

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.

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October 21, 2013 @ 7:00 pm

Inquiry Hub Secondary School – commons room

Attendees: Jason Turner (chair), Michelle Unrau (vice-chair), Sandra Baker, Anita Whitfield, Cathy Hoy, Connie Silas, Sarah Husband (Principal), Dave Truss (Vice-principal, lead administrator)

Minutes recorded by Brent Ward, Arlyss Turner was away.

1. Meeting called to order @ 7:04 pm.

2. Welcome and introductions

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

3. Acceptance of previous minutes for meeting of September 21, 2013.

Motion to approve as drafted:

- Meeting minutes from September 21, 2013 PAC general meeting were accepted as drafted.

4. "Principal's" Report

- Dave provided the following updates:
 - o Ropes course was a success although weather was cool. Course consisted of team building, problem solving and was entertaining as well. Students challenged to climb ropes and cross zip lines. Dave felt it fully met expectation. A lot of photos were taken and there will be some sort of a slide show will be produced by the students and hopefully posted.
 - o Photo wall is up. Everyone encouraged to check out all the students and staff and their insightful comments.
 - o Science room is to be turned into "maker" space, an area to design and make different curriculum elements and inquiry projects. Walls will be filled with tools with the chalk boards being replaced with peg boards. Wish list will be coming up for tools....
 - o Parent page – wiki's or moodles; notes on program. At parents.inquirery.org. Can subscribe on top right hand corner to get notices when people post on it.
 - o There is an expectation that students need to work at home for about 1 hour a day on average. Often not a lot of assigned homework, but there is always a lot to do. Parents can get them to log on and check progress on specific courses.
 - o Grade 9 take your kid to work is on November 6th. Forms for this going out this week. Some restrictions on work sites that need WCB coverage.
 - o There are quiet reading periods, 2 days a week for 20 min. Students should be bringing books on these days.

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October 21, 2013 @ 7:00 pm

5. Priorities for 2013/2014

General discussion of priorities for fundraising and potential events.

May try to organize a social night of some type - change from a dance.

Technology – need a large drive to store photos and download teaching videos rather than streaming.

6. Old Business

- <http://parents.inquiryhub.org/pac-minutes/> includes links to the iHub PAC Constitution and our Code of Conduct.
- School web site is being updated.
- Treasurer position – Cathy Hoy
- Student inquiry website – started will be visible soon.
- Blogs are now on Canadian servers

7. New Business

- Will post dates and forms for upcoming events so people can plan.
- A parent teacher night is coming up, more details to follow.
- 53 students are now registered with 17 only coming two days a week

8. Next meeting scheduled for Monday, December 2nd, 2013 at 7 pm.

Motion to adjourn 8:33 pm. Sarah

Inquiry Hub Secondary School – PAC Meeting Minutes

December 2, 2013 @ 7:00 pm

Inquiry Hub Secondary School – commons room

Attendees: Jason Turner (Chair), Arlyss Turner (Secretary), Michelle Unrau (Vice Chair), Cathy Hoy (Treasurer), Connie Silas, Sandra Baker, Lorna Wou, Dave Truss (Vice-principal, lead administrator), Sarah Husband (Principal)

Minutes recorded by Arlyss Turner.

Meeting was called to order at 7:04 pm.

1. Welcome and Introductions

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

2. Previous Meeting Minutes for meeting of October 21, 2013

Motion to approve as drafted: Connie Silas

Second: Sandra Baker seconded.

- Draft minutes accepted as drafted.

3. Principal's Report

- Dave provided the following updates:
 - Decorations went up today by group of students.
 - A donated drafting table arrived at the school today and some students were involved in getting that in place and setup.
 - The science room is coming together.
 - Photos of the students decorating are on the school's
 - Thanks to the parents who came to the teacher conferences. Also thanks to those that brought their students along as that allowed for some very rich experiences/discussions.
 - Thanks for the Hard Drive. It is in use to share videos for improved streaming.
 - Mr. B has just made a PE order and coming soon will be Intramural floor hockey
 - Mr. Soiseth is going to be starting the Inquiry Hub reads program which is where the students read a novel and then make a case for inclusion of that choice into the reading program.
 - The temperature in the school is much approved over last year.
 - Mr. Sarte is currently teaching about circuitry and programming.
 - Mr. K has started a debate program. One topic was 3D printing donor program. It is an interesting program that occurs during lunchtime and sometimes goes over after into early afternoon.
 - PE has been moved to last block of the day.
 - For the PAC funds request, Dave showed the new request form. He went over the request and approval process. Parents will need to subscribe to the request site. Dave will send an email inviting parents to do so once the site is finalized. Dave noted there is one request so far and it will be used as an example on the site.
 - Reviewed the Parent page and noted that he has been updating this up to this point. He is looking for parents to take over maintaining and updating this page. Parents can set up a subscription to this page if desired. Michelle offered to be a parent contributor to the page.

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December 2, 2013 @ 7:00 pm

Lorna asked if a counter is available on the page. Dave showed that there is a global tracker gadget that is utilized. Edublog has listened and now all Canadian school materials are on a Canadian server.

- Inquiry on SPC effort. Sarah and Dave will plan a meeting for the SPC. Anita Whitfield (is an SD43 employee and may not be able to participate on an SPC), Brent Ward and Michelle Unrau. Jason noted that he will fill the third spot if no other parents come forward.
- Haney School was visited by Dave and Kim. They are doing an amazing job at that school.
- They are considering taking a school trip so all the teachers can see this. Thomas Haney School in Maple Ridge. The principal there was a prior teacher. They are considering combining a physical activity together with a trip to see this school (perhaps bowling). Thomas Haney is holding a conference called DisruptEd next October.
- The students are planning a ski trip. They will likely connect with another school to get the economics
- The student leadership group is planning a Christmas party.
- There are two fieldtrips being considered. One which is for Cliff Hanger.

4. Priorities for 2013/2014

- Hard drive was purchased and is now in use at the school.
- PAC has provided cheque to school for the UBC fieldtrip

5. Old Business

- Survey monkey has not had any additional responses. Survey went to all parents. There were 12 respondents and 60% of survey respondents were in favour of donations in lieu of fundraising efforts. Most popular amount was \$30. Discussion is to request \$30 and parents who want a tax receipt should write their donation ticket to the SD43 with a notation on it for "Inquiry Hub". The executive will draft a message to be placed on the parent site.

6. New Business

- Inquiry on provincial exams. There are January, April and June dates for the COL and Inquiry Hub will be included in those dates. The student needs to notify their teachers soon (prior to Dec 16th) to enable their names to be included for the January exam sitting. Grade 10's have three exams which are 20% of final grade.

Meeting Adjourned at 7:59 pm

Future Meeting scheduled for February 3, 2014 at 7 pm

IHUB PAC MEETING – FEB 25, 2013

In Attendance: Mr. Truss, Arlyss Turner, Jason Turner (Shauna), Sandra Baker (Wilson), Heather Forseth (Shandra), Lorna Wou (Liam and Owen), Aaron Creighton (student), Ms. Husband, Dae Sik Jang (Jay)

Chaired by: Jason Turner

Call to order – 7.09pm

Approved Minutes – Arlyss / Sandra

1. Principal's Report

1. Staffing

- Ms. Young on medical leave
- Additional 1.5 day / wk classroom teacher – Mr. Pouyan Khalili (mathematics, physics, French), will also replace Ms. Young (total 3 days/wk)
- Mr. Sarte – Tues, Thurs, Fri (change of days to accommodate Mr. Khalili)

2. Questionnaire for Students Approaching PAC for Funding

- created by students to ensure due diligence pre-thought

Discussion

- suggestion for form to be sent to PAC for review before next PAC meeting email or via website with comment, minimum number of comments, notifications to parents to view?(Jason)
- will be submitted anonymously (change to number of students involved) – (Mr. Truss)
- rating system for each question?
- Will create criteria for rating for questions (Jason)
- Will need to set budget for each semester (Sandra)
- Add question: “What are the future benefits to the school?” (Arlyss)
- Add question so that the PAC is not the first resource (grants, networking) – (Aaron)
- PAC = petty cash, quick funding, bigger projects should be thought of as grant process etc. (Jason)
- Ms. Husband requested that Jason forward any grant possibilities to IHUB admin
- \$600 available this year (Mr. Truss)
- Encourage IHUB leadership students to comment on applications on blog (Jason)

Action

- Mr. Truss to work on website and private blog for application process
- Jason to draft criteria for funding

- Mr. Truss to ask parents who are interested in participating in judging applications to contact him

Learning at IHUB (Mr. Truss)

- inquiries are ongoing
- Mr. Soiseth is working through The Merchant of Venice (Shakespeare)
- Mr. Soiseth – fish bowl conversations- start at school and continue on line
- Mr. Khalili – electricity and financial planning unit
- Swing dance unit underway
- Cheque has arrived for garden

2. Family donation program for PAC funds

- intent = instead of doing individualized fundraising throughout the year, each family would be asked to provide a specific amount to provide budget
- other schools have done online survey
- Survey Monkey – Lorna will organize and forward to Mr. Truss to be distributed to all parents
- to be discussed at AGM for September

3. PAC supported student fundraising possibility

- see discussion in Principal's report

4. School Planning Committee

- currently defined as part LINC School Planning Committee
- will probably need our own school planning committee next year to deal with more specific needs (Ms. Husband)
- AGM agenda item at end of this year for implementation next year (Sandra)

Old Business

- Family Social BBQ – wait for warmer weather

New Business

Possibility for fieldtrips? (Jason)

- Problematic because diverse interests in inquiries (Aaron)
- Thursdays better for ratio of teachers (Ms. Husband), can be school wide,
- Perhaps build in component of inquiries – what will your field experience be (Ms. Husband)
- Great parent connection – parent volunteers in afternoon fieldtrips (Ms. Husband)
- Have asked students to find an expert in the area for inquiry, will be asking them to contact that person in future (Mr. Truss)
- Friends of Simon – contact info for SFU experts (Ms. Husband)

Parent Participation with Skills (Sandra)

- Parent participation in fields of expertise has not yet been called on (Sandra)
- Will call on parents in the future but are focussing on team building within group (Mr. Truss)

Items for Agenda for April PAC Meeting

- Family Social BBQ – May?

Items for AGM

- Family Once Per Year Contribution for Fundraising
- School Planning Committee Creation

Date for Next Meeting = Monday, April 8 at 7pm

Adjourned at 8.30pm

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April 28, 2014 @ 7:00 pm

Inquiry Hub Secondary School – commons room

Attendees: Jason Turner (Chair), Cathy Hoy (Treasurer), Arlyss Turner (Secretary), Brent Ward, Michele Barnabe, Connie Sillas, Daesik Jang, Katherine Isaac, Eileen Fitzpatrick, Lorna Wou, Dave Truss (Vice-principal, lead administrator)

Meeting was called to order at 7:05 pm.

1. Welcome and Introductions

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

2. Previous Minutes

- Minutes for meetings of February 3, 2014
 - Motion to approve as drafted: Brent Ward
 - Second: Daesik Jang
 - Draft minutes accepted as drafted.
- Minutes for meetings of March 10, 2014
 - Motion to approve as drafted: Connie Sillas
 - Second: Brent Ward
 - Draft minutes accepted as drafted.

3. Principal's Report

- It's been a month of fieldtrips with the ropes day occurring same time as teachers went to visit self-directed school in
 - Space center
 - Skiing
 - Walking trip to movie
- Students presented to SFU symposium. Also, Stephen Whiffin and Dave Truss presented at the school trustee's conference. Wanted to take students. However, the garden girls were booked to help with other Inquiry students at the Maillard Greening day. Pablo had helped to create a video of them which was presented. Joey and Josh attended and did a really job with the presentation. Lots of positive feedback from the trustees and our superintendent was received.
- Reporting software is archaic and the have been challenges with it. They decided that they weren't going to invest in detailed report cards this term and decided to go with student-led conferences during which the students did a one-slide presentation. The sign-up sheet worked better than the previous method of phone calls booking.
- June 2nd is the AGM. The students are planning that day for the incoming students. Expecting to have 13 or so incoming students. Cannot go over 60 students. So, with the added 13 or so we will be likely in the low 50's for enrollment next year. Dave is hoping that after school, to do hamburgers and have current PAC members bring a potluck dish to serve 5 or 6. Plan is to start a movie for the students at 5:30 pm. PAC meeting to start at 6:30 pm. Eileen to bring her popcorn machine.
- The model here is about students having an inquiry and trying to improve their learning. The staff is trying to improve their model as well as they are not happy with how the courses are so separated. Executing this through a process of inquiry.

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April 28, 2014 @ 7:00 pm

- Identify - yourself and social awareness is the center. Stewardship - caring for each other and yourself. Communication. Design.
 - They have experimented with this during this year. They are looking at the curriculum to see how they can adopt this model to bring the teaching themes together across the grades.
 - Gmail, hotmail and yahoo have identified that SD43 is spam due to an issue with spamming.
4. Treasurer Report
- No report at this time. A couple of cheques have arrived to be deposited.
 - Donations made to the SD that are above \$20 will get a tax receipt. It takes time to get to Inquiry Hub. If you do this, let Dave know so that he can track and confirm it gets received by Inquiry Hub accounts.
 - Donations made directly to the Inquiry Hub PAC are not eligible for tax receipt.
5. Priorities for 2014/2015
- Question to Dave on tutorial on how to use the grant review site.
 - Food safe for the school? PAC had hoped to use the grant funds to pay this. Dave is investigating booking this.
6. Old Business
- Update on volunteering - those students that helped out at Maillard will get 7 hours for their help at that event.
 - Have the teachers decided on how they will do their hours? Dave went to a flexible school's meeting. What most flexible schools are doing is include in their instructional time. Thursdays before PE will have a work block that the staff can have a collaboration time when the students are in a study block. There isn't an opportunity to enable common prep time.
7. New Business
- Dave asked for a parent to help coordinate the pot-lunch. Lorna volunteered to coordinate.

Meeting adjourned at 7:41 pm

Future meeting scheduled for June 2, 2014 at 6:30 pm which will be the AGM.

Inquiry Hub Secondary School – PAC Meeting Minutes

June 2, 2014 @ 6:30 pm

Inquiry Hub Secondary School – commons room

Attendees: Dave Trust (Vice-principal, lead administrator), Mike McGlennan (Link Principle in 2014/2015 school year), Kira Howe , Anita Whitfield, Katherine Isaac, Samandar Edraki, Gloria Doubleday, Robert Doubleday, Ruth Townsend, Michele Barnabe, Lorraine Kleinschoth, Heidi Gable, Tracy Wallace, Rob Price, Susan Foster, Barb Johnston, Jay Draper, Lorna Wou, Warren Wou, Connie Silas, Brent Ward, Arlyss Turner (Secretary), Jason Turner (Chair)

Meeting called to order at 6:28 pm.

1. Welcome and Introductions:

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

2. Previous Meeting Minutes:

- Motion to accept the minutes for April 28, 2014 meeting: Brent Ward
- Second: Connie Silas
- Motion carried. Draft minutes accepted as drafted.

3. Principal's Report

- Dave thanked everyone for attending. He thanked the students who attended today. The students already attending Inquiry Hub organized the events of the day and their parents supplied some of the food.
- Provincial exams are coming up. They are worth 20% of the final grade. Hoping the exams can be held here but there is a chance that the exams will be held at Montgomery in conjunction with the Coquitlam Open Learning.
- June 11th is a planned tripped to Bunsen Lake that is planned by the students. If there is job action that day, it will be cancelled. He has a life guard lined up so students can swim. There are a few logistics to be figured out. More details should be coming out later this week.
- June 17th is the last day of school before provincial exams. Some students will have some work yet to complete. If they need to be here, there is an ability to schedule time to attend. Such arrangements can be made with the school.
- As of now the decision around the lock-out is that no teachers will be on site on June 25, 26, and 27. This should not affect report cards as they have delivery dates before those days.
- Some changes around school instruction. These have been driven by inquiry by the teaching staff. This year they did a project that covered multiple subjects and was focused on population. This worked very well and they will be intending to leverage this next year. The teachers have done the heavy lifting already to set this up for next year.
- Apologized for the delay in getting the Food Safe course in the school. They are still trying to arrange this for this year. If it doesn't happen, it will be looked at for the early part
- Connected with YELL. Three young guys that created a program Youth enterprenuer learning launch pad. This will be offered by Coquitlam Open Learning out of PineTree (www.yellcanada.org). There will be an invite going out next week to invite Grade 11 and 12 students for next year. Open house to learn more at Pinetree next Wednesday.

4. Treasurer's Report:

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June 2, 2014 @ 6:30 pm

- Treasurer was not able to attend. Connie was able to share the balance of the accounts. The Chair will be applying online for the gaming grant for next year.
5. Priorities for 2014/2015:
- Grants of \$50 for student led projects that need some funding. Students have written an application form which can be used to purchase something towards their inquiry. Dave will load the details of application online for the group of parents to review and comment/approve. This effort is allowing the students to get experience at grant writing. The video tutorial for parents on how to access and review will be made available.
 - Rather than fundraising the PAC has asked for donations (suggested \$35 per family or as desired by donor) to allow there to be funds for supporting the students and their inquiries.
6. Old Business
- Students still need to acquire 30 hours of volunteering for graduation requirements.
 - Question from parent as to the bus onsite. Dave clarified that was another programs' bus and none of the Inquiry Hub staff have license to drive a bus.
7. New Business
- No new business brought forward.

Meeting adjourned at 7:10 pm

AGM:

Meeting called to order at 7:12 pm.

Elections for:

1. Chair:

- Jason Turner noted he was willing to stand for re-election.
- No other nominations, volunteers were identified.
- Vote was all in favour of Jason Turner as chair. Jason was elected.

2. Vice chair:

- No nominations, volunteers were identified.
- Position left vacant until next meeting at which time a call for nominations/volunteers for this position will be made.

3. Treasurer

- Cathy Hoy had communicated to Jason Turner prior to this meeting and identified that she was willing to stand for re-election.
- No other nominations, volunteers were identified.
- Vote was all in favour of Cathy Hoy as Treasurer. Cathy was elected.

4. Secretary

- Arlyss Turner noted she was willing to stand for re-election.
- No other nominations, volunteers were identified.

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June 2, 2014 @ 6:30 pm

- Vote was all in favour of Arlyss Turner as Secretary. Arlyss was elected.

5. SPC

- There are three positions on the SPC and one was needs to be from the Executive.
- Jason Turner volunteered to be the Executive on the SPC.
- Brent Ward volunteered.
- Michele Barnabe volunteered.
- Vote was all in favour of Jason Turner, Brent Ward and Michele Barnabe as the SPC parent members. Jason, Brent and Michele were elected.

Meeting was adjourned at 7:20 pm.