

Action Items Arising from March 15, 2012 PEIHSF Board Meeting

1. ACTION ITEM: Owen to research existing school lunch timing policy and to contact school boards to discuss.
2. ACTION ITEM: The “succession planning” committee (Owen, Peter, Shelley, Shirley) will meet ASAP.
3. ACTION ITEM: All directors will get back to Shirley Jay by March 29th with suggested recipients for the four national awards. Shirley will coordinate discussion and decision via email after that, with a deadline of the end of April.
4. ACTION ITEM: Owen will organize a meeting with Peter McKenna and invite Shirley, Pam and Peter to attend.

Prince Edward Island Home and School Federation Inc.

Board of Directors Meeting – March 15, 2012

Room 236, Royalty Centre, Charlottetown

Call to Order

The meeting was called to order by President Owen Parkhouse at 6:15 p.m.

In attendance were: Owen Parkhouse (President), Sue Petit (Treasurer and Region 2 Director), Peter Rukavina (Secretary), Lainey Williams (Region 1 Director), Raeann Kinch (Region 1 Director), Pam Montgomery (Region 2 Director), Shelley Muzika (Region 3 Director), Lisa Geldert (Region 3 Director), LaVerne MacKinnon (Region 4 Director) and Shirley Jay (Executive Director).

Absent were Bill Whelan (Past-president) and Angie Matheson (Vice-President).

Peter Rukavina acted as recording secretary.

Approval of Agenda

MOTION: That the agenda be approved presented. Moved by Shelley Muzika, Seconded by Sue Petit. **MOTION CARRIED.**

Approval of Minutes of January 31, 2012 Meeting

MOTION: That the minutes of the January 31, 2012 meeting be approved as amended with the addition of Pam Montgomery as attendee. Moved by Lainey Williams, Seconded by Pam Montgomery. **MOTION CARRIED.**

Business Arising from the Minutes

A resolution on the time made available for student lunch was not developed. This motion was discussed and it was determined that the best course of action would be for Owen to confirm existing policy and contact school boards to discuss.

ACTION ITEM: Owen to research existing school lunch timing policy and to contact school boards to discuss.

Maintenance schedules were not requested by Owen. Peter discussed parents participating on the Joint Occupational Health and Safety Committee meetings, and suggested this might be a better vehicle for obtaining this information.

Peter reported on progress with the Community Foundation of PEI as regards a “IT department for the non-profit sector”: he met with John Robinson of the Foundation, and John was enthusiastic about the idea and the next step is to pursue a meeting with similar “meta-organizations” like ours – Environmental Network, Women’s Institutes, etc. – to see if there is broad interest. Peter will continue to report on progress.

Owen reported that no action has been taken on succession planning yet.

ACTION ITEM: The “succession planning” committee (Owen, Peter, Shelley, Shirley) will meet ASAP.

No conclusive answer to the question of whether the PEIHSF can issue charitable tax receipts on behalf of member locals was determined; our accountant has agreed to pursue this with Canadian Revenue Agency.

Shirley reports that a “Donate” button will shortly be added to the PEIHSF website.

Shirley reported that no action was taken on the parent survey.

Owen reported on the meeting between the PEI Teachers Federation, PEIHSF representatives and Hon. Robert Ghiz regarding cuts to information technology capital budget. The Premier’s strong message was “there is no money” and he indicated that increased resources will have to come, at least in the short term, through innovation and thrift.

Peter reported that the 5 information technology-related resolutions were drafted and submitted to Shirley for circulation to locals.

Pam reported she is still working out logistical issues on presenting a report from the Special Education and Students Services Committee.

Shirley reported that Bill has agreed to chair the nominating committee for the 2012 AGM.

Peter reported on commemoration of the 160th anniversary of free education: a *pro forma* resolution has been requested from both the Premier’s Office and from the Dept. of Education and Early Childhood Development; no public lecture is planned; there has been no media interest in reporting on this yet, but Shirley agreed to contact the CBC to cultivate this.

Financial Report

Sue presented a report on the financial position of the PEIHSF. Account balances are as follows:

- Current Account: \$12,137.95
- GIC 1: \$40,168.00 matures March 21, 2012
- GIC 2: \$40,000.00 matures September 21, 2012
- GIC 3: \$20,000.00 matures November 16, 2012

Sue reported that the accountant (David Wright, CGA) has our financial statements ready for presentation at the AGM. She further reported that going forward our “parent engagement” financial information will be accounted for separately from regular operations.

MOTION: That the Financial Report be accepted as presented. Moved by Sue Petit, Seconded by LaVerne MacKinnon. **MOTION CARRIED.**

Presidents Report

Owen presented a brief oral report on activities of the PEIHSF since the last meeting:

- We received an initial “hey, you know you requested an 18% increase in funding!!” letter from the Dept. of Education and Early Childhood Development, but this was not a formal approval or denial of our request, which is expected at a later date.
- We need to discuss additional routes for parent engagement, for example sub-committees at the local level, and other strategies that allow us to expand local activities beyond fundraising.
- Owen and Shirley met with the principal of the Lennox Island school; the meeting was positive and it is hoped that the school considers joining the PEIHSF.
- Owen thanked all board members for continued service.

Parent Engagement Report

In the absence of Bill Whelan, formal discussion of the parent engagement program was tabled.

There was, however, a brief discussion of the utility of administrative support for parent engagement projects, especially multi-school projects, and it was suggested that funds could be legitimately used for this purpose (i.e. to hire a part-time “project coordinator” for a project at the local level).

Technology in Education Report

Peter updated the board on a proposed wireless Internet pilot project for Prince Street and Eilerslie Elementary schools that he has proposed, and reviewed the bureaucratic reaction to the proposal which has been widespread, cautious, but generally open to the idea. Peter will continue to forward the project and will report back on progress at the next meeting.

New Business

The Annual General Meeting plans were reviewed. All present committed to attending the AGM, and Shirley indicated the Bill Whelan will attend as well.

There was considerable discussion of how to fill the vacancies on the board (President, Vice-President, and 4 regional director positions) and Owen reviewed the duties of the President in some detail and indicated a willingness to meet with any director to discuss the possibility of offering their service.

The plans for the upcoming Canadian Home and School Federation Annual Meeting in Charlottetown, May 31 to June 2, 2012 were reviewed and the four awards the the PEIHSF board is responsible for selecting recipients of (as the “host province”) were reviewed.

ACTION ITEM: All directors will get back to Shirley Jay by March 29th with suggested recipients for the four national awards. Shirley will coordinate discussion and decision via email after that, with a deadline of the end of April.

The proposal of Hernewood School to change the name of “Teacher/Staff Appreciation Week” to “Staff Appreciation Week” was discussed without conclusion. This is a Canadian Home and School Federation initiative, so any change would have to happen on a national level, and Shirley reported that Hernewood was invited to submit a late resolution to the AGM if they wanted to take this forward.

Shirley updated the meeting on the \$25 awards from the PEIHSF presented at the provincial science and heritage fairs. There was discussion of whether the amount was still appropriate and it was decided that it was.

Peter mentioned an initiative at Prince Street School discussed earlier in the week to hold a pre-project open house for parents, especially parents new to the science and heritage fairs, to let them know what’s expected from parents. Prince Street will do this in 2012-2013 and report back results.

There was considerable discussion of the provincial approach to adapted and modified learning, jumping off from a meeting that Owen and Shirley had with a concerned parent. It was decided that a meeting with Peter McKenna at Holland College who works in this field.

ACTION ITEM: Owen will organize a meeting with Peter McKenna and invite Shirley, Pam and Peter to attend.

Lisa left the meeting at 9:07 p.m.

Owen circulated a copy “Look Fors” online document that is presented to parents in New Brunswick as a way of laying out the agenda for their children’s education over the course of the school year – teacher activities, student activities, curriculum, etc. all presented in plain language. See <http://www.gnb.ca/0000/publications/curric/PracticetoLookFor.pdf>

Peter recommended that members be reminded at the AGM of the opportunity for parent participation in the Joint Occupation Health and Safety Committees.

Adjournment

The meeting adjourned at 9:16 p.m.

The next meeting is scheduled for May 17, 2012 in Summerside.

A reminder that the Annual General Meeting is April 14th.