

# **Prince Edward Island Home and School Federation**

## ***HOME AND SCHOOL HANDBOOK***



Prince Edward Island Home and School Federation  
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## Welcome to Home and School

One of the key purposes of the Prince Edward Island Home and School Federation is to support local Home and School executive members, both new and experienced, in leading effective and well-organized associations. Successful meetings are more than just a requirement. They should be meaningful, productive, and worthwhile for everyone involved, providing valuable information, thoughtful discussion, and opportunities for collaboration.

As a member of your local executive, you have access to resources through our online handbook, available at [PEI Home and School Training Resources](#). The handbook includes guidance on executive roles and responsibilities, working with the media, writing letters, preparing agendas and minutes, financial reporting, developing resolutions, and much more.

Most importantly, you are part of something bigger than your individual school. You are connected to a province-wide network of dedicated volunteers who share a common goal: supporting students and strengthening school communities. Welcome to the Home and School family.

### A Proud History

The Home and School, or a long and inspiring history. Baddeck, Nova Scotia, Hubbard Bell, wife of Dr. beginning, the movement educators, and communities meaningful difference in the lives of children.



Parent and Teacher, movement has It began on December 18, 1895, in under the leadership of Mrs. Mabel Alexander Graham Bell. From the was built on the belief that parents, working together can make a

The Prince Edward Island Home and School Federation became a provincial organization and officially affiliated with the Canadian Home and School Federation on January 29, 1953. The Federation was incorporated in 1999, and since 2003, its block membership model has ensured that all parents, guardians, teachers, administrators, and school staff are members of their local Home and School Association.

Today, Home and School continues to be the recognized parent and teacher voice within Prince Edward Island's education system. Through collaboration, advocacy, and volunteer leadership, Home and School works to promote the best possible learning environment for all students. Across the province, volunteers contribute countless hours to initiatives that enrich school communities and create positive opportunities for children.



# Membership

Membership fees are paid annually to the Prince Edward Island Home and School Federation and cover all parents, teachers, administrators, and staff within a school community. These fees support the Federation's work in representing parents and educators on issues that affect the well-being and success of children in Island schools. Membership

also provides access to valuable resources, materials, and training opportunities for Local Home and School Associations. Group and individual training sessions are available upon request.

To remain in good standing and maintain voting privileges at the Annual General Meeting (AGM), membership fees must be paid in full and submitted to the provincial office by **October 15**.

## Annual and Semi-Annual Meetings

Each year, the Federation hosts two provincial gatherings: the **Semi-Annual Meeting** in October and the **Annual General Meeting (AGM) & Conference** in April. These events bring together parents, guardians, teachers, administrators, and staff from across Prince Edward Island. Participants have opportunities to attend business sessions, workshops, small-group discussions, and presentations by guest speakers. These meetings provide valuable opportunities to share ideas, build relationships, and strengthen the Home and School community.

Local Associations are encouraged to plan early and ensure representation at both Federation meetings each year.

## Constitution/By-Laws

The Federation operates under a constitution and by-laws that guide the work of both the Federation and its Local Associations. The complete document is available online at <https://peihsf.ca/policies-by-laws/>.

Rather than reading the entire document at once, members may find it helpful to review one section at a time to better understand its purpose and application. Local Associations can also create their own by-laws using the fill-in-the-blank template available on the Federation website at [Become a Member](#).

## **Home and School Objectives: Working Together for Children and Youth**

The objectives of Home and School reflect the shared commitment of parents, guardians, educators, and community members to support the well-being, development, and success of all children and youth. Home and School Associations support the following objectives:

### **HOME AND SCHOOL OBJECTIVES**

1. To promote the welfare of children and youth.
2. To raise the standards of home life and promote the care and protection of children and youth.
3. To foster cooperation between parents and teachers in the training and guidance of children and youth, both during and after school.
4. To obtain the best for each child according to their physical, mental, social, and spiritual needs.
5. To give parents an understanding of the school and its work and to assist in interpreting the school and its programs to the public.
6. To confer and cooperate with organizations, other than schools, that concern themselves with the care and training of children and youth in the home, the school, and the community, and with the education of adults to meet these responsibilities.
7. To foster high ideals of citizenship and to promote, through educational means, international goodwill and peace.

### **WHY HOME AND SCHOOL MATTERS**

Because:

- ➡ Engaged parents, guardians, teachers, and school staff are among the strongest advocates for quality public education.
- ➡ Home and School Associations help keep families informed, involved, and connected to their school community.
- ➡ Open communication and respectful discussion between parents and educators help prevent and resolve concerns.
- ➡ Children benefit when parents and teachers work together to support learning and development.
- ➡ Strong family-school relationships help educators better understand and support students' strengths, needs, and potential.
- ➡ Informed and involved parents foster greater student confidence, engagement, and success.
- ➡ Collaboration between home and school contributes to improved outcomes for children and youth while helping families better understand educational programs, school initiatives, and changes in education.
- ➡ Home and School promotes interest in education, child development, family engagement, and community well-being.
- ➡ It builds trust, cooperation, leadership, and goodwill within school communities across Prince Edward Island.

## **Home and School Creed**

We Believe...

- That Home and School should be concerned with everything relating to the welfare of children, whether at home, at school, or in the community.
- That the primary purpose of Home and School is to bring together the home, the school, and other educational influences in a child's life to work for the benefit of all children.
- That Home and School should seek to understand all conditions within the school and community that affect children and youth, and encourage those that promote their growth, well-being, and safety.
- That Home and School should actively promote public support for schools so they are equipped with the best teachers, facilities, and resources possible.
- That Home and School should help parents increase their knowledge, skills, and understanding of their role in supporting their children's education and development.
- That Home and School should support schools in their efforts to provide children and youth with the education they need to become responsible citizens who represent the best of Canadian values and society.
- That Home and School may question school policies and practices when appropriate, but should not be used as a means of criticizing or interfering with the school's authority and responsibilities.
- That the guiding principles of Home and School are service to others, good citizenship, goodwill, cooperation, and the promotion of international understanding and peace.

## **Home and School Thought**

“We hope that our endeavors may at all times be guided by wisdom!” May we use knowledge so our thoughts are well directed and we are tolerant. May we use understanding and clear vision so we always seek the highest good for our children, our homes, and our schools. May we always have the wisdom to choose the right.



***“Leadership is the ability to influence others to work together towards a desired goal.”***

## **Effective Leadership**

Effective leadership is a dynamic process that varies from one situation to another. It depends on the leader, the people involved, the tasks to be accomplished, and the environment in which leadership takes place.

- Involves leaders who understand themselves, know the people they work with, recognize the situation, and adapt their leadership style as needed.
- Recognizes that people are responsible, want to learn and grow, and can reach their full potential with appropriate support rather than excessive control.
- Requires preparation and awareness. Effective leaders stay informed by reviewing past minutes, policies, by-laws, reports, and other relevant resources.

### **A Good Leader**

- Conducts meetings efficiently and keeps discussions focused and productive.
- Knows when and how to delegate responsibilities.
- Encourages others and offers timely recognition and praise.
- Shows appreciation and provides constructive feedback when needed.
- Demonstrates courtesy, reliability, and fairness in all interactions.
- Gathers facts and considers different perspectives before making decisions.
- Ensures everyone understands their role and remains engaged.
- Recognizes individual strengths and matches responsibilities accordingly.
- Avoids overcommitting to multiple organizations or responsibilities.
- Uses simple meeting practices to keep discussions on track and achieve results.

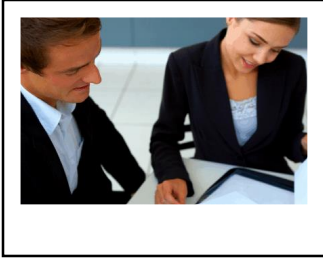
### **Remember**

Newly elected Presidents and Co-Chairs develop leadership skills over time through experience, mentorship, and continuous learning. With practice, patience, and a willingness to grow, they can become confident and effective leaders.

# **Roles of the Executive**

## **- Ways to Make it Look Easy**

**A strong executive team is the foundation of every successful Home and School Association.** Working together, the executive keeps the association active, organized, and focused on its goals. Each role plays an important part, and when responsibilities are shared effectively, leadership becomes both rewarding and manageable.

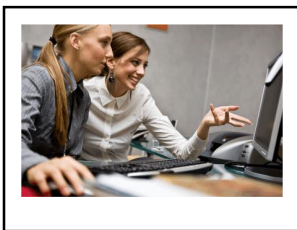


### **The Role of the President/Co-Chair**

The President provides leadership and direction for the Home and School Association, ensuring meetings are effective, members remain engaged, and activities align with the goals and policies of the Federation.

### **Key Responsibilities**

- Chair all meetings in an organized, fair, and inclusive manner.
- Become familiar with the Federation's constitution, policies, goals, and past achievements to build on previous successes.
- Understand the roles and responsibilities of executive and committee members to promote effective teamwork and coordination.
- Hold regular executive meetings to plan activities, delegate tasks, and encourage broad member participation.
- Foster a positive, respectful, and collaborative environment within the association.
- Oversee the association's financial stewardship by ensuring:
  - The Treasurer provides appropriate references, verified as necessary (including a background or police check when required).
  - Financial records are accurate and up to date.
  - Two to four signing officers are appointed, with any two required to sign cheques and financial documents.
  - Missing funds are reported promptly to police and appropriate authorities.
  - Executive members understand their shared responsibility for safeguarding association funds.
- Ensure all required information, including executive contacts, membership fees, and meeting registrations, is submitted to the provincial Federation on time.
- Share Federation correspondence with the executive and membership to keep everyone informed and engaged.



## **The Role of the Vice President**

The Vice President should be prepared to assume the President's responsibilities whenever the President is absent or the position becomes vacant.

### **Key Responsibilities**

- Be familiar with all duties and responsibilities of the President.
- Assist and support the President in advancing the goals and work of the association.
- Associations may choose to elect a Co-President/Co-Chair in place of a Vice President.

## **The Role of Past President**

The Past President helps ensure a smooth leadership transition and provides continuity for the association.

### **Key Responsibilities**

- Serve as an elected member of the executive.
- Be the outgoing President whose term of office has ended.
- Offer guidance, advice, and continuity to the new President and executive team.
- Share knowledge, historical perspective, and experience as needed.
- Remain a valuable resource while stepping back from day-to-day leadership responsibilities.

## **The Role of the Secretary**

The Secretary supports the President by maintaining accurate records and ensuring effective communication within the association.

### **Key Responsibilities**

- Record and maintain minutes and correspondence for all meetings.
- Provide completed meeting minutes to the President promptly.
- Record decisions and actions taken, not meeting discussions. Refer to Roberts Rules of Order.
- Document all motions, including the mover and seconder, and whether the motion was carried. All financial decisions must be recorded by motion.
- Distribute draft minutes to members for review before the next meeting.
- Issue notices for executive, regular, and special meetings.

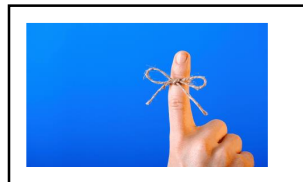


## Treasurer

The Treasurer is entrusted with safeguarding the association's funds and ensuring transparency, accuracy, and accountability in all financial matters.

### Key Responsibilities

- Present bank statements at executive or board meetings for review, with one attendee initialing each statement to confirm verification.
- Ensure all accounts have two to four signing officers, with any two authorized to sign cheques.
- Maintain accurate and up-to-date financial records and make them available to the executive upon request.
- Receive, deposit, and disburse funds in accordance with the By-Laws or executive approval.
- Ensure at least two people are involved whenever money is handled.
- Keep complete records of all receipts, expenditures, and account balances.
- Remit the annual membership fee to the Federation by November 1 each school year.
- Provide a financial report at each executive and association meeting, including receipts, expenditures, and current balances.
- Monitor spending to ensure expenditures remain within approved limits and are ratified at the next meeting.



### Important Reminders

- At the end of the term, ensure all financial records, including cancelled cheques, invoices, receipts, record books, and treasurer's files, are transferred to the incoming treasurer.
- Have two individuals count and verify all monies collected from fundraisers; both should sign off on the confirmed amount.
- Retain all financial records, including cancelled cheques, receipts, invoices, and related documents, for a minimum of seven years in accordance with record-keeping requirements.



# How to Run an Effective Meeting

An ongoing challenge for executive members is encouraging consistent attendance at meetings.

## Tips for Planning the Meeting

- Hold meetings only when there is a clear purpose and desired outcome. Meaningful meetings are more likely to attract and engage members.
- Develop an annual action plan for recurring activities such as the Christmas Concert, Staff Appreciation Week, parent engagement initiatives, resolutions, and the School Food Program. Create the plan with the executive and principal, then present it for approval at the first meeting of the year.
- Prepare and distribute the agenda in advance so executive members can focus on welcoming attendees and fostering engagement before the meeting begins.
- Keep agenda items focused and manage time effectively to ensure meetings remain productive and efficient.
- Arrange the meeting space so everyone can see, hear, and participate comfortably in the discussion.

## Tips for Setting the Tone of the Meeting

An effective meeting begins with creating a welcoming and respectful atmosphere. Take time to greet participants, help them feel comfortable, and introduce new members to returning members.

- Relax and approach the meeting with confidence.
- Demonstrate respect for all participants and their perspectives.
- Encourage open and constructive discussion where everyone feels valued.
- Foster a welcoming atmosphere that promotes trust, engagement, and collaboration.

## Remember that parents and educators bring unique perspectives and experiences, and look for...

- A sense of belonging and inclusion within the group.
- Having opportunities to participate in planning and decision-making.
- Knowing that their ideas, opinions, and contributions are heard and respected.
- Understanding how involvement supports meaningful educational goals and outcomes.
- Clearly understanding expectations, responsibilities, and areas where they have the authority to make decisions.
- Leaders can encourage active participation, strengthen teamwork, and help the group achieve its objectives more effectively.

# Staying on Track at a Meeting



## Stay on Track

Even the best-planned meetings can get off track. As Chair, it is your responsibility to guide the discussion back on course and ensure the meeting remains productive.

- Assign a specific amount of time to each agenda item.
- If discussions are causing the meeting to run behind schedule, ask members whether the topic should be deferred to a future meeting.
- Spending too much time on early agenda items often results in rushing through important business later in the meeting.
- When reports are presented, ensure the speaker can be clearly heard by everyone. Questions should be directed through the Chair to help prevent side conversations.
- If additional discussion is needed, invite members to submit questions in writing. Responses can then be shared with all participants by email after the meeting.

## Be Efficient

Avoid spending valuable meeting time on minor operational details such as:

- The colour of tablecloths
- Whether refreshments should be served in cans or cups
- Other event-planning specifics.

These matters are often best handled by a committee, with decisions and outcomes reviewed after the event if needed.

## Be Professional

If discussion becomes inappropriate for a Home and School meeting, such as comments about a teacher, parent, or student, the Chair should immediately redirect the conversation by stating:

***"Home and School meetings do not discuss personal matters concerning individuals."***

This helps maintain a respectful, professional, and productive meeting environment.



# The Order of Business

After exploring the qualities of effective leadership, it is important to understand how to run an efficient and productive meeting.

## 1. **Welcome and Call to Order**

- Start on time and respect everyone's commitments.
- Welcome attendees with brief opening remarks to create a comfortable atmosphere.
- As the host, greet newcomers and help participants feel included.

## 2. **Adoption of the Agenda**

- Distribute the agenda in advance, upon arrival, or display it for all to see.
- Invite members to suggest additions or changes.
- Approve the agenda by consensus or motion.

## 3. **Approval of Previous Minutes**

- Circulate the minutes before the meeting whenever possible.
- Ask members to identify any errors or omissions.
- Approve the minutes as presented or amended, by consensus or motion.

### **Keep in mind:**

- Minutes record actions and decisions, not detailed discussions or personal opinions.
- Focus on what was decided, not who said what.
- Circulate minutes to the executive in advance to review action items and prepare the next agenda.
- Once approved, minutes become the official record.

## 4. **Business Arising from the Minutes**

- Review unfinished business and action items from previous meetings.
- Carry forward unresolved matters to a future agenda if necessary.

## 5. **Correspondence**

- The secretary or chair presents correspondence.
- When possible, review correspondence at the executive meeting first.
- Items requiring action can be referred to New Business.
- Share acknowledgements or thank-you notes with the membership.

## **6. Treasurer's Report**

- Present financial reports and paid invoices for ratification.
- The treasurer moves that the report be **received**, not adopted, unless it is an audited year-end statement.
- Members vote on the motion after it is seconded.

The report should include:

- Expenditures made within the executive's approved spending authority.
- A list of payments, including amounts and payees.
- An accurate balance that accounts for outstanding cheques.
- Current bank statements for executive review.

**Note:** Only audited year-end financial statements are adopted. Regular financial reports are received.

## **7. Other Reports**

- Committee chairs provide updates.
- Written reports are recommended for future reference.

## **8. New Business**

- Invite members to bring forward new items.
- Motions requiring action may be presented and discussed.
- Matters requiring further review may be tabled.

## **9. Date of Next Meeting**

- Confirm the next meeting date or indicate when notice will be provided.
- Provide members with at least two weeks' notice whenever possible.

## **10. Program (Optional)**

- Educational presentations, guest speakers, videos, or discussions may be included.
- Contact the PEI Home and School Federation or your district office for resources and speaker suggestions.

## **11. Adjournment**

- A motion to adjourn is required; No seconder is needed for this motion.

## **Important Reminders**

- The chair does not make motions; motions must come from members.
- Record all motions, including the mover, seconder, and voting outcome.
- Minutes should not include debate or discussion, but should clearly record decisions, recommendations, and actions.

# Motions

## How to Put a Motion on the Floor



### 1. Make a Motion

“I move that (who) will (action).”

Example: “I move that the Home and School pay expenses for five voting delegates to attend the PEIHSF AGM.”

### 2. Second the Motion

- Another member must second the motion.
- If there is no seconder, the motion is dropped.

### 3. Discuss the Motion

- The president restates the motion and opens discussion.
- Members speak one at a time and address remarks through the president.
- The mover may open and close the discussion.
- All members have an opportunity to speak.

### 4. Vote

When discussion is complete, the president asks:

“Are you ready for the question?”

The motion is then put to a vote:

- All in favour?
- Opposed?

The president announces whether the motion is carried or defeated.

### Keeping Discussion on Track

- Table the motion or refer it to a committee if more work is needed.
- A member may call for the Question to end discussion and proceed to a vote.
- Keep comments focused and set reasonable time limits.
- Individual concerns involving a student, parent, or school issue should be addressed outside the meeting.

**The President/Co-Chair should remind attendees that all questions and discussion topics are to be directed through the Chair first....**

This practice helps ensure that discussions remain relevant to the role and mandate of the Home and School Association and prevents inappropriate or off-topic matters from being raised during the meeting. It also helps avoid placing the principal in an uncomfortable position by requiring them to respond to issues without prior consideration.

When a question is brought forward, the Chair can determine whether it is appropriate for Home and School discussion. If so, the Chair may invite the principal to address the matter during the meeting, recommend that the topic be tabled for a future meeting, or suggest that the principal speak directly with the individual following the meeting.

**It is easier to conduct a meeting if the Chair and the Secretary sit near each other.**

- ➡ The chairperson should repeat the names to the Secretary of the movers and the seconders of the motions.
- ➡ If the adjournment time of the meeting has been fixed before the meeting (e.g., 7 p.m. – 8 p.m.), then this should be respected.
- ➡ If a hot topic is on the agenda, then deal with the other business first.
- ➡ The chairperson must leave the chairing position if they would like to participate and give their own personal views on a motion. They can return as chairperson when the motion has been voted on.

**Meetings can still be informal even if proper procedures are used.**

- ✚ The business at hand can be completed (which is the reason why people came to the meeting) in an atmosphere of friendliness.
- ✚ Obtaining a comfortable style may take a meeting or two for a new President; therefore, be supportive of the volunteer who has willingly allowed their name to stand for Chair.
- ✚ Try different styles for placement of the chairperson during meetings. Everyone should be able to hear and see the executive. At an executive meeting, the president should still sit in a position that is visible to all.



# HOW TO WRITE AND PRESENT A RESOLUTION

**A resolution is a request for action – a way of saying that improvement is needed to resolve a situation.**

## **Step #1      Research is the first step in developing a resolution!**

- Solid data must be presented that supports the requested action.
- Speak with your school administration team about the current context of the issue and its history.
- Check the PEI Home and School Federation's current [Policy Manual](#).
- Check the Public Schools Branch [Policies and Procedures](#).

## **Step #2      What topics make good resolutions?**

**Good resolutions focus on issues that affect students, families, and schools across the province.** Examples include:

- Class size and classroom composition
- Educational efficiencies and resource allocation
- Student and staff wellness
- Clear procedures for reporting and responding to concerns involving students, teachers, and parents
- Prevention and handling of violent incidents in schools
- Personal safety and security measures
- School lockdown and emergency preparedness procedures
- Student mental health supports
- Inclusive education practices
- School transportation and bus safety
- Communication between schools, families, and communities
- Access to extracurricular, academic, and support programs

## **Step #3:      How to Prepare a Resolution**

1. **Identify the Issue** - Discuss concerns or issues that require change within your school at a Home and School meeting. Ensure the proposed resolution has the support of the

majority of your members.

2. **Draft the Resolution** - Begin with a series of background statements introduced by "WHEREAS" to explain the issue and provide supporting information. Follow with a clear statement of the desired change or outcome, introduced by "THEREFORE BE IT RESOLVED."
3. **Provide Clear Background Information** - Members will review the WHEREAS statements before the meeting, so ensure they contain adequate background information and rationale. Remember that debate and voting focus only on the THEREFORE BE IT RESOLVED section, not the WHEREAS section.
4. **Keep It Clear and Concise** - Use plain language that is easy to understand. Be specific about the action or change you are seeking. Keep the resolution concise while providing sufficient context.
5. **Submit Your Resolution** - Submit the final copy to the Provincial Federation Office by January 31.

## **Step #4 Resolution Review and Approval Process**

The P.E.I. Home and School Federation's Resolution Committee reviews all submitted draft resolutions to determine whether the issue is current and appropriate for consideration. The committee works with resolution authors to ensure the proposed solution is clear, well-defined, and consistent with the Federation's By-Laws. Authors may be contacted for additional information or clarification during the review process.

Once approved and finalized, resolutions are distributed to all Home and School Associations 6 to 8 weeks before the Annual General Meeting (AGM) for discussion and voting at the local Association level.

Presidents and Co-chairs are asked to share the resolutions with their parents and educators in their school communities for consideration and to appoint up to five delegates to attend the AGM and vote on the resolutions as directed by their Association.

Well-researched and clearly written resolutions are more likely to be adopted and influence positive change. They also help streamline the AGM by reducing the need for amendments and lengthy debate.

**Resource:** The P.E.I. Home and School Federation provides training and support on governance and resolution writing for local associations.

View the P.E.I. Home and School Federation's [RESOLUTION TRAINING](#).

Contact us at: 902-620-3186 / 1-800-916-0664 / [info@peihsf.ca](mailto:info@peihsf.ca)

# **SAMPLE AGENDA**

## **(Name) Home and School Association**

### **(Meeting Date)**

1. Welcome and Call to Order
2. Approval of Agenda  
Review, ask for additions and approval of agenda
3. Approval of Previous Meeting Minutes  
Review and approval of minutes from the meeting held on (date)
4. Business Arising from the Minutes  
Follow-up on action items and ongoing business
5. Treasurer's Report
  - a) Present current financial statement; Circulate bank statement for review; Request one or two members to initial the statement to confirm it has been reviewed
  - b) Budget - Review and approve proposed budget for the current year (if applicable)
6. Reports
  - a) President's Report
  - b) Principal's Report
  - c) Committees – (e.g., School Food Programs, Resolutions, Fundraising Report, other
7. New Business
  - a) Review Key Calendars – Local school, Federation Monthly Newsletter, etc.
  - b) Discussion Topics Examples may include:
    - Healthy school food initiatives, School Milk Program
    - Curriculum updates. Student attendance and absenteeism
    - School climate and anti-bullying initiatives, Student well-being and engagement
  - c) Resolutions - Discuss potential resolutions or issues for development and submission to the PEI Home and School Federation
  - d) School Events - Ways Home and School volunteers can support school activities
8. Announcements - Upcoming events, meetings, workshops, etc.
9. Date, Time, and Location of Next Meeting
10. Adjournment

**“SAMPLE MINUTES”**  
**(Name) Home and School Association**  
**(Date)**

|          |                           |             |
|----------|---------------------------|-------------|
| Present: | C. Smyth, President       | I. Peterson |
|          | T. Jones, Staff           | M. Chaisson |
|          | P. Little, Principal      | J. Gallant  |
|          | M. Mitchell, Secretary    | L. Doyle    |
|          | K. Jones, Treasurer       | A. Wong     |
|          | L. Fraser, Vice President | W. MacLean  |

Regrets: T. Smith, E. Schmidt, J. Smedley

1. **Welcome/Opening Remarks:** 6 p.m. The President welcomed those present to the meeting.
2. **Agenda additions to Agenda/Approval of Agenda:**  
  
**MOTION:** To accept the agenda with additions: Buy stationery, review constitution.  
**Mover:** Wong. **Seconder:** Chaisson. **Motion carried.**
3. **Approval of Minutes (Date)**  
  
**MOTION:** To accept the minutes (date).  
**Mover:** Gallant. **Seconder:** Doyle. **Motion carried**
4. **Business Arising:** The letter to recruit volunteers is to be sent out to parents in September.
5. **Treasurer’s Report:**  
a. See attached Financial Statement submitted by K. Jones. Balance on hand as of June 30, 2026 = \$1,550.50  
  
**MOTION:** To accept the treasurer’s report.  
Moved by Wong. **Seconder:** Jones. **Motion carried**  
  
b. See attached 2026/2027 Proposed Budget submitted by K. Jones.  
  
**MOTION:** Fraser/Smith to accept the proposed budget. **Motion carried**
6. **Liaison Reports:**  
**Principal:** The school would like parental response for an information program on COMPASS Survey results re screen use, alcohol and tobacco use, PEI’s PISA results; New “math” curriculum in grade 6.

7. **Committee Reports:**
- a. Membership: The block membership fee covers all families and educators in a school.
  - b. Volunteers: The letter to recruit volunteers has been sent out with a deadline to reply by Sept. 30th. Volunteers are needed for the after-school reading program.
  - c. Parent Workshops: There will be a Math Skills workshop on Tuesday evening.
  - d. Safety: The Safety Committee will have a safety check completed on the playground equipment this week and will report to the Executive as soon as possible with the results.
8. **New Business:**
- a. Calendar: Register for PEIHSF Semi-Annual and Annual Meetings; ask different to attend, learn and bring back details from provincial meetings.
  - b. Fall Book Fair: Oct. 30th in the library. Call for Volunteers!
9. **Date and Time of Next Meeting:** (Date) at 6 p.m.
10. **Adjournment:** The president can adjourn the meeting. A seconder is not necessary.

**Respectfully submitted by:**

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**Recording Secretary**

**‘Sample Financial Statement’**  
**FINANCIAL STATEMENT**  
**(Name) Home and School Association**  
**Year Ending June 30, 2026**

**Balance as of June 30, 2026**

**\$ 2,450.00**

**Revenue:**

|                          |           |
|--------------------------|-----------|
| Donations                | \$ 750.00 |
| Christmas Fundraiser     | 1,200.00  |
| Breakfast Program Basket | 1,000.00  |
| Playground Fundraiser    | 800.00    |
| COSPEI                   | 3,000.00  |
| Interest                 | 10.00     |

\$6,760.00

**\$6,760.00**

**\$12,210.00**

**Expenses:**

|                                 |             |
|---------------------------------|-------------|
| PEIHSF Membership Fee           | \$ 200.00   |
| AGM – travel, hotel, reg. fees  | 1,200.00    |
| Teacher/Staff Appreciation Week | 300.00      |
| Grade 6 Trip                    | 699.00      |
| Treats at Christmas and Easter  | 219.00      |
| Library Books                   | 1400.00     |
| Spring Fling                    | 200.00      |
| Playground equipment            | 2,900.00    |
| Bank Fees                       | <u>4.00</u> |

\$7,122.00

**\$7,122.00**

**Balance**

**\$1,088.00**

**‘Sample Budget’**  
**PROPOSED BUDGET**  
**(Name) Home and School Association**  
**For the Year September 1, 2026- June 30, 2027**

**Balance on Hand, (Date)** **\$1,088.00**

|                               | <b>This Year</b>         | <b>Next Year</b>         |
|-------------------------------|--------------------------|--------------------------|
|                               | <b>(Actual)</b>          | <b>(Projected)</b>       |
| <b><u>Revenue Income:</u></b> |                          |                          |
| COSPEI                        | \$ 3,750.00              | \$ 3,750.00              |
| Christmas Fundraiser          | 1,200.00                 | 1,000.00                 |
| Breakfast Program Basket      | 1,000.00                 | 1,000.00                 |
| Playground Fundraiser         | 800.00                   | 2,000.00                 |
| Interest                      | 10.00                    | 10.00                    |
|                               | <b><u>\$6,760.00</u></b> | <b><u>\$7,760.00</u></b> |

|                                |                          |                          |
|--------------------------------|--------------------------|--------------------------|
| <b><u>Expenses:</u></b>        |                          |                          |
| PEIHSF Membership Fee          | \$ 200.00                | \$200.00                 |
| AGM                            | 200.00                   | 250.00                   |
| Staff Appreciation Week        | 300.00                   | 300.00                   |
| Grade 6 Trip                   | 699.00                   | 800.00                   |
| Treats at Christmas and Easter | 219.00                   | 250.00                   |
| Library Books                  | 1,400.00                 | 1,400.00                 |
| Spring Fling                   | 200.00                   | 1,200.00                 |
| Playground equipment           | 1,900.00                 | 2,000.00                 |
| Bank Fees                      | 4.00                     | 10.00                    |
|                                | <b><u>\$5,322.00</u></b> | <b><u>\$6,410.00</u></b> |

**Projected Balance on Hand**  
**(Date)**

## **P.E.I. Home and School Federation School Food Guiding Principles**

The **PEI Home and School Federation** is the umbrella organization of local “home and school” and “parent council” organizations in over 50 schools across Prince Edward Island.

We bring together parents, guardians, teachers, administrators, and staff to promote the total well-being of children and youth, and the highest standards of education for all students in the province.

The Prince Edward Island provincial school food strategy will be a model for how all stakeholders in education can be brought together to promote their shared values for the benefit and well-being of all Island children.

The strategy will be developed and nurtured through a collaboration of students, parents and guardians, government departments, primary industries, cooks, and chefs. The following principles will guide the implementation of the strategy.

**1. We will create school environments that make healthy choices easiest for students.**

Good food and authentic hospitality nurture the whole child and invite collaboration, and success. We will create inviting and safe environments within schools and provide enough time for eating, discussion, sharing, and learning around food. We will offer opportunities for students to open up to new, shared food experiences and local food possibilities.

**2. We will create school food programs that are universal, inclusive and equitable.**

We will provide adequate, nutritious food to all school-aged children in Prince Edward Island, regardless of their ability to pay, the availability of resources in the community, or the location of the school. We will ensure that hunger is not a barrier to learning for any child. We will serve a variety of foods in recognition of the diversity of the student population and we will create an environment of respect for every person’s inherent value and celebrate their potential to contribute to their school and community.

**3. Young people will be given opportunities to drive the school food programs.**

We will make schools a hub for food activity and emphasize developing the capacity of young people to advocate for their own needs. We will provide students with regular opportunities to collaborate with students from other Island schools.

**4. We will provide opportunities for curriculum integration.**

We will provide opportunities for hands on learning, service learning, citizenship and community projects, social entrepreneurship and articulation agreements with post-secondary institutions. Integration with the curriculum will allow students to prepare and

grow food, make healthy choices outside school, think critically about the food system and media, and develop self-awareness and confidence.

**5. We will work with local farmers, fishers and processors to emphasize the value of fresh, local, sustainable, seasonal food.**

We will engage grassroots stakeholders and respect the assets and resources already available in schools and communities. We will place a high emphasis on local, seasonal food and we will aim for sustainability by building support and capacity at the community level.

**6. We will secure additional funding and resources to ensure that programs are properly staffed and funded to be sustainable and create significant impact.**

Volunteers are valued in schools, but sustainable funding and dedicated staff is vital. The provincial school food strategy will not be an added responsibility for school staff and volunteers. We will implement pilot projects that will aid in developing processes that clarify expectations for schools and school staff.

**7. We will set achievable goals with clear targets and timelines to measure success.**

Achievable goals will be set and progress toward these goals will be monitored. Evaluation measures will include indicators relating to, but not limited to, the availability of healthy food in schools, the wellbeing of students, food literacy, attendance and academic achievement, the cost of the program, amount of local food accessed by the school food program, the economic multiplier effect of local food procurement, and the time and resources required by school staff and volunteers. Successes will be celebrated!

# PEI Home and School Federation Fundraising Guidelines

## 1.0 Introduction

Fundraising guidelines are designed to establish a process for the generation and distribution of funds raised through initiatives organized by Home and School Associations. Parents want to be involved in their child's school community and are willing to support, both financially and through volunteer efforts, projects aimed to generate funds that benefit their child's education.

## 2.0 Fundraising Goals

- To strengthen parent, family, and community involvement in support of student learning;
- To support special events, extracurricular and co-curricular activities or projects;
- To acquire or enhance curriculum support materials, resources, or activities that support the School Development Plan.

## 3.0 Fundraising Guiding Principles

- \$ Fundraising should target specific projects that are reflective of the most important educational priorities of the school as identified through the School Development process, which has input from parents, school administrators, and teachers.
- \$ The activities that are appropriate for fundraising are those which directly benefit children and the school community.
- \$ Fundraising projects should comply with all laws, school regulations, and health and safety requirements.
- \$ Due to safety concerns, no fundraising activity will use children to sell or solicit funds door-to-door.
- \$ Projects should serve as a positive example for our children and youth.
- \$ Volunteer resources are valuable and should be utilized for the greatest benefit of the school community.
- \$ Participants should be involved voluntarily only.

## 4.0 Review Procedures

- \$ Proposals for fundraising activities or requests for funds should be submitted in writing to the Home and School Executive (or a Finance/Fundraising Subcommittee, if one is established) for consideration.
- \$ Proposals or requests can come from parents, teachers, school administrators and staff.
- \$ Proposals or requests should be presented by the Home and School Executive for discussion at a Home and School meeting and decided on.

- \$ Fundraising activities or funding requests approved by the Home and School Association should be clearly communicated to school families through school newsletters, web site, etc. For fundraising activities, information should include the goals of the fundraising event (i.e. why funds are being raised). For funding requests, information should include how the funds are to be used.
- \$ For fundraisers, a report should be circulated to parents upon completion of the activity outlining the results.
- \$ Monies from fundraising should not be used for ongoing staffing costs or to purchase core learning materials, including, but not limited to, classroom supplies (paper, writing tools, markers, glue, scissors, etc.), textbooks, library books, work/exercise books, and curriculum delivery technology (e.g., Computers, LCD projectors, white/smart boards).

## **5.0 Accountability of Funds**

- \$ At a fundraising event or when funds are received, the Chair of the fundraising committee (or designate) and one other member should count the monies received together. They should both sign off on the receipt of these funds.
- \$ All funds received should be deposited into a Home and School Association account set aside for this purpose. No funds should ever be deposited into a personal account.
- \$ Funds may be dispersed by
  - a. requesting a cheque from the Treasurer for the pre-approved amount and then returning a receipt along with any unused funds, or
  - b. purchasing pre-approved items with personal funds and submitting receipts for reimbursement by the Treasurer.
- \$ An annual financial report should be prepared by the Home and School Association outlining all monies received and spent for that year.

*~Approved PEIHSF AGM April 17, 2010*



# Nominations and Elections

The election process may be the easiest part of deciding who handles a particular job in a Home and School organization.

Robert's Rules of Orders are our reference document on elections which are very straightforward. An election is really nothing more than the handling of an assumed motion, with the question being on whom to elect to fill a position. An election can be decided by voice vote or by ballot.

The PEI Home and School Federation recommends that Home and School Associations hold elections in May or June to have new executive members in place for the next school year.

## **Elections, Voting, and Terms of Office suggested guidelines are as follows:**

- Elections are held to fill vacant executive positions. For example, president, vice president, secretary, treasurer, directors; a two-year term of office is recommended.
- Members are encouraged to nominate candidates who have the necessary qualifications to work collaboratively with school administrations and the whole Home and School community to advocate for the best educational experience for children and youth in your school.
- The Call for Elections is to be posted publicly in your school community to inform everyone in your school community of this opportunity - for example, post in your school's newsletter and on social media.
- Nominations are obtained before the meeting or accepted from the floor at the Annual Meeting. Appoint a Nomination's Chairperson to handle election protocol.
- When only one person is standing for an office, the ballot rule is suspended, and the candidate is elected by acclamation.
- The elected officers should be installed in their respective offices at the close of the Home and School meeting.

## **The Nominations chair:**

- seeks nominees and presents a Slate of Nominees to a Home and School meeting;
- calls for further nominations from the floor three times;
- may provide an opportunity for candidates to address the membership to express their interest in serving on the executive;
- asks for a motion to cease nominations and announces the new members of the executive/board.

For more information, contact the Federation office at: 902-620-3186 or [peihsf@gov.pe.ca](mailto:peihsf@gov.pe.ca)

# INSTALLATION CEREMONY

The following Installation Ceremony may be used:

**CHAIRPERSON:** Do you officers of the \_\_\_\_\_ Association promise to work diligently to bring into closer relationship the Home and School so that parents, guardians, teachers administrators and staff may cooperate intelligently in training of the child? Do you promise to make every effort to strengthen public interest in the welfare of children and youth everywhere?

**OFFICERS:** I do.

**CHAIRPERSON:** Do you believe in the policies and objects of the Prince Edward Island Home and School Federation and do you promise to work to achieve them?

**OFFICERS:** I do.

**CHAIRPERSON:** Do you promise to remember that the Home and School movement is more important than anyone in it and to work harmoniously together to achieve its objectives and justify the faith of those who elected you to serve?

**OFFICERS:** I do.

**CHAIRPERSON:** *Turning to audience:* And will you, the members, give to these elected officers your loyal support and cooperation? Will you give them all the help that a good member can give to a good cause and will you all work together to pursue the aims and objectives of our organization?

**MEMBERS:** We will.

**CHAIRPERSON:** I now have the pleasure of declaring you a regularly installed officer of the \_\_\_\_\_ Association. I extend sincere good wishes for the success of your work during the coming year.

The chairperson hands the gavel to the new president, shakes hands with the president, and, if desired, with each officer in turn.

## Frequently Asked Questions (FAQs).....



### 1. What does the provincial Federation do for us?

The PEI Home and School Federation provides the following:

- Resource materials
  - Annual Book of Reports
  - Facilitated workshops
  - Representatives
  - An avenue for concerns/suggestions
  - Opportunity to impact positive change in the education system through resolution process
  - Annual and Semi-Annual Meetings
- 
- The Federation board is made up of representatives from each Family of Schools across the province. Families of Schools representatives bring suggestions and concerns from the local associations and regions to the provincial table for discussion.
  - The Federation supplies resources to the local associations such as by-laws, resolutions, brochures and this handbook which are posted online at: [www.peihsf.ca](http://www.peihsf.ca). You will find information on projects and initiatives and recent news on our website. Join or “like” the PEI Home and School Federation Facebook page to see up-to-date events and activities.
  - The main role is communicating with the local associations and all partners in education. The Federation circulates monthly Home and School Newsletters, and submits a monthly column to The Guardian newspaper. All communications contain information pertaining to the education and well-being of students in Prince Edward Island.
  - The Federation provides **Leadership Training Workshops (November)**, a **Semi-Annual Meeting (October)** and the **Annual General Meeting (April)** which allow members, from across the province, to get together for discussion and to share ideas on current educational topics.
  - By being connected to the Federation, you are part of the organization that is working hard for the education and welfare of children and youth. With many changes to the governance system, the Home and School Federation continues to provide the voice to government so that parents, guardians, teachers and administrative staff continue to be recognized partners in education.

Home and School is the *heart* of the school community’s involvement in education in Prince Edward Island.

### 2. Is the school principal part of the executive/board?

Successful Home and Schools are ones where parents, guardians, teachers, and administrative staff, including principals, have a good working relationship with open communication lines. Students may also sit on a Home and School. Principals or Vice principals provide the needed updates on what is happening in the school. Teamwork is key! Work collaboratively, together!

**3. Can our Association have Co-Chairs?**

Many of the Home and School Associations have had great success in having two people share the role and responsibilities for any executive or committee position. Each person brings their talents to the table. An important tip is that the Co-Chairs should clearly define who will be responsible for what. The position can best be served by Co-Chairs if each person contributes with their individual expertise to the task at hand.

**4. Can the Executive spend money without the membership voting on it first?**

The executive are to spend within the **pre-approved budget which determines spending limits** that the members have established though a vote at a regular meeting. Other expenditures will have to be ratified at the next meeting. The membership has the option not to approve the expenditure at the next meeting. **There must be a motion to confirm every dollar spent.** It is best to stay with the approved limits.

**5. Can teachers be members?**

Home and School means parents, guardians, teachers and administrative staff. They have the same voting privileges as other members. Invite students too!

**6. Can you belong to more than one Home and School?**

Members may have children at more than one school. The current block membership fee structure covers all parents, guardians, teachers and administrative staff in the school where your children attend.

**7. When should local Home and Schools hold elections?**

The Federation recommends that each Association hold their elections at your local annual meeting in the spring. That way you will have your new officers in place for the beginning of the next school year. If you have new families entering your school in September, you will have a chance to invite them to a meeting and possibly to a committee at that time.

The Federation requests that you notify the office in September with your list of new officers to update the provincial directories with current contact information.

**Tips for Local executive members and other volunteers to think about.....**

- Invite both existing and new families entering your school to Home and School meetings.
- Allow parents and teachers an opportunity to speak about any topic on the agenda. Do not allow any one person to dominate the conversation or decisions.
- Attend the Federation's Leadership Training, Semi-Annual and Annual General Meetings to get revitalized.
- Suggest Co-Chairs, especially if the president's spot is hard to fill.
- Provide a copy of this Home and School Handbook to executive members so they can see what is expected of them.
- Current members should actively seek potential executive and committee members. Asking one-on-one, when there is no pressure, is best!

**Contact the Federation office any time to ask questions: 902-620-3186 / 1-800-916-0664 / [peihsf@gov.pe.ca](mailto:peihsf@gov.pe.ca)**



## What is the Role of the Home and School at the Intermediate and High School level?

Many parents and guardians feel that once their children have reached the intermediate and high school levels that it is no longer necessary to be involved in Home and School. However, teens need the whole school community to remain actively involved in their lives. It is still very important for parents, teachers and school staff to collectively take an interest in the learning path and total wellbeing of all students.

The **primary role of Home and School** is to focus on education at every school level advocating for the best possible education and total wellbeing for all students in your school community.

**Here are suggestions as to how your Intermediate and High School Home and School Associations can fulfill those roles:**

- With your principal, identify areas where you can learn more about current educational topics.
  - Partner, where possible, to host speakers for assemblies on topics of interest to your school community.
  - Get involved in your teen's school; e.g., sports programs, math clubs, book clubs, chess and drama clubs
  - Build community partnerships that support activities for youth and work together on school improvement projects
  - Communicate what is happening in the school in a Home and School blog or newsletter
  - Consider ways to make families feel welcome at the school
  - Set up an information table at Meet the Teacher/Staff and Parent/Teacher Interviews
- 
- ➡ Planning is important! Sit down in June or September and draw up a **“plan of action”** for what your Home and School wants to accomplish with others in your school community in the coming school year. Meetings should be scheduled around that plan.
  - ➡ A secondary role of the Home and School is fundraising. It is up to every association how much fundraising they do or not! At the intermediate and high school levels, the students do most of the fund-raising themselves. Your association may want to decide what projects you wish to support and how you will raise the funds to do so.
  - ➡ Send representatives to the Annual Meeting (April); Semi-Annual Meeting (October) and Leadership Training workshops (November).
  - ➡ Invite a Federation volunteer board member to speak for 10 minutes at one of your Home and School meetings on “What the Federation does?” and “How Locals and the Federation work collaboratively together.”
  - ➡ All of us are smarter than one of us! We work together as a team!