

Westwood School Council - October Meeting Minutes

October 6, 2026

Chair: Sarah Case, Co-Chair

Meeting format: Hybrid (in person and online)

1. Attendance

In person

- Council/community attendees: Sarah Case, Sophie Turgeon, Erica Robinson, Jen Sage, Joanne DeGunst, Roza Ushkanova, Sarah DeVries and Karen Ford Swire.
- Staff: Olivia Pitcher, Mia Cikovic, Jen Apgar, Tiffany Mui, Katy Heard and Kristin Thomson-Otto

Online

- Kay Miller and Nick Bester

2. Opening Business

- Sarah Case provided the land acknowledgement.

MOTION 1

Approve the meeting agenda.

Moved by: Sophie Turgeon | **Seconded by:** Jen Sage | **Outcome:** Carried

3. School Update

- New staff were hired to support an additional Grade 3 class, along with updates to planning-time teacher assignments.
- The Terry Fox Run was completed, and students participated in an intermediate football trip to Westminster Woods. Cross-country activities were also upcoming.
- The gym renovation was reported as complete, but use remained dependent on completion of fire-exit requirements. The timing of remaining roof and floor work was still being confirmed.
- Installation of the Gaga Ball pit was pending final board approval and access arrangements.
- Food-support initiatives were underway for families experiencing food insecurity.
- Parent participation in the well-being/youth survey was low. Additional promotion through school and social media channels was discussed.
- Overgrown bushes along the walkway were identified as an accessibility concern. Follow-up with board maintenance and/or the city was required.

4. Volunteer Screening

- The council discussed vulnerable sector check requirements, processing time, costs and the ability to apply through the applicant's local police service.
- Members were advised that proof of application submitted before November 1 could be considered where processing was not yet complete.

MOTION 2

Allocate \$50 from the School Council budget to help cover vulnerable sector check costs where the fee creates a barrier to participation.

Moved by: Erica Robinson | **Seconded by:** Sarah DeVries | **Outcome:** Carried

5. Meeting Schedule

- School Council meetings will continue on the first Tuesday of each month.
- School Council and Playground Committee meetings will generally alternate, with Playground Committee meetings remaining flexible and informal. Specific dates will be circulated.

6. Fundraising and Upcoming Events

Chocolate fundraiser

- Twenty-two boxes had been sold, with \$800 in pre-orders recorded. An additional 50 boxes, plus two complimentary boxes, were expected.
- Families with unpaid pre-orders could use School Cash Online or arrange cash payment directly.
- Options to sell remaining inventory included a school nutrition-break sale, social media promotion and a possible sales table outside No Frills.

Accessible Halloween Village and costume swap

- For the October 17 Accessible Halloween Village, No Frills had donated 110 cloth bags, chocolate and Play-Doh. One or two volunteers were still needed for the booth.
- The costume swap would be led by Erica Robinson and Roza Ushkanova, with costume drop-off planned to begin around October 19-20 and promotion through the Friday newsletter.

Winter clothing drive and movie night

- Kristin Thomson-Otto would lead the winter clothing drive and confirm another staff representative to help identify families in need.
- The council discussed a movie night around January 28. Licensing options and a possible popcorn donation from Cineplex required follow-up.

7. 50th Anniversary Community Event

- A free community event was proposed for May 29 to celebrate the school's 50th anniversary and recognize sponsors and major donors to the playground project.
- Planning considerations included corporate sponsorships, entertainment, alumni involvement, staffing, event structure, garbage and crowd management, and liability insurance.
- The council discussed learning from the West Village Co-op Fall Fair model and seeking board-level guidance on requirements for a community-use event.

8. Playground Project Update

- Community design voting showed 180 votes for Design 1 and 50 votes for Design 2.
- The donor package had been approved, and corporate outreach was expected to begin after members reviewed the contact list and identified any relationships they wished to manage personally.
- The Upper Grand Learning Foundation had received three anonymous donations totaling \$2,000 since June 2026.
- Potential fundraising opportunities included a 100 Women Who Care nomination, Westwood merchandise through Hometown Sports and a possible 50/50 raffle at a Guelph Storm game, subject to licensing requirements.
- Proposed merchandise pricing was \$21 for T-shirts, \$40 for sweaters and \$45 for hoodies, with \$5 from each sale supporting the project. The group preferred a simplified bee logo design to help meet pricing targets.

- A Rock Grotto climbing activity remained under consideration. An evening booking was estimated at \$500-\$600 plus HST, while a full-week option was estimated at approximately \$5,000. The group discussed discounts and cost-sharing before making a decision.

9. Action Items

Owner	Action
Erica Robinson	Lead the costume swap; arrange communications and drop-off beginning around October 19-20.
Erica Robinson	Help draft the first School Council newsletter and create a reusable monthly template.
Jen Apgar	Confirm the gym roof/fire-exit timeline and any impact on school photos.
Jen Apgar / Sarah Case	Confirm whether the walkway bushes are a board or city responsibility and arrange follow-up.
Jen Apgar	Promote the well-being/youth survey and confirm the Gaga Ball pit installation timeline.
Karen Ford Swire	Build the fundraising team, begin corporate outreach and share the outreach list with Sophie Turgeon.
Kristin Thomson-Otto Erica Robinson	Co-lead the winter clothing drive and connect with another staff member to identify families in need.
Roza Ushkanova	Continue managing the Westwood Outdoor Project social media presence and share relevant updates.
Sarah Case	Confirm and circulate School Council meeting dates.
Sarah Case	Share payment instructions with chocolate pre-order families and promote remaining boxes.
Sarah Case	Clarify vulnerable sector check application options and deadline flexibility with volunteers.
Sarah Case	Follow up on 50th anniversary event logistics, liability insurance and board requirements.
Sarah Case	Contact West Village Co-op about Fall Fair logistics and investigate movie licensing for the planned movie night.
Sarah Case	Continue follow-up on the Rock Grotto option, the 100 Women Who Care nomination and the possible Guelph Storm 50/50 opportunity.
Sarah Case	Prepare bee-logo merchandise concepts for Hometown Sports and coordinate review of corporate contacts.

Prepared from handwritten notes and the automated meeting transcript.