs assessments on each of the proposed PD days. In the end, the committee was able to agree

upon a new calendar with the necessary 195 teaching days. PEITF representatives to forward the proposed calendar to their members for approval.

- Next School Calendar Committee meeting is set for January 2014. Assuming that PEITF has accepted the proposed school calendar, the focus of that meeting will be on establishing the necessary communication pieces to ensure that parents understand why the changes were made and the value of increased PD days.
- The Calendar Committee will be looking to the Federation for guidance on the communication pieces.

8. **Next Meeting**: Doodle Poll will be sent to the executive with possible January 2014 Charlottetown meeting dates.

9. **ADJOURNMENT**: The meeting adjourned at 9:40 p.m. Moved by Shelley Muzika.

### **Action Items arising from November 21, 2013 PEIHSF Board Meeting**

1. ***ACTION***: Peter to issue statement on behalf of the Atlantic Caucus regarding how the meeting went.
2. ***ACTION***: Pam to gather input from the executive and local associations on how the department can best and most effectively communicate Common Assessment results with parents and PEIHSF to forward those ideas to Elizabeth Costa.
3. ***ACTION***: Ricardo to prepare Youtube video on the “ins and outs” of on-line lunch ordering programs. The intended audience would be school administrators and local home and school associations.
4. ***ACTION***: Ellen to forward draft of SAS “Minimum Standard of Use” policy to Pam.
5. ***ACTION***: HR Committee to investigate the idea of merging the two support positions into one support staff position, with the staff person in place by September 2014.
6. ***ACTION***: Shirley to contact the Minister of Education on Friday, November 22 to discuss Parents as Partners in Education Survey results and its media release and allow for comment.
7. ***ACTION***: Shirley to contact CBC – Steve Bruce or Kerri Campbell to inform them of the pending release (Parents as Partners in Education Survey results).