

# Minutes: February 23, 2026, 5:30pm

## Westmount Elementary School Advisory Council

Attendance: Chrissy Clothier, Erik Fraser, Teri Colter, Annie Miller, Greg White, Tonya Malay, Michelle Watson, Terin DeWolf

Regrets: Robert Bray, Suad Meftah, Ann Giffin

## Call to order

## Approval of February 23, 2026 Agenda

- **Motion: Approval of the agenda for January 26, 2026**
  - Approved- Terin, seconded Annie

## Approval of November 24, 2025 Minutes

- **Motion:** Approval of November 24, 2025 Minutes
  - Approved- Terin, seconded Annie

## Old Business

### 1. Motion to Amend the Westmount 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 within a single school year, without providing sufficient notice to the chair or secretary, 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.
  - **Approved- Tonya, seconded Annie**
  - Teri to work on getting amendment incorporated

### 2. Letter to Parents on Late Absences – Update

- Letter was reworded to give more information on the importance being on time and the impact.
- Letter was emailed to families directly one at a time. Not all emails have been sent yet.
- Responses from families was positive. Some have rarely been late since it was sent, but others it did not make a difference.
- Information was sent home more generally.
- School hours have started to be sent in the Friday memo.
- Possible to update the sign to include the school hours.

### 3. Parent Survey

- Survey edits were made
- Erik to bring final draft to next meeting for voting. Final comments to be shared by March 13.

## New Business

### 1. School Advisory Council Grant Proposals

- Request 1: Grade 6 Teacher starting a book club: hackmatack to exposure children to various authors
  - \$250 to get the books and pay for the registration.
  - **Approved- Chrissy, seconded Annie**
- Book Fair Early March
  - Funding request to allocate funds to each classroom. There are 16 classrooms and 2 pre-primary classrooms.
  - Request for \$2,600
    - \$150 for classrooms, \$100 for pre-primary classrooms.
  - **Approved- Tonya, seconded Annie**
- Teri to send reminders to teachers about funding.

### 2. Student Success Plan

- Term 2 Cycle – for literacy there is an emphasis on phonics and phonological awareness to build reading and writing strategies and build vocabulary.
  - “Word their way” introduced to look at phonics foundational skills to help teachers look for trends across their classroom and grades.
- Math – working on fact fluency
  - Focus was on students meeting or not yet meeting, but now also looking at *where* students are not meeting.

## Other Business

- No new business

## Upcoming Events

- Just had International Mother Language Day

## Next Meeting

- March 30, 2026, 5:30pm

## Adjournment