

Minutes: November 24, 2025, 5:30pm

Westmount Elementary School Advisory Council

Attendance: Terin DeWolf, Chrissy Clothier, Robert Bray, Erik Fraser, Teri Colter, Annie Miller, Suad Meftah, Greg White, Michelle Watson, Tonya Malay, Ann Giffin

Regrets:

Call to order

Approval of November 24, 2025 Agenda

- **Motion: Approval of the agenda for November 24, 2025**
 - Approved- Terin, seconded Annie

Approval of May 26, 2025 Minutes

- **Motion:** Approval of May 26, 2025 Minutes
 - Approved Teri, seconded Terin
- **Motion:** Approval of October 27, 2025 Minutes
 - Approved Greg, seconded Chrissy

Old Business

1. Welcome of New Members

2. Parent Survey

- Erik spoke on former student support survey.
- Erik created a draft parent survey for SAC to look over for next meeting.
 - Topics include communication with home, SAC-related topics.
 - SAC members can bring other topics that they would like added to the survey.
 - Translation service for survey? Teri will speak to Patrick (YMCA Settlement worker).

New Business

1. School Advisory Council Grant Proposals

- Explanation of SAC grant money and how money is allocated. Must align with student academic or well-being support.
- Grant funding request from Angela Hauser (school counsellor) for punch needle club cost \$220 and drawing club \$50. **Approved** unanimously.
- Wish list- Teri will share wish list google document for teachers to fill out.

2. Notion of Motion to Amend the Westmount SAC Bylaws

- Justification: In previous years, the Westmount SAC has had some members who have been unable to attend some or all meetings. With no current means of removing individuals from the SAC, their absence proved a challenge to reaching quorum and meant that a position on the SAC could not be filled by somebody else more willing to participate. Therefore, a change

to bylaws is proposed to provide an opportunity for the SAC to replace inactive members while still providing them the opportunity to adjust behaviour prior to removal.

- Erik Fraser and Teri Colter will make the following motion at the January 26, 2026 SAC meeting to amend the SAC Bylaws:
 - **Motion:** Under the terms of service for SAC members, the following terms be added:
 - SAC members are expected to attend all scheduled SAC meetings or *provide notice of absence*.
 - If a member is absent from two meetings (*with no communication*) within a single school year, a motion may be introduced to remove that individual from their position. Notice of such a motion must be provided at least two weeks prior to the meeting at which the motion will be considered.

3. Literacy Assessments

- Terin spoke on new literacy assessment screener for P-2 students.
 - Updated literacy curriculum for P-2 (2024-2025)
 - Updated literacy curriculum for 3-6 (2025-2026)
 - Screener for grades 1-2 (first term), mid-year screener in January
 - Screener for P (term 2)
 - Screeners used to help determine tier 1 & 2 supports.
 - Screener replacing reading level data.
 - Showed examples of screeners.

4. Letter to Parents on Late Absences

- Chrissy spoke on a late letter created by Erika Phillips.
- Admin assistant making 10-20 calls per day for those who don't answer when the robo-call happens.
- Chrissy used this letter at her last school and it made a difference in the number of lates per day.
- Chrissy spoke on the early pick-ups and how that impacts schooling.
- Teri spoke about writing a letter regarding early pick-ups.
- Teri will post bell times on front doors.
- Late letter was unanimously approved by SAC.
- Teri and Greg will begin sending out letters to families flagged by Chrissy's reports.

Other Business

- Traffic study:
 - No update from Eric Thompson.
 - Tonya: Traffic study currently ongoing by third party.
 - Ticket into the city for a marked crosswalk has disappeared.

Upcoming Events

- BINGO November 27

Next Meeting

- January 26, 2026, 5:30pm
 - Literacy assessments
 - Letter to parents on late / absences
- Review of Bylaws: Quorum of Members and number of absences prior to removal
- Erik to present survey draft at the next meeting
 - Topics: Communication, participation in school

Adjournment