

Sandwich Secondary School
Parent Advisory Council Meeting Minutes
September 20, 2010

1. **Attendance:** Joanne King (Chair), Tamy Machina (Secretary), Emmanuele Novelletto (Principal), Caron Towle, Monique Lalonge, Tracy Matthieu, Andy Patterson, Kathy Lamontagne, Fenton McEachrane.

Regrets: Pam Badiuk, Shelley Pike, Laurie Ferguson (Vice-Chair), Lydia Hesman (Treasurer), Julie McInnis, Kathy Vriesen, Fahd Mikhael, Beth Blunt, Dawn Goddard, Sandra Stang, Beth Kuhn, Carol Saso (Teacher Representative)
2. **Welcome:** Joanne King called the meeting to order at 7:10 p.m. Current members and new parents introduced themselves to the group.
3. **Approval of Minutes of June 14, 2010:** A motion was made by Caron Towle and seconded by Monique Lalonge to approve the minutes of the meeting on June 14, 2010. Approved.
4. **Election of PAC Executive:** The election of the executive for the 2010-11 Parent Advisory Council was deferred until the next meeting which will take place on Monday, October 18th at 7:00 p.m.
5. **Business Arising From Minutes:** The following item was discussed:
 - **Parents Reaching Out Grant:** Joanne King reported that she and Laurie Ferguson have reviewed the Parent Handbook and think it is ready for printing. Mr. Novelletto has reviewed it also and will go over his comments Joanne. After the necessary adjustments are made, the handbook will be electronically distributed to PAC members prior to it being distributed. Mr. Novelletto gave a brief overview of the handbook topics to members. The goal is to have the handbook ready to distribute at Parent-Teacher Interview Night on October 13th. The Parent Handbook will also be put on the school website.

In response to a question as to whether the cheque from the school board for the grant had been located, Joanne King stated that she will look into that.
6. **Principal's Report:** Mr. Novelletto reported on the following items:
 - **School Renovations:** There have been many renovations mad to the school over the summer, including: new and refurbished lockers, grad composites being framed & eventually mounted in the main hallway, a Think Literacy Resource Room for staff to share instructional practices and an expanded Special Education room.
 - **Boundary Adjustment for French Immersion Students:** Bellewood School has now formally been designated a feeder school for Sandwich Secondary. As a result, we may be getting more French Immersion students which may necessitate additional changes, such as adding portables to accommodate them. The student population of the school is 1,015 this year.
 - **Spirit Week:** Student Parliament will be doing activities with the Grade 9 students. There will also be a school assembly on Friday with a pep rally.
 - **Terry Fox Run:** The annual school Terry Fox Run will take place on Thursday, September. 30th (rain date: October 1st). The money is due into the school by Monday, September 27th.

- **Progress Reports:** Progress Reports will be sent home on Wednesday, October 13th. Parent-Teacher Interviews will be held the same evening from 4:00 to 7:00 p.m.
- **Academic Awards Banquet:** The annual Academic Awards Banquet will be held on October 26th at 6:00 p.m. at the Ciocar Club.
- **Reports Required from PAC:** Mr. Novelletto need reports from Joanne King on the Parent Advisory Council activities for 2009-10 and also for the Parent Involvement Grant for 2009-10.
- **Parent Involvement Grant 2010-11:** The cheque for the Parent Involvement Grant for 2010-11 from the school board has been received. Joanne King will deposit the cheque into the PAC account.

MOTION: A motion was made by Caron Towle and seconded by Andy Patterson to spend up a maximum of \$200.00 on refreshments for Parent-Teacher Interview Night. Approved.

MOTION: A motion was made by Kathy Lamontagne and seconded by Tracy Matthieu to set aside \$150.00 from the Parent Involvement Grant towards dessert for the Academic Awards Banquet on October 26th. Approved. Mr. Novelletto will ask Mrs. Amato to take care of purchasing the dessert and submit a receipt.

7. **New Business:** The following items were discussed:
 - A question was raised by Caron Towle and Monique Lalonge regarding the spending of the funds raised from last year's fundraiser. Joanne King stated that we have to wait until the new PAC executive is elected at the next meeting and that the current policy for disbursing funds is for proposals to be brought forward in the fall of the school year for Council to consider. Possible projects suggested to using the funds raised include new cafeteria tables and a new speaker system for the gym. Mr. Novelletto will speak to the staff about suggestions on using the funds raised by the PAC and present the suggestions at the next meeting.
 - Caron Towle presented an idea of a welcome package for exchange students attending our school, which would include a map of the school. She is willing to sit down and plan this to make the system better in the future.
 - **Citrus Fruit Fundraiser 2010:** Monique Lalonge will have the forms ready to distribute to students on October 8th before the Thanksgiving holiday. The forms and money are due back by November 1st.
8. **Treasurer's Report:** A print copy of the PAC account balances was presented on behalf of Lydia Hesman.
9. **Next Meeting Date:** The next meeting date of the Parent Advisory Council will be Monday, October 18th at 7:00 p.m. in the library. Elections for the executive and new members will be held at this meeting.
10. **Adjournment:** The meeting adjourned at 8:40 p.m.