

Prince Edward Island Home and School Federation Inc.

Board Meeting Thursday, September 18, 2014

Parkside Elementary, Summerside, PEI

Prior to the meeting, members of the Home and School executive were taken on a tour of Parkside Elementary School. Following the tour, executive members previewed the *Homeworks* TV commercial as well as the *Help My Child* video.

1. Call to Order

President Peter Rukavina called the meeting to order at 6:56 p.m.

In attendance: Peter Rukavina (President), Pam Montgomery (Past President), Joanna Stewart (Vice President), Ellen Campbell (Secretary), Ricardo Angel (Bluefield Family of Schools), Nicky Hyndman (Colonel Gray Family of Schools), Ann Millar (Kinkora Family of Schools), Margie Donovan (Three Oaks Family of Schools), Shirley Jay (Executive Director).

Regrets: Shelley Muzika (Treasurer), Jack Wheeler (Charlottetown Rural), Shelly Keenan (Souris), Cory Thomas (Kensington), Lisa MacDonald (Montague), Heather Mullen (Morell), Jessica Campbell (Westile).

Ellen Campbell acted as recording secretary.

2. Approval of Agenda September 18, 2014

MOTION: That the agenda be approved as presented. Moved by Pam Montgomery. Seconded by Ann Miller. **MOTION CARRIED.**

3. Approval of Minutes of May 29, 2014 Meeting

MOTION: That the minutes of the May 29, 2014 meeting be approved as presented. Moved by Ellen Campbell. Seconded by Joanna Stewart. **MOTION CARRIED.**

4. Business Arising

All Action Items from May 29, 2014 meeting were completed.

5. President's Report

Peter Rukavina provided a written report of recent activities. See September 18, 2014 submitted report for details.

6. Executive Director's Report

Shirley Jay presented a written report of recent activities. See September 18, 2014 submitted report for details.

7. Reports from Committees

a) Finance

Shirley Jay and Peter Rukavina reported on Shelley Muzika's behalf and provided a review of the PEIHSF financial position as of September 17, 2014 (bank statement submitted).

Peter reported an account balance of **\$161,259.02**. Shelley Muzika will provide a detailed report of the Federation's financial position at the Semi-Annual Meeting scheduled for October 21, 2014.

MOTION: That the Financial Report be accepted as presented. Moved by Peter Rukavina. Seconded by Ellen Campbell. **MOTION CARRIED.**

b) Assessment and Evaluation: Nicky Hyndman

- Nicky's committee is reviewing the resolution that Charlottetown Rural submitted at the Federation's annual meeting in the spring of 2014, and subsequent discussion on provincial and national assessments.
- The Committee understands that the issue of student assessment is a particularly touchy subject for parents and that a slow-down and diffusion regarding the negative feelings and media reports is in order.
- Next steps for the committee: Understanding that the DEECD and the ELSB support student assessments, all stakeholders need to work on the messaging to parents – perhaps if parents knew what material for which their children were being tested, they would be more engaged in the process. Tammy Hubley-Little, ELSB, is in agreement and has offered her full support.
- Perhaps the Federation needs to lead small group discussions with parent groups regarding next steps and more effective messaging.
- The idea of engaging the media and encouraging a more balanced approach to reporting on assessment was discussed. The committee will consider meeting with members of the media to discuss this issue.

c) Staffing and Schools: Peter Rukavina

- Peter spoke of the need to establish this committee and find a chairperson who would work to establish frameworks that are solution based to address staffing models, overcrowding in classrooms and schools, among other issues.

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| <p>ACTION: Shirley to approach Tracey Bergman, Chair of West Kent Parent Council and see if she is interested in chairing the Staffing and Schools Committee.</p> |
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d. Technology - Ricardo Angel

- Ricardo attended a Minister's Advisory Committee on IT meeting today (September 18). The province is moving ahead with Windows 7 rollout to schools.
- Souris is the first school to launch Windows 7 and staff members are being trained by IBM consultants who are on site and problem solving. The consultants continue to stress the need for comprehensive training.
- As recommended in the IBM report, English teachers are getting new laptops and all will

have them by year's end. The IBM consultants also noted that technology should be based on educational outcomes and not the reverse. The basis of the report is on practical solutions. See complete IBM report for details of the plan. Copy is in the Federation office.

- If 3 tier WIIFII is approved (as outlined in the report), it will become Board policy.
- Ricardo also indicated that the IT group is moving forward with a plan to use SAS for student reporting rather than TREVLEC.
- Supporting IBM's position that teacher librarians and libraries specifically are integral parts of every school and should evolve and be better utilized, Ricardo would like to see a resolution that would define the role of teacher librarians/libraries to better support the technological needs of each school. Technology committee will explore this idea further.

ACTION: The Minister's IT group is asking the Federation executive for it's assessment of the IBM report and when the report should be released. They would like comments and assessment by October 17, 2014.

e) **School Trustees** – Peter Rukavina

- DEECD is still unclear of the model it will adopt for trustee elections and/or appointments.

ACTION: Peter will work with Pam and explore what model for Trustee elections and/or appointments should be adopted and communicate this plan to Federation executive for input before speaking with the DEECD.

f) **Communication** - Ellen Campbell

- It is evident that clearer communication is required between parents and various stakeholders, including the ELSB and DEECD, and that a communication policy is required.
- Parents continue to voice concern, as evidenced in media reporting, over the lack of information or the timely delivery of information on issues of concern.
- The Communication Committee has turned its attention to communication issues such as discrepancies in websites from school to school and the relevance of the information posted; standardized use of SAS by teachers and administrators; effective and timely dissemination of information to parents from DEECD and the ELSB.

ACTION: Shirley to email local home and school associations' chairpersons and ask whether there is interest in setting up an ad hoc group to discuss communication issues and possible solutions.

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

- DEECD launched its grade 9 Transition Plan. Kathy MacDonald is in charge of the program. Perhaps the Federation should consider inviting Kathy to the semi-annual meeting to chat about the program and discuss how local home and school associations can support it.

h) **Staff/HR** – Peter Rukavina (for Shelley Muzika)

- The Federation has the financial resources to hire Jean Davis, Parent Engagement

Coordinator.

- Joanna suggested that Jean should be approached as soon as possible and, assuming that she is available, the Federation should proceed with offering her the contract.

MOTION: PEIHSF hire Jean Davis for 9 month contract, commencing on October 1, 2014.
Moved by Joanna Stewart. Seconded by Ann Miller. **MOTION CARRIED.**

i) **Parent Engagement** – Joanna Stewart

- See above reading motion.

j) **Meetings** – Peter Rukavina

- The Federation's Semi-annual Meeting is scheduled for October 21, 2014 at Queen Elizabeth Elementary School in Kensington.
- Peter submitted a written draft of the agenda for input.
- Peter encouraged all regional board members to communicate information regarding the semi-annual meeting to local home and school associations.
- The Meetings Committee will explore outside options for people to participate in the meeting, outside of attending. Engagement options such as Skype, web chats and online Drop-in were suggested.

k) **School Calendar** – Joanna Stewart

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| ACTION: Joanna to check on next meeting date for the School Calendar Committee. |
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8. **New Business** -

(a) PEIHSF TV Ad:

- The Federation Board supports the messaging in the ad and has decided not to do a media launch.
- The allotted budget will be used for TV spots and posters.
- The ads will begin on October 22, 2014.

(b) Canadian Home and School Federation correspondence:

- The National Federation has decayed over recent years. The PEIHSF has spent over \$2000 in travel and membership related expenses to attend the National Conference.
- Two years ago, PEIHSF decided to cease its membership with the National Federation. However, the PEIHSF has maintained its membership with the Atlantic H&S Caucus. This is a strong and high functioning group and membership has proven beneficial for the PEIHS Federation.
- The Canadian Federation has once again contacted the PEIHSF asking for membership consideration.

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| ACTION: Shirley to send letter indicating that the PEIHSF will not be renewing its membership to the Canadian Home and School Federation. |
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(c) Ann asked board members if they could revisit the notion of including/inviting staff members to local H&S association meetings. Federation board members had general discussion on how the Federation could help engage staff and what role school administrators might play in this regard. Substitute teachers and their ability to join or participate in local H&S meetings was also discussed.

ACTION: Shirley to contact Marion Murphy for input and guidance on how the PEIHSF might engage teachers/substitutes and administrators and encourage them to participate in their school's Home and School Association meetings.

9. Next Meeting: Next board meeting will occur on November 20, 2014 in Room 125, Royalty Centre, Charlottetown.

10. ADJOURNMENT: The meeting adjourned at 9:05 p.m. Moved by Ricardo Angel.

ACTION ITEMS arising from September 18, 2014 PEIHSF Board Meeting

- 1. ACTION ITEM:** Shirley to approach Tracey Bergman, Chair of the West Kent Student Council and see if she is interested in Chairing the Staffing and Schools Committee.

- 2. ACTION ITEM:** The Minister's IT group is asking the Federation executive for it's assessment of the IBM report and when the report should be released. They would like comments and assessment by October 17, 2014.

- 3. ACTION ITEM:** Peter will work with Pam and explore what model for Trustee elections and/or appointments should be adopted and communicate this plan to Federation executive for input before speaking with the DEECD.

- 4. ACTION ITEM:** Joanna to check on next meeting date for the School Calendar Committee.

- 5. ACTION ITEM:** Shirley to send letter indication that the PEIHSF will not be

renewing its membership to the Canadian Home and School Federation.

- 6. ACTION ITEM:** Shirley to contact Marion Murphy for input and guidance on how the PEIHSF might engage teachers/substitutes and administrators and encourage them to participate in their school's Home and School Associations.