

Prince Edward Island Home and School Federation Inc.
Board Meeting Thursday, January 22, 2015
Summerside Intermediate School, Summerside, PEI

1. Call to Order

President Peter Rukavina called the meeting to order at 6:35 p.m.

In attendance: Peter Rukavina (President), Shelley Muzika (Treasurer), Joanna Stewart (Vice President), Ellen Campbell (Secretary), Nicky Hyndman (Colonel Gray Family of Schools), Ann Millar (Kinkora Family of Schools), Margie Donovan (Three Oaks Family of Schools), Shelly Keenan (Souris), Cory Thomas (Kensington), Lisa MacDougall (Montague), Heather Mullen (Morell), Jessica Campbell (Westile), Shirley Jay (Executive Director), Cherie Lemoine (PEIHSF), Jean Davis (PEIHSF).

Regrets: Pam Montgomery (Past President), Ricardo Angel (Bluefield Family of Schools), Jack Wheeler (Charlottetown Rural).

Ellen Campbell acted as recording secretary.

2. Approval of Agenda January 22, 2015

MOTION: That the agenda be approved as presented with the addition of Heritage Fair and Science Fair under Finance and Brainstorming Sessions and Resolutions under New Business. Moved by Shelley Muzika. Seconded by Shelly Keenan. **MOTION CARRIED.**

3. Approval of Minutes of November 20, 2014 Meeting

MOTION: That the minutes of the November 20, 2014 meeting be approved as presented. Moved by Ann Millar. Seconded by Cory Thomas. **MOTION CARRIED.**

4. Business Arising

All Action Items from November 20, 2014 meeting were completed.

5. President's Report

Peter Rukavina provided a written report of recent activities. See January 22, 2015 submitted report for details.

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| <p>ACTION: As follow up to #2 on Peter's written report regarding IEP and subsequent graduation requirements, Peter to request meeting with Derek McEwen, Education department, and report back to board with the meeting date.</p> |
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6. Executive Director's Report

Shirley Jay presented a written report of recent activities. See January 22, 2015 submitted report for details.

7. Parent Engagement Report

Jean Davis presented a written report of recent activities. See January 22, 2015 submitted report for details.

- Following the publication of The Guardian's article on PEIHSF's Parent Engagement Program, there was marked increase in interest from non-participating schools.
- Participating schools can borrow the banners that PEIHSF has purchased (online from Banner Bug) to advertise and promote their events.
- Moving the deadline dates has helped increase participation and in interest in the grant program.
- Jean will be with PEIHSF until the end of June 2015.

8. Reports from Committees

a) Finance

- Shelley Muzika provided a review of the PEIHSF financial position as of the end of January 2015 (no bank statement submitted).
- The bank balance is approximately \$13 000 and will provide funds to cover the Federation's expenses until March when new funding comes in.
- One GIC is due at the end of January and will be rolled into the bank account. Two others are invested.
- Province is offering same funding for next year although no official confirmation of that was provided in writing.
- PEIHSF finances will be finalized at the next Board meeting in March 2015.
- Science and Heritage Fair funding will be the same as last year.

ACTION: Shirley to get price for 1500, 2000 and 3000 color brochures to be included in the DEECD's Welcome to Kindergarten kits.

MOTION: That \$2000 be allocated for purchase of color brochures for Welcome to Kindergarten kits. Moved by Shelley Muzika. Seconded by Jessica Campbell. **MOTION CARRIED.**

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 now made up of 5-6 active participants.
- Nicky attended the CMEC (Council of Minister's of Education in Canada) meeting in October. The group was focusing particular attention to PISA. Nicky has notes for anyone interested.

ACTION: Meetings Committee to discuss option of inviting Tammy Hubley-Little, ELSB, to present on Progress Monitoring at PEIHSF's Annual meeting in April.

ACTION: Peter and Shirley to find out if Grade 11 Math Assessments that began on January 22 and count as final grade for students are valued the same at every Island high school.

c) **Staffing Allocation** - Lisa MacDougall

- Lisa has accepted the role of Chair of the Staffing Allocation Committee.
- There are 5-6 active members. Lisa engaged in and excellent “pick your brain” session with Linda Lowther, former teacher and school trustee.
- Steep learning curve as this issue is complex. Lisa hopes to have more to report at next board meeting.

d. **Technology**

Deferred to next board meeting.

e) **School Trustees** – Peter Rukavina

- Cory Thomas and Lisa MacDougall have agreed to sit on Committee.

ACTION: Peter to speak to Lee Gauthier, former PEIHSF board member and past chair of School Trustee Committee, regarding his experiences with the issue. Peter to report details of the meeting back to PEIHSF board members.

ACTION: Shirley to review PEIHSF’s School Trustee Elections Policy.

f) **Communication** - Ellen Campbell

- The Communications Committee has been discussing the issue of parent engagement and the “falling off” affect that so often occurs as their students move into intermediate and senior high.
- Parents continue to suggest that the StudentsAchieve System, when used by teachers in a timely and relevant way, is an effective way to engage in their student’s education.
- It is therefore suggested that perhaps parents, who are at their most engaged when their children are in elementary school have access to the StudentsAchieve System when their students start kindergarten. By doing so, parents would already know the system well when their students enter higher grades, when more information is being added to the system.

ACTION: Communications Committee to submit a resolution requesting the ELSB allow all parents and students beginning in elementary school access to the StudentsAchieve System.

g) **Healthy Living/Wellness**

Deferred to next Board Meeting.

h) **Staff/HR** – Shelley Muzika

Jean Davis, Parent Engagement Coordinator, and Cherie LeMoine, PEIHSF Office Assistant, to remain until the end of June 2015..

i) **Parent Engagement** – Joanna Stewart

- See notes from Jean Davis' report on Parent Engagement.

j) School Calendar – Joanna Stewart

- Committee has a conference call scheduled for January 30th. Joanna will report on what is covered in that call.

ACTION: Peter to include a suggestion in his next article in The Guardian that local H&Ss inquire from their own administrations information regarding what is covered in PD days.

k) Resolutions – Peter Rukavina

- Shirley is working with local H&Ss on their resolution submissions and helping them with wording, background information and formatting.
- Shirley to have final resolutions to local H&Ss six weeks before PEISHF's Annual Meeting in April as per By-Laws which allows Locals time to discuss at February/March meetings.

ACTION: Shirley to book Resolutions Review Meeting for first week of February.

8. New Business -

a) Nominations Committee 2015

- Eastern Representative on Committee is Shelly Keenan and Pam Montgomery is Chair and representing the West.

b) Souris School Crossing Guard

MOTION: That Peter write a letter to ELSB stating that PEIHSF supports its local H&S Associations, and Souris Home and School Association in particular, and their position of not funding the employment position of the crossing guard or any staff position. Additionally, Peter to ask that ELSB immediately cease asking Souris H&S for that financial support. Moved by Jessica Campbell. Seconded by Cory Thomas. **MOTION CARRIED.**

c) Brain Injury – Request for representation

ACTION: Shirley to forward request to Health and Wellness Committee for consideration.

d) School Effectiveness Report – Peter Rukavina

- Previously called School Development, the group lead is Bob Andrews, Director, with the assistance of Anne Hall and Ronnie Taweel.
- The group is working with individual schools to help develop and activate their own plan, strategies and PD to better and more effectively support student outcomes with a focus on the whole rather than only the hard data. The end goal is for each school to have an established School Effectiveness Plan that they would submit to the ELSB and further, that the plan would be made public.
- The challenge for each school is to develop a plan that encompasses the whole rather than

just the hard data (ie, supporting what some might consider softer issues such as the arts, music instruction and the like). By way of backstory, Jane MacMillan, during her tenure as Western School Board Superintendent, focused more aggressively on numeracy, literacy goals and other hard pieces and less on perceived softer issues such as school dances, student outings, etc. There has been a shift of late that suggests that student contentment and ultimately student success are defined by more than just numeracy and literacy outcomes and that to better support student effectiveness, attention to other issues such as the perceived softer subjects is important as well.

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| <p>ACTION: Shirley and Peter to invite Bob Andrews to speak at either the March 2015 Board meeting or the Annual Meeting in April regarding his work on School Effectiveness.</p> |
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e) Meeting with Rhonda Matters regarding Mental Health Strategy – Peter to meet with her next week.

f) Brainstorming Sessions

- Peter encouraged all board members to attend at least one session. These sessions are H&S discussions and not intended to be public debates on education.
- Jessica added that in the next round of discussions that perhaps the PEIHSF could arrange to have a Brainstorming Session in the western end of the Island – perhaps at Westisle.

g) Resolutions

- Board members to encourage their local H&Ss to consider submitting a resolution. Deadline is January 30th.

9. Next Meeting: Next board meeting will occur on March 5, 2015 at Royalty Centre, Charlottetown.

10. ADJOURNMENT: The meeting adjourned at 8:20 p.m. Moved by Shelly Keenan.

ACTION ITEMS arising from January 22, 2015 PEIHSF Board Meeting

- 1. ACTION ITEM:** As follow up to #2 on Peter's written report regarding IEP and subsequent graduation requirements, Peter to request meeting with Derek McEwen, Education and Early childhood Development, and report back to board with the meeting date.
- 2. ACTION ITEM:** Shirley to get price for 1500, 2000 and 3000 color brochures to be included in the DEECD's Welcome to Kindergarten kits.
- 3. ACTION ITEM:** Meetings Committee to discuss option of inviting Tammy Hubley-Little, ELSB, to present on Progress Monitoring at PEIHSF's Annual meeting in April.
- 4. ACTION ITEM:** Peter and Shirley to find out if Grade 11 Math Assessments that began on January 22 and count as final grade for students are valued the same at every Island high school.
- 5. ACTION ITEM:** Peter to speak to Lee Gauthier, former PEIHSF board member and past chair of School Trustee Committee, regarding his experiences with the issue. Peter to report details of the meeting back to PEIHSF board members.
- 6. ACTION ITEM:** Shirley to review PEIHSF's School Trustee Elections Policy.
- 7. ACTION ITEM:** Communications Committee to submit a resolution requesting the ELSB allow all parents and students beginning in elementary school access to the StudentsAchieve System.
- 8. ACTION ITEM:** Peter to include a suggestion in his next article in The Guardian that local H&Ss inquire from their own administrations information regarding what is covered in PD days.
- 9. ACTION ITEM:** Shirley to book Resolutions Review Meeting for first week of February.
- 10. ACTION ITEM:** Shirley to forward Brain Injury Association request to Health and Wellness Committee for consideration.
- 11. ACTION ITEM:** Shirley and Peter to invite Bob Andrews to speak at either the March 2015 Board meeting or the Annual Meeting in April regarding his work on School Effectiveness.