

Prince Edward Island Home and School Federation Inc.

Board Meeting Wednesday, November 25, 2015

Elm Street Elementary 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), Shirley S. Jay (Executive Director), Maureen Kerr (Charlottetown Rural), Nicky Hyndman (Colonel Gray), Cory Thomas (Three Oaks), Windsor Wight (Bluefield), Shelley Muzika (Treasurer), Pam Montgomery (Past President), Kelly Herget (Westisle), Trevor Moase (Kensington), Shauna Mellish (Montague), Lisa MacDougall (Secretary), Ghislaine O'Hanley, Parent Engagement Coordinator.

Regrets: Joanna Stewart (Vice President), Heather Mullen (Morell), Tara Hill Burke (Souris).

2. Orientation: Board Roles and Responsibilities were reviewed for new members with a handout distributed.

3. Approval of Agenda November 25, 2015

MOTION: That the agenda be approved with two adjustments. The Report on the National School Food Conference will follow the President's Report as 6a. Discussion of bullying policy is added as 10f.

Moved by Shelley Muzika. Seconded by Trevor Moase. **MOTION CARRIED.**

4. Approval of Minutes of October 7, 2015 Meeting

MOTION: That the minutes of the October 7, 2015 meeting be approved as presented.

Moved by Shelley Muzika. Seconded by Windsor Wight. **MOTION CARRIED.**

5. Business Arising

Action Items from October 7, 2015 meeting.

#1 Recommendations to revise School Act have been made = Request denied – not enough time to review and introduce during Fall sitting of legislature.

#2 Update is included in Technology Committee report.

#3 Update is included in Technology Committee report.

#4 Joanna is not present.

#5 Environmental issues have been added to the Health and Wellness committee.

#6 Parent Engagement committee met with Ghislaine and new ideas were discussed.

#7 Lisa attended *Changing the Menu Conference*.

#8 Letter from Ken Doiron regarding changes to School Act were sent to Peter.

#9 Pending Action: Shelley and Shirley still need to meet to discuss the Destination Imagination and bring recommendations to the board. Peter will also attend the meeting.

6. a. President's Report

Peter Rukavina's written report for November 25, 2015 was submitted with highlights as follows:

- Changes to education governance in PEI should be seen as an opportunity for greater involvement of the HSF.
- Peter requested that the ELSB not to act in the interest of cafeteria vendors against schools providing free meals to hungry children.
- Parachute Canada organization presents annual awards to Crossing Guards to promote the important role that crossing guards play in keeping children safe. Peter recommended that the Federation establish a new "Crossing Guard of the Year" award to be presented during Safe Kids Week, May/June.
- How many crossing guards does PEI have?

MOTION: PEIHSF to establish a "Crossing Guard of the Year" award recognition to commence in May/June 2016.

Moved by Corey Thomas. Seconded by Windsor Wight. MOTION CARRIED.

ACTION: A new "Crossing Guard of the Year" award will be established and given out during "Safe Kids Week" with Peter and Shirley to do a budget and bring to the January 2016 Board Meeting; Shirley to find out number of crossing guards.

- Peter reminded Board members that the deadline for submitting Resolutions is the end of January and that Ghislaine O'Hanley will be happy to help members create them.
- Note that some terms of office are coming to an end at the April 2016 Annual meeting and the nomination committee will start meeting soon. Pam Montgomery, Past President will be the Nominations Chairperson.

ACTION: Shirley will send around a list of current Board members and the dates of their terms of office.

b. Canada's 1st National School Food Conference Report – Lisa and Ghislaine presented their reports on the National Food Conference, Nov. 12-14 and Coalition For Healthy School Food, Nov. 11th both held in Montreal.

Lisa:

- ➡ Five meeting days were jam-packed with lots of information shared; 450 people attended representing every province.
- ➡ Key messages:
 - Celebrate Successes – existing program to address food security.
 - *School Food is low hanging fruit.
 - Improve food literacy
 - Impact on learning
 - Youth engagement: healthy impact, food systems, social justice, global market impact on local economy, life skills teaching, food culture, build relationship, research
- ➡ MacDonald Farm at McGill University
 - Measure output based on relating factors (i.e. music, don't shout at cows as it affects milk production)

- ➡ Research and Evaluation – mapping successes, organize change theory
- ➡ Next Steps
 - Coalition For Healthy School Food Webinar, Dec. 10th
 - Mapping
 - Federal Minister Agriculture, Hon. MacAulay’s mandate letter
 - Great Big Crunch, Mar. 12, 2016, 2:30 p.m.
 - Can food grow a village!

Ghislaine

- ➡ Great Big Crunch
 - To celebrate locally grown produce
 - Approximately 150,000 people across Canada to participate; “crunch” on an apple simultaneously in March 2016
- ➡ A Fall Big Crunch to be planned
- ➡ PEI needs to establish a non-profit to run a provincial school food program; could be the Healthy Eating Alliance
- ➡ Buy in to get a program up and running
 - Need to bolster / jumpstart a school food program
 - In the beginning, could mean families paying \$1 per child
- ➡ Do kids eat “school food”
 - Learned that when schools use a business such as Chartwells there is a 10% uptake of food
 - when local, healthy food is served there is a 90% uptake
- ➡ Healthy food needs to be entrenched in Society as much as possible
- ➡ Pending Meetings to provide an update on the Montreal experience with:
 - Federal Minister Lawrence MacAulay
 - PEI Agriculture Minister Alan McIsaac
 - Healthy Eating Alliance

Windsor commented that when students wanted to change the school menu to include healthier options, Chartwells was the barrier.

See reports attached.

7. Executive Director’s Report

Shirley S. Jay’s written report for November 25, 2015 was submitted. One highlight: The smoking rate of young Islanders is still unacceptable and the Council for a Smoke-Free PEI supports the government’s proposed ban for flavoured tobacco, without exemption. Of the 19% of youth who smoke in PEI, 85% prefer flavoured tobacco products. Public consultations are scheduled until December 15th.

- Discussion around bullying issues ended with statement that policy is being followed.

8. Education and Engagement Report

Ghislaine O’Hanley’s written report for November 25, 2015 was submitted with highlights as follows:

- Work is underway on the parent leadership grants, the next School Lunch Program Summit will occur in the next few months, members are working on

Resolutions that are due in January, and sessions focusing on mental health issues are being planned.

- Recommendations for resolutions to revisit are included in the report.

9. Reports from Committees

a) Finance (Shelley Muzika)

- Shelley Muzika requested increased funding in 2016-2017 budget from the Department to support staffing (\$12,000).

MOTION: That the Executive Director and Engagement Coordinator wages be increased by 2% and that Cherie LeMoine be hired for one day per week starting in January.

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

MOTION: That the travel rate for Board members be raised from 25 cents to 30 cents per kilometer.

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

MOTION: That the Financial Report be accepted as presented.

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

Shelley reported GICs amounts/maturity dates as follows:

\$60,000 Dec. 9, 2015; \$30,000 Dec. 31, 2015; \$30,000 April 26, 2016

b) Technology (Maureen Kerr)

- Suggesting a media campaign is needed to promote Hour of Code, K-12
- Kelly would like to see an information session on technology in her school community (Westisle family of schools)
- After school technology programs (Hour of Code) are well received in Stonepark, Charlottetown Rural, and Stratford.
- Guy Albert, Dept. Education, may be able to provide workshops for teachers to demonstrate value of technology in the classroom.
- School's Career Explorations has a technology component.
- PEIHSF has no policy on Hour of Code; only conversation to-date
- Gap is widened when students do not have their own device.
- Stratford principal challenged other principals to get involved in Hour of Code
- Peter encouraged Maureen to recommend that the Dept. of Education hold an Open House to educate people about technology
- Windsor: 40 more students are involved in Hour of Code in his school
- Maureen received requests from schools and communities about after school Tech programs including: Montague Rotary wants to start Hour of Code, and Norm Beck, Stonepark, for after school program

Maureen proposed that an education plan is needed for parents/public. A Marketing Plan could be developed using a website as education tool / post cards for invitations. She estimates that a simplified Marketing Plan to design a website including hosting fees and

post card invitations would cost \$350 while a more sophisticated plan designed by a marketing company such as Art Fresh would cost upwards of \$2000.

MOTION: That PEIHSF approve a Marketing Plan to organize a Basics Education Campaign for Hour of Code using a website be developed for budget of \$350.

Moved by Maureen Kerr. Seconded by Kelly Herget.

Amendment: Shelley Muzika amended the motion to increase the budget to \$600.

Moved by Shelley Muzika. Agreement by Kelly Herget. **MOTION CARRIED.**

ACTION: Maureen to bring a Marketing Plan for an Hour of Code educational website to the January Board meeting.

ACTION: Maureen to recommend to Guy Albert, Dept. Education's Technology Committee to hold an Open House to educate people/school community about technology.

Maureen reported that Education 2020's 2016 Excellence in Education Award school award is \$2500 for educational excellence using technology. Shirley has included the Ed 2020 award information in the December 2015 update; to be circulated to Home and Schools and school principals for inclusion in newsletters, blogs, website posts.

- c) Parent Engagement (Joanna Stewart)
 - Peter read Joanna's email: Her meeting in October with Ghislaine and Shirley provided an update with lots of ideas and good review; interested in Nicky's view of 'parent engagement'; what direction the committee should be going in.
- d) School Calendar (Joanna Stewart)
 - Peter read Joanna's email update regarding November 12 meeting: Sandra Herbst (learning and assessment specialist) has been well received; need a clearer discernment between PD days and Administration days so that parents know that 'turn around' is not PD but an administrative organizing day; the committee was hesitant to plan too far ahead as the new changes to the Board and Department could affect things.
- e) Resolution Committee (Peter Rukavina)
 - Nothing to report; the committee will meet following resolution deadline, end of January. Reminders will go out in December update and Peter's column.
- f) Meetings Committee
 - Nothing to report; Peter and Shirley will meet to begin planning for the Annual Meeting in April.
- g) Health and Wellness (Pam)
 - Environment of schools has been added to this committee. Is a resolution (or motion) necessary? Agreed by general consensus of committee.
 - Phys Ed 10 is now mandatory.
 - SHAPES bi-annual report released September 2015. Principals have been asked to share results with schools and Sterling Carruthers has offered to

Speak to schools to explain SHAPES results data and about how to support parents and schools.

- Principals should request that a parent representative sit on school Health and Safety committees annually in September. Training is provided to committee members. We do not know how many Home and School reps.

ACTION: Shirley to ask Joan Moore-Dennis, School Safety Consultant: # of Home and School reps on the Health & Safety committee; frequency of training.

10. New Business

- a) Changing the Menu, Montreal Conference Report – see above.
- b) Education Announcement, November 5th: Peter requested that Home & School Associations attempt to follow democratic election processes in the selection of representatives to sit on the District Advisory Councils.
New information was provided today by the minister's office - Principals are expected to submit names to the department of education by December 31, 2015.
- c) Brain Injury Coalition requested that PEIHSF help to notify parents/schools about wholesale pricing that is available for helmets.

ACTION: Shirley to include Brain Injury information in the December Home and School News update – this is circulated to Home and School/school principals.

- d) Patty Divine requested that the PEIHSF support the Charlottetown Chamber of Commerce request for entrepreneurship education. PEIHSF does not have a policy to support this request.

ACTION: Peter will decline the Charlottetown Chamber of Commerce entrepreneurship request.

- e) Bullying Policy - Cory asked about bullying policy in relation to recent student issue. Shirley contacted the English Language School Board and spoke with Trustee Ricky Hood. He confirmed that board policy is being followed. Trevor reported that Kensington Home and School was asked to look into whether or not proper protocol has been followed.

ACTION: Shirley to find ELSB bullying prevention policy and circulate to board members.

- f) PEI Literacy Alliance, Nicky Hyndman reported a meeting was held last week. Free books for Kids Program – Book Bridges; may be a partnering opportunity. Love of Reading program is implementing volunteers in schools – Derek McEwen is lead person.

11. Next Meeting: January 14, 2016 (Charlottetown)

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

ACTION List – November 25, 2015

1. **ACTION:** Peter / Shirley = A new “Crossing Guard of the Year” award will be established and given out during “Safe Kids Week” with Peter and Shirley to do a budget and bring to the January 2016 Board Meeting; Shirley to find out number of crossing guards.
2. **ACTION:** Shirley will send around a list of current Board members and the dates of their terms of office.
3. **ACTION:** Maureen to bring a Marketing Plan for an Hour of Code educational website plan to the January Board meeting.
4. **ACTION:** Maureen to recommend to Guy Albert, Dept. Education’s Technology Committee to hold an Open House to educate people/school community about technology.
5. **ACTION:** Shirley to ask Joan Moore-Dennis, School Safety Consultant: # of Home and School reps on the Health & Safety committee; frequency of training.
6. **ACTION:** Shirley to include Brian Injury information in the December Home and School News update – this is circulated to Home and School/school principals.
7. **ACTION:** Peter will decline the Charlottetown Chamber of Commerce entrepreneurship request.
8. **ACTION:** Shirley to find ELSB bullying prevention policy and circulate to board members.