

**MINUTES OF THE MEETING OF THE ECOLE
WESTGATE SCHOOL PARENTS' SOCIETY HELD
IN PERSON AT WESTGATE SCHOOL AT
APPROXIMATELY 8:00 PM ON THE 21ST DAY OF
MAY, 2026.**

PRESENT:

Gillian Hogg, Treasurer
Vanessa Huey, Member-at-Large
Stephanie Leech, Assistant Principal,
Westgate School

Kristin Mason, Secretary
Stephanie Paquet, President
HollyJoy Stanford, Vice-President
Marie-Claude Tremblay, Member-at-Large

REGRETS:

Julie Muhlberger, Principal, Westgate School

ALSO PRESENT:

One parent¹

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 7:55 p.m. and a quorum was present.

APPROVAL OF AGENDA

Kristin M. reported that four additional requests for funding had been received from school administration and suggested these be added to the agenda. Additionally, a motion is required to approve matching donations for the Learning Commons improvements. Moved by Stephanie P., seconded by HollyJoy S., to approve the agenda as amended, with advance notice waived for the addition of a Learning Commons matching donation item. The motion carried.

APPROVAL OF MINUTES

Moved by HollyJoy S. and seconded by Stephanie P., to approve the minutes of the meeting held on April 16, 2026. Carried.

MATTERS ARISING FROM PREVIOUS MINUTES

Matching Donations for Learning Commons Improvements

Moved by Kristin M., seconded by Stephanie P., to approve up to \$4,000 from the Parents' Society general funds to match donations received toward Learning Commons improvements, up to and including May 28, 2026. Motion carried.

NEW BUSINESS

¹Privacy and Attendance Note:

Full names of Parents Society executive and board 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 Parents Society files.

School Administration Funding Requests

- (i) *Motion: To approve up to \$3,000 for the replacement of classroom carpets. This approval expires at the end of the current fiscal year; any unspent funds will no longer be reserved for this purpose.*

Moved by Stephanie P., seconded by Marie-Claude T. Stephanie L. noted that carpets must be sourced from approved vendors and, upon researching options, \$3,000 was determined to be the required amount. Gillian H. noted that this expense should qualify for casino funds use. Motion carried.

- (ii) *Motion: To approve up to \$100 for morphology teaching resources. This approval expires at the end of the current fiscal year; any unspent funds will no longer be reserved for this purpose.*

Moved by Kristin M., seconded by HollyJoy S. Stephanie L. noted that morphology is a literacy comprehension strategy, and that the Grade 6 team plans to purchase the resources and share them with other teachers. Motion carried.

- (iii) *Motion: To approve \$500 for the purchase of electric pencil sharpeners. This approval expires at the end of the current fiscal year; any unspent funds will no longer be reserved for this purpose.*

Moved by Kristin M., seconded by Stephanie P. It was noted that school supply funds collected by the Calgary Board of Education (CBE) may only be used for items students take home, not items that remain at school. The Treasurer noted that this expense should be eligible for casino funds use. Motion carried.

- (iv) *Motion: To approve \$150 for Grade 6 Provincial Achievement Test snacks. This approval expires at the end of the current fiscal year; any unspent funds will no longer be reserved for this purpose.*

Moved by Kristin M., seconded by Stephanie P. Motion carried.

- (v) *Motion: To approve \$500 toward Gator Fun Day expenses. This approval expires at the end of the current fiscal year; any unspent funds will no longer be reserved for this purpose.*

Moved by Kristin M., seconded by Stephanie P. It was noted that these funds will be used to purchase materials and snacks related to Gator Fun Day activities. Motion carried.

Board Succession

Stephanie P. noted that she will be leaving the school community in June 2027, and that succession planning for the President role should begin in advance. Discussion included the possibility of Co-President roles or a President and Past President model during the 2026–27 school year to support the transition. Marie-Claude T. also indicated that she will not be able to continue as Key Communicator for the School Council next year. It was noted that Board succession should be added to the agendas of both the Parents' Society and School Council for the fall 2026 meetings.

Staff Appreciation Breakfast

Stephanie P. inquired with Stephanie L. regarding the date for the staff appreciation breakfast. After brief discussion, it was decided to schedule the breakfast for June 22, 2026. Vanessa H. will prepare the volunteer sign-up and the information will be included in the school's weekly update on June 12, 2026.

REPORTS

Treasurer Report

Gillian H. presented the Treasurer's report. She noted that casino funds of approximately \$35,000 are on track to be fully spent by the required deadline in February 2027.

Year-to-date fundraising revenue is approximately \$15,000, with the Healthy Hunger program accounting for approximately \$10,000 of that amount. Total fundraising revenue for the year is projected to reach \$17,000 to \$18,000.

The Treasurer proposed reclassifying Gatorfest revenues within the budget for next year to better reflect the nature of the event, as Gatorfest revenues are currently recorded as a negative expense.

Casino Report

Stephanie P. reported that there is nothing to report at this time.

Fundraising Report

Stephanie P. reported that Davison Orchards had reached out to inquire about the Society's participation in the fall apple fundraiser. Orders would need to be submitted by September 10, with delivery on September 23. Following discussion, the consensus was to proceed with the fundraiser. Members also agreed to a change in the pricing structure from the 2025 fundraiser: a consistent markup will be applied to each type of fruit. This addresses the narrower profit margin on pears from last year, where the markup was not applied uniformly across all fruit varieties.

Fun Lunch Report

Stephanie P. reported that two popcorn days and two fun lunch days remain in the current school year, and that dates will be confirmed and scheduled before the start of the next school year. Stephanie P. noted the value of having a member of the Society's Executive present at fun lunches. Discussion followed regarding teacher feedback on the program. Stephanie L. confirmed that teachers are supportive of the fun lunch program, viewing it as an important fundraiser and an enjoyable experience for students.

Grade 6 Farewell Report

Gillian H. reported on behalf of the Committee that there are no updates or concerns from the Committee at this time.

Next Meeting

The next meeting of the École Westgate School Parents' Society is scheduled for September 17, 2026.

ADJOURNMENT

There being no further business, the Chair declared the meeting terminated at 8:40 p.m.