

Action Items Arising from November 15, 2012 PEIHSF Board Meeting

1. ACTION ITEM: Shirley will provide more detailed information about telephone charges.
2. ACTION ITEM: Shirley will provide more detailed information Directors Liability Insurance.
3. ACTION ITEM: A resolution will be presented to the board at a future meeting, or by email, moved by Shelley Muzika, seconded by Lee Gauthier, that the wage for the Executive Director be increased to \$20/hour.
4. ACTION ITEM: A resolution will be presented to the board at a future meeting, or by email, moved by Shelley Muzika, seconded by Lee Gauthier, we move to hire a Parent Engagement Coordinator, with a salary of \$14/hour, for 1/2 time work, with a hiring committee to be chaired by Pam Montgomery and to consist of Shirley Jay, Owen Parkhouse and Lee Gauthier.
5. ACTION ITEM: The draft budget will be circulated to directors for approval, mover and seconder to follow. A note will also be sent to directors that neither the increase in Executive Director wages nor the hiring of a Parent Engagement Coordinator will effect the PEIHSF's "break even" position for the fiscal year.
6. ACTION ITEM: A resolution will be presented to the board at a future meeting, or by email, moved by Lee Gauthier, seconded by Shelley Muzika, that the plan for the 60th anniversary celebration be approved as presented and the work being on executing it.

Prince Edward Island Home and School Federation Inc.

Board of Directors Meeting – November 15, 2012

Birchwood Intermediate School, Charlottetown

Call to Order

The meeting was called to order by President Pam Montgomery at 6:30 p.m.

In attendance were: Pam Montgomery (President), Shelley Muzika (Treasurer), Peter Rukavina (Secretary), Lee Gauthier (Region 3 Director), Karla Thompson (Region 4 Director) and Shirley Smedley Jay (Executive Director).

Also in attendance, for the first part of the meeting, were Frances Squire, teacher at Birchwood Intermediate School and Ghenyk Macdonald, a student at the school.

Regrets were received from Lisa Geldert (Vice-President), Owen Parkhouse (Past-President), Ken Williams (Region 1 Director), Raeann Kinch (Region 1 Director), Joanna Stewart (Region 2 Director), Michael Pendergast (Region 4 Director)

Peter Rukavina acted as recording secretary.

Section VII, clause (4) of the PEIHSF bylaws declares “A simple majority of the Board members shall constitute a quorum for the transaction of business.”

The size of the board as of the meeting was 11 members, requiring 6 directors to be present for a quorum; as only 5 directors were present, President Montgomery **declared the meeting not regularly constituted.**

It was agreed, however, by those present to continue with an informal discussion, the results of which would be recorded for circulation, with any formal business to be conducted either at future meetings or by email vote.

What follows, thus, are not formal meeting minutes, but rather an informal record of discussion.

Presentation by Frances Squire and Ghenyk MacDonald

Frances Squire, teacher at Birchwood, and Ghenyk MacDonald, one of her students, attended the meeting at the board’s invitation to provide board members with a school-level view of education technology. Frances provided those present with an overview of her use of technology in the classroom, with specific mention of the frustrations experienced over out-of-date or insufficiently-capable computers and networks; Ghenyk demonstrated similar “pinch points” from a student’s perspective, taking those present on a tour of the various restrictions imposed on student technology use.

Pam thanked Frances and Ghenyk for their insights and they, along with Karla Thompson, left the meeting at 7:20 p.m.

Financial Update

Shirley Jay reported that local association dues are still coming in. Additionally, we have received two donations, totally \$550, at or since the AGM.

There was a discussion of changing the fee for registration at the AGM to \$30; discussion was tabled.

There was a discussion of what appeared to some directors to be high fees for telephone; Shirley Jay reviewed the fees, and agreed to explore whether cheaper rates or alternatives were available.

ACTION ITEM: Shirley will provide more detailed information about telephone charges.

The notion of Directors Liability Insurance was discussed, and Shirley agreed to obtain details and financial information on this.

ACTION ITEM: Shirley will provide more detailed information Directors Liability Insurance.

Shelley Muzika provided a brief review of the PEIHSF financial situation::

- Current Account: \$16,542.65
- GIC 1: \$40,000.00 matures September 21, 2012
- GIC 2: \$20,000.00 matures January 11, 2013
- GIC 3: \$72,780.86 matures October 1, 2013

There was considerable discussion of the budget for the upcoming year, including how to appropriately spend the Parent Engagement funding for purposes for which it was intended.

ACTION ITEM: A resolution will be presented to the board at a future meeting, or by email, moved by Shelley Muzika, seconded by Lee Gauthier, that the wage for the Executive Director be increased to \$20/hour.

ACTION ITEM: A resolution will be presented to the board at a future meeting, or by email, moved by Shelley Muzika, seconded by Lee Gauthier, we move to hire a Parent Engagement Coordinator, with a salary of \$14/hour, for 1/2 time work, with a hiring committee to be chaired by Pam Montgomery and to consist of Shirley Jay, Owen Parkhouse and Lee Gauthier.

ACTION ITEM: The draft budget will be circulated to directors for approval, mover and seconder to follow. A note will also be sent to directors that neither the increase in Executive Director wages nor the hiring of a Parent Engagement Coordinator will effect the PEIHSF's "break even" position for the fiscal year.

Presidents Report

Pam Montgomery presented a report on recent activities:

- Immediate goals are the Parent Engagement Survey, communication with local associations, and planning for the 60th anniversary.
- A primary theme for our work that Pam has identified is “improving mental health in education” and Pam reinforced that we need to find ways to help support parents.
- Pam will be meeting with middle school principals shortly, and will ask “what does parent engagement look like at the middle school level?”
- Pam and Shirley are to meeting with Julia Gaudet and Brenda Miller to discuss a communication plan for special education.
- A brainstorming session for local association presidents will be held on January 29th with location and time to be confirmed.

60th Anniversary Committee Report

Lee Gauthier led a discuss of the proposed celebration of the PEIHSF 60th anniversary in 2013. The concept was summarized as follows:

The 60th Anniversary celebration would take place at Confederation Centre on Saturday March 2. The evening event would be a combination of three separate events throughout the evening .

Dinner

First event would be a \$75 sit down meal followed by the show in Confederation Theatre which would begin at 6pm and hosted in Memorial Hall , invited guests would be Past Presidents Home and School , Presidents of 53 Home and Schools , Premier , Minister of Education, School Boards staff , New English School Board members .After the meal and acknowledgements everyone would be invited into the Confederation Centre Theatre to watch a school which will be presented by Schools and past school students from across the Island .

Show

Second event Confederation Centre Theatre 60th Anniversary show \$10 per ticket 7:30pm start. This show will be a celebration of the talent within our school from across PEI . The show will be a combination of choirs , singers, dancers , poems and dance . We will also have past students to showcase over 60 years of Home and School. A show producers will be hired for a small fee to organize the show layout .

Art Contest

Third event will be an Art Contest which will be run in all 53 schools within Home and School . Our Home and School members will organize this at the Grass Roots level . The winning piece of Art from each School will be on display in the Lobby on Saturday March 2 and a Silent Auction for these pieces could be run . The remaining pieces of Art at each school would also allow each Home and School to do an Art Auction within their school for a fundraising event .

ACTION ITEM: A resolution will be presented to the board at a future meeting, or by email, moved by Lee Gauthier, seconded by Shelley Muzika, that the plan for the 60th anniversary celebration be approved as presented and the work being on executing it.

The informal meeting adjourned at 9:00 p.m.