

Prince Edward Island Home and School Federation Inc.  
Minutes (Draft) of the 65<sup>th</sup> Annual General Meeting  
Saturday, April 14, 2018  
Rodd Charlottetown Hotel, Charlottetown, PEI

Call to Order

President Lisa MacDougall called the meeting to order at 8:53 a.m. opening with a welcome reading.

The president introduced the head table, Marion Murphy, Parliamentarian, Donna MacLeod, Secretary and Heather Mullen, Treasurer and welcomed 80 delegates who are registered representing 35 schools.

Lisa welcomed invited guests and Past Presidents making special mention of Diane Power, President, Nova Scotia Federation of Home and School Associations and Leola Langille, President, New Brunswick Federation of Home and School Associations.

1. Adoption of Agenda 2018

**MOTION:** To adopt the 2018 AGM agenda.  
Moved by Leah Munro. Seconded by Shelley Muzika.  
**MOTION CARRIED.**

2. Adoption of Minutes 2017

**MOTION:** To adopt the minutes of the 2017 Annual General Meeting as presented.  
Moved by Tracy Ellsworth. Seconded by Jackie Ellis.  
**MOTION CARRIED.**

3. President's Report

Lisa MacDougall provided highlights from her report in the 2018 Book of Reports (pg. 18).

**MOTION:** That the President's Report be approved as presented.  
Moved by Emma Fugate. Seconded by Melvin Ford.  
**MOTION CARRIED.**

4. Financial Report

Treasurer Heather Mullen and David Wright, Accountant presented the report on the financial position of the PEIHSF fiscal year 2017, referencing financial information in the Book of Reports (pgs. 28-35).

**MOTION:** That the Financial Report be approved as presented.  
Moved by Shelley Muzika. Seconded by Emma Fugate.  
**MOTION CARRIED.**

5. Other Reports

**MOTION:** Other reports in the Book of Reports be accepted as circulated.  
Moved by Tracy Ellsworth. Seconded by Vanessa Ford.  
**MOTION CARRIED.**

President Lisa MacDougall encouraged delegates to read the Book of Reports collaboratively with their respective Home and School Associations in an effort to gain insight into the work of other Home and School Associations across the island.

6. Resolutions

Heather Mullen chaired the resolution portion of the meeting.

**PROPOSED RESOLUTIONS:**

**RESOLUTION 1-2018      SCHOOL CLOSURE FOR DEATHS IN THE SCHOOL  
COMMUNITY**

**Submitted by Prince Street Home and School Association**

WHEREAS the people in our schools and on school grounds have a variety of employers (for example, the Public Schools Branch; the French-Language School Board; the Department of Education, Early Learning, and Culture; municipalities) and that students and volunteers on school sites are not there as employees; and

WHEREAS "school communities" should be understood as a network made up of students, teachers, staff, administrators, crossing guards, bus drivers, on-site volunteers, and parents and guardians who all play a role in students' safety and learning; and

WHEREAS some members of school communities have significant and regular interactions with a wide range of students and school staff; and

WHEREAS the death of such members of school communities is an exceptional circumstance; and

WHEREAS a death may be untimely or occur under tragic circumstances; and

WHEREAS it is valuable and important learning for students to understand and have the opportunity to participate in traditions and rituals that accompany death and grieving in the cultural traditions that make up Prince Edward Island;

THEREFORE BE IT RESOLVED that the Prince Edward Island Home and School Federation request that the Public Schools Branch develop a policy for school closure/early dismissal that includes support for closure or dismissal for the wake or funeral of a member of the school community who has had significant and regular interaction with a wide range of students, school staff and/or whose death is untimely or in tragic circumstances, regardless of this person's employment.

**DESTINATION:** Public Schools Branch  
Education, Early Learning and Culture

Friendly amendment: Add: "bus drivers" to 2<sup>nd</sup> Whereas.

**MOTION:** To approve Resolution 1-2018 as presented with friendly amendment.  
Moved by Kristy Phillips. Seconded by Jane Ledwell.  
**MOTION CARRIED Abstentions: 14**

**RESOLUTION 2-2018 COMMUNICATION PROTOCOLS IN URGENT SITUATIONS  
Submitted by Prince Street Home and School Association**

WHEREAS urgent issues may arise outside school hours and on weekends and holidays that require quick decisions or timely resolution that may affect students, their families, and school staff; and

WHEREAS each school's Home and School leaders have a role to play in providing valuable input into these decisions and helping to plan for the effects on students, their families, and school staff; and

WHEREAS Home and School members do not have access to clear processes to reach school and/or education decision-makers outside school hours and on weekends and holidays; and

WHEREAS Home and School members wish to respect the privacy and personal time of school and/or education decision-makers;

THEREFORE BE IT RESOLVED that the PEI Home and School Federation request that the Public Schools Branch establish a clear protocol for communicating with school and education decision-makers when urgent situations arise outside school hours and require timely resolution.

**DESTINATION:** Public Schools Branch  
Education, Early Learning and Culture

**MOTION:** To approve Resolution 2-2018 as presented.  
Moved by Jane Ledwell. Seconded by Kristy Phillips.  
**MOTION CARRIED.**

**RESOLUTION 3- 2018 MENTAL HEALTH DAYS  
Submitted by Prince Street and Colonel Gray Home and School Associations**

WHEREAS the current attendance policy of the Public Schools Branch states "that regular and punctual attendance at school is imperative for educational success. Students are expected to be in school each day unless ill or unable to attend due to an unavoidable circumstance," and

- WHEREAS procedures to address absences include calls to parents and letters of notification that get sent out after five, ten, fifteen and twenty days of missed class, with reporting to child protection triggered by higher rates of school absence, and
- WHEREAS this policy limits parental discretion to keep their children home for reasons they consider valid, including students' mental health, which may not be an illness or an unavoidable circumstance, and
- WHEREAS mental health issues are prevalent in Prince Edward Island, and
- WHEREAS numerous mental health initiatives have been implemented in schools and communities to assist youth and their families, and
- WHEREAS taking an occasional "mental health day" for self-care is becoming increasingly acceptable among workplace absenteeism policies, and
- WHEREAS many school attendance policies omit or do not expressly refer to absenteeism due to student mental health issues, and
- WHEREAS openly talking about mental health helps to reduce mental health stigma,

BE IT RESOLVED that the PEI Home and School Federation encourages the Public Schools Branch to revise student absentee policies to better support parents' discretion about their children's best interests and to expressly include mental health days.

DESTINATION: Public Schools Branch  
Education, Early Learning and Culture

**MOTION:** To approve Resolution 4-2018 as presented.  
Moved by Sandy Nicholson. Seconded by Jane Ledwell.  
**VOTING RESULTS: For = 22 Against = 27 Abstentions = 13**  
**MOTION DEFEATED.**

**RESOLUTION 4-2018      SEEK POLICY ADVICE FROM STUDENTS ON THE AUTISM SPECTRUM TO HELP ALL STUDENTS WITH TRANSITIONS**  
**Submitted by Colonel Gray Home and School Association**

- WHEREAS transitions, whether between grade levels and schools, between parts of the school year, or within the school day, have been identified by mental health professionals and by educators as significant mental health challenges for *all* students<sup>1</sup> and,
- WHEREAS the PEI Learning Partners Advisory Council, in its white paper *Ambition, Excellence and Prosperity: Priorities and Directions for Learning*, identified transitions as a particular area of focus for learning in the province<sup>2</sup>, and,

WHEREAS students with autism spectrum disorders typically face significantly greater challenges with transitions than typical students<sup>3,4</sup> and,

WHEREAS because of the particular challenges with transitions faced by students on the autism spectrum, these students (and their caregivers and educators) are uniquely attuned to the frequency and nature of transitions in learning environments, and, by virtue of this, have unique insights into how to mitigate the stress of transitions, and,

WHEREAS many of these insights and mitigation strategies, if more generally applied in learning environments, could aid in the reduction of transitions-related challenges for *all* students,

THEREFORE BE IT RESOLVED that regular feedback from students on the autism spectrum, and their caregivers and educators, be integrated into all aspects of the policy-making process by Public Schools Branch and the Department of Education, Early Learning and Culture,

BE IT FURTHER RESOLVED that Public Schools Branch convene an advisory body of students on the autism spectrum and their caregivers and educators, to conduct a review of operational policies and procedures, with particular focus on transitions, with the goal of advising the Branch on changes to these procedures that could mitigate the challenges of transitions for all students.

**DESTINATION:** Public Schools Branch  
Education, Early Learning and Culture  
Learning Partners Advisory Council  
Autism Society of PEI

**Notes**

1. Managing School Transitions: Promising Practices in Alberta’s Schools: A Support Resource, Government of Alberta:

School transitions can be challenging for many students. The probability of successful transitions is significantly increased when school communities work together to coordinate comprehensive school transition support strategies.

2. “The Island community must... Prepare learners to successfully transition into, through, and out of learning systems and opportunities throughout our lives. Transitions matter and need to be carefully planned, coordinated and supported with a focus on the learner.” from Ambition, Excellence and Prosperity: Priorities and Directions for Learning.

3. Transition Time: Helping Individuals on the Autism Spectrum Move Successfully from One Activity to Another, Indiana Resource Center for Autism:

*All individuals must change from one activity to another and from one setting to another throughout the day. Whether at home, school, or in the workplace, transitions naturally occur frequently and require individuals to stop an activity, move from one location to another, and begin something new. Individuals with autism spectrum disorders (ASD) may have greater difficulty in shifting attention from one task to another or in changes of routine. This may be due to a greater need for predictability (Flannery & Horner, 1994), challenges in understanding what activity will be coming next (Mesibov, Shea, & Schopler, 2005), or difficulty when a pattern of behavior is disrupted.*

4. The Autism Toolbox: An Autism Resource for Scottish Schools, Scottish Government: *Transitions can be very problematic for pupils on the autistic spectrum due mainly to their cognitive processing of the environment and need for predictability. Children are likely to have difficulties with:*

- *Interpreting the thoughts/feelings/expectations of new people (Theory of Mind);*
- *Understanding or establishing appropriate new routines (weak Central Coherence);*
- *Planning and organisation (Executive Functioning);*
- *Sensory processing.*

*All of the above can provoke high levels of anxiety and may result in unusual behaviours or responses, such as:*

- *Fear;*
- *Inappropriate reactions due to lack of social understanding and what behaviour is expected;*
- *Attempts to keep environment the same, or negative responses to transition interfering with existing structures;*
- *Non compliance;*
- *Behaviour that adults find challenging.*

**MOTION:** To approve Resolution 4-2018 as presented.  
Moved by Peter Rukavina. Seconded by Sandy Nicholson.  
**VOTING RESULTS: Against = 2**  
**MOTION CARRIED.**

**RESOLUTION 5-2018: REQUEST FOR FUNDING OF REPLACING EXPIRED OR UNSAFE PLAYGROUND EQUIPMENT**

**Submitted by Greenfield Home and School Association**

WHEREAS playground equipment is a valuable tool for developing school age children's physical strength and co-ordination, social skills such as sharing, teamwork and competition and mentally preparing them for class room teachings, and

WHEREAS playground equipment located on school property benefits not only the students of that school but the surrounding community as well, and

WHEREAS from time to time playground equipment, even when properly maintained, due to age, normal wear and tear, changes to CSA standards or vandalism may be deemed by the PSB to be unsafe or unfit for use and be removed or ordered to be removed from site, and

WHEREAS PSB operational procedure 202.1, subsections 4.4 and 4.5 states:

- “4.4 A school, Home and School Association or other school affiliate will be fully responsible for all costs related to site preparation, purchasing and installing playground equipment and protective surfaces, to CSA standards;
- 4.5 The Public Schools Branch will assume ownership, upon final inspection, of the playground equipment that has met CSA and Public Schools Branch standards and will take responsibility for all ongoing costs related to inspection, maintenance, warranty and insurance related concerns.”, and

WHEREAS schools and Home and School Associations have very limited means to fund replacing removed playground equipment, and

WHEREAS the PSB owns, inspects, maintains, warrants and insures playground equipment purchased by schools and Home and School Associations, as per PSB operational procedure 202.1, the PSB should share with schools and Home and School Associations some of the responsibility for replacing removed playground equipment.

BE IT RESOLVED that the PEI Home and School Federation request that the Minister of Education to provide base funding in the lesser amount of 50% or \$50,000 for the costs related to site preparation, purchasing and installing suitable replacement playground equipment and protective surfaces, to CSA standards, in the event where the PSB has removed or ordered to be removed playground equipment.

**DESTINATION:** Public Schools Branch  
 Education, Early Learning and Culture  
 Health and Wellness

**MOTION:** To amend Resolution 5-2018: Reduce from 50% or \$50,000 to 10% or \$10,000.

Moved by Tracy Ellsworth. Seconded by Mike Stanley.

**AMENDMENT VOTING RESULTS:** For = 21 Against = 31 Abstentions = 9

**MOTION DEFEATED.**

**MOTION:** To table Resolution 5-2018 for review by Greenfield Home and School Association and PEIHSF.

Moved by Owen Parkhouse. Seconded by Melvin Ford.

**MOTION CARRIED.**

**RESOLUTION 6-2018 REQUEST FOR A REVISION OF THE EDUCATION ACT AND A RETURN TO ELECTED SCHOOL BOARD**

**Submitted by Kinkora Regional High Home and School Association**

WHEREAS the Education Act provides for an elected board within the French Language School Board but not the PSB, and

WHEREAS it was promised by the current Liberal government that an elected school board would be implemented within the PSB, and

- WHEREAS the Education Act has currently bestowed all decision making authority in regard to school matters upon three appointed trustees who answer to Minister of Education, and
- WHEREAS it is a perceived conflict of interest that the Deputy Minister of Education is also the Chair of the appointed board, and
- WHEREAS the current model which includes District Advisory Councils bestows no decision making authority upon parents or community members within local school communities, as members of the DAC's are in an advisory capacity only, and
- WHEREAS members of the DAC's would be able to continue on in an advisory role, if so desired, by advising the elected school board trustees, and
- WHEREAS the Charting the Way Final Report of the Education Governance Commission March 2012 provides 48 key recommendations, after extensive research and collaboration with stakeholders across PEI, which includes the recommendation that "School Districts be governed by elected boards of trustees", and
- WHEREAS a key determinant of student success is parental and community involvement in school decision making at the local level, and

THEREFORE BE IT RESOLVED that the PEI Home and School Federation request that the Minister of Education, Early Learning and Culture and Cabinet revise the Education Act and designate decision making authority regarding educational matters to an Elected Board of School Trustees, who represent Families of Schools.

DESTINATION: Education, Early Learning and Culture  
Cabinet, Government of Prince Edward Island

**Friendly amendment:**

THEREFORE BE IT RESOLVED that the PEI Home and School Federation request that the Minister of Education, Early Learning and Culture and Cabinet revise the Education Act and designate decision making authority regarding educational matters to an Elected Board of School Trustees, one for each Family of Schools, with School Board Elections to coincide with provincial government elections.

**MOTION:** To approve Resolution 6-2018 with the friendly amendment.

Moved by Janet Payne. Seconded by Jennifer Duffy.

**VOTING RESULTS: Against = 5**

**MOTION CARRIED.**



## By-Law Revisions Presented to the Annual Meeting 2018

### ARTICLE III - PURPOSES AND OBJECTIVES

**DELETE:** (f) To affiliate with and promote the aims and objectives of the Canadian Home and School Federation;

**Background:** In 2012, the Board of Directors of PEI Home and School Federation decided that the annual costs associated with membership in the Canadian Home and School Federation, combined with organizational challenges in the organization, did not warrant continued membership.

### ARTICLE VI - DIRECTORS

(1) At the Annual Meeting of the Corporation, the voting delegates shall elect a Board of Directors comprised of the Executive Committee and the ten Regional Directors as hereinafter provided for.

**INSERT after Regional Directors:** representing ten families of schools including Bluefield, Charlottetown Rural, Colonel Gray, Kensington, Kinkora, Montague, Morell, Souris, Three Oaks, and Westisle...

### ARTICLE IX - DUTIES OF OFFICERS

(1) The President shall call meetings of the Executive Committee and shall when present preside at all meetings of the Corporation. The President shall represent or ensure representation at the National Federation Meetings and shall serve as the principle spokesperson or representative of the Corporation in all organizational and administrative matters.

**DELETE:** represent or ensure representation at the National Federation Meetings and shall...

### ARTICLE XI - LOCAL ASSOCIATION

(3) Any person subscribing to the purposes and objectives of the Corporation may join by becoming a member of a Local Association. Every member who joins a Local Association which is a member of the Corporation, shall automatically be a member of the Corporation and the Canadian Home and School Federation.

**DELETE:** and the Canadian Home and School Federation

**DELETE:** (6) The Corporation shall pay an annual fee to the Canadian Home and School Federation as set out by the Canadian Federation's By-laws and Standing Rules.

### ARTICLE XII - REGIONAL DIRECTORS

(1) The voting membership (i.e. the representatives from all Local Associations) at its Annual Meeting shall elect two (2) persons from Local Associations from each of the four regions within the Province of Prince Edward Island to sit on the Board of Directors.

**DELETE:** two (2) persons from Local Associations from each of the four regions

**ADD:** persons from Local Associations from each of the ten families of schools

(2) The Regional Directors shall hold office for two (2) years but elections shall be arranged so that one Director in each Region retires each year.

**DELETE:** one Director in each Region retires each year.

**ADD:** five Regional Directors or 50% of the board retire each year.

**ARTICLE XIII - NOMINATING COMMITTEE**

(1) The Board of Directors shall, at the earliest practical date each year and not later than six weeks before the Annual Meeting, appoint a Nominating Committee of three members. The Nominating Committee shall prepare a slate of nominee for the Regional Directors and Officers of the Corporation for election at the Annual Meeting. The immediate Past President will act as Chairperson of this committee.

**ADD:** “s” to nominee

**ARTICLE XVIII - PARLIAMENTARY PROCEDURE**

(1) Parliamentary procedure shall govern all points respecting the holding and conduct of meetings of the Corporation not covered in these By-laws and the Canadian Home and School & Parent-Teacher Federation By-Laws.

**DELETE:** and the Canadian Home and School & Parent-Teacher Federation By-Laws.

**ARTICLE XXIV - DISSOLUTION AND WINDING UP**

The net profit of the Corporation shall be expended in the operation of the corporation and in the event of a winding up or other dissolution of the Corporation, there shall not be any distribution of any kind among members, but the funds of the Corporation shall be applied to the Canadian Home and School Federation (or some one or more charitable organizations within the community serviced by the Corporation.

**DELETE:** Canadian Home and School Federation

**ADD:** Community Foundation of Prince Edward Island

**Friendly amendment: Regional directors to represent families of schools or one per high school.**

**MOTION:** To adopt the by-law revisions as presented with friendly amendment.

Moved by Heather Mullen. Seconded by Cory Thomas.

**VOTING RESULTS: Abstention = 1**

**MOTION CARRIED.**

7. Nominating Report/Elections:

Peter Rukavina, Chair of the Nominations Committee provided an overview of the roles and responsibilities of Federation board members. The report was presented with a call for nominations to fill vacant positions. A slate of officers was nominated to fill vacant positions as follows:

<u>Executive:</u>		Term expires:
President	Cory Thomas	2020
Vice President	Heather Mullen	2020
<u>Regional Directors:</u>		
Charlottetown Rural	Andrea Richard	2020
Colonel Gray	Allie Keedwell	2020
Kinkora	Mary MacDonald-Pickering	2020
Montague	Haley Zavo	2020
Morell	Jonathan Ludgate	2020

**MOTION:** To approve the PEI Home and School Federation board of directors for 2018-2019 as presented. Moved by Peter Rukavina. Seconded by Sandy Nicholson.  
**MOTION CARRIED.**

**Note:** The treasurer and Westisle positions will be filled by the Federation Board.

The new PEI Home and School Federation Board was inducted by Marion Murphy.

Outgoing board members and president Lisa MacDougall were thanked for their contributions to the Federation during their respective terms of office.

8. New Business

No new business.

9. Adjournment

**MOTION:** To adjourn the AGM business meeting.  
Moved by Tracy Ellsworth.

Lisa MacDougall declared the regular business portion of the meeting concluded at 10:55 a.m.

Respectfully submitted,

Donna MacLeod, Secretary  
PEI Home and School Federation