

Prince Edward Island Home and School Federation Inc.

Board Meeting Thursday, June 4, 2015

Three Oaks Senior High School, Summerside, PEI

1. Call to Order

President Peter Rukavina called the meeting to order at 6:30 p.m. (Quorum.)

In attendance: Peter Rukavina (President), Shelley Muzika (Treasurer), Joanna Stewart (Vice President), Lisa MacDougall (Secretary); Family of Schools board representatives: Cory Thomas (Three Oaks), Trevor Moase (Kensington), Ann Millar (Kinkora), Kelly Herget (Westisle), Maureen Kerr (Charlottetown Rural) by Skype, Shauna Mellish (Montague) by Skype; Shirley S. Jay (Executive Director), Jean Davis, Parent Engagement Coordinator

Regrets: Pam Montgomery (Past President), Windsor Wight (Bluefield), Nicky Hyndman (Colonel Gray), Heather Mullen (Morell), Tara Hill Burke (Souris)

2. Guest Speaker

Nicole Haire, Principal of Three Oaks Senior High School presented her work on school climate intervention. Student leaders (Climate Crew) are carefully chosen to participate in workshops focusing on character development, team building, safety, and belonging. Through these workshops, 800-1000 students from TOSH have been trained in empathy and leadership. As leaders in the school community, they have had a significant influence on the other students and there is strong anecdotal evidence that changes in the school culture have been noticeable. Trevor Moase noted that there is clear evidence of the success of this program even on the school bus. Nicole blogs about TOSH activities at <http://www.toshcares.blogspot.ca>.

3. Approval of Agenda June 4, 2015

MOTION: That the agenda be approved as presented.

Moved by Cory Thomas. Seconded by Ann Millar. **MOTION CARRIED.**

4. Approval of Minutes of March 5, 2015 Meeting

MOTION: That the minutes of the January 22, 2015 meeting be approved as presented.

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

5. Business Arising

Action Items from March 5, 2015 meeting.

#1 Peter has learned from Derek McEwen that students on Independent Learning Plans can qualify for graduation.

#5 Peter, Ricardo, Shirley and Jean reviewed the possibility of housing the Robotics kits at the Teacher Resource Centre, but this did not seem like a good solution. The kits will remain with the HSF.

6. President's Report

Peter Rukavina's written report for June 4, 2015 was submitted with highlights as follows:

- There is a need across the province for an integrated rational approach to zoning and the HSF play a role in looking at the larger picture. Discussions should begin at the level of schools and families of schools.
- A "summit meeting" to discuss our provincial school lunch program is scheduled for June 10, 2015 at 9:30 a.m. at the Culinary Institute. All board members are welcome.
- Maureen Kerr will sit on the School IT Infrastructure Committee. There is forward momentum on the issue and the next 6-18 months will see considerable changes with Souris and Spring Park as the model schools.
- Peter included a helpful list of "Four Things Directors Can Do":
 1. Take on an issue and agree to chair a subcommittee
 2. Reach out to home and schools in your family of schools
 3. Respond to Shirley's queries as soon as possible
 4. Attend an ELSB meeting

ACTION: Board members to register with the Federation office for the School Lunch Summit Meeting by Monday, June 8, 2015.

7. Executive Director's Report

Shirley S. Jay's written report for June 4, 2015 was submitted. One highlight: Shirley attended an Imagine Canada information session for charity and non-profit organizations and will send a fact sheet. Peter noted that Shirley's daily log is a very helpful tool and is highly appreciate of her attention to detail.

ACTION: Shirley will circulate a fact sheet about Imagine Canada meeting to members of the board.

8. Parent Engagement Report

Jean Davis' written report for June 4, 2015 was submitted with highlights as follows:

- Of the 24 projects were approved, 11 have been completed. Requests for extension were approved for 4 associations.

MOTION: Approve Parent Engagement Project deadlines (end of October and end of January) for next year. Moved by Ann Millar. Seconded by Shelley Muzika. **MOTION CARRIED.**

- Jean is preparing a wellness grant promoting mental health, which will assist local associations to organize activities, presenters and workshops.
- Jean attended the Student Graduation and Transition Planner Project/ Canadian Career Development Foundation (CCDF) professional learning (May 21, 2015).

- Jean recommends using the earlier Parent Leadership grant deadline in October and January for the 2015-16 school year as they provided more time for completion of projects.

ACTION: Inform local Home and School Associations about *MyBlueprint* and engage facilitator to hold workshops for parents.

ACTION: Parent Leadership Grant deadlines will remain same for 2015-16 school year.

9. Reports from Committees

a) Finance (Shelley Muzika)

- Annual grant of \$74,500 was deposited today.
- In the bank = \$126,000 Assets = \$167,476.90
- Succession planning to be considered. Parent Engagement Coordinator term ends June 2015.

ACTION: Parent Engagement Coordinator position will be extended. Shelley to arrange staffing meeting with Peter and Lee Gauthier.

MOTION: That the Financial Report be accepted as presented. Moved by Shelley Muzika. Seconded by Ann Millar. **MOTION CARRIED.**

b) Technology (Peter Rukavina/Maureen Kerr)

- Maureen Kerr has agreed to be the PEIHSF representative on the Minister's Advisory Committee on Technology. Peter attended the May meeting and reported one issue from Guy Albert, Dept. Education Chair of this committee about the new terms for student account creation and password. Feedback was requested regarding choosing student account names.

ACTION: Peter will circulate new terms for student account creation to the Board.

c) Parent Engagement (Joanna Stewart)

- Jean's report covers all P.E. activities. Nothing further to report.

d) School Calendar (Joanna Stewart)

- The 2015-2016 calendar has been posted on the ELSB website.

e) Resolution Committee (Peter Rukavina)

- Efforts to encourage local Home and School Associations to create Resolutions for their concerns were successful. All Resolutions presented at the AGM were passed.

10. New Business

a) Committee Structure – Peter Rukavina

- Peter suggested that several inactive committees be discontinued and that new committee structure should reflect the recent Resolutions.

Resolution Follow up and Committee Restructuring Summary:

Number	Resolution	Actions
2015-09	Access to SAS by Parents at the Elementary School Level	<ul style="list-style-type: none"> • Reconvene Communication Committee - Ellen Campbell will be invited to chair
2015-08	Establish a Provincial School Lunch Program for All Island Children	<ul style="list-style-type: none"> • Establish a new Provincial Lunch Program Committee • Lisa MacDougall will Chair
2015-07	Enhancing School Board Communications with Local Home and School Organizations	<ul style="list-style-type: none"> • Add to Communication Committee
2015-06	Prompt Establishment of Animals in Schools Policy and Procedures	<ul style="list-style-type: none"> • Shelley Muzika
2015-05	Enrichment Programs	<ul style="list-style-type: none"> • Add to Health / Wellness Committee
2015-04	Request for Offsite Alternate Education Classes	<ul style="list-style-type: none"> • Peter Rukavina
2015-03	Safe Student Transportation with Related Communication Strategies	<ul style="list-style-type: none"> • Add to Communication Committee
2015-02	Storm Closures	<ul style="list-style-type: none"> • Add to Calendar Committee
2015-01	Student Character Development Programs	<ul style="list-style-type: none"> • Add to Healthy Living/Wellness Committee

- Assessment and Evaluation Committee may continue with Nicky Hyndman
- Staffing Allocation Committee, Trustee Committee and new focus on Zoning may be combined in one committee Chaired by Peter

b) AGM evaluation - Shirley S. Jay

- Only 9 evaluations were returned but all reports were positive.
- Next AGM will be on April 9, 2016, Rodd Charlottetown Hotel, Charlottetown.

c) Education Debate – Peter Rukavina

- The debate was very successful and having education debates bracketing the election campaign was very positive.

d) Women’s Institute – “WI Active Like a Girl Run”, October 10, 2015

- This event celebrates the International Day of the Girl and is open to everyone. WI approached PEIHSF for support to get the word out to our

membership. No money was requested unless we decide to offer a prize for the Walk/Run. The event will occur on the trails located on the former Rainbow Valley site. Shirley will attend meetings and provide updates.

e) PEIHSF Decal for member schools – Shirley S. Jay

MOTION: That PEIHSF will spend up to \$1000 in order to purchase decals for each member school in the Federation to be distributed in the Fall 2015. Moved by Shelley Muzika. Seconded by Trevor Moase. **MOTION CARRIED.**

f) SMARTSaver Program – Learning Partnership

- SMARTSaver is a federally funding program All Board members agree that this is a program the HSF should support. SMARTSaver provides an opportunity for low-income families to get a Federal Government grant which can be worth up to \$2,000 for any child that was born in 2004 or later and who has been eligible for the National Child Benefit Supplement. SMARTSaver information cards are being circulating through Welcome to Kindergarten bags.

g) Prime Minister’s Awards for Teaching Excellence 2015 (Lisa)

- 8 submissions have been received. The evaluation is due June 24.

h) School Lunch Program Summit Meeting, June 10, 2015 at 9:30 a.m. at the Culinary Institute of Canada, Charlottetown. Participants to include: 2 chefs, Food Security Network (3), Healthy Eating Alliance, Dr. Jennifer Taylor, Food Sciences, UPEI, Dept. Education, School Board, PEIHSF. Gerry Hopkirk will facilitate this session. Board members are welcome to attend; notify office by Monday, June 8th.

i) Time Line 2015-2016

- AGM April 9, 2016, Rodd Charlottetown Hotel, Charlottetown
- Semi-Annual October 20; Location TBA: Three Oaks Senior High, Summerside.
- Training: Shirley will email members to gauge interest in training for board members that may be available at the semi-annual meeting
- Brainstorming: These were popular this year; will plan for similar locations to occur during the next school year.

ACTION: Shirley to check with Three Oaks Senior High re: location for Semi-Annual; Gauge interest in fall executive training from membership.
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ACTION: Peter will circulate the list of topics that he identified as important to the HSF.
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j) School Board Elections

- Shirley and Peter will meet with new Minister of Education, Early Learning and Culture on July 14th at 2:30 p.m.
- The Trustee Committee may reconvene if needed

- k) Proposal to engage in joint research programs with UPEI Faculty of Education
- Options include 1) Faculty of Education and HSF contribute equal funding to support graduate student research that will benefit HSF and resulting publications will be co-authored. 2) Faculty of Education will fund research that is useful to the Federation.

11. Next Meeting:

September 17, 2015 (Charlottetown)

Board Meeting Schedule 2015-2016 = 3rd Thursday/ Bi-monthly (September – June)

12. ADJOURNMENT: The meeting adjourned at 8:47. Moved by Shelley Muzika.

ACTION LIST – June 4, 2015

- 1. ACTION:** Board members to register with the Federation office for the School Lunch Summit Meeting by Monday, June 8, 2015.
- 2. ACTION:** Shirley will circulate a fact sheet about Imagine Canada meeting to members of the board.
- 3. ACTION:** Inform local Home and School Associations about *MyBlueprint* and engage facilitator to hold workshops for parents.
- 4. ACTION:** Parent Leadership Grant deadlines will remain same for 2015-16 school year.
- 5. ACTION:** Parent Engagement Coordinator position will be extended. Shelley to arrange staffing meeting with Peter and Lee Gauthier.
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