

Inquiry Hub Secondary School – PAC Meeting Minutes

September 16, 2013 @ 7:00 pm

Inquiry Hub Secondary School – commons room

Attendees: Arlyss Turner (secretary), Jason Turner (chair), Michelle Unrau (vice-chair), Lorna Wou, Sandra Baker, Kunghee In, Daesik Jang, Brian Klym, Gabriella Klym, Cathy Hoy, Connie Silas, Tanis Wright, Brent Ward, Katherine Isaac, Anita Whitfield, Sarah Husband (Principal), Dave Truss (Vice-principal, lead administrator)

Minutes recorded by Arlyss Turner.

Meeting called to order @ 7:00 pm.

1. Welcome and introductions

All were welcomed to the meeting. Round table of introductions was made.

2. Acceptance of previous minutes for meeting of June 3, 2013.

Motion to approve as drafted: Sandra

Second: Jason

- Meeting minutes from June 3, 2013 PAC general meeting were accepted as drafted with correction of Joey Sims (student) to Joey Silas (student) in the attendees listed.

3. Principal's Report

- Dave noted that he is the lead administrator and vice-principal of the Inquiry Hub school. He provided the following updates:
 - o Small field trip by some student occurred last week to Bard on the Beach theatre presentation.
 - o October 11 will be a field trip for the UBC ropes activity. It is a fantastic team building event during which they do building and teamwork activities. There will be a cost for this event. There will be bus transportation arranged.
 - o Mr Sarte has brought in his 3D printer and the students have had an opportunity to use it.
 - o There will be again this year an Inquiry Hub reads program in which the students have an opportunity to 'sell' why their book should be part of the school curriculum
 - o There are discussions occurring around student initiated activities: Shore clean-up, lunch hour intramurals are some of the ideas brought forward.
 - o All 2nd year students are having IDS courses, Grade 9's have Foundations of Inquiry and Applications of Digital Literacy.
 - o There are projects that may be looking to submit grant application (i.e., for giant mural, aquaponics/hydroponics project, etc). Jason noted that the Spirit of Coquitlam grant is open for submissions until end of next week and the information is online at the City of Coquitlam website.
- Sarah discussed her role as principal and the benefits of her involvement in the school even though she is not resident in this school building. Dave is the on-hand administrator for Inquiry

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Hub who is resident in the building. He is the administrator to connect with in terms of our individual students.

4. Priorities for 2013/2014

- Lorna shared the background on the parent survey (<http://www.surveymonkey.com/s/B8LZNGJ>) that was communicated to the parents by Dave. The focus of the short survey was to understand if the parent community was interested in moving away from fundraising efforts to parent donations in place of fundraising. She encouraged everyone to take an opportunity to give the PAC their input. Currently there is about a 25% response rate and asked the meeting what would be considered a quorum. It was suggested that the PAC constitution be reviewed to identify the required number of responses that would be considered as quorum. Dave will obtain a copy of the constitution and bylaws so that can be reviewed to enable a decision on required quorum to be made. A request was made to have the constitution and bylaws be posted to a PAC webpage under the Inquiry Hub website so it can be referenced online. The decision as to what number of responses would be required on survey for quorum was deferred and it was suggested that this be included on the next meeting's agenda for a vote on the donation campaign.
- Dave noted that one parent had contacted him with regards to Survey Monkey storing data in the US and suggested that future surveys consider using Canadian survey tools. Lorna shared detail on how another school was managing the donation in place of fundraising. The survey response was around 60% of participants indicated yes to donate.
- Dave identified that he also had a parent contact him to inquiry what the student grants were for and how they would be managed. He asked Jason to cover that for the parents' information. Jason noted that some funds had been obtained by donations last year that were identified to be used to benefit student inquiry projects. The students developed the grant program and form and presented that to the PAC last year. The student's grant process and form were adopted to enable students who need small funding for their projects to request funds from the donated amounts. One of the questions of the survey was related to whether parents were interested to review and offer comments on the grant submissions from students.
- Michelle asked if there was a teacher wish list. Also, suggested that the parent community volunteer skills/experience or resources that they are able to for contributing to the school. In addition to the grant funding request, the students should also be able to put in a request for consultant or additional resources. Dave will look at having the school website to accommodate both parents putting up their information on skills/experience as well as on student projects needing resources/mentor. Sarah noted this may also be possible to be done through SharePoint accounts through secured subpage.
- Heidi asked whether there are any community building events being planned.

5. Old Business

- The treasurer position is vacant. Jason asked for volunteers. Until treasurer position is filled, duties would be covered by Chair/Vice-chair however having a treasurer is important and

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everyone was encouraged to consider volunteering and if they could take the position on to contact Jason or Michelle.

- School planning committee representatives - Sarah noted if there were interested parents this can be done and would focus on Inquiry Hub rather than emulate other school's planning efforts. Anita Whitfield and Brent Ward volunteered. Michelle Unrau also volunteered as the Executive member. Sarah/Dave will connect with the school planning committee to schedule and engage on the year 2 planning effort.
- Fundraising coordinator - is really grant application coordinator or student/parent liaison. Lorna volunteered to be the student/parent liaison that would be the parent prime for the student grant application program.
- Student inquiry projects website will be revisited by Dave and shared with the parent community.

6. New Business

- Gaming account update - funds expected (approximately \$700) should be received within next few weeks. Funds need to be benefitting the school whole community. Funding the transportation costs of the field trips would be appropriate. There was a consensus at the meeting that the gaming funds be utilized to pay the cost of the bus transportation for the upcoming school field trip to UBC ropes program.
- Dave shared details on the <http://parents.inquiryhub.org> website and noted that parents can subscribe to the site.
- Michelle noted there is a DPAC orientation on Sep. 25th. DPAC meetings occur on the last Wednesday of every month. Details of the meeting agenda are available on the DPAC website. The DPAC also brings in speakers. The meetings are open to all parents.
- Parent requests can be made to Dave on ride-sharing/commuting. Dave also invited parents to share their interest and addresses with him and he can facilitate connecting the parents. Dave will send out an email to advise the broader parent community of this.

Meeting adjourned 8:10 pm.

Next meeting scheduled for Monday, October 21, 2013 at 7 pm.