

## **Action Items Arising from September 8, 2011 PEIHSF Board Meeting**

1. ACTION ITEM: Shirley to contact Nancy Russell, Jamie Matheson or Kristin Trace to see if they are available to participate in leadership training sessions.
2. ACTION ITEM: Shirley and Owen to work on a resolution regarding time available for lunch provided to students, for possible presentation at the next Annual Meeting.
3. ACTION ITEM: Shirley to check with Harmony House about possibility of using their downstairs lounge for a “meet and greet” before the Semi-Annual Meeting.
4. ACTION ITEM: Owen will investigate whether maintenance schedules for each school can be obtained and published.
5. ACTION ITEM: Shirley Jay to investigate whether the SHAPES workshop in the fall conflicts with other meetings.
6. ACTION ITEM: Peter Rukavina investigated the possibility of using shared web infrastructure to host local home and school websites.
7. ACTION ITEM: Shirley to organize a Brainstorming Session for local home and school presidents to be held centrally some time after Remembrance Day.
8. ACTION ITEM: Owen to write letters to Island newspapers offering these questions as ones that electors should pose to their candidates.
9. ACTION ITEM: Shelley Muzika, Shirley Jay, Owen Parkhouse and Peter Rukavina to meet as a subcommittee to discuss succession issues for Executive Director of PEIHSF.
10. ACTION ITEM: Owen Parkhouse to contact CBC to request that they include an Education Debate in their programming related to the Provincial General Election.

# Prince Edward Island Home and School Federation Inc.

Board of Directors Meeting – September 8, 2011

Sobey's Community Room, Summerside

## **Call to Order**

The meeting was called to order by President Owen Parkhouse at 6:05 p.m.

In attendance were: Owen Parkhouse (President), Peter Rukavina (Secretary), Lainey Williams (Region 1 Director), Raeann Kinch (Region 1 Director), Pam Montgomery (Region 2 Director), Sue Pettit (Region 2 Director; arrived 6:20 p.m.), Shelley Muzika (Region 3 Director), Lisa Geldert (Region 3 Director), LaVerne MacKinnon (Region 4 Director) and Shirley Jay (Executive Director).

Regrets were received from Lloyd O'Brien (Region 4 Director) and Bill Whelan (Past-President).

Peter Rukavina acted as recording secretary.

## **Approval of Agenda**

**MOTION:** That the agenda be approved as circulated, with the addition of (g) Brainstorming Sessions, (h) Questions for Candidates, (i) Succession Planning, (j) 1-2 reps per family of schools discussion and (k) School Governance Review. Moved by Lisa Geldert, Seconded by Lainey Williams. **MOTION CARRIED.**

## **Approval of Minutes of May 26, 2011 Meeting**

**MOTION:** That the minutes of the May 26, 2011 meeting be approved as circulated. Moved by Shelley Muzika, Seconded by Pam Montgomery. **MOTION CARRIED.**

## **Business Arising from the Minutes**

School Bus Driver of the Year awards were presented.

Research is being done on a "family of schools" model; to be discussed later in the meeting.

Owen will present a report from the Canadian Home and School Federation in his President's Report later in the meeting.

The work of the InfoKit Subcommittee is proceeding and will be discussed later in the meeting.

The project to investigate developing a home and school calendar was *not* completed by the InfoKit Subcommittee.

The date for the Semi-Annual meeting was set for October 18, 2011.

Leadership training sessions have been scheduled.

## **Financial Report**

A brief financial report was presented:

- Balance as of the end of June, 2011 was \$120,128.68.
- The GICs are configured as reported at the May 26, 2011 meeting, with no changes since.
- An updated synopsis of our financial situation is to come from Treasurer Tom MacLellan.
- Our operating grant of \$37,500 grant along with a Parent Engagement Grant of \$35,000 have been received from the Dept. of Education and Early Childhood Development.

**MOTION:** That the Financial Report be accepted as presented. Moved by Lisa Geldert, Seconded by LaVerne MacKinnon. **MOTION CARRIED.**

Shirley Jay reported that no changes were required in signing authority after the 2011 Annual General Meeting.

## **President's Report**

President Owen Parkhouse presented his report and a printed copy of his report was circulated.

A copy of Owen's printed report is attached.

Owen elaborated on the importance of bringing education issues forward in the upcoming Oct. 3, 2011 Provincial General Election, and there was a discussion of the possibility of an "Education Debate."

There was a discussion of the Canadian Home and School Federation annual meeting, which Owen characterized as "difficult." There continues to be a general consensus that the PEIHSF should carefully review its continued participation in the Federation, but that, for the time being, we are playing a valuable role. The next Annual Meeting of the Canadian Home and School Federation will be held on Prince Edward Island in May 2012.

(Sue Pettit arrived at 6:20 p.m.)

Owen reported that Janice McKendrik was hired under contract to develop the "InfoKit" and that her work should be completed by the end of September, 2011.

There was discussion of the "leadership training sessions" for local home and school associations that are upcoming, especially on the need to identify resource to help provide guidance on technical issues (websites, etc.) and resolution writing. Several names were presented.

**ACTION ITEM:** Shirley to contact Nancy Russell, Jamie Matheson or Kristin Trace to see if they are available to participate in leadership training sessions.

Shirley Jay and Owen Parkhouse will attend the Atlantic Caucus of provincial home and school federations (which consists of New Brunswick, Newfoundland & Labrador, Nova Scotia and Prince Edward Island Federations) in October, being hosted by the New Brunswick Home and School Federation. PEI will host this caucus in 2012.

The School Governance Committee meetings will start soon, and it's expected that the PEIHSF will be given an opportunity to participate.

### **InfoKit Subcommittee Report**

The InfoKit draft will be circulated to Subcommittee members tonight for an initial review.

Janice McKendrik's contract has been extended by an additional 2 weeks to complete the work on the InfoKit.

It is hoped that the InfoKit will be in the hands of parents by the end of September.

The cost of the InfoKit is not expected to exceed the approved budget; if it does, the Subcommittee will come to the board with a request for additional funding.

### **Department of Education Committee Representative Review**

Shirley Jay explained the role of PEIHSF representatives on various committees of the Department of Education and Early Childhood Development and the list of the committees was reviewed.

There was a discussion about the role of these committees, the reaction of other members to PEIHSF representatives, and how to effectively represent parents.

Committee assignments were reviewed:

- **Elementary**
  - Sue Pettit will step down this year so replacement is needed.
  - Meetings 3-4 times per year.
  - Not much opportunity for input by parents
  - Shelley Muzika expressed interest in replacing Sue, or possibly joining the Intermediate committee.
- **Elementary Physical Education**
  - This committee is no longer active.
- **Intermediate**
  - Mary Lou Griffin Jenkins, the current rep, will be asked if she is interested in continuing to serve.
- **Senior**
  - Lisa Geldert agreed to serve.
- **Special Education**
  - Pam Montgomery agreed to serve.
- **Minister's Advisory Committee on Computer & Information Technology (C.I.T.)**
  - Peter Rukavina agreed to continue to serve.
- **Computers For Schools/Libraries**

- Shirley Jay agreed to continue to serve.
- **Smoking Prevention (Council for a Smoke-Free PEI & PEI Tobacco Reduction Alliance - PETRA)**
  - Shirley Jay agreed to continue to serve.
- **Eastern School District Assessment**
  - Details to come.
- **Healthy Eating Alliance**
  - Details to come; Sue Pettit is interested.
- **School Calendar**
  - Owen Parkhouse agreed to serve.
- **PEI Literacy Alliance**
  - Pam Montgomery is interested if the PEIHSF is invited.

There was a discussion of whether eating, nutrition and physical activity issues were being covered properly by existing committees and a general discussion of some of the issues (time for eating, food sold at schools, etc.) that need to be addressed under this umbrella.

**ACTION ITEM:** Shirley and Owen to work on a resolution regarding time available for lunch provided to students, for possible presentation at the next Annual Meeting.

### **Updated from Local Home and Schools**

Ellerslie Elementary created a new playground and as part of this the PEIHSF issued 77 charitable tax receipts to donors and issued a cheque to Ellerslie Home and School for the total donation amount raised (the PEIHSF does not retain administrative fees).

Peter Rukavina brought forward the issue of chocolate bar sales at Prince Street School being used by the principal to fund white boards, AV systems and other school infrastructure. There was an agreement we should call these “dry erase boards” in future conversations, as there’s a confusion with “smart boards vs. white boards.” Shirley Jay read the Eastern District and Western Board responses to our resolution on this issue.

This was followed by a general discussion of the role of white boards in schools, whether we should be focusing our efforts on this or on other issues, like “smart boards” or other information technology issues, followed by a discussion of wireless Internet and general technology issues. Peter Rukavina reported that the Minister’s IT Advisory Committee was working on a draft report to the Minister looking at future IT infrastructure needs.

### **New Business**

The Semi-Annual Meeting has been scheduled for Tuesday, October 18 at Harmony House Theatre in Hunter River from 6:00 p.m. to 8:30 p.m. Shirley reported that there may be a possibility for a “meet and greet” earlier and will check on this.

**ACTION ITEM:** Shirley to check with Harmony House about possibility of using their downstairs lounge for a “meet and greet” before the Semi-Annual Meeting.

There was a broad discussion of Joint Occupational Health and Safety Committees in schools and the announcement that parent representatives will now be sought for these committees. Sue Pettit and Shirley Jay reported on their meeting with Joan, the provincial Health and Safety Coordinator in this regard.

Each school, as an employer, is required to have a Health and Safety Committee, and approval has been sought and received to include a parent representative. One day of training will be provided, and principals will be asked to solicit the parent representative. Parents will be participating in the existing school framework for the committees, these are not new committees.

**ACTION ITEM:** Owen will investigate whether maintenance schedules for each school can be obtained and published.

There was a discussion of whether minutes of PEIHSF board meetings should be posted on the Federation’s website. It was agreed this would be a good idea, especially as we advocate for transparency in others so should demonstrate it ourself.

**MOTION:** The PEI Home and School Federation board meeting minutes be posted on the PEIHSF website once they have been approved. Moved by Lisa Geldert, Seconded by Sue Pettit. **MOTION CARRIED.**

**ACTION ITEM:** Shirley Jay to investigate whether the SHAPES workshop in the fall conflicts with other meetings.

There was a discussion of local home and school websites and whether shared infrastructure might be a positive development.

**ACTION ITEM:** Peter Rukavina investigated the possibility of using shared web infrastructure to host local home and school websites.

Owen Parkhouse reported that Honourable H. Frank Lewis has been sent a letter requesting Vice-Regal Patronage for the Federation.

There was a discussion of whether we should repeat the “brainstorming sessions” for local presidents that were held in late 2010 again this year. It was agreed, given the positive feedback received, that we should.

**ACTION ITEM:** Shirley to organize a Brainstorming Session for local home and school presidents to be held centrally some time after Remembrance Day.

There was extensive discussion of how the PEIHSF should work to forward education issues in the upcoming Provincial General Election. Owen agreed to write letters to newspapers with 3-4 questions for candidates about education, and the following were arrived at as the questions:

1. Can you assure me that the quality of education my child receives is going to equal that of any other child across the province?
2. How do you reconcile legislation that guarantees free public education with a reality where parents are looked to fund everything from dry-erase boards to playgrounds to FM systems to Kleenex?
3. What would your government do to take our students from trailing the country to leading the country in educational outcomes?

**ACTION ITEM:** Owen to write letters to Island newspapers offering these questions as ones that electors should pose to their candidates.

There was discussion of succession planning: finding a replacement for President Owen Parkhouse, whose term ends in April, and working over the medium term to ensure that when Shirley Jay retires the Federation continues to operate as well as it has under her guidance.

It was agreed that a committee would be struck to discuss benefits, salary, term, and other issues related to the Executive Director position.

**ACTION ITEM:** Shelley Muzika, Shirley Jay, Owen Parkhouse and Peter Rukavina to meet as a subcommittee to discuss succession issues for Executive Director of PEIHSF.

Owen Parkhouse led a discussion of the PEIHSF regional representation model, focusing on the possibility of moving to a “family of schools” model, and away from the “region” model, which is based on school zone boundaries that are no longer used elsewhere in the education system.

There are 12 families of schools in the province, and thus issues with the size of a board if there were 1 or 2 representatives from each family of schools. It was agreed that more discussion is required on this issue, and it was thought that it was best to align this with the School Governance Model that emerges from the work of the School Governance Committee.

This was followed by a brief discussion of the School Governance Committee and its work; Bill Whelan has agreed to inform us when the work of the Committee “kicks into gear.”

There was a brief discussion about sponsoring an “Education Debate” as part of the Provincial General Election, modeled on the “tourism debate” that TIAPEI organized.

**ACTION ITEM:** Owen Parkhouse to contact CBC to request that they include an Education Debate in their programming related to the Provincial General Election.

## **Adjournment**

The meeting adjourned at 8:45 p.m. (no motion for adjournment was made). Next meeting is scheduled for November 24, 2011 in Charlottetown.

Board  
Handouts  
⇒ Sept. 8/11  
Ed. Meeting

PRINCE EDWARD ISLAND HOME AND SCHOOL FEDERATION  
BOARD MEETING  
September 8 2010

### PRESIDENT'S REPORT

First and foremost I would like to welcome everyone back to another school year and the true privilege that we have been entrusted with to advocate for our children and their education. Here are some of the highlights of what has been happening since our AGM and the summer 'break'

- I attended the annual meeting of the Canadian Home & School Federation was held in Kelowna, B.C. back in June
- Parent Resource Kit has been put together over the summer recess
- Meetings for Fall Leadership Training Sessions
- Mtgs held for Joint Occupational Safety/Health Committees (JOSH)
- Mtgs for School Governance

The provincial election is upon us and this is an excellent opportunity to bring education to the forefront of election issues. We must hold politicians accountable and this is our time to do this!

Shirley and I will be attending the Atlantic Caucus Meeting of Home and School Federations the last weekend in October in Fredericton.

I look forward to working with all of you over the course of the school year – my door is always open and my phone is always on! Let's have a great year doing the right things and let's have fun while doing them.

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"How's the school board meeting going?"

Respectfully submitted,  
Owen J W Parkhouse