

**Prince Edward Island Home and School Federation Inc.**  
Board Meeting  
Wednesday, October 7, 2015  
Room 236 Royalty Centre, 40 Enman Crescent, Charlottetown, PEI

1. Call to Order

President Peter Rukavina called the meeting to order at 6:40 p.m. Quorum at 6:50 p.m.

In attendance: Peter Rukavina (President), Shelley Muzika (Treasurer), Joanna Stewart (Vice President), Family of Schools board representatives: Windsor Wight (Bluefield), Nicky Hyndman (Colonel Gray), Heather Mullen (Morell), Cory Thomas - Skype (Three Oaks), Trevor Moase (Kensington), Kelly Herget (Westisle), Maureen Kerr (Charlottetown Rural), Shirley S. Jay (Executive Director), Ghislaine O’Hanley, Education and Engagement Coordinator

Regrets: Pam Montgomery (Past President), Lisa MacDougall (Secretary); Tara Hill Burke (Souris), Ann Millar (Kinkora), Shauna Mellish (Montague)

2. Approval of Agenda October 7, 2015

Peter asked for additions to the agenda.

**MOTION:** That the agenda be approved as presented. Moved by Windsor Wight. Seconded by Trevor Moase. **Subject to ratification.**

3. Approval of Minutes of June 4, 2015 Meeting

**MOTION:** That the minutes of the June 4, 2015 meeting be approved as presented.

Moved by Maureen Kerr. Seconded by Trevor Moase. **Subject to ratification.**

4. Business Arising

Action Items have been completed.

5. President’s Report

Peter Rukavina’s written report for October 7, 2015 was submitted with highlights as follows:

- Social Mixer - a 45 minute mixer with coffee/biscuits was held September 2 at Haviland Club. There was a cooperative spirit in the room. Key education partners were invited and are now able to put faces with names. Attendees: CUPE reps, Teachers’ Federation, English Language School Board Trustees and superintendent, Education Minister and other department staff.
- The School Act needs to be changed to clarify language around Home and School and School Councils. Home and School mention is an afterthought statement. Members are characterized as all parents, guardians and school staff. There is the need to move away from the notion that H&S is a Parent Lobby Group. Members are characterized as ALL parents, guardians, teachers, custodians; we should move away from the notion that we are a “Parent” lobby group. Former board member, Ken Doiron, drafted a letter (2004-05) to better clarify Home and School’s role in School Act. This can be used as background at committee level.
- HR committee, Shelley and Peter, met in July and decided to move forward with hiring another staff person as Education and Engagement Coordinator. Happy to welcome Ghislaine O’Hanley who will carry out work of parent engagement grant program and to move Federation policy forward.

- Lots of meetings and presentations are outlined in Peter's report. See attached.

Heather Mullin arrived at 6:50 p.m. constituting a quorum and ratifies previous motions.

**ACTION: Peter, Shirley and Shelley to discuss how to proceed with revisions to the School Act as related to Home and School and School Councils.**

6. Executive Director's Report

Shirley submitted a written report. Peter appreciates the daily log which provides details on phone messages, emails requests, in-office / outside the office meetings, etc.

7. Education and Parent Engagement Coordinator Report

Ghislaine started work yesterday, October 6, 2015, and has begun her review of the Parent Engagement Grant and Policy files.

8. Reports from Committees

Peter reported that Lisa is available to sit on the board as secretary.

**MOTION:** To reappoint Lisa MacDougall as PEIHSF secretary to the board.

Moved by Heather. Seconded by Windsor. **Motion carried.**

a) Finance - Tabled until later on the agenda.

b) Technology Maureen Kerr)

Committee report was circulated. See attached.

- 5 M. Wifi Technology upgrade in Island schools: more education is needed to educate parents and the general public on breakdown for this large expense
- High schools almost complete with other schools to follow; Three Oaks High School renovations, to be finished by end of 2016, brings with it, necessary tech upgrade
- New Chrome books will replace used computers in the system
- Bring your own device (BYOD) policy is in draft form
- There is concern (parents/public) about all school day Wifi; suggest the Dept. Tech committee invite Chief Public Health Officer to a meeting
- Hour of Code is a world-wide event which teaches how to code within the hour; need buy-in teachers and parents; PEI system is not involved at this time; suggestion by PEIHSF Tech Committee to create "buzz" about Hour of Code to initiate a contest in the school system with PEIHSF paying for prizes in amount of \$2300 (brochure/prizes).
- Board comments on contest: Broader focus on fields of study so we are not just about technology; on the other hand, a contest can excite students about technology; can we tap into existing technology such as Raspberry Pi?
- Maureen would like more feedback from members on technology

**ACTION: Maureen to take comments back to committee concerning Hour of Code.**

**ACTION: Board to ask local members if there are any questions concerning technology for Maureen to bring to the department of education.**

Shelley Muzika arrived at 7:10 p.m.

c) (Shelley Muzika)

Bank balance = \$17,952.31

Assets: GICs = \$10,130 (in the mail); \$60,000 matures Dec. 9/2015;  
\$30,000 matures April 2016.

- The new staff person will help draw down carried over parent engagement funds.
- We used to have two grants (Operations and Parent Engagement) which have been combined and are now awarded together providing more stability.
- Bank statement was circulated for board to review requesting one person to initial.

**MOTION:** To accept financial report as presented.

Moved by Shelley Muzika. Seconded by Maureen Kerr. **Motion carried.**

c) Parent Engagement (Joanna Stewart)

Joanna welcomes Ghislaine. A Parent Engagement Committee meeting will be arranged within the next two weeks to provide review and this school year's grant program. Applications for two rounds in this year's application process are October 23/15 and January 29/16.

d) School Calendar (Joanna Stewart)

The next meeting of the School Calendar Committee, department of education, will be on November 12, 2015 in Summerside. Peter will join Joanna at this meeting. Joanna welcomes feedback from the board on the school calendar.

<p><b>ACTION: Board to ask local members if there are any questions concerning the school calendar for Joanna to bring to the department of education.</b></p>
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e) Resolution Committee (Peter Rukavina)

Peter led the Resolution session at three Leadership Workshops where the importance of writing resolutions that impact change in PEI's education system is presented. The deadline to submit is January 29<sup>th</sup>, 2016. Office staff will assist members with writing of resolutions. Board members are to encourage local Home and School Associations to bring forward issues for change that impact on student learning. Resolutions are reviewed by a Federation committee and circulated to Associations for their review prior to the AGM on April 9, 2016.

f) Meetings (Peter Rukavina)

The Semi-Annual is scheduled: Tuesday, October 20<sup>th</sup>, 6-8:30 p.m., Three Oaks Senior High School. Guests from the school board, department and CUPE will participate with PEIHSF delegates in three Round Table discussions on Communication, Meet the new Minister and Deputy and Meet Trustees.

g) Health and Wellness (Pam Montgomery)

In Pam's absence, Heather Mullen reported - no meetings have been held yet for this school year.

Maureen asked about expanding or adding Environment and Sustainability to this committee. Heather reported on the following: idling, water

<p><b>ACTION: Shirley to advise Pam to invite Maureen to Health and Wellness meeting.</b></p>
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Nicky Hyndman suggested expanding the mandate of the Parent Engagement Committee to seek ways to engage hard-to-reach parents. Nicky has ideas to discuss with the committee - things can be done differently. How do we message to parents through parent engagement grants; parents do not need to fund raise nor do parents need to attend meetings; empowerment can happen in homes - does not happen only at meetings, in the school; Locals sharing successes with other Locals.

**ACTION: Joanna to call a meeting to discuss parent engagement with new staff person, Ghislaine; Nicky will attend with new ideas.**

9. New Business

a) Semi-Annual - See registration brochure in meeting package. The meeting details are set. Board members are asked to “talk it up” with local members.

b) Canada’s 1<sup>st</sup> National School Food conference “Changing the Menu”, Nov. 12-14, Coalition for Healthy School Food, Nov. 11 = Meetings to take place in Montreal.

- The Coalition is an advocacy group for healthy school food. Peter and Shirley participated in a conference call on September 9, 2015 with discussions focused on the key topic of raising the bar on school food programs.

- Lisa MacDougall is interested in attending the Changing the Menu conference. The Federation new staff person should also attend. The information that will be shared at these conferences will add to the PEIHSF’s efforts to advance its 2015 policy to implement a province-wide healthy school lunch program. Ghislaine is available to attend the conference.

**MOTION:** To send two representatives to Changing the Menu / Coalition For Healthy School Food conference meetings, Nov. 11-15, 2015 in Montreal with travel/fees budget of \$5000. Moved by Shelley Muzika. Seconded by Heather Mullen. **Motion carried.**

**ACTION: Shirley to contact Lisa about her availability to attend Changing the Menu Montreal Conference.**

c) PEI Literacy Alliance - Requested PEIHSF rep. Nicky Hyndman agreed to be the PEIHSF’s PEI Literacy Alliance rep; she attended PEILA AGM last week.

d) Wellness Grant - A grant in the amount of \$3500 was received from the Department of Health and Wellness. Details on use of the use of these funds are pending a meeting with a department representative.

e) English Language School Board School Change Policy - Feedback deadline was October 2, 2015. Dave Stewart, The Guardian contacted Peter for an interview. Peter commented: PEIHSF not wanting the policy adopted at the ELSB October 27/15 meeting, but rather hoping this is the start of the conversation with trustees.

f) School Act - The timing is right to request changes in the School Act around School Councils. Board members are interested in moving this forward. Shelley Muzika, Cory Thomas, Trevor Moase, Joanna Stewart will review revisions when circulated.

**ACTION: Shirley to send 2003 or 2004 draft letter from Ken Doiron (former board member) to change School Act to Peter.**

i) Nova Scotia Federation of Home and School Associations AGM - PEIHSF is invited to attend this meeting on Saturday, October 17<sup>th</sup> in Truro (?). If anyone is interested, please contact Shirley.

j) Democratic Renewal Engagement - Province-wide discussions have been announced on this topic. PEIHSF has been invited to submit ideas/comments to this committee. If ideas arise, board members are asked to pass information on to Shirley.

k) Destination Imagination - Derek McEwen, Department of Education, met with Peter to discuss funding monetary support for the Destination Imagination (DI) Program. Windsor explained: (DI) is a non-profit organization dedicated to fostering students' curiosity, courage and creativity through open-ended STEM (Science, Technology, Engineering and Math) fine arts and service learning Challenges. Two PEI groups (junior and senior high) competed and won a DI event in Halifax. They moved on to participate in the Global Finals in May 2015 at the University of Tennessee in Knoxville with 14,000 students in attendance. This is huge around the world. Students experience learning opportunities outside the box. East Wiltshire students are excited about learning in this setting with their peers. Windsor met with 40 interested East Wiltshire students yesterday to discuss next year's themes which include: music, building, media, team building, instant challenge, problem-solving.

Derek's ask is for the PEI Home and School Federation to consider seeking funding assistance for DI as the ministry of education is not interested in continuing monetary or human resource support for anything that is outside the school classroom setting. Perhaps seeking funding from 2-3 big corporations. Last year's cost was \$800 per student - PEI sponsored 11 students.

Questions: Is there interest to further investigate? Does PEIHSF have a sponsorship funding policy?

Comments: need to develop a funding policy; do not accept tobacco and/or liquor funding sources; could work with Community Foundation of PEI; admin person would be needed if this is a new project.

**ACTION: Shelley and Shirley to meet to discuss the Destination Imagination and bring recommendation to the board.**

l) School Trustees Elections - Kelly Herget asked about trustee elections. Elections are scheduled to occur in May 2016. More information is expected to be released soon.

10. Next Meeting/Adjournment: **November 19, 2015 (Summerside)**. Doodle Poll will be circulated. *Board Meeting Schedule 2015-2016: January 14, 2016 (Charlottetown); March 17, 2016 (Summerside)*

The meeting adjourned at 8:47. Moved by Trevor Moase. Seconded by Shelley Muzika.

Respectfully recorded by

Shirley Smedley Jay in the absence of the Recording Secretary, Lisa MacDougall.

## **ACTION LIST – October 7, 2015**

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- 2. ACTION:** Maureen to take comments back to committee concerning Hour of Code.
- 3. ACTION:** Board to ask local members if there are any questions concerning technology for Maureen to bring to the department of education.
- 4. ACTION:** Board to ask local members if there are any questions/comments concerning the school calendar for Joanna to bring to the department of education.
- 5. ACTION:** Shirley to advise Pam to invite Maureen to Health and Wellness meeting (to discuss adding Environment issues to H&W committee).
- 6. ACTION:** Joanna to call a meeting to discuss parent engagement with new staff person, Ghislaine; Nicky will attend with new ideas.
- 6. ACTION:** Shirley to contact Lisa about her availability to attend Changing the Menu Montreal Conference.
- 7. ACTION:** Shirley to send 2003 or 2004 draft letter from Ken Doiron (former board member) to change School Act to Peter.
- 8. ACTION:** Shelley and Shirley to meet to discuss the Destination Imagination and bring recommendation to the board.