

Griffith Woods School Council Meeting

Wednesday, September 16, 2026, at 6:30 p.m.
Griffith Woods School Staffroom

DRAFT Meeting Minutes

Attendees: Shevaun P., Karina D., Laura B., Ashima S, Jennifer B, Tony Z, Randa M, Tracey, B, Bill Q, Siwei C, Jennifer S, Jessica P, Louise S, Rachel H

1. Call to Order, Welcome, Land Acknowledgement 6:38 PM

2. Approval of Agenda

- Change: updated social to K-6 and 6-9 from K-5 and 6-9
- First: Ashima S
- Second: Laura B

3. Approval of Previous Minutes (May 27, 2026 - AGM)

- First: Jennifer B
- Second: Laura B

4. School Updates - Dr. Batycky, Mrs. Bombard, Mr. Quinney

- Intro to Mr. Quinney from Edgemount School background in Jr high and Elementary. Looking after uneven grades. Tracey is looking after even grades. Admin feel this is a great balance to have an extra assistant principle in a larger school like Griffith Woods
- We received three new full time teachers from extra funding from the Government. One for Grade 3, Grade 7-9 Math and one for Complexity.
- The school received an additional 60 Hours of EA funding.
- New Admin Michelle Ramsey.

5. Unfinished Business

5.1. [Playground Structure](#) - Jessica P.

- Hasn't heard back from any of the playground companies. Will start again in October. (Maybe there will be more interest in the quiet season.)
- Might explore going through the City or neighbourhood association that was responsible for building the park in the first place.

6. Executive Reports

6.1. Chairs - Karina D. and Shevaun P.

- Met with admin last week to discuss the year ahead.
 - Looking to combine the December online meeting with a parent presentation to proactively use the \$500 from the COSC. Dr. Batycky has reached out to Stephanie Bogle (psychologist) to see if she would like to do a presentation.
 - Planning to have a learning leader presentation for the April meeting. Dr. Batycky will send out a poll to parents. Possible topics: CTF, Math.
- Bylaw amendments from 2024 have been added to Google Drive. Will send to admin to add to the website.
- For the benefit of future councils, motion to formally establish GWSC fiscal year from July 1 - June 30.
 - First: Karina D
 - Second: Jessica P
- School Council report is requested by June 30 but is officially due September 30. Submission is pending approval of financials (under treasurer report.)
- Next meeting will be November 4 instead of the 18th; plan to have a social beforehand. CTC has us penciled in. Will need to send out an RSVP to parents so we can confirm numbers.
- Insurance - Haven't received it yet. Still waiting for it. As soon as we have it we will pay it.

6.2. Secretaries - Laura B. and Ashima S.

6.2.1. Offline Motions

- Nothing to report

6.3. Treasurers - Jill S. and Cathy U.

- All expenses should continue to be tracked using the standard [Google Form link](#) for all GWS Parent Council expenses with receipts attached for every entry.
- Request of GWS administration to be aware of this and communicate to teachers, especially for line 39 and 40 in 2026-27 budget. (NEW this year: \$6 per kid per grade for STEAM teaching/supplies and \$75 per grade group to be used to build school community/leadership)
- Email Jill Salomons jill.lennox@gmail.com or Cathy Unruh cathyunruh@icloud.com for questions.

- They will be diligent monthly updating Actuals this fiscal year with a start from July 1, 2026 - June 30, 2027.
- Request of secretaries to link the financials each meeting into meeting notes for posting online.
- Info for GWS admin and request of parent council communications is to connect with GWS administration for posting to IG and newsletter.
 - Exceptions are that garden and events committees connect with administration for their own event communications as it makes it easier to manage.
- [2025/2026 Actuals](#)
 - Actuals have been balanced and completed as of June 30th, 2026 - including cash box with \$211.37 currently in cash box. Required adjustment to the budget as the previous year completed July 31 vs June 30th.
 - Receivables: Pending May/June Healthy Hunger cheques and confirmed will be received next two weeks
 - Lifetouch, payment from Yearbooks, also needs to be contacted for either rolling over or ask for a cheque
 - Payables: Awaiting a few outstanding cheques to be cashed - all have been followed up on from last fiscal year
 - Motion to approve 2025/2026 Actuals tabled by the treasurers as of September 14 for the purpose of submission for CBE's report:
 - First: Laura B
 - Second: Jessica P
- [2026/2027 Budget](#)
 - Issue with last sheet for the 2026-27 proposed budget from May; new link above.
 - Starting the year off with roughly \$40k in the bank.
 - The budget was approved at the AGM, pending some updates.
 - Motion to approve revised budget as presented:
 - First: Karina D
 - Second: Jessica P
 - Will update the budget based on motions from today's meeting.
- **Additional motions:**
 - Griffith Woods Family Community Event - Motion made May 25/2026 for \$500

- Motion to increase to \$3000 to make it \$3500 total to make it k-9 movie event with food trucks and staff invited June/2027
- Laura to Look into the field Rental for that time
 - First: Laura B
 - Second: Bill Q
- Grade 9 grad (offsite parent run) - Unsure if there is a parent group to run this year.
 - Motion for increase for community events by \$100 from \$500 to \$600 to accommodate DJ and equipment.
 - First: Jen S
 - Second: Karina D
- Tracey B to contact Friends of Griffith Woods to see when they meet so parents who would like to join can join

6.4. Communications - Shanelle D. and Alex M.

- Gillian is printing copies of the events and important dates poster Shanelle made to post around the school. Details of that poster have gone out in the weekly newsletter.
- Has been in contact with school admin regarding upcoming dates for sports and extracurricular activity startups/tryouts. Will post on social once she receives the information.
- Will make a post regarding the Terry Fox run.

7. Committee Reports

7.1. Fun Lunch - Jenn G. and Sharon R.

- Fun lunches are all arranged and have been entered into Healthy Hunger. Emails will automatically go out to families who had previously registered with HH and the school will add them to the weekly emails and school calendar.
- We're trying a few new vendors like Chachi's and Chic-Fil-A.
- Everything else will remain the same. Lunches are every Monday that we have school and Jenn and Sharon will continue to wear matching outfits. These ladies do an amazing job!

7.2. Garden - Jessica P.

- CBE will no longer cover weed control application in the summer, which means it should be a regular annual expense.

- Motion to add an additional \$1000 to the budget annually to cover weeding: Total for Garden and Wedding will be \$2000
 - First: Ashima S
 - Second: Karina D
- Mulch - this summer we spent \$4,500, half was covered by Friends of Griffith Woods.
- Plan will be to treat the mulch as an ad hoc request every few years. We will try to organize it in June to make use of students' help and easier time to ask for volunteers.
- The garden was hard this summer due to very few volunteers offering to help water the garden and the beds just are not getting used at all. Jess is proposing that we open the garden beds to community garden. The community can "rent" a bed for a nominal cost. We can also add on there that they can help water the school beds to reduce the cost of their bed rental.
- Potential idea to offering it to preschools to use
- Dr. Batycky will reach out to grounds at CBE to find out if there will be any restriction on this idea

7.3. Social Committee - Laura B. and Sarah F. (K-6), Arshiya J. (6-9)

7.3.1. Laura B. and Sarah F. (K-6)

- Halloween Dance will be Thursday Oct. 22, booked and paid for and well down the planning route.
 - Our plan to try to have people purchase pizza slices ahead of time to help plan
 - Will purchase some new decorations easy to put up due to the shortened time frame
 - November 22 will be the Christmas Market -Students invited to sell and make their own crafts etc.
 - Jessica P will volunteer to be finance helper for Market.

7.3.2. Arshiya J. (6-9)

- Proposed dates for the Christmas movie and the activity in the spring: Nov 27th PD day for movie, April 30th PD day for the Spring Activity. More details to follow.
- Will get the movie options from Westhills theatre at the end of this month and share it with us to confirm the movie.

7.4. Teacher Appreciation - Jenn S.

- Beginning of the year we typically have a treats available
- Gift cards for teachers, \$75 per teacher
 - Motion to cover additional gift cards \$300
 - First: Rachel H
 - Second: Laura B
- Meals for parent teacher conference night \$500
- Cookie exchange in December
- January \$100 Coffee
- June Potluck

7.5. Library - Shevaun P.

- Scholastic Bookfair September 21-24.
- Mrs. Howard created a sign-up; Shevaun shared it on Facebook, admin sent it via email. Still lots of spots to fill.

7.6. Yearbook - Jamie E.

- Contacted the advisor and renewed the contract, same price/amount of pages as last year.
- Contacted the school to get an updated teacher list and asked for any special events happening this year.
- Connected with Ms. Chorney who is going to help set up a Google Drive and take care of organizing the cover contest this year.
- Attended an online seminar to get a better understanding of the program and timelines and started playing around with it but no real progress will be made until the headshots from Lifetouch come in.
- Karina signed the contract with Lifetouch for the yearbooks.

7.7. Lost and Found - Cherine R.

- Request to teachers and parents to remind the kids to keep checking Lost and Found. With the season changeover we usually start to see an increase of items. Kids start to wear warmer coats and mitts, then it's nicer outside in the afternoon and they end up being left.
- Next date the lost and found is cleared will depend on how much accumulates before Thanksgiving Label your children's things as a reminder.

7.8. Key Communicator - Shevaun P. (acting)

- Still looking for a Key Communicator. Request to comms to make a Facebook post advertising the position and its requirements.
- Information collection and sharing is the main role of the Key Communicator for Griffith Woods School. This position involves attending system-wide meetings held during the school year with the purpose of bringing back information and ideas to school council. The person in this role serves as a valuable link between school council and the greater school district. This role may also liaise between the Griffith Woods School neighbourhood community associations and local businesses relaying information on upcoming community events, initiatives, or concerns that would be of interest to all parties.
- Community of School Council meetings currently scheduled for Oct. 22/26, Jan. 20/27, Apr. 22/27 and Jun.10/27. Invitations with details regarding these COSC meetings will be sent out three to four weeks in advance of each meeting.

8. Friends of Griffith Woods School Updates - Carina H.

- Fairly new board.
- Got paid out our Casino funds from the Winter 2026 Casino, just short of \$88,000.
- Looking forward to sitting down with the administration to discuss a plan for the funds with the greatest impact.
- A friendly reminder that the casino funds we have are restricted so there are guidelines we have to follow when spending this money.

9. New Business

9.1. Grade 6 Outdoor School Funding Request

- The Grade 6 classes are excited to be attending the Outdoor Education program at Camp Kiwanis (Camp Connect Campus) this year! This three day/two night program will provide students with learning experiences directly related to the Grade 6 Science curriculum and have them participating in activities that build communication and cooperative skills central to creating and strengthening peer relationships. The school believes in the importance of being active in outdoor settings and opportunities to connect with nature, and each other.
- They aim to have no student left behind and are sensitive to the fact that at a cost of \$330 per student, this trip may be an area of concern

for some of our families. They are inquiring with Parent Council to see if it is possible to help defer the cost (or partial cost) for families that reach out for financial assistance up to an amount of \$1,500.00.

- Motion for an amount of up to \$1,500.00 to help defer the cost (or partial cost) for families that reach out for financial assistance for the Grade 6 Outdoor Education program at Camp Kiwanis:
 - First: Laura B
 - Second: Jessica P

10. Motion to Adjourn Time 8:01PM

- First: Jennifer S
- Second: Jessica P

Next meeting: Wednesday, November 4, 2026, at 6:30 p.m., Griffith Woods School Staffroom