

MINUTES OF THE MEETING OF THE ECOLE WESTGATE SCHOOL PARENTS' SOCIETY HELD VIRTUALLY USING WEB-BASED TECHNOLOGY MICROSOFT TEAMS AT APPROXIMATELY 7:40 PM ON THE 26TH DAY OF FEBRUARY, 2026.

PRESENT:

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

Kristin Mason, Secretary
Julie Muhlberger, Principal, Westgate School
Stephanie Paquet, President
HollyJoy Stanford, Vice-President

REGRETS:

ALSO PRESENT:

Three parents¹

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 7:25 p.m. and a quorum was present.

APPROVAL OF AGENDA

Moved by Gillian H., seconded by HollyJoy S., to approve the agenda as presented. The motion carried.

APPROVAL OF MINUTES

Moved by HollyJoy S. and seconded by Stephanie P., to approve the minutes of the meeting held on January 22, 2026. Gillian mentioned clarification needed to motion. Carried, approved with amendment.

MATTERS ARISING FROM PREVIOUS MINUTES

No matters from previous meetings.

NEW BUSINESS

School Administration Funding Request for Chromebook Cart

Julie M. explained that the school is getting rid of a supply of old MacBooks and replacing with new Chromebooks.

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.

Moved by Gillian H. to approve up to \$3,100 for the purchase of a new Chromebook cart, as additional devices are being added to the school's inventory. Seconded by Stephanie P. Treasurer confirmed that the item is AGLC eligible. Carried.

REPORTS

Treasurer Report

Gillian H. noted that the Treasurer's report had been posted prior to the meeting and reported that activity between the November and January meetings was light. She mentioned that overall fundraising is performing well, though revenue is looking like it will be slightly lower than last year. Casino funds have been received and while the exact amount is not yet confirmed, the Treasurer estimates that it will be approximately \$100,000, which is about \$20,000 higher than the prior casino.

Casino Report

Stephanie P. reported that funds remain from a prior casino for which the AGLC spending deadline is approaching. The Treasurer is monitoring and will continue reporting on the amount remaining so spend until the deadline. Stephanie P. introduced Oliver L. to meeting attendees, who has volunteered to fill the role of Casino Coordinator going forward. Stephanie P. will work to transition information to Oliver L. She further reminded meeting attendees that the next casino is scheduled for Q4 of 2027.

Fundraising Report

HollyJoy S. provided an update on the Read-a-Thon. She is coordinating with Stephanie L. to finalize the dates. The Read-a-Thon is expected to take place the first or second week following spring break, with the option to credit reading completed during spring break and the Easter long weekend. Student goals will be based on their personal reading targets rather than fundraising amounts. HollyJoy S. reported that Square will again be used to collect pledges, consistent with last year's event. The approach from last year (small prizes for all participants, plus larger gift card prizes) will be repeated this year. HollyJoy S. noted that the 2025 Read-a-Thon raised approximately \$3,000 for the Society.

Fun Lunch Report

Stephanie P. shared the update on behalf of the Committee, reporting that the fun lunches and popcorn days since the last meeting have gone well, and providing a reminder that the next fun lunch will take place on March 3, and the next popcorn day will be March 13.

Grade 6 Farewell Report

Marsha W. reported on the planning progress for the event which will be held on June 25, 2026. Yearbook questionnaires and photo collections are ongoing, with a good response rate so far. The Committee is working on a website with information for families to pay fees by Square, information on donations and the event. They are aiming for the website to go live before student conferences in March. Marsha W. then reported that, as the legacy gift, the Committee is working with an artist who will coordinate a student art project which will be presented as a permanent item in the school and any excess funds may be directed toward the school emergency lunch pantry. She further reported that the Committee is working on coordinating the pizza, decorations and swag bags for the farewell celebration.

Marsha W. reported that the Farewell Committee is working with a budget of \$6,500 which was based on the expectation of earning \$4,000 from donut days, \$1,500 from other fundraising sources and a \$1,000 gift from the Society. She indicated that donut days have raised approximately \$1,800 to date and the Crickle Creek fundraiser generated an additional \$700. Given the revenue shortfall versus the budget, the Committee is considering increasing parent fees from \$15 to \$20 to cover the gap. Parents will also be offered the option to make an additional voluntary donation toward the legacy gift. The Treasurer confirmed that directed donations received by Parents' Society intended for the Grade 6 Farewell are acceptable under CRA rules for charitable organizations and will be allocated accordingly.

Next Meeting

The next meeting of the Ecole Westgate School Parents' Society is scheduled for Thursday, April 16, 2026 following the School Council meeting. It will be a hybrid meeting.

ADJOURNMENT

There being no further business, the Chair declared the meeting terminated at 7:50 p.m.

DRAFT