

MINUTES OF THE MEETING OF THE WESTGATE SCHOOL COUNCIL HELD VIRTUALLY USING WEB-BASED TECHNOLOGY MICROSOFT TEAMS AT APPROXIMATELY 6:30 PM ON THE 20TH DAY OF NOVEMBER, 2025.

PRESENT:

Vanessa Huey, Member-at-Large
Stephanie Leech, Assistant Principal,
Westgate School
Kristin Mason, Secretary

Julie Muhlberger, Principal, Westgate School
Stephanie Paquet, Chair
HollyJoy Stanford, Vice Chair

REGRETS:

Marie-Claude Tremblay, Key Communicator

ALSO PRESENT:

Eight parents*

Stephanie P. acted as Chair and Kristin M. acted as Secretary of the meeting.

CALL TO ORDER

The regular meeting was called to order by Stephanie P. at 6:35 p.m. and a quorum was present.

WELCOME AND INTRODUCTIONS

Stephanie P. welcomed everyone to the meeting and invited those present to introduce themselves.

APPROVAL OF AGENDA

Moved by HollyJoy S., seconded by Vanessa., to approve the agenda as presented. Carried.

APPROVAL OF MINUTES

Moved by Vanessa, seconded by HollyJoy S., to approve the minutes of the meeting held on September 25, 2025. Carried.

MATTERS ARISING FROM PREVIOUS MINUTES

The Chair reported that the Gator store will be closing Friday, November 21. The vendor has informed Stephanie P. that orders placed until November 18 will be delivered November 24 and that, after November 21, no ordering will be permitted until the store is re-opened (as determined by School Council). The Chair also informed Council members that delivery of the ordered product has been delayed and some families have raised concerns about the time between order and delivery (up to 10 week wait time for some orders). The Chair invited discussion on this matter. HollyJoy S. reminded the group that the turnaround was slow last year as well.

***Privacy and Attendance Note:**

Full names of School Council executive members and school representatives are included in these minutes to meet governance and transparency requirements. The names of other attendees are not published to protect personal privacy in accordance with Alberta's *Personal Information Protection Act (PIPA)*. A complete sign-in record is retained securely for Council files.

Discussion ensued about searching for alternative vendors. Stephanie P. and HollyJoy S. offered to look for alternatives, compare pricing and procedures. They will report on their findings at the February School Council meeting.

NEW BUSINESS

Used Gator Gear

Stephanie P. reported that a member of the Westgate School community has volunteered to coordinate the used Gator Gear swap/sale. Dubbed a "Sustainable Spirit Wear Sale," it will be soft-launched shortly with a call for gently used items from Westgate School and Bishop Pinkham families and a plan to sell collected items during the student learning conferences in March. A similar sale will also be planned for the Meet the Teacher night in September 2026.

REPORTS

Chair Report

- Stephanie P. reported that she, on behalf of the Parents' Society, coordinated the delivery of treats for teachers (welcome gifts, flowers) on October 29, as well as a staff appreciation breakfast on November 3. She noted that the labour action this fall was a challenging time for teachers and families alike. The School Council and the community at large made efforts to show support of and appreciation to teachers. The Chair reminded meeting attendees that the meetings of the Council and Society scheduled for October were cancelled due to the teachers' strike. Vanessa H., Director of Events, reported that the volunteer positions for the breakfast were filled within 15 minutes.
- The Chair reported that the Westgate School Council received an email from Patricia Bolger, CBE Trustee for Ward 6 & 7, offering an opportunity to invite her to a future council meeting. The CBE School Council Handbook encourages school councils to invite their Trustees to council meetings. Stephanie P. will work with Key Communicator Marie-Claude T., as well as Julie M. and Stephanie L. on the details of scheduling Ms. Bolger as a guest.
- Stephanie P. informed the meeting attendees that two Westgate School students brought to her attention that the information board outside the office is out of date regarding School Council and Parents' Society. She further reported that an update is in progress and should be complete within the next few days.

Key Communicator Report

As the Council's Key Communicator, Marie-Claude T. has sent regrets for this meeting, Stephanie P. delivered the report on her behalf. Key points included the results of the recent municipal election (Patricia Bolger re-elected as CBE Trustee for Wards 6 and 7), as well as highlights from a video message shared publicly by re-elected CBE Chief Superintendent Joanne Pitman upon classes resuming following the strike. Stephanie P. noted that interested parties can find the video on the CBE website.

She also reported that the Community of School Councils (COSC) meeting dates for this school year have been set and that Marie-Claude T. will be attending the meetings and sharing relevant information at this School Council's scheduled meetings.

Stephanie P. noted that the Alberta School Councils' Association (ASCA) also publishes a calendar of events which include workshops for school councils, online sessions for parents regarding various health and educational issues and other events. Interested parties can find further details on the ASCA website.

Finally, she provided a reminder to attendees that November 28 is a Professional Development day.

Administration Report

Julie M., Principal of Westgate School, began the report from administration with comments on the return to classrooms following the teachers' strike in Alberta. She mentioned that teachers were happy to be back in the classrooms with students, and that the gestures by the Council and Society were very much appreciated at a difficult time. She pointed out that, while daily routines have resumed, adjustments are being made for timelines and deadlines on school development plans, report cards, etc. School clubs which normally would start up in November each year, are also on pause while teachers focus on in-class learning goals.

Julie M. then reviewed a presentation for meeting attendees, including an update on the School Development Plan (note that this is year two of the three-year plan):

- Julie M. discussed the two goals in the plan: (1) Improving the ability of students to understand and communicate in French; and (2) Improving students' social and emotional learning. She provided an explanation of the goals, the strategies planned to achieve them and the methods of measuring the outcomes.
- Julie M. referenced in the presentation, the Alberta Education Assurance Survey completed by grade four parents last year. She directed attention to a couple of example areas and the different scoring by students, parents and teachers. She focused in detail on "access to supports and services," which had lower scores than other areas, and mentioned that the lower scores in this area were seen across the province. The Principal mentioned that it's likely a symptom of a strained system and also commented that, following job action, the provincial government has committed to collecting specific information about classroom sizes and complexity.
- Stephanie L., Assistant Principal of Westgate school, then reviewed other data sources that inform the school's procedures and focus areas (CBE student survey, report cards, provincial assessment tests, numeracy and literacy assessments, perception and check-in surveys and Gator Gallery). She focused on a few areas of celebration, as well as areas of growth identified from these data sets. She reviewed aggregated results from report cards, pointing out different ways to look at the data (looking at January versus June for the overall results, or following a specific cohort year-over-year to look for report card trends).
- Julie M. then reviewed results of the PAT and reported that Westgate students exceed the area 7 and CBE-wide results for the percentage of students meeting the acceptable standard and meeting the standard of excellence in the various categories.

Event Committee Report

Vanessa H. provided a progress update on the SnowBall, planned for December 4 from 4:30 to 6:30 p.m. She noted that the volunteer signup link has been sent out by email to Westgate School families. Overall, the number of volunteer spots has been reduced versus last year and the jobs streamlined. Vanessa H. mentioned the other volunteers helping behind the scenes to plan the event, and that all efforts are greatly appreciated. Regarding budget, she reported that the goal is for the SnowBall event to be self-funded, i.e. that the concession revenues would offset the costs incurred for the concession items, the free hot chocolate and the DJ. She reminded meeting attendees that this event is free, the hot chocolate and sugar cookie decorating are free while supplies last, that donations will be accepted by volunteers on behalf of the Parents' Society for families in need (to be discussed during Parents' Society meeting). In-kind donations are not being collected this year, as Westgate's sister school (Sherwood School) has decided not to proceed with their sale of donated items this year. Vanessa H. then reviewed the layout and activities planned for the events, noting that flyers will be sent home with students on Monday. Following the Administration report which mentioned lower survey scores related to inclusion, Vanessa H. also mentioned she may be able to find a way for SnowBall attendees to make song requests for the DJ in the gym and/or the music playing outdoors at the event, with an aim to represent holiday songs from various cultures. She also noted that washrooms will be available during the event inside the school and at the east side of the Westgate Community Hall.

Next Meeting

The next meeting of the Westgate School Council is scheduled for Thursday, January 22, 2026 at 6:30 p.m. It will be a hybrid meeting, held both virtually and in-person.

ADJOURNMENT

There being no further business, the Chair declared the meeting terminated at 7:40 p.m.