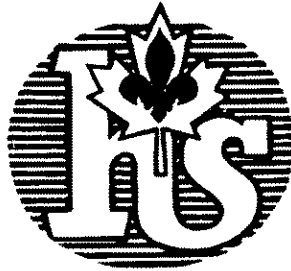


**QUEBEC FEDERATION
OF
HOME AND SCHOOL ASSOCIATIONS**



**1999 ANNUAL GENERAL MEETING
BOOK OF REPORTS**

April 24, 1999

Meeting held at
Royal Montreal Golf Club
25 South Ridge
Ile Bizard, Qc

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QFHSA 55TH ANNUAL GENERAL MEETING, APRIL 24, 1999
BUSINESS MEETING PROCEDURE

1. The **Annual General Meeting** [AGM] is **conducted in accordance** with our Constitution, By-Laws and Standing Rules. In the case of any procedural dispute reference shall be made to Robert's Rules of Order Revised.
2. Each **official voting delegate** of each Member Association shall have **one vote** on any question which comes before the meeting, **except** for associations more than 250 kilometers from Montreal. Such Associations will still be entitled to three votes, expressed either as an identical or divided vote. Application for such privilege is to be presented in writing to the Executive Secretary prior to the start of the business portion of the Annual General Meeting.
3. The **quorum for transaction of business** at the Annual General Meeting shall be twenty-five percent [**25%**] of **Member Associations in good standing**, represented by their official representatives or accredited alternates.
4. **Voting** shall be by ballot or show of hands. All questions shall be **decided by a majority of those present** and entitled to vote, **except** those which require a two-thirds [**2/3**] majority. On ballot votes, the votes of each association shall be handed in by the voting delegates of each association individually but at the same time. Counting of the votes shall be done by non-voting participants.
5. A **delegate** may not **speak** for more than two [**2**] **minutes** on any question under discussion, nor more than twice on any particular motion or resolution.
6. **Amendments** to the Constitution and **By-Laws** require a two-thirds [**2/3**] **vote** of the delegates present and entitled to vote. Notice of the proposed amendments must have been mailed to all Member Associations at least ten [**10**] weeks prior to the meeting. Modifications to these proposed amendments received two [**2**] weeks before the AGM will be considered, but **no modification may be made from the floor.**
7. **Resolutions** to the Annual General Meeting must have been circulated to the Member Associations eight [**8**] weeks prior to the Annual General Meeting. Resolutions received after the date specified will be presented as **Emergency Resolutions** only after consideration by the Chairman of the meeting and the Resolutions Committee. Delegates presenting resolutions are reminded that they must be present at the time designated on the agenda for the presentation of their resolution. The **presenting party** may **speak** to the resolution, or amendments thereto, for not more than FIVE [**5**] **minutes**. In addition to amendments received two weeks before the AGM there may be amendments emanating from the caucus session held earlier, **but no further amendments may be made from the floor.**



PARLIAMENTARY PROCEDURE

PRINCIPLES

- Justice and Courtesy for all
- One thing at a time
- Recognition of the will of the majority
- Protection of the rights of the minority

PURPOSE

- ✓ To conduct business in an orderly and democratic manner by one or more of the following ways:
 - ✓ communications
 - ✓ committee reports
 - ✓ motions or resolutions

To participate effectively in the proceedings of meetings, each person needs to know the fundamentals of parliamentary procedure.

THE MAIN MOTION

WHAT IS A MOTION?

A main motion introduces a new item of business; it is a proposal that the group take a certain action. It is the basis of all discussion and states the bounds of discussion. All remarks pertain directly to the contents of the motion on the floor. The making of the motion comes first, discussion follows. A subsidiary motion qualifies the main motion or proposes an alternate timetable for consideration.

WHEN IS A MOTION NEEDED?

- It forms a basis for discussion on all major decisions of the group.
- When in doubt, ask for a motion to be proposed.
- Motions must be made on all matters involving finances not already included in the budget as approved.
- On minor matters, a question may be resolved by the chairman 'taking the sense of the meeting'.
- The decision must be clearly stated for the secretary to report in the minutes as well as for the benefit of the members.

THE STEPS TO PRESENTING A MOTION ARE:

1. member stands or raises a hand and says:
"Madame Chairman/Mr. Chairman."
The chairman recognizes the speaker by name.
2. The member says, **"I move that . . ."**, stating or reading a motion.
3. Another raises a hand to be identified by the chairman, then says:
"I second the motion." The seconder believes the motion should be discussed, but may not necessarily be in favour of it.
4. Chairman says, **"It has been moved by (name of mover) and seconded by (name of seconder) that . . .
..... Is there any discussion?"**
5. The mover usually speaks first, giving the reasons for the motion. The opportunity to speak to the motion must be given to anyone who wishes to speak to or oppose the motion. Discussion should be addressed to the chairman.
6. At the end of the discussion, the chairman says:
"If there is no further discussion" or **"Are you ready for the question?"** Then:
"The motion is that"



"All in favour?" (pause while the count is taken by the secretary)
"Opposed?" (pause while the count is taken by the secretary)
"Abstentions?" (pause while the count is taken by the secretary)
"The motion is carried" (or is defeated).

7. If anyone calls **"Division"** (questions the voice vote), the chair calls for a show of hands or a standing vote: **"All in favour raise your hand. All opposed . . ."** If a majority request it, the vote may be taken by ballot. A **"ballot vote"** is the recommended procedure for election of officers and for resolving a contentious issue.

SUBSIDIARY MOTIONS

AMENDMENTS CHANGE MOTIONS: To qualify the idea of a motion, but not to change the subject or the intent of the main motion.

1. **"I move to amend the motion by "** :

- Inserting or adding a word, phrase or sentence.
- Striking out a word, phrase or sentence.
- Striking out and inserting a word or phrase or substituting a sentence or paragraph.

2. **"I second the motion to amend."**

3. **"It has been proposed to amend the motion to read as follows "**

The chairman states the main motion and the amendment so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a motion with:

Discussion: **"Is there any discussion?"**

Question: **"If there is no further discussion, the amendment is"**

Vote: **"All in favour of the amendment "**

Chairman announces the outcome:

"The amendment is carried (or defeated)."

"The motion now before the meeting is"

(states the motion plus the amendment(s) if it carried)

In dealing with motions, the vote is taken first on the amendment. If passed, the amended motion is voted on. If the amendment is defeated, the main motion in its original form is voted on.

TO REFER: A question is referred to committee for further study and to submit a recommendation to the group at a later time.

TO TABLE: To set the matter aside until someone moves to reconsider it.

TO POSTPONE DEFINITELY: Postpone discussion until more facts are available.

TO POSTPONE INDEFINITELY: The motion may not be considered again that year.

► Recommended useful resource materials available for reference during a meeting:

A copy of your organization's Constitution and By-Laws. Robert's Rules of Order or other guide to basic rules of parliamentary procedure.



55TH QFHSA ANNUAL GENERAL MEETING - April 24, 1999
BUSINESS MEETING AGENDA

1. Welcome & Introductions	
2. Appointments:Parliamentarian; Credentials Chairman; Scrutineers	
3. Business & Parliamentary Procedures	<u>Book of Reports</u> Page.....1
4. Approval of Agenda	Page.....4
5. Approval of Minutes of 1998 Annual General Meeting	Page.....5
6. Business Arising from 1998 AGM Minutes	
7. President's Report	Page.....14
8. Constitution, By-Laws, Standing Rules Committee Report	Page.....17
8.1 Amendments	Circulated Feb.5,1999
9. Membership Report	Page.....18
10. Finance Report	Page.....19
11. Treasurer	
11.1 Auditors Report	Page.....22
11.2 Appointment of Auditor 1998/99 - Verelli - Arrizza	
11.3 Proposed Budget for 2000	Page.....20
12. Reports	
12.1 Nominations Report	Page.....16
12.1.1 Nominations for Directors/Officers	
12.1.2 Election of Board of Directors	
12.1.3 Election of Officers	
12.1.4 Installation of Board of Directors	
12.2 Education	Page.....33
12.3 Resolutions & Policy	Page.....34
12.3.1 Disposition of 1998 Resolutions	
12.3.2 Statements of Policy	Circulated March 5,1999
13.3.3 Caucusing 1999 Resolutions [morning]	
..... Awards Luncheon	
13.3.3 Caucusing 1999 Resolutions [afternoon]	
13.3.4 1999 Resolutions	Circulated March 5,1999
14. Acceptance of remaining Reports	Enclosed in AGM kit
15. New Business	
16. Adjournment	



MINUTES OF THE 54th ANNUAL GENERAL MEETING
QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS
HELD MAY 02, 1998, AT THE HOLIDAY INN, POINTE CLAIRE, Qc.

Registered and present during the May 02, 1998, Annual General Meeting were 103 people, including 13 guests.

There were **28** local Home & School Associations [out of a possible 49 in good standing] present and represented by **61** accredited voting delegates. They were:

Ayer's Cliff	Aylmer	Baie Comeau
Beacon Hill	E.P. Beaconsfield	Beaconsfield High
Edinburgh	Elizabeth Ballantyne	Evergreen
Forest Hill	Greendale	E.P. Harwood
Hudson High	John Rennie High	Keith
Lachine High	Lindsay Place High	Macdonald High
Meadowbrook	Roslyn	Royal West Academy
Seigniory	Shigawake-Port Daniel	Thorndale
Valois Park	Westmount High	Westpark
Willingdon		

The Annual Business Meeting was officially opened on Saturday morning, May 02, 1998, by the President, Miriam Lalande (8:40 am).

1. Welcome and Introductions

The President welcomed the delegates present, noting out-of-town delegates from the Gaspé, Baie Comeau, Aylmer and the Eastern Townships, who had given extra time to be with us. A big thank you to **Marion Daigle**, AGM General Arrangements, **Barbara Page**, Hospitality, and **Dorothy Nixon**, Publicity.

Guests were introduced:

Debi Brown, representing the **Canadian Home and School Federation**;

Anita Chan, representing **Canada Heritage**;

Beverly Tidman, Parent Commissioner with the **South Shore School Board**;

Elizabeth Jennaway, representing the **Protestant Committee of the Superior Council of Education**.

Absent at the time of the introductions were: Gerald Desmarais, **Regional Officer, Commissioner of Official Languages**; Margaret Faulks, representing the **Eastern Townships Provisional Council**; and Gisela Amarica, a former member of the QFHSA Board of Directors and **the 1984 Buzzell Award Winner**.

At the head table: Ann Cumyn, Chairman, Constitution, By-Laws and Standing Rules; Helen Koeppe, Chairman, Resolutions and Policy; Miriam Lalande, President; Margaret Funnell, Vice-President and Finance Committee Chairman; Donna Sauriol, QFHSA Executive Secretary.

2. Appointment of Recording Secretary
MOTION: Smith(Director)/Koepe(Keith) to ratify the appointment of Donna Sauriol as Recording Secretary for this 54th Annual General Meeting. **CARRIED**
 The conference kit was briefly described.

3. Appointments of Parliamentarian, Credentials Chairman, Scrutineers
MOTION: Ewen(Aylmer)/Ulmanis(Meadowbrook) to appoint Elizabeth Jennaway as parliamentarian. **CARRIED**
MOTION: Fisher(Beaconsfield High)/Denman(Royal West) to appoint Membership Chairman, Norma Cheng, as Credentials Chairman. **CARRIED**
MOTION: Koepe(Director)/Cheng(Beaconsfield High & Director) to appoint Ludmila Girvan(Thorndale) and Dianne Skoda(Rosemere High) as scrutineers. **CARRIED**
Credentials Chairman Report: Norma Cheng reported that, as there is representation from more than half of the members in good standing, a quorum [25% of the Member Associations] was present.

4. Business Procedure
 Outlined as defined in the Book of Reports, inside cover.

5. Approval of Agenda
 Revised agenda for this meeting moves item 7 [Constitution, By-Laws] to item 13.
 Item 15 [New Business] to read: 1999 QFHSA AGM.
MOTION: Roy(Elizabeth Ballantyne)/Stirling(Lindsay Place) to approve the agenda, with changes. **CARRIED**

6. Approval of Minutes of 1997 Annual General Meeting (pp.2-7, Bk of Rpts)
 Proposed by schools present at 1997 AGM.
MOTION: Zolden(Westmount)/Begin(Seigniory) to approve the Minutes noting omission..
 Omission: Resolution 97/3E - EQUALITY OF EDUCATIONAL RIGHTS AND THE CONSTITUTION. This resolution was omitted from resolutions voted on and passed at the 1997 AGM, Item 8.4, page 6.
 Vote on Minutes, with noted omission.. **CARRIED**

7. Business arising from the 1997 AGM Minutes.
Page 3-Item 5.C: Question arose concerning the number of directors being 15; what would happen in the case of co-presidents? If everyone is in agreement, this issue has been taken care of in the proposed amendments to the By-Laws, to be dealt with later.
Page 3-Item 5.E: Eligibility for Board of Directors. Each Director is asked to sign an Acceptance of Office form which contains the legal personal parameters for serving on the Board.
Page 4-Item 6.3.1: Family membership fee including liability insurance coverage; this has been investigated and we have found that fleet insurance coverage for *Errors and Omissions*, could be made available by application to QFHSA. Application forms, for next year, will be ready by late June.

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8. President's Report (pp.9-10, Bk of Rpts)

President began by introducing the members of the Board of Directors, resource and liaisons persons. Noted we now have a Website (address given in delegate's kit); mentioned financial help received for this from Canadian Heritage and welcomed their representative at our AGM, Anita Chan. 1998 is the 50th anniversary of our newspaper *The Home & School NEWS*; we hope to have a special 50th anniversary edition this Fall.

MOTION: MacWhirter(Shigawake-Port Daniel)/Closs(Lachine High) to accept the President's report. **CARRIED**

9. Membership Committee (p.20, Bk of Rpts)

Mentioned new Home & School Associations - Surrey Gardens and Forest Hill; indicated membership figures as when the report was printed.

MOTION: Metcalfe(Baie Comeau High School)/Straughton(MacdonaldHigh School) to accept the report.

O.Tietjen(Beacon Hill) asked if we were approaching non-Home & Schools to become members. Norma Cheng, Chairman, indicated we have made numerous visits this past year and more visits, mainly to English Catholic schools, are planned.

Vote on report.

CARRIED

10. Finance Committee (p.15, Bk of Rpts)

Margaret Funnell, Chairman, indicated there were no changes to Administration Fee or Group Affiliate Membership fee. The Membership Development balance sheets (pp.18-19) were included for information. Noted Canadian Heritage's contributions to the new 1997 Leadership Handbook and for our Website, plus we receive core funding to enable us to carry on with our off-island work.

MOTION: Funnell(Director)/Young(Ayer's Cliff) to accept the report. **CARRIED**

11. Treasurer

11.1 Auditor's Report (pp.11-14, Bk of Rpts)

Anthony Verelli, of the accounting firm Verelli and Arrizza, spoke to the audited statements. Noted we had finished the year (Sept 96-Aug 97) with a small amount of excess revenue over expenses. Page 11 breaks down the funds by our three main accounts (General Operating, Membership Development and Rights).

MOTION: Funnell(Director)/Stirling(Lindsay Place) to accept the Audited Statement of September 1996 to August 1997. **CARRIED**

The Short Audit of September 1997 to December 1997 was done in order to change our fiscal year to December 31. We have applied for government permission to change our year end; our legal counsel says there will be no problem in doing this.

Mr Verelli indicated that the draft copy of the short audit indicated a loss of \$10,000; this is because we can only allocate 4/12's of grants received in this period; we should end year with plus, or balanced books.

MOTION: Funnell(Director)/Thibault(E.P.Harwood) to give the Board of Directors the responsibility to accept the draft audited statement of Sept 97 to Dec 97.

CARRIED



11.2 Proposed Budget for 1999 (pp.16-19, Bk of Rpts)

11.2.1 Family Membership Fee

MOTION: Funnell(Director)/Koepp(Director) to increase the Family Membership Fee to \$15.00.

Margaret Funnell spoke to it; outlined increased costs, directors' liability, desk top publishing, updating materials and brochures to acknowledge change in system to linguistic boards.

Discussion. Many delegates felt that the amount of fees remaining at the school level made it difficult to "sell" membership. Others felt that they were getting a bargain at the current fee. Consensus that we needed more education regarding membership at the local level; more publicizing what QFHSA does on their behalf. The idea of more visits to the locals was welcomed. A very simple pamphlet was needed containing information that would convince the general school population.

Vote on motion.

For 17; Against 30. **DEFEATED**

MOTION: Funnell(Director)/Cheng(Director/Beaconsfield High) to increase the Family Membership Fee to \$14.

Further discussion. Possibilities of acquiring new members through changes coming in makeup of schools. It was agreed by everyone that we needed to go out and promote ourselves. Also suggestion that schools include us in their fund raising.

Vote on motion.

For 23; Against 25; Abstentions 3. **DEFEATED**

Prior to vote on budget, which had been drawn up showing membership fee at \$15., Margaret Funnell made corrections to expenses to reduce them by \$10,000 to bring them in line with expected revenue.

MOTION: Funnell(Director)/Thibault(Harwood) to accept the amended budget. **CARRIED**

11.3 Appointment of Auditor 1999

MOTION: Funnell(Director)/Closs(Lachine) to appoint the auditing firm of Verelli and Arrizza as auditors for 1999. **CARRIED**

12. Reports

12.1 Nominations (p.22, Bk of Rpts)

In the absence of Pat Waters, Nominations Chairman, Rosemary Begin presented the report. Updates to the report were made:

Vacancies on the Board of Directors: Dorothy Nixon has resigned. There are three [3] vacancies for directors; two [2] for a one-year term; and one [1] with a two-year term..

Vacancies of Officers of the Federation: Gayle Denman has accepted to stand for the position of Treasurer. There are two [2] vacancies, the positions of Executive Vice-President and Secretary.

MOTION: Begin(Seigniory)/Metcalf(Baie Comeau) to accept the amended nomination report as presented. **CARRIED**

Delegates were asked to note that at item 13 she would be calling for nominations from the floor to fill the vacant positions. Nominees must agree to stand and be a member in good standing..

12.2 Education (p.23, Bk of Rpts)

Alice MacLeod, Education Chairman, spoke to the report. Thanked the many members of her committee, the off-island input, and Marion Daigle for being a resource. Called attention of delegates to two new reports which were circulated in the kits. She recommended that Home & School Associations NOT become the parent participation organization allowed for in Bill 180. Governing Boards were originally set at 14 persons; we had advocated for this to be increased; the new figure is 20. We had also urged that the parents in the new Governing Boards be covered by liability insurance. This too has been added. It is very important that we try to elect people to the Governing Boards who will work for all children and not have a hidden agenda.

Nutrition break. Meeting reconvened at 10:40 a.m. A caucusing session was held to discuss upcoming resolutions.

13. Constitution, By-Laws, Standing Rules Committee Report (p.10, Bk of Rpts)

Ann Cumyn, Chairman, spoke briefly to her report and said that we would vote on the amendments to the By-Laws, Article by Article.

13.1 Proposed Amendments to By-Laws

Mentioned that in the preamble to the By-Laws there was a spelling error - this should read: The By-Laws of QFHSA have as their basis the Quebec Companies Act, Part III A, BY-LAW NUMBER 1: GENERAL BY-LAWS. This was voted on last year.

MOTION: Tietjen(Beacon Hill)/Vanaselja(Roslyn) to accept the amendments to the By-Laws, Article I [Definition of Terms]. **CARRIED**

MOTION: Cheng(Director/ Beaconsfield High)/Stirling(Lindsay Place High) to accept the amendments to the By-Laws, Article II [Membership and Fees]. **CARRIED**

MOTION: Brown(Aylmer)/Metcalf(Baie Comeau) to accept the amendments to the By-Laws, Article III [Board of Directors and Officers]. **CARRIED**

MOTION: Denman(Royal West Academy)/Roy(E.Ballantyne) to accept the amendments to the By-Laws, Article IV [Committees]. **CARRIED**

MOTION: Closs(Lachine High)/Ewen(Aylmer) to accept the amendments to the By-Laws, Article V [Annual and other General Meetings].

Further amendments to this section were: to be added at the end of Article V, Section 1: *At least fifteen (15) days' notice shall be given in writing for the Annual General Meeting and other General Meetings.*

To be added to the last sentence of Article V, Section 2: *....the reason for which the meeting is called, and shall give at least five (5) days notice of the meeting.*

Vote on Article V. **CARRIED**

MOTION: Metcalfe(Baie Comeau)/Fraser(E.P.Beaconsfield) to accept the amendments to the By-Laws, Article VII [Banking and Cheques]. **CARRIED**

MOTION: Begin(Seigniory)/Williams(Willingdon) to accept the amendments to the By-Laws, Article VIII [Board of Directors and Executive Committee]. **CARRIED**

An editorial change was made to #4.remuneration and conditions *of employment* of any employees

MOTION: Young(Ayer's Cliff)/Stirling(Lindsay Place High) to accept the amendments to the



By-Laws, Article IX [Duties and Responsibilities].

CARRIED

An editorial change was made to #2 c); it now reads: To carry out any other duties and responsibilities assigned by the *Board of Directors, the Executive Committee or the President*. #3 b) similarly was changed to read: To carry out any other duties and responsibilities as assigned to them by the *Board of Directors, the Executive Committee or the President*.

MOTION: Cheng(Director/Beaconsfield High)Begin(Seignior) to accept the amendments to the By-Laws, Article X [Policy].

CARRIED

This article included a new sentence. *Policy statements shall remain on the books for ten (10) years, after which they shall be reviewed for re-endorsement or deletion.*

MOTION: Stirling(Lindsay Place High)/Williams(Willingdon) to accept the amendments to the By-Laws, Article X [Interpretation and Amendments].

CARRIED

Question. Why is a two-thirds (2/3) majority vote required to change policy statements; why not a simple majority? Constitution Committee will look into this.

President thanked Constitution Committee and Chairman for all their work.

14. Resolutions/Policy

Helen Koepp, Chairman, stated there were nine resolutions circulated, plus one additional proposed resolution.

14.1 Disposition of 1997 Resolutions

See report p.24, Bk. of Rpts.

14.2 Statements of Policy (circulated March 17, 1998)

MOTION: Koepp(Director)/Young(Ayer's Cliff) to add under Safety, #14: Mandatory driver education (97/1).

CARRIED

14.3 1998 Resolutions (circulated March 17, 1998)

98/1 - PARTNERSHIP AND COOPERATION IN THE NEW LINGUISTIC SYSTEM

MOTION: Ulmanis(Meadowbrook)/MacLeod(Meadowbrook) to adopt the resolution.

Alice MacLeod, QFHSA Education Chairman, spoke to the resolution. School board reorganization has been in the works for a long time. This current resolution was an update of a 1989 resolution; it was revised and circulated at 1997 QFHSA Think Tank and Fall Conference - to be sent to the Provisional Councils. It is now being addressed to the new linguistic school boards.

Vote on resolution.

CARRIED

98/2 - GOVERNMENT FUNDING FOR EDUCATION

MOTION: Ewen(Aylmer)/Fraser(E.P. Beaconsfield) to adopt the resolution.

Alice MacLeod spoke in support of this resolution.

Vote on resolution.

CARRIED

98/3 -STUDENT ACCESS TO THE INTERNET ON SCHOOL COMPUTERS

MOTION: Roy(E.Ballantyne)/Cheng(Director/Beaconsfield High) to adopt the resolution.

Discussion. It was stated that the MEQ is already responsible for all pedagogical material in schools; we are asking them to lay down guidelines for internet use as it is impossible for teachers to monitor students on the internet. Suggestions were "net nanny"; a filtering system from the school board level, with approved sites. While many delegates were in favour of the resolution's "whereases" they also felt that the way to solve the problem was



not by censorship; tracking and talking to students was a possible solution. Others stated this was a problem at the CEGEP level as well; need to educate children re proper use of a computer. MRE program might be of help in this regard.

A supplemental resolution was proposed.

MOTION: Closs(Lachine High)/Brown(Aylmer) to refer the resolution back to the Committee for further work and to bring it up again at the Fall Conference.

Vote on supplemental motion. 7 Opposed; 2 Abstentions. **CARRIED**

The main motion was therefore defeated.

98/4 - RETENTION OF ENGLISH SCHOOLS IN RURAL AREAS

MOTION: MacWhirter(Shigawake-Port Daniel)/Metcalf(Baie Comeau) to adopt the resolution. Anne MacWhirter spoke to the resolution; communities are trying to keep schools accessible to population. Several delegates spoke for the resolution, explaining what closing their school would mean in terms of travel time for their children. After further discussion it was agreed to amend title to read: RETENTION OF ENGLISH SCHOOLS. Under "for information", Alliance Quebec was added.

Vote on resolution with amended title., **CARRIED**

98/5 - MAINTAINING ALTERNATIVE ENGLISH PROGRAMS

MOTION: Babin(Beacon Hill)/Roy(E.Ballantyne) to adopt the resolution.

Olaf Tietjen spoke to the resolution; Beacon Hill Elementary wants to keep their English system school; bilingual programs are causing English core programs to disappear.

Vote on resolution. **CARRIED**

98/6 - COMPULSORY PHYSICAL EDUCATION COURSES

MOTION: Straughton(Director & Macdonald High)/Fraser(E.P.Beaconsfield) to adopt the resolution.

Shirley Straughton spoke to the resolution. Quebec ranks last in Canada for physical activity; with changes in curriculum we want to be certain that physical education is retained with qualified teachers.

Vote on resolution. **CARRIED**

98/7 - NOMINAL FEES FOR SUPPLEMENTAL EXAMS

MOTION: Begin(Seigniory)/Zoldan(Westmount High) to adopt the resolution.

Miriam Lalande spoke to the resolution. Each supplemental exam is \$22 [in the PSBGM], therefore, one French course having four portions costs \$88. The price factor will stop some parents from allowing their children to write the supplementals.

Added to "destination": Provisional Councils, *Directors-General and Chairmen*.

Vote on resolution. **CARRIED**

98/8 - BANNING TRAMPOLINES FROM SCHOOLS AND MUNICIPAL PLAYGROUNDS

MOTION: Straughton(Director&Macdonald High)/Closs(Lachine High) to adopt the resolution.

Shirley Straughton spoke to the resolution. Wants children to be safe, as well as active.

Editorial correction: the Head & Spinal Cord Trauma Program mentioned in resolution has changed its name to: *the Neurotrauma Program*. Under destinations add: Organization of municipalities, all local Home & School Associations.

Vote on resolution. **CARRIED**

98/9E- INCREASED COSTS FOR PROVISIONAL COUNCILS WHICH SERVE WIDELY SCATTERED, SMALL, RURAL, ISOLATED COMMUNITIES



MOTION: Metcalfe(Baie Comeau)/Brown(Aylmer) to adopt the resolution.

This resolution was passed by QFHSA Executive Committee; to be ratified by delegates. Discussion. Corrections were made. Linguistic Boards in the title was changed to: *Provisional Councils*. In the second Whereas: some boards serve many was corrected to: some *provisional councils* serve many In the Therefore be it Resolved that.... experienced by the provisional councils in these circumstances.... was changed to read: experienced by the provisional councils *which serve widely scattered, small, rural, isolated territories within the province* in these circumstances Correction to background: eight linguistic school boards changed to:*nine* linguistic school boards

Vote on resolution.

3 Opposed; **CARRIED**

98/10E - ENDORSE COALITION AGAINST SMOKING

Helen Koepp, QFHSA Resolutions Chairman, said we would circulate this to all local Home & School Associations in our next mailing. This would give locals an opportunity to debate and consider the issue. The position of the coalition has already been endorsed by Baie Comeau and Hudson High Home & Schools. The current director of the coalition is Heidi Rathjen, who is our 1998 Lewis Peace Prize winner.

Vote on resolution.

CARRIED

15. Nominations for Directors/Officers

15.1 Election of Board of Directors

A correction to Nominations Letter #3 was pointed out. There is a vacancy for one director for a two-year term, and two directors for a one-year term. Rosemary Begin, Acting Nominations Chairman, asked if there were any nominations from the floor to complete the slate of directors.

Susan Fisher, Beaconsfield High Home & School, was nominated for a one-year term.

Barbara Page, E.P. Harwood Home & School, was nominated for a one-year term.

Those agreeing to stand for a two-year term are Norma Cheng, Gayle Denman, Doreen George, Ludmila Girvan, Alice MacLeod and Rod Wiener.

MOTION: Begin(Seigniory)/Vanaselja(Roslyn) to move the acceptance of the slate of Directors, as presented, with the two additions. **CARRIED**

15.2 Election of Officers

Those agreeing to stand as Officers are: Miriam Lalande, President; Gayle Denman, Treasurer; Margaret Funnell, Vice-President and Donald Smith, Vice-President.

MOTION: Begin(Seigniory)/Closs(Lachine High) to move the acceptance of the Officers as presented. **CARRIED**

15.3 Installation of Board of Directors

The Chairman called upon Sylvia Adams, CHSF Life Member, to perform the installation. The Directors gathered in front of the delegates and were duly installed. Miriam Lalande, President, thanked Sylvia.

16. Acceptance of Remaining Reports

Liability, Liability Insurance Report (p.25, Bk of Rpts)

President reported that the Liability Brief should be ready for distribution at the beginning of the next school year.

Student Accident Insurance (p.25, Bk of Rpts)

The Reliable Life company has indicated that if school participation does not increase they will stop supplying this coverage in Quebec.

MOTION: MacWhirter(Shigawake-Port Daniel)/MacLeod(Meadowbrook) that the remaining reports be accepted en bloc. **CARRIED**

17. 1999 QFHSA Annual General Meeting

MOTION: Closs(Lachine High)/Roy(E. Ballantyne) that the 1999 Annual General Meeting take place on either April 17 or April 24, depending on availability of a facility.

CARRIED

18. Adjournment

MOTION: Walsh(Lachine High)/Ewen(Aylmer) that the Board of Directors be empowered to handle any unfinished business. **CARRIED**

Note: Alice MacLeod, Education Chairman, referred to her "Governing Boards - a summary of the provisions of Bill 180 (April 1998)" report that was included in the kits. There is an error. Page 2, second bullet, should read: Failure by any other group to elect the required number of representatives does **not** prevent the establishment of the Governing Board.

Note: Norma Cheng, Membership Chairman, asked if there were any people interested in helping with membership or going out to visit locals and/or schools.

President

Secretary

(File AGM98\Minutes)



PRESIDENT'S REPORT

Report to the Annual General Meeting - April 24, 1999.

Submitted by Miriam Lalande, President

Members of the Board of Directors: Norma Cheng, Susan Fisher, Margaret Funnell, Louise Rousseau Giguere, Ludmila Girvan, Helen Koepp, Miriam Lalande, Alice MacLeod, Jaima Roy, Donald Smith, Shirley Straughton, Norma Stirling, Patricia Waters, Rod Wiener.

The **Theme** for 1998-99 was *Parents and Partners: A Shared Vision*.

The **challenges in the Home and School movement have been to continue:** to strengthen the foundations of the organization, to provide a network of support and communication for parent involvement in the new and existing Member Associations, and to act as a provincial **voice for parents**. The **day to day challenge this year** for parents and educators has been adapting to the new linguistic school system and the amendments to the Education Act initiating the Governing Boards and eliminating School and Orientation Committees.

Achievements in 1998-1999:

- **Membership** - 34⁺ school visits to share and promote the vision of Home and School with parent groups has resulted in an exceptional increase of 62% this year in QFHSA Member Associations. Very successful. BRAVO!
- **Constitution, By-Laws and Standing Rules** - Standing Rules, which govern the running of the organization and carrying out of the By-Laws, have been rewritten and accepted by the Board of Directors. The By-Laws shape the organization and are a living, breathing document that adapts to change as the organization evolves. This process serves to strengthen the foundation and general operations of QFHSA. Changes to the By-Laws have been prepared for presentation at this AGM.
- **Education** - Priority has been given to updating education resolutions and policies in tune with the new linguistic system. Nine [9] resolutions have been submitted for this AGM. Five [5] resolutions of national concern will be debated at the CHSF AGM.
- **Rights** - it is with regret that QFHSA notes the passing of the Rights Committee Chairman, Rod Wiener. Three very timely and important resolutions will be voted on at AGM. They speak to the essentials of constitutional and equality rights in education.
- **Board Development** - Two workshops were held in June 1998 and one in January 1999. This leadership and training process at the Board level proved to be essential and very productive.
- **Fall Conference** - The plenary session delved into the group dynamics of the newly formed partnership of the school and the governing board. Workshops highlighted leadership and training for Home and School Associations and pertinent education and parenting issues.
- **Think Tank** - held in tandem with Fall Conference this year proved to be a wonderful opportunity for better participation by the off- island Member Associations. The conclusion reached to the question of, "What is the **new role** of Home & School?", was a resounding **~No New Role~** it solidified the continuation of our historically consistent and ongoing role of support and enrichment of the lives of our children in our schools.

- **Office** - the upgrading of technology continues to assure QFHSA's ability to provide better services to our growing organization into the new millennium.
- **Membership Development** - as a member of the Quebec Community Groups Network [minority English language] QFHSA has requested a substantial increase in funding from Canadian Heritage [CanHer] in order to meet the growing needs of Member Associations across the province. The process of renegotiation for the next four years [1999-2003] is underway.
- **Canadian Home and School Federation [CHSF]** - The restructuring of the national organization: the CHSF Constitution and By-Laws were rewritten and approved at the 1998 AGM in Moncton, New Brunswick. The revised Standing Rules will be presented for approval at the CHSF Board of Directors Meeting prior to the AGM in July in Victoria. QFHSA has submitted **five** resolutions to CHSF for approval at the AGM ~ the Canadian **voice for parents**.
- **Quebec Home and School NEWS** - Three issues a year provide direct contact with the total membership. Special features celebrated **50 YEARS** of continuous publication by volunteers.
- **Parent Involvement - PALS/COPAIN and Literacy Projects** - established by CHSF, continue to focus on workshops for parents as well as community endeavours. A proposed Millennium Project to develop a Family Literacy Center is being considered in cooperation with Literacy Partners of Quebec and the Fraser Hickson Library.
- **Health Issues** - The Chairman participated in the working group preparing an outline for a Canada wide 'Immunization Records System'. The preparation of consistently, invaluable information for parents on health issues for publication in the 'NEWS'. Continued association with the ACT Foundation spearheading the CPR program in schools.

My deep appreciation to the **spouses and family members** who support and enable all the precious Home & School volunteers in getting the work done. My thanks to the **Board of Directors**, with the support of many essential Committee Chairmen, Liaison and Life Members included; Pat Lewis, Ann Cumyn, Dianne Skoda, Mary Baker, Cathy McKeogh, Marion Daigle and Barbara Milne Smith. Thank you Donna. They have all made the achievements of this year possible. Many thanks to an invaluable friend to Home and School, Harold Spanier of Nomad Scientists. Kudos to all. This QFHSA T.E.A.M. Works and **Together Everyone Achieves More**.

My term is over. I'm very happy. I'm exquisitely sad. Some days I thought it would never end; some days I hoped it never would. The ups and downs, the emotional roller-coaster between despair and delight, the deep seated sense of achievement and the real fun of it all, have made this time in my life a wonderful experience. I have learned 'to do together that which I could never have done alone'. I look forward to the future and to serving as Past President on the new Board. I wish you much fulfillment and joy!

NOMINATIONS COMMITTEE

Report to the Annual General Meeting- April 24, 1999

Submitted by Pat Waters, Past-President

Mandate: to recruit qualified people for the Board of Directors.

The **nominations committee:** appointed by the Board of Directors in November, consisted of:

3 Board members: Pat Waters, Chairman, Ludmilla Girvan, and Norma Cheng; and,
5 Association members: Rosemary Begin, Lynda Kowalenko, Jaima Roy, Brenda McGill,
Mary Baker.

There were nine vacancies for Directors this year: seven for a two-year term
two for a one-year term.

- The first call for nominations to the local associations was sent out December 18, 1998 with a deadline set for February 12, 1999.
- In March the committee met, reviewed the vacancies remaining, and considered further names to contact to recruit for 1999-2000 Board of Directors.
- The Committee is pleased to report that it received nominations for seven of the nine positions available on the Board of Directors.

Nominated as Directors to serve a two year term [1999-2001] are:

Susan Fisher	Margaret Funnell	David Harries	
Eli Stern	Don Smith	Denise Smyth	Nick Zaferis

Nominated as Director to serve the balance of a two year [1998-2000] term:

Helen Koeppe

- Present Directors serving a two-year term [1998-2000] are:
Norma Cheng Louise Rousseau-Giguere Ludmila Girvan
Alice MacLeod Jaima Roy Norma Stirling
- A letter informing the local associations of the nominations received went out March 26, 1999 with a second call for nominations for the remaining two vacancies, deadline set for April 2, 1999.
- Two nominations were received. This fulfills the slate of candidates for election to the QFHSA Board of Directors for 1999-2000.

The following nominations have been received for Officers of the Federation:

President – Norma Stirling	Executive Vice-President – vacant
Vice-President – Don Smith	Secretary – vacant
Vice-President – Norma Cheng	
Treasurer – Denise Smyth	

- I wish to extend my thanks to the Nominations Committee who assisted me with recruiting new Board members.
- To those who accepted the nomination as Directors and Officers, I wish you much success.

CONSTITUTION, BY-LAWS AND STANDING RULES COMMITTEE

Report to the Annual General Meeting - April 24, 1999

Submitted by Ann Cumyn, Chairman

Mandate: To oversee and review all matters pertaining to the Constitution, By-Laws and Standing Rules.

Committee members: Helen Koeppe; Barbara Milne-Smith; Pat Waters; Miriam Lalande (ex officio).

The main task for this year for the Committee has been the rewriting of the Standing Rules. The task has required a considerable commitment of time from the members of the committee.

The major difference between By-Laws and Standing Rules:

- By-Laws shape the organization and can only be changed at a general meeting.
- Standing rules govern the running of the organization and the carrying out of the By-Laws and are approved and amended by the Board of Directors.

During the work on the Standing Rules it became apparent that the time lines for actions leading up to the AGM needed streamlining. As these time lines are to some extent reflections of requirements in the By-Laws it soon became evident that further changes were needed to the By-Laws.

The Committee has finished its rewriting of the Standing Rules which have been presented to and, after discussion and modification, accepted by the Board of Directors. It is presenting further By-Law changes to the AGM.

An invitation was issued to the membership to recommend By-Law changes. One recommendation has been received, namely, that the Officers of the Federation [President, Executive Vice-President etc.] be appointed by the Board of Directors from among their members. This would mean that the general membership would elect the members of the Board of Directors at the AGM, but would no longer elect the Officers [President, Executive Vice-President, two Vice-Presidents and Treasurer]. This By-Law change is being forwarded to the AGM for your consideration.

MEMBERSHIP COMMITTEE

Report to the Annual General Meeting - April 24, 1999.

Submitted by Norma Cheng, Chairman

Mandate: To promote, encourage and assist Home & School organization and activity throughout the province of Quebec. Responsible for working with local membership chairmen; preparing membership kits and other information to help promote membership locally and provincially;

Members of the Committee: Marion Daigle, Miriam Lalande, Alice MacLeod, Margaret Funnell, Norma Stirling, and Susan Fisher.

Membership Campaign:

February 1998	4209 Families	48 Member Associations.
February 1999	4208 Families	77 Member Associations.

School Visits:

- There were 34⁺ visits to schools promoting Home & School organization throughout the Province of Quebec. This is an increase of 29 member associations since 1998 AGM.
- Thank you and Congratulations to the hard working members of this committee and to Helen Koeppel and Shirley Straughton. Welcome to our new members. A very successful year..
- There were 12⁺ visits to existing members to answer questions concerning the new linguistic school board system.

Summary of Activities to Date: March 19, 1999.

Membership Workshop - June 98 - held at the office, to restructure membership kits.

Fall Conference - October 98

- Membership table displaying information for Home & School organization and activity.
- Membership Workshop: "An overview of Home & School - What it is? - Why you should join".
Thanks to Norma Stirling and Miriam Lalande for all their help.

All Year and Ongoing - School visits.

Upcoming Activities:

April 24 - Annual General Meeting to present membership prizes.

June 99 - Membership Workshop to encourage and support new membership chairmen in promoting Home and School membership in their schools. This is another opportunity for the Board of Directors to become better informed concerning exactly what the member associations want and need from QFHSA.

Ongoing - School Visits - 7 more school and 'parent committee' visits are planned before the end of the school year.

Phone Chain: Set up of a telephone communication link between the Board of Directors and the member associations to keep the lines of information open concerning upcoming and current issues. This enables specific concerns and questions to be referred to the appropriate Director.

FINANCE COMMITTEE

Report to the Annual General Meeting - April 24, 1999.

Submitted by Margaret Funnell - Vice President

Members of the Committee: Norma Cheng, Margaret Funnell [Chairman], Helen Koeppel.

Mandate:

- to call for budgets to be submitted to Quebec Federation of Home and School Associations Inc. [QFHSA] by the Board and its Committees;
- to review accounting procedures, the auditor's report and the expense sheet for Directors;
- to prepare recommendations for the membership and administration fees;
- to apply for government grants [other than those associated with the Department of Canadian Heritage];
- to search for future sources of funding;
- to review the Charitable Tax Number Information sheet;
- to review the Quebec Home and School NEWS funding.

Highlights:

- The Committee recommended to the Board that there be no increase in the membership and administration fees.
- The Charitable Tax Number Information sheet was updated to reflect the processing charge to Associations.
- The Committee met with the auditor last year to review his report and meets again this year.
- The Ministry of Education grant application letter was prepared.
- The NEWS funding was reviewed.
- The Finance Committee prepared the QFHSA budget and recommended it to the Board for transmission to the Annual General Meeting.

includes General Operating, the Membership Development, Website grant + Trust account

1	CATEGORY	BUDGET 2000		BUDGET 1999
2	REVENUES	see notes		
3	Membership - family 5000 @ \$13	\$65,000		\$65,000
3a	Insurance per family 5000 @ \$2.	\$10,000		
4	Membership affiliates 15@\$60	\$900		\$4,200
5	Government grant MEQ	\$20,000		\$20,000
6	Donations-H&S Ass.processing	\$300		\$50
7	Donations-QFHSA	\$1,000		\$1,000
8	Administration fee 75 @ 50	\$3,750		\$1,700
9	Fall Conference	\$3,000		\$3,700
10	Annual General Meeting	\$2,800		\$2,150
11	Income Think Tank	\$410		
12	Literacy	\$100		\$100
13	PALS @\$30 memb.ass./@\$60 others	\$330		
14	NEWS advertising	\$1,000		
15	Membership materials	\$1,800		\$1,800
16	Miscellaneous	\$350		\$1,000
17	Interest less bank charges	\$800		\$800
18	Membership Development grant	\$17,000		\$17,000
19	Website grant			\$1,500
20	Awards Trust income	\$225		\$203
21	TOTAL REVENUE	\$128,765		\$120,203
22				
23	EXPENSES -			
24	where tax applicable, AMOUNTS INCLUDE 1/2 THE TAX [the other half is rebated]			
25	CHSF affiliation fees	\$6,000	5000	\$5,000
26	Conferences & meetings			
27	Annual General Meeting	\$5,400		\$4,150
28	Think Tank	\$650		\$160
29	Fall Conference	\$3,000		\$2,200
30	Board & Executive meetings & Bd Deve	\$900		\$840
31	CHSF Meetings	\$2,350		\$2,350
32	Other organizations meetings/conf.	\$1,600		\$1,000
33	Committee meetings	\$455		\$250
34	Outreach			
35	On-island schools	\$200		\$200
36	Off-island schools	\$2,600		\$2,700
37	Internet	\$600		\$600
38	Membership materials	\$3,900		\$4,400
39	Home & School News	\$17,480		\$23,900
40	Memberships - other organizations	\$50		\$113
41	Provincial Office			
42	Postage and Courier	\$2,800		\$3,900
43	Office expenses	\$8,300		\$6,000
44	Telephone	\$2,700		\$2,910
45	Administration	\$5,550	6000-450=5550	\$5,200
45a	Membership Insurance	\$10,450		
46	Rent and occupancy charges	\$12,486		\$12,027
47	Salaries and levies	\$37,000		\$37,800
48	Literacy & other projects	\$374		\$300
49	PALS	\$450		
50	Contingency	\$1,000	\$2,000	\$1,000
51	Capital expenditure	\$2,245		\$1,500
52	Website grant			\$1,500
53	Awards Trust spent on Awards	\$225		\$203
54	TOTAL EXPENSES	\$128,765		\$120,203
55				
56	REVENUES/EXPENSES	\$0		\$0

QFHSA Budget 2000 - includes General Operating account plus Membership Development & Website grants and Trust account.

note that the 1999 budget represents General Operating [approved last year] plus the grants and Trust account.

Revenues

line 3 - based on 5000 members and a fee of \$13 a family

line 4 - affiliates include staff, school boards & other organizations? [=15?]

line 5 - this comes from Quebec. Assume it will be the same as before.

line 6 - QFHSA charges H&S Ass. a minimal charge for processing. **Donor gets receipt for the full amount.**

line 7 - some donations to QFHSA itself [money or equipment] are made each year.

line 8 - @ \$50 per local. Will be around 75 H&S Ass. in 98-99 school year. Assume will collect from all.

lines 9/10-all monies incl. registrations, advertising and attendee's [meals etc.] charges which come in for the AGM or Fall Conference - based past receipts + inflation. AGM amounts based on increased AGM charge to attendees of \$32. [AGM 2000]

line 11 - Money for meal. QFHSA has subsidized meal cost above \$10

line 13 - based on \$30 charge to H&S Associations [after 1st workshop] and \$60 to affiliates and other organizations

line 15 - includes TAW [Teacher Appreciation Week] materials and pamphlets booklets, pins, etc.

line 16- better categorization leads to lower amount

line 17 - guestimate

line 18 - Membership Development expenditures are included in line by line expenses below

line 20 - this is the estimated annual income from the Awards Trust account.

Expenses

line 25 - based on 1999 \$6000 charge from CHSF

line 27 - based on 1999 AGM budget

line 29 - based past costs plus slight increase for inflation each year [2%]

line 30 - attendant costs for travel, meals, etc. for Directors and charges for Board development

line 31 - assume two people at AGM. Mid-term in Ottawa is included.

line 32 - this includes trips to Quebec City to attend meetings and present briefs. Increase for other organization's meetings [& AGMs]

line 33 - QFHSA committee meetings sometimes have attendant costs - transportation/meals/other.

line 36 - this includes trips off-island and bringing parents in to Montreal for conferences and meetings.

line 37 - maintenance and provider services

line 38 - with the change to linguistic school boards, new & revised materials and more copies are needed. Includes TAW materials

line 39 - assumes 3 issues per year

line 40 - QFHSA buys a few memberships. Usually via certain members, e.g., safety, literacy organizations.

line 42 - based on past costs [we have been more efficient] + increase in rates

line 43 - assumes increased rental for machines

line 44 - telephone costs have gone down, but allow for some conference calling

line 45 - includes auditor, legal, insurances amongst other items

line 46 - Assumes inflationary increases of 2% in June 99 and June 00

line 47 - Includes the CSST component.

line 51 - primarily computer based expenses - additions/upgrades/programs...



Verelli-Arrizza

Comptables Agréés - Chartered Accountants

Anthony Verelli, C.A.
Adriano Arrizza, C.A.

AUDITOR'S REPORT

To the Directors of
Quebec Federation of Home and School Associations

We have audited the balance sheet of Quebec Federation of Home and School Associations as at December 31, 1998 and the statements of revenues and expenses and changes in financial position for the year then ended. These financial statements are the responsibility of the association's directors. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the directors, as well as, evaluating the overall financial statement presentation.

In common with many charitable organizations, the association derives revenues and contributions the completeness of which is not susceptible to complete audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the association and we were not able to determine whether any adjustments might be necessary to revenues and surplus.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenues and contributions referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the association as at December 31, 1998 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.


Chartered Accountants

Montreal, Quebec
March 30, 1999

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QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS
(Incorporated under the laws of Quebec)

BALANCE SHEET

AS AT DECEMBER 31, 1998

ASSETS	1998	1997
Cash and term deposits	\$107,824	\$ 82,829
Funds held in trust	5,230	5,230
Sales tax receivable	5,055	3,061
Prepaid expenses	<u>2,500</u>	<u>2,090</u>
	<u>\$120,609</u>	<u>\$ 93,210</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 2,123	\$ 2,652
Funds held in trust	5,230	5,230
Grants received in advance	24,683	29,470
Membership fees received in advance	<u>39,082</u>	<u>29,428</u>
	<u>71,118</u>	<u>66,780</u>
EQUITY		
Balance - beginning of period	26,430	37,560
Excess of revenues (expenses)	<u>23,061</u>	<u>(11,130)</u>
Balance - end of period	<u>49,491</u>	<u>26,430</u>
	<u>\$120,609</u>	<u>\$ 93,210</u>

ON BEHALF OF THE BOARD:

 Director

See accompanying note

 Director

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

STATEMENT OF REVENUES AND EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 1998
 (With comparative figures for the
 four months ended December 31, 1997)

	1998	1997
REVENUES (Exhibit C)	<u>\$122,985</u>	<u>\$ 37,205</u>
EXPENSES		
CHSF affiliation fees	4,707	833
Conferences and meetings		
AGM	4,535	-
Fall	2,894	2,978
Think-tank	684	999
Board and executive	691	107
CHSF meetings	1,238	335
Other organization meetings	1,267	59
Membership materials	3,052	1,891
Home and School News	11,143	7,416
Leadership Handbook	-	3,218
Website	2,850	750
Memberships - other organizations	-	108
Workshops		
QFHSA meetings workshops	351	377
On island locals workshop	23	-
Off island locals workshop	-	1,760
Provincial office		
Postage and courier	3,110	3,210
Office supplies	6,691	3,140
Telephone	2,148	1,207
Administration	5,039	914
Rent and occupancy charges	11,976	3,945
Salaries and employee benefits	35,545	12,006
Projects		
Literacy	137	-
Other	308	35
Miscellaneous	566	670
Donations	100	1,450
Committee	869	155
Travel	-	772
	<u>99,924</u>	<u>48,335</u>
EXCESS OF REVENUES (EXPENSES)	<u>\$ 23,061</u>	<u>\$ (11,130)</u>

See accompanying note

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

SCHEDULE OF REVENUES

FOR THE YEAR ENDED DECEMBER 31, 1998
 (With comparative figures for the
 four months ended December 31, 1997)

REVENUES	1998	1997
Membership fees - family	\$ 46,709	\$ 13,814
Membership fees - groups	2,260	900
Government grants	37,000	12,334
Donations - QFHSA	17,995	1,867
Leadership Handbook grant	200	3,218
Website grant	4,250	750
Advertising	1,416	732
Fall Conference	3,167	2,264
Think-tank	410	410
Annual General Meeting	2,665	-
Membership materials	1,102	338
Miscellaneous	673	150
Interest	3,193	368
Administration	1,945	60
	<u>\$122,985</u>	<u>\$ 37,205</u>

See accompanying note

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

STATEMENT OF CHANGES IN FINANCIAL POSITION

FOR THE YEAR ENDED DECEMBER 31, 1998

(With comparative figures for the
four months ended December 31, 1997)

	1998	1997
OPERATING ACTIVITIES		
Excess of revenues (expenses)	\$ 23,061	\$(11,130)
Increase in sales tax receivable	(1,994)	(1,532)
Decrease (increase) in prepaid expenses	(410)	902
Increase (decrease) in accounts payable and accrued liabilities	(529)	204
Increase (decrease) in grants received in advance	(4,787)	4,051
Increase in membership fees received in advance	<u>9,654</u>	<u>29,428</u>
CASH PROVIDED BY OPERATING ACTIVITIES	24,995	21,923
CASH - BEGINNING OF PERIOD	<u>82,829</u>	<u>60,906</u>
CASH - END OF PERIOD	<u>\$107,824</u>	<u>\$ 82,829</u>

See accompanying note

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTE TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 1998

1. NATURE OF FINANCIAL STATEMENTS

The financial statements include the accounts of the following funds managed by Quebec Federation of Home and School Associations:

- i) Operating Fund
- ii) Rights Fund
- iii) Membership Development Fund

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

SUPPLEMENTARY INFORMATION
BALANCE SHEET BY FUND

AS AT DECEMBER 31, 1998

	1998	1997
I) <u>OPERATING FUND</u>		
ASSETS		
Cash and term deposits	\$86,536	\$62,163
Funds held in trust	5,230	5,230
Sales tax receivable	5,055	3,061
Prepaid expenses	2,500	2,090
Due from Rights Fund	40	40
	<u>\$99,361</u>	<u>\$72,584</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 2,096	\$ 2,625
Funds held in trust	5,230	5,230
Due to Membership Development Fund	1,582	1,582
Grants received in advance	13,350	13,686
Membership fees received in advance	<u>39,082</u>	<u>29,428</u>
	61,340	52,551
EQUITY	<u>38,021</u>	<u>20,033</u>
	<u>\$99,361</u>	<u>\$72,584</u>
II) <u>RIGHTS FUND</u>		
ASSETS		
Cash and term deposit	<u>\$ 5,096</u>	<u>\$ 336</u>
LIABILITY		
Due to Operating Fund	\$ 40	\$ 40
EQUITY	<u>5,056</u>	<u>296</u>
	<u>\$ 5,096</u>	<u>\$ 336</u>

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

SUPPLEMENTARY INFORMATION
BALANCE SHEET BY FUND

AS AT DECEMBER 31, 1998

	1998	1997
III) <u>MEMBERSHIP DEVELOPMENT FUND</u>		
ASSETS		
Cash and term deposits	\$16,192	\$20,330
Due from Operating Fund	<u>1,582</u>	<u>1,582</u>
	<u>\$17,774</u>	<u>\$21,912</u>
LIABILITIES		
Accrued liability	\$ 27	\$ 27
Grant received in advance	<u>11,333</u>	<u>15,784</u>
	11,360	15,811
EQUITY	<u>6,414</u>	<u>6,101</u>
	<u>\$17,774</u>	<u>\$21,912</u>

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES AND EXPENSES BY FUND

FOR THE YEAR ENDED DECEMBER 31, 1998
(With comparative figures for the
four months ended December 31, 1997)

	1998	1997
I) <u>OPERATING FUND</u>		
REVENUES		
Membership fees - family	\$ 46,709	\$ 13,814
Membership fees - groups	2,260	900
Government grant	20,000	6,667
Donations - QFHSA	12,995	1,567
Fall Conference	3,167	2,264
Annual General Meeting	2,665	-
Membership materials	1,102	338
Miscellaneous	673	150
Interest	3,193	365
Advertising	1,416	732
Think-tank	410	410
Administration	<u>1,945</u>	<u>60</u>
	<u>96,535</u>	<u>27,267</u>
EXPENSES		
CHSF affiliation fees	4,707	833
Conferences and meetings		
AGM	4,517	-
Fall	2,855	1,261
Board and executive	691	107
CHSF meetings	1,238	308
Other organization meetings	1,267	59
Membership materials	3,052	1,571
Home and School News	10,315	6,137
Memberships - other organizations	-	17

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES AND EXPENSES BY FUND

FOR THE YEAR ENDED DECEMBER 31, 1998
(With comparative figures for the
four months ended December 31, 1997)

	1998	1997
EXPENSES (Cont'd.)		
Provincial office		
Postage and courier	3,110	3,210
Office supplies	7,501	3,030
Telephone	2,032	286
Administration	5,039	914
Rent and occupancy charges	11,976	3,945
Salaries and employee benefits	35,545	12,006
Think-tank	642	941
Projects - Literacy	65	-
Miscellaneous	1,614	488
Donations	100	1,450
	<u>96,266</u>	<u>36,563</u>
Recovery of expenses	<u>(17,719)</u>	<u>-</u>
	<u>78,547</u>	<u>36,563</u>
EXCESS OF REVENUES (EXPENSES)	<u>\$ 17,988</u>	<u>\$ (9,296)</u>

II) RIGHTS FUND

REVENUE		
Donation	\$ 5,000	\$ 300
Interest	-	3
	<u>5,000</u>	<u>303</u>
EXPENSES		
Travel	-	772
Telephone and fax	-	180
Office	240	110
	<u>240</u>	<u>1,062</u>
EXCESS OF REVENUES (EXPENSES)	<u>\$ 4,760</u>	<u>\$ (759)</u>

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES AND EXPENSES BY FUND

FOR THE YEAR ENDED DECEMBER 31, 1998
(With comparative figures for the
four months ended December 31, 1997)

	1998	1997
III) <u>MEMBERSHIP DEVELOPMENT FUND</u>		
REVENUES		
Government grant	\$17,000	\$ 5,667
Leadership Handbook grant	200	3,218
Website grant	<u>4,250</u>	<u>750</u>
	<u>21,450</u>	<u>9,635</u>
EXPENSES		
Membership materials	2,781	320
Conferences		
Think-tank	679	58
Fall conference	1,842	1,717
AGM	3,095	-
CHSF	782	27
Membership - other organizations	941	91
Workshops		
QFHSA meetings and workshops	351	377
On island locals workshop	23	-
Off island locals workshop	-	1,760
Home and School News	3,897	1,279
Telephone	749	741
Postage	1,513	-
Miscellaneous	320	182
Projects	445	35
Leadership Handbook	-	3,218
Committee	869	155
Website	<u>2,850</u>	<u>750</u>
	<u>21,137</u>	<u>10,710</u>
EXCESS OF REVENUES (EXPENSES)	<u>\$ 313</u>	<u>\$(1,075)</u>

EDUCATION COMMITTEE

Report to the Annual General Meeting - April 24, 1999

Submitted by Alice MacLeod, Chairman

Mandate: Responsible for maintaining and developing education policy for QFHSA and its membership as defined by the Mission Statement

Members of the Committee: Rickhey Margolese, Don Smith, Dianne Skoda, Mary Baker, Cathy McKeogh, Marion Daigle (Resource), Miriam Lalande (ex officio).

Summary of Activities:

Meetings Attended:

QPAT/PACT Curriculum Council – Cathy McKeogh served as our representative

ELAAC – Mary Baker served as our representative

SLACC – Dianne Skoda served as our representative

Student Engagement in Learning and School Life – National Conference, McGill University, October 3 – Dianne Skoda attended this conference on student participation in their school life.

MEQ Curriculum Reform – 5 elementary school parents were called and met with Ms. Abigail Anderson, chairman of the Elementary Language Arts Consultative Committee at the QFHSA office on January 5, to discuss the forthcoming curriculum changes to the Elementary Cycle 1 English Language Arts curriculum.

Participation in Information Dissemination Events:

QPAT/PACT Teacher's Convention, November 1999: a workshop was given on Accessing Community Resources

School Visits: information on forming a Home and School Association was presented

QPAT/PACT Curriculum Council Liaison:

Alice MacLeod and Cathy McKeogh attended 2 meetings of the Curriculum Council

The meetings this year have dealt with the upcoming reforms in the curriculum at all grade levels as well as the responsibilities that the school governing board will have with respect to the curriculum taught in the school and the teaching materials used.

ELAAC and SLAAC - Reports attached.

Upcoming:

The final report of the Curriculum Reform process will need to be reviewed and responded to. Work to ensure that parents on Governing Boards are aware of their responsibilities, especially with regard to the freedom the schools will have to develop local programs for their students will continue throughout the next year

QUEBEC HOME AND SCHOOL NEWS

Report to the Annual General Meeting - April 24, 1999.

Submitted by H. Koeppe, Editorial Board Chairman

Mandate: To help produce the NEWS in a format that is most useful the Home and School Associations.

1998/1999 Issues: To assist in reducing overall costs, the Board of Directors decided to limit the number of issues to three.

SURVEY: to ascertain the readability and usefulness of the NEWS.

The **survey**, inserted in the fall 1998 and February 1999 issues, produced the following suggestions:

- shorter articles
- more pictures
- more local news
- information about the trends in education.

These suggestions are welcome and will be taken very seriously in upcoming issues.

Thank you to all for the many submissions of material and photos.

- Special thanks to the production crew: Donna Sauriol, Alice MacLeod, Joan Daigle and Ted Sancton.
- Thanks also Marion Daigle, Miriam Lalande, Dianne Radu, Shirley Straughton and Don Smith for their assistance, suggestions and submissions.

RESOLUTIONS AND POLICY .

Report to the Annual General Meeting - April 24, 1999.

Submitted by H. Koeppe, Resolutions Chairman

Mandate: To coordinate the discussion of issues and parental concerns and to present these in a format suitable for consideration at the AGM.

Fall Leadership Conference October 1998:

- A successful well-attended workshop was presented.
- Delegates participated in the actual writing of a resolution having chosen a topic, noted the objectives of the resolution, and the process involved in tailoring the "whereas" clauses to the goal of the resolution.

Disposition of the resolution carried over from the 1998 AGM :

This concerned Internet Access. It is no longer under consideration as the submitting association rewrote the issue in a different format and resubmitted it for the 1999 AGM.

Thanks to: Rickhey Margolese, Marion Daigle, Ludmila Girvan, Alice MacLeod, Miriam Lalande, Nick Zaferis, and Rod Wiener for their assistance with the 1999 resolutions.

RIGHTS COMMITTEE

Report to the Annual General Meeting - April 24, 1999

Submitted by: Marion Daigle, Committee Member

Members of the Committee:

Calvin Potter, Winifred Potter, Steve Drake, Miriam Lalonde, Marion Daigle,
Helen Koeppe, Betty Shannon, Barbara Milne-Smith, Rod Wiener.

Mandate: [as defined by Rod Wiener, May 1998]

QFHSA is concerned with the well-being of our children and the cultural health of our community as a proper environment in which to raise them. Rights are not simply an abstraction. They define our obligations to and opportunities for our children. We Home and Schoolers have a history of pleading and defending the rights of ALL children and their parents. Parents should also have the choice of the Official Language used in the education of their children.

Tribute:

The QFHSA Board of Directors was stunned to learn of the sudden death of Rod Wiener, Rights Committee Chairman on March 10, 1999. Rod was a staunch defender of parental rights in education and especially their impact on the English speaking community in Quebec. With these special interests in mind he joined the QFHSA Board in 1978 representing the South Shore region. He actively participated on the Rights Committee and in 1985 began a co-chairmanship with Dr. Calvin Potter. Their formidable teamwork and leadership culminated in several resolutions and briefs on fundamental rights which stand as a historical record and legacy. Due to Dr. Potter's failing health, Rod chaired the committee from 1996 - 1999.

Shortly before his death Rod had worked tirelessly to prepare the three resolutions submitted for the 1999 Annual General Meeting. We are deeply indebted to Rod for his efforts on behalf of parents and children.

Note:

The committee wishes to report that Dr. Calvin Potter, former chairman, our mentor and teacher, continues to struggle with ill health. Our heartfelt prayers and support go out to Cal, Winifred and their family.

Recommendation:

That the following resolutions be passed at the 1999 Annual General Meeting.

99/5 **WIDER ACCESS TO ENGLISH EDUCATION**

99/6 **EQUALITY OF EDUCATIONAL RIGHTS AND THE CONSTITUTION**

99/7 **GUARANTEED ACCESS TO ENGLISH EDUCATION BY CANADIAN
CHILDREN COMING FROM ANOTHER PROVINCE TO QUEBEC
[CANADA CLAUSE]**

MEMBERSHIP DEVELOPMENT COMMITTEE

Report to the Annual General Meeting - April 24, 1999

Submitted by Margaret Funnell - Vice-President

Members of the Committee: Norma Cheng, Susan Fisher, Margaret Funnell, Helen Koeppé

Mandate:

- to prepare budget and application for Department of Canadian Heritage [CANHER] grant;
- to participate at Quebec Community Groups Network [QCGN];
- to prepare programs and outreach for off-island communities;
- to be a liaison with the Business Development Bank of Canada [BDC] consultation;
- to co-ordinate other projects that may from time to time be funded by CANHER;
- to produce new or revised promotional materials linked to membership development;
- In addition a member sits on the Finance Committee.

Highlights:

- In 1998 the Quebec Federation of Home and School Associations [QFHSA] again received a CANHER Program Grant for \$17,000, the same amount as in 1997, for the purposes of membership development.
- QFHSA is a member of the QCGN which is working on the draft of a second four year agreement with the Federal Government for the disbursement of the Official Languages Communities Support Program funds. QCGN's members sign a contract with the Department of Canadian Heritage. QCGN is hoping for increased funding this year based on its unique needs, noting also that Quebec groups receive the lowest per capita grant amongst the provinces, based on the minority population [English speaking in Quebec, French speaking elsewhere].
- Through CANHER and at no incremental cost to QFHSA, the Business Development Bank of Canada is providing QFHSA with a needs assessment and strategic planning exercise/research program. This is an offer made to all QCGN members. This program involved conference calls from the BDC offices to members off-island and focus groups at the QFHSA offices for members in and around Montreal.
- Funding from CANHER allows QFHSA:
 1. to bring parent members from off-island Home and School Associations in more remote areas to its workshops, Think Tank, Fall Conference and the Annual General Meeting .
 2. to make trips to off-island Home and School Associations, and this year to many new Associations; and
 3. to produce or renew membership materials;
 4. to carry some of the Fall conference and AGM printing costs, to fund partially the Quebec Home & School NEWS and to pay for all the long distance telephone charges.



LIABILITY, LIABILITY INSURANCE

Report to the Annual General Meeting - April 24, 1999.

Submitted by Miriam Lalande, President

The updated Liability Insurance/Better Business Practices Brief was presented to the Board of Directors in September 1998 and approved for distribution to member Home & School Associations.

Provincial Insurance Coverage:

- QFHSA carries property insurance for office contents and commercial general liability, which includes tenants' liability and personal injury. 25 January 1998 to 25 January 1999.
- QFHSA insures the Directors of the Board, Committee Chairman and Committee Members with a policy for Directors and Officers Liability [Errors and Omissions]. 1 January 1999 to 1 January 2000.

Comprehensive Insurance Program:

- QFHSA is in the process of negotiations to purchase a global insurance package. This policy will insure all individuals/families who are members in good standing, while working on Home and School business. [QFHSA By-Laws, Article II. 1. (b) i & ii]
- This policy will include a Comprehensive General Liability component as well as an Errors and Omissions component.
- An update and further information to be presented at the AGM.

Recommendations:

1. That the resolution prepared for the AGM be accepted.
2. That the Liability/Liability Insurance/Better Business Practices Brief be accepted as policy for all Member Associations.
3. That QFHSA include Liability, Liability Insurance/Better Business Practices as one of its Leadership and Training Workshops at the QFHSA Fall Conference.

HEALTH ISSUES COMMITTEE

Report to the Annual General Meeting - April 24, 1999

Submitted by Shirley Straughton Chairman

Mandate: To identify health risks affecting children, promote preventative health measures and submit reports to the QFHSA Board of Directors

Summary of Activities: Articles Published in the Quebec Home & School NEWS.

Medical Information:

- Updated recommendations on chickenpox from The Canadian Pediatric Society. This committee continues to monitor the progress of the vaccine against chickenpox.
- An asthma website was researched and published with an access number provided.
- The "Drugs: Help and Referral" report was sent to QFHSA and the information and phone number was provided.
- The Canadian Cancer Society sent a booklet to QFHSA for review. It was found to be an excellent resource, "Questions and Answers on Breast Cancer" was recommended with a number to call for free copies.

Safety:

- This committee continues to work on trampoline safety with The Neuro Trauma Program at The Montreal Children's Hospital. MedicAlert sent information to QFHSA on the safety value of their bracelets. An article was written including their contact number.

Prevention:

- The Canadian Red Cross has a new program "Preventing Disease Transmission" that was sent to QFHSA. A review with pertinent data was published. An article on the recent outbreak of whooping cough was published when concerns were raised by parents.

Parenting:

- Several publications were submitted to QFHSA for review. Among those that were excellent are "The First Years Last Forever", "Exceptional Parent" magazine, and "Growing With Your Child".

High School CPR:

- Representation was provided by Shirley Straughton both on their website and in their newly formed newsletter.

Candlelighters:

- The catalogue for their "Child and Family Resource Center" was ordered for the QFHSA office.

National Working Group for Immunization Records System:

- Shirley Straughton is the Canadian Home and School Federation representative on this committee. Miriam Lalande assisted by participating in a conference call in December 1998.

National Programs:

- A summary of the Canadian Pediatric Surveillance Program was presented to the QFHSA Board of Directors. The report from The Advisory Council of Health infrastructures was reviewed.

LITERACY IN THE INFORMATION AGE PROJECTS

Report to the Annual General Meeting - April 24, 1999

Submitted by Marion Daigle, Resource

Committee Member: Anne MacWhirter (Gaspé)

Mandate:

- To promote awareness of the requirements for literacy in the information age, especially directed towards children and youth.
- To mobilize school and community volunteer resources to advocate and deliver programs for prevention and remediation of illiteracy. A Resource book for Literacy is available.
- To work in partnership with all sectors of the community to promote literacy through the formation of literacy exchanges.

Background:

- The project originated with the Canadian Home and School Federation in 1989-90 as part of the celebration of the International Year of Literacy. Each provincial Home and School Association has since developed its own plan of action to promote various literacy projects.
- QFHSA's partnership with English language literacy organizations is an important link in our educational network.

1. QFHSA Activities 1998 – 99

- 1.1. Workshop on Literacy – for Public Relations class of Library Systems and Documentation Centre, John Abbott College. The Carol Green Fund donated \$100 to our Born to Read - Readers are Leaders projects.
- 1.2. Born to Read - Readers Are Leaders
Munchkins Daycare, New Carlisle, Gaspé region and the Playschool project in St Paul's River, Lower North Shore. A large box of donated new books has been mailed to these areas – expenses paid by the above mentioned donation. The remainder of the donation will be spent for additional parenting materials.
- 1.3. Literacy Poster Contest – the winning READ posters from LPQ project (QFHSA also helped to sponsor) were distributed at Teachers Convention and during school visits. They will also be available for April 24 AGM.

2. Literacy Partners of Quebec (LPQ)

November 5, 1998 – Annual General Meeting attended by Miriam Lalande and Marion Daigle. President Gillian di Vito is serving her second year. The Annual Literacy Award was given to Frances Ackerman, Director of the Fraser – Hickson Library.

3. Family Connections: 1998 Directory of Family Literacy Projects Across Canada - recognizes and celebrates projects that have supported literacy development across the country. QFHSA and the CHSF Literacy in the Information Age Literacy Exchange is highlighted: p.114.

- 3.1. Family Literacy in Canada: Profiles of Effective Practices – detailed descriptions of selected

family literacy programs. Alberta's Books for Babies, was developed by Shannon Palmer, a Literacy Director for the 1990 CHSF Literacy Project.

4. ABC Canada Literacy Foundation

January 27, 1999 – Celebrated the first ever Family Literacy Day. Read a book with a family member! A special television event was Penny's Odyssey on CTV, sponsored by Honda Canada.

5. Frontier College

Frontier College, Canada's oldest national literacy organization, celebrates 100 years in 1999. A commemorative stamp will be issued by Canada Post. QFHSA and CHSF have collaborated with Frontier College on literacy projects related to reading.

6. RECOMMENDATIONS

6.1. That the following resolutions, submitted through the Education Committee, be passed at QFHSA 1999 AGM.

99/8 **POVERTY, NUTRITION AND LEARNING**

99/9 **GOODS AND SERVICES TAX ON BOOKS**

These resolutions have also been drafted for the Canadian Home and School Federation (CHSF) Annual General Meeting.

6.2. That a workshop on Literacy in the Information Age be held at the 1999 Fall Conference.

PARENTS ASSIST LEARNING AND SCHOOLING [PALS]

Report to the Annual General Meeting - April 24, 1999

Submitted by Pat Waters, Chairman

Mandate: To coordinate and present PALS/COPAIN workshops and to promote Home and School

- April Donnelly has been busy doing workshops for parents from Huntingdon Academy and St Joseph's School. She has completed all but two of the series to a group over the fall and winter.
- Pat Waters throughout the year. On February 17 Pat presented "Building Self-Esteem" at William Latter School, Chambly to 24 parents.

The PALS program is in the process of being evaluated as there is a need for:

1. More active facilitators.
2. More PALS kits and new material.
3. A fee structure to cover the cost and expenses to the workshop facilitator.
4. More promotion.

Research will be done on this and some recommendations will be brought to the Board in the fall.

SAFETY & TRANSPORTATION COMMITTEE

Report to the Annual General Meeting - April 24, 1999

Submitted by Donald W. Smith, Vice President

Mandate: Responsible for maintaining safety and transportation policy for QFHSA and its membership as defined by the Mission Statement.

Summary of Activities:

- Attendance at Board of Directors and Executive Committee meetings
- Comité provinciale de concertation: participation on and attendance of meetings. The mandate of this Comité includes les programmes de sécurité routière en milieu scolaire, as well as off-road safety and safety outside the school setting
- Regular in depth contributions to the Safety Scene in the Quebec Home & School NEWS.
- Response to queries from locals and others with regard to safety issues.

AWARDS COMMITTEE

Report to the Annual General Meeting - April 24, 1999

Submitted by Ludmila Girvan, Chairman

The Leslie N. Buzzell Memorial Award:

The Committee Members: Chairperson: Miriam Lalande, President
Helen Koeppe, Lynn Closs, Rod Wiener.

The committee met and selected **Calvin Potter and Rod Wiener** [posthumously], nominated as joint candidates, as the **1999 winners of the Leslie N. Buzzell Memorial Award.**

Their work together on the Rights Committee was exemplary. Together, they were unyielding advocates on behalf of parents and children and they travailed unceasingly towards the realization of Constitutional rights. Together they sought to understand the laws that apply to Education. Together, they endeavored to ensure equality for all, in our school system in Quebec.

Gordon Paterson Award

The Committee Members: Chairperson: Pat Waters, Past President
Shirley Straughton, Amanda Young, Kim Spinelli, Astrid Norquay

The committee met and selected Jan Langelier as the 1999 winner of the Gordon Paterson Award.

Jan has given outstanding service to the education of children thus far in her career. She has always actively encouraged the participation of parents at every level of school life. She has been a faithful supporter of QFHSA both personally and professionally.

Lewis Peace Prize

The Committee Members: Chairperson: Don Smith, Vice-President
Alice MacLeod, Susan Tweddell, Tina Crooks, Mary Baker, Esther Baumholtz

At the time this report went to print, no selection had been made.

CANADIAN HOME & SCHOOL FEDERATION

Report to the Annual General Meeting - April 24, 1999

Submitted by Miriam Lalande, President

Mandate: To be the national voice of parents in promoting quality public education and well-being of children and youth.

Members of the Board of Directors:

Officers of the Federation:

President - Joyce Eynon ~ Treasurer - Debi Brown ~ Central Vice-President - Pat Waters ~ Eastern Vice-President - Sandra Himmelman ~ Western Vice-President - Viola Prowse

Provincial Presidents:

Debbie Look - British Columbia	Christine Ayling - Alberta
Evelyn Jones - Saskatchewan,	Peggy Lidstone - Manitoba,
Patricia Johansen - Ontario	Miriam Lalande - Quebec,
Marion Friars - New Brunswick	Sandra Himmelman - Nova Scotia,
Kathy Jussaume - Prince Edward Island	Cathy LeBlanc - Newfoundland and Labrador

Annual General Meeting: The June 1998 meeting was held in Moncton, New Brunswick.

- Constitution and By-Laws: This document was discussed in depth and rewritten many times before being approved by the parent delegates from across Canada. This restructuring process has strengthened the foundations of the organization and cleared the way for true progress.
- Finance: a new scale of Affiliation fees was discussed. Decision deferred to Mid-Term. Two audits, the 1996-97 audit and the 1997-98 Audit were presented and adopted.

Mid-Term Board Meeting - Ottawa - November 1998

- QFHSA has agreed to pay \$6000.00 in Affiliation fees during its 1999 fiscal year. This is in support of the valuable contribution CHSF continues to make on behalf of Parent Involvement across Canada.
- Miriam Lalande was elected to serve as Nominations Chairman at the 1999 AGM.

1999 Board Meeting and Annual General Meeting: July 6-10 - in Victoria, B.C.

- QFHSA has submitted five [5] resolutions for approval at the AGM:
 - Poverty, Nutrition and Learning
 - Good & Services Tax on Books
 - Child Pornography
 - Vocational/Technical Education for Youth
 - Rural Schools
- QFHSA has named Norma Stirling and Miriam Lalande as voting delegates for AGM.
- Pat Waters, Central Vice-President, has been hard at work preparing an update of the Standing Rules to be presented to the Board of Directors for approval; as well as the Statement of Policy for presentation at the AGM.

ELEMENTARY LANGUAGE ARTS CONSULTATIVE COMMITTEE [ELACC]

Report to the Annual General Meeting - April 24, 1999

Submitted by: Mary Baker, Education Committee Liaison

Mandate: The purpose of the Elementary Language Arts Consultative Committee is to make recommendations to the Coordinator of English Language Arts regarding the needs and concerns of the milieu involved in Elementary English Language Arts.

Members: ELACC has about 14 members, representing school boards, teachers' associations, McGill U., the QPAT/PACT Curriculum Council, the International Reading Association, private schools and the QFHSA.

Issues:

New curriculum: In 1998-1999 ELACC spent most of its meetings going over various versions of the new Elementary Language Arts [ELA] Curriculum.

Salient points:

- The implementation date has been officially rolled back at least one year.
- The 1999-2000 year will begin with the old curriculum.
- The new curriculum is intended to promote trans-disciplinary and team teaching. An as yet unfinished document known as the "Program of Programs" is to provide bridges between the various disciplines.
- The new curriculum contains both whole language and more traditional approaches.
- There is concern that the new curriculum will be implemented without sufficient professional development for teachers. Since students will be evaluated on the new curriculum when it is implemented, it is important their teachers understand the implications of the changes that have been made.
- The new curriculum is intended to treat teachers as professionals, thus giving them leeway to chose the methods they consider most effective in reaching the objectives set by the curriculum. Teachers sitting on ELACC pointed out that since no new money has been allocated for books and materials, it is unlikely teachers will be able to introduce many new activities.

Parent Involvement:

- In January Abigail Anderson, the Language Arts Coordinator, and Janet Radoman, a Carlyle School teacher who is writing the new ELA curriculum with Ms Anderson, presented the new curriculum to a group of interested Home and School members at the H&S office. The purpose was to get reactions from parents to the new curriculum. The presentation was very enlightening and the opportunity to be directly involved was highly appreciated by those who attended.

SECONDARY LANGUAGE ARTS ADVISORY COUNCIL [SLAAC]

Report to the Annual General Meeting - April 24, 1999

Submitted by Dianne Skoda, Education Committee Liaison

Mandate: Since 1970, the Secondary Language Arts Advisory Council [SLAAC] has been providing advice to the coordinators of the English Language Arts Curriculum, hence shaping the direction of High School English Language Arts education. QFHSA parents have always enjoyed a place at this prestigious table.

Members: The Council has about 20 members including representation from the Ministry of Education of Quebec [MEQ], several school boards, McGill, CEGEPs, teachers, various literacy groups, and QFHSA. Over five meetings this year, the stronger focus has been on the elementary school language arts program.

Concerns:

- SLAAC members, while adjusting to new roles within linguistic school boards, have been preoccupied with curriculum reform that will touch all subjects at all grade levels, as well as the conditions for graduation from elementary and high school.
- A trans-disciplinary approach to structuring the curriculum has been imposed by the MEQ on all subject areas. The program is being written with particular competencies and abilities identified through the collaborative work of the English Language Arts community. Teachers will be conveying literacy in its many forms and competencies for life, not teaching based on a learning of a particular subject matter.
- Revisions after revisions demanded by MEQ have forced a delay of about one year in the implementation of the new curriculum.
- A serious concern in the new curriculum implementation involves French Immersion programs, where English is only introduced in later grades. The difficulty of creating an effective English Language Arts curriculum occurs when so many English school students would miss the first two years of English.
- The new curriculum will be brief and easily understood by classroom teachers.
- An exciting aspect of the new program is the importance attached to the inclusion of media literacy in all aspects of language arts.
- A frightening prospect of the new program is the possible testing and exit profiles suggested for the end of Grade 9 [Cycle 4].

GASPE AREA REPORT

Report to the Annual General Meeting - April 24, 1999.

Submitted by Anne MacWhirter, Area Liaison

New Carlisle Home & School Association:

Fund raising: The goal this year was to pay for the services of a crossing guard.

The events included a raffle and a bingo 50/50 draw. In December the annual bazaar was held in the school gym. The book fair was open to the public as well.

Teacher Appreciation and Children's week: The group celebrated and the students were treated to a free bingo activity on Valentine's Day.

Shigawake, Port-Daniel Home & School Association:

Activities:

Reading Groups: Parents have joined forces with the staff to emphasize the importance of reading at the early levels. Parents volunteer at the 1-3 levels three afternoons per week to listen to small reading groups.

Free Breakfast: A free breakfast was provided to students earlier this year. Parents were invited to join in and to make a donation at the door. Some of the funds were used to buy snow shovels and crazy carpets. The balance will be used to replace the swings in the spring, as needed.

Book Fair: The book fair was held at Christmas. The profit from this endeavour purchased a Phonetic Awareness kit. This is to be used where needed in the early grades.

Teacher Appreciation Week:

Parents were generous, as usual, in treating us to homemade soups, rolls etc.

Jump Rope for Heart: Students participated on March 26th., and raised \$500.00. Parents prepared nutritious snacks during the afternoon of "skipping".

All in all, the parents are a real support to the schools in our area. We salute you.

THINK TANK

Report to the Annual General Meeting, April 24, 1999

Submitted by Ann Cumyn, Co-ordinator

Date: Think Tank '98 was held on Friday evening October 23, 1998, at the QFHSA offices. A reception was held in the boardroom and then the remainder of the evening: dinner, talk and discussion was held in the restaurant Arôma de Szechuan.

Attendance: Forty-two [42] persons participated representing nineteen [19] member Home and School Associations.

The Topic: "What is the New Role of Home and School? School Committees are out; Governing Boards are in," was introduced by Marcus Tabachnick, Chairman of the Lester B. Pearson School Board. Table discussion and a question and answer period followed.

Evaluation: The feedback received was very positive and included support for holding the Think Tank on the eve of the Fall Conference.

FALL LEADERSHIP CONFERENCE 1998

Report to the Annual General Meeting - April 24, 1999

Submitted by Pat Waters, General Arrangements Chairman

Mandate: To present a program that reflects QFHSA planning, priorities and theme for the year by workshops in leadership and training , as well as education and parenting issues.

Program

- The theme of the 1998 Fall Conference was "PARENTS & PARTNERS: A SHARED VISION".
- The plenary speaker was Howard Schwartz, a principal from the Sir Wilfred Laurier School Board, who spoke on "GOVERNING BOARDS: A PARTNERSHIP FOR THE FUTURE". He talked about the essential skills and behaviour necessary to ensure that the new governing boards operate successfully.
- The conference workshops focused on helping parents acquire the necessary skills to work side by side with these partners. It also offered some new and helpful information on parenting and educational issues.
- The conference was held at John Rennie High School, Pointe Claire from 8:00 a.m. - 3:30 p.m.

SESSION I WORKSHOPS

1. "An Overview of the Home & School Association: What is it? What is it's Mission? How do you set one up in your school?"
Workshop leader: Norma Cheng, QFHSA Membership Chairman
2. "How to Address the Issues: Resolutions & Politics"
Workshop leaders: Helen Koeppe, QFHSA Resolutions Chairman
Rickhey Margolese, QFHSA Education Committee
3. "Quality Time, Reality Time: Are Our Children Getting Enough?"
Workshop leader: Anna Cegielka, Master of Social Work/Family Counsellor
4. "Helping Parents to Identify Learning Problems"
Workshop leader Karen Foley, M.Ed. (Special Education)
Director of Strategic Learning Centre
5. "Governing Boards: Ironing Out the Kinks"
Workshop leader Bill Doussett, Principal, Three Rivers High School

SESSION II WORKSHOPS

6. "Learning Styles: A Detailed Explanation as to How Our Children Learn Best"
Workshop leader: Winona Patterson, Teacher, North Hatley School
7. "Covering Your Tracks: Screening Volunteers"
Workshop leader: Norah Litchfield, West Island Volunteer Bureau



During the luncheon the **Golden Torch and Unsung Hero** certificates were presented to those selected for this honor by their Home and School Association and/or School Committee. Schools recognized for their outstanding achievements for **membership & newsletter** were given books donated by Reader's Digest.

Conference Program: Theme – Parents and Partners: A Shared Vision

May 1

Part 1 Early Bird Special 5:00 – 8:30 pm, QFHSA Office

22 People participated from both on and off-island Home and School Associations and School Committees, as well as QFHSA Directors and Executive Secretary. The discussion covered a wide variety of topics, including the need for more leadership training for local association executives. The main thrust is to broaden the understanding of the 'mission' of Home and School Associations in an effort to build a more solid and informed membership. The evaluations were very positive, and expressed a need to continue the Early Bird Special format.

May 2

Part 2 Panel Discussion on Conference theme held following the Awards Luncheon.

Parents were generally pleased with having the opportunity to hear from the panel speakers, but audience participation showed that answers to 'grassroot' concerns, particularly regarding fund-raising, were unclear.

Evaluations

56 evaluations were turned in by delegates and others at the AGM, many of whom had attended for the first time. Generally speaking they were positive. Several people offered to help with the 1999 AGM.

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