

Prince Edward Island Home and School Federation Inc.

Board Meeting Thursday, November 27, 2014

Charlottetown, PEI

1. Call to Order

President Peter Rukavina called the meeting to order at approximately 6:40 p.m.

In attendance: Peter Rukavina (President), Shelley Muzika (Treasurer), Heather Mullen (Morell), Lisa MacDonald (Montague), Shirley S. Jay (Executive Director).

Participation via Skype: Pam Montgomery (Past President), Joanna Stewart (Vice President), Ricardo Angel (Bluefield Family of Schools), Shelly Keenan (Souris), Cory Thomas (Kensington), Ann Millar (Kinkora Family of Schools), Jessica Campbell (Westisle), Margie Donovan (Three Oaks),

Regrets: Ellen Campbell (Secretary), Jack Wheeler (Charlottetown Rural), Nicky Hyndman (Colonel Gray Family of Schools)

Shirley Jay and Lisa MacDougall acted as recording secretaries.

2. Approval of Agenda November 27, 2014

MOTION: That the agenda be approved as presented. Moved by Ann Miller. Seconded by Jessica Campbell. **MOTION CARRIED.**

3. Approval of Minutes of September 18, 2014 Meeting

MOTION: That the minutes of the September 18, 2014 meeting be approved as presented. Moved by Ann Miller. Seconded by Shelly Keenan. **MOTION CARRIED.**

4. Business Arising

Progress on action items from September 18, 2014 is as follows:

1. Lisa MacDougall has volunteered to Chair the Staffing and Schools Committee.
2. Ricardo met with the technology committee members, submitted their feedback to the Minister's IT group in support of the IBM report and were thanked by the province. All schools are to have Wi-Fi over the next 5 years.
3. No progress has been made regarding a model for Trustee elections and/or appointments.
4. No meeting has been set for the School Calendar Committee.
5. Shirley/Peter to send letter to Canadian Home and School Federation in the near future.
6. Shirley will contact Marion Murphy in the near future.

5. President's Report

Peter Rukavina provided a written report of recent activities. See November 27, 2014 submitted report for details.

ACTION ITEM: Proposed Graduation Requirements draft document will be circulated to board members for review only. It is not to be released to the public.

6. Executive Director's Report

Shirley Jay presented a written report of recent activities. See November 27, 2014 submitted report for details.

7. Parent Engagement Report

Jean Davis presented a written report of recent activities. See November 27, 2014 submitted report for details.

8. Reports from Committees

a) Finance

Shelley Muzika provided a budget for 2015, as circulated to the board prior to the meeting. This budget provides permanent support for Shirley in the office and begins to build a succession plan for the position of Executive Director. The Parent Engagement grant will provide sustainable funding for the position without affecting the ability to provide parent engagement grants to schools.

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

b) Assessment and Evaluation: Nicky Hyndman

- Deferred to the next meeting. This committee has not yet met.

c) Staffing and Schools: Lisa MacDougall

- Deferred to the next meeting. This committee has not yet met.

d) Technology - Ricardo Angel

- The province is moving ahead with Windows 7 rollout to schools and has made a positive move to embrace the IBM report. They plan to implement Wi-Fi in all schools over the next 5 years. The committee provided their recommendations to the Minister's IT group, including a better filtering system. The technology committee will continue to advocate at the provincial level for embedded technology. The changes have been positive so far.
- The HSF will refer to Health Canada guidelines in response to questions regarding the safety of Wi-Fi.
- The capital budget was passed today and funding for classroom technology will stay at 750,000 for the foreseeable future.

e) School Trustees – Peter Rukavina and Pam Montgomery

- DEECD is still unclear of the model it will adopt for trustee elections and/or appointments.
- Cory Thomas volunteered to sit on the School Trustees Committee; also Lisa MacDougall.

ACTION: Peter will work with Pam and explore what model for Trustee elections and/or appointments should be adopted and communicate this plan to Federation executive for input before speaking with the DEECD.

f) **Communication** - Ellen Campbell

- Deferred to the next meeting. Ellen is still looking for people for this committee.

g) **Healthy Living/Wellness** – Pam Montgomery

- Sterling Carruthers, DEECD, received 52 School Health grant applications. A new Active Schools partnership with Canadian Tire affords each school that applies to receive “active schools” equipment, not monies.

h) **Staff/HR** – Shelley Muzika

- This was covered in the Financial report.

i) **Parent Engagement** – Joanna Stewart

- See Jean Davis, Parent Engagement Coordinator’s report. Joanna noted that it is good to have Jean back on contract to lead this initiative. The committee has not met.

j) **School Calendar** – Joanna Stewart

- Joanna received proposed changes for school calendars 2015-2016 and 2016-2017 from Imelda Arsenault, DEECD committee chairperson.

- **ACTION:** Board to review and send comments, if any, to Joanna concerning the two Proposed School Calendars 2015-2016 and 2016-17. **NOTE:** These documents are in draft form and not to be released to the public. (Shirley)

k) **Meetings** – Peter Rukavina

- The wording in the school act regarding parent councils will be amended to reflect the intended meaning as being Home and School Associations.

9. **New Business** -

(a) **Brainstorming Session in January**

Peter suggested that the brainstorming sessions for Home and School Chairs be held in January. The focus will be discussions of local issues in a provincial context, rather than provincial issues in a local context. Ann noted the need to be clear on what we are brainstorming about (i.e. challenges at local level or discussions on a higher level). Other suggestions: Skype component, Tele-

conferencing at Holland College (Cory to check on this).

ACTION ITEM: Peter and Shirley to arrange 2 January Brainstorming Sessions with stated purpose; one in Western PEI and one in Charlottetown. Cory to check with Holland College.

b) Resolutions Committee

- A resolution committee needs to be created to review and respond to resolutions, which are due by January 31. This committee would meet once following receipt of resolutions to determine readiness for presentation to the Annual Meeting. Heather Mullen, Margie Donovan and Ann Miller agreed to review resolutions.

c) Board-level Resolutions from Committees

- Peter reminded the group that a board level resolution could be produced from the committees.

d) Meetings – Peter Rukavina

- There will be a meeting of the Meetings committee to discuss the Annual meeting scheduled for Saturday, April 11, 2015.

e) School Act

There is need for clarification in the School Act section on School Councils. Shirley and Peter met with the superintendent to discuss. The action lies with the department of education. A meeting is pending with the minister to discuss.

f) Preparing education questions for upcoming election

Heather Mullen asked how we might make education a priority in the upcoming election. There is a need to prepare questions for our membership, post on our website, Facebook, Twitter to get the word out to candidates and the public. Heather is willing to advise only.

Shirley received a phone call in the office from an Ellerslie school parent asking if PEIHSF prepares questions for parents to ask of candidates during an election. The parent was asked for her questions which she will forward in January.

ACTION ITEM: Shirley to check with Ellerslie parent to chair or assist with preparing election questions and perhaps a public forum. Heather will advise.

10. Next Meeting: Next board meeting will occur on January 22, 2015 in Summerside.

11. ADJOURNMENT: The meeting adjourned at 8:05 p.m. Moved by Shelley Muzika.

**ACTION ITEMS arising from November 27, 2014
PEIHSF Board Meeting**

- 1. ACTION ITEM:** Proposed Graduation Requirements will be circulated to board members for review only. NOTE: This document is in draft form and not to be released to the public. (Shirley)

- 2. ACTION ITEM:** Board to review and send comments, if any, to Joanna concerning the two Proposed School Calendars 2015-2016 and 2016-2017. NOTE: These documents are in draft form and not to be released to the public. (Shirley)

- 3. ACTION ITEM:** Peter and Shirley to arrange 2 January Brainstorming Sessions with stated purpose; one in Western PEI and one in Charlottetown.

- 4. ACTION ITEM:** Shirley to check with Ellerslie parent to chair or assist with preparing election questions and perhaps a public forum. Heather will advise.

- 5. ACTION ITEM:** Shirley/Peter to send letter indication that the PEIHSF will not be renewing its membership to the Canadian Home and School Federation.

- 6. ACTION ITEM:** Shirley to contact Marion Murphy for input and guidance on how the PEIHSF might engage teachers/substitutes and administrators and encourage them to participate in their school's Home and School Associations.

- 7. ACTION ITEM:** Cory Thomas volunteered to sit on the School Trustees Committee; Lisa MacDougall is also interested.