

MINUTES OF THE MEETING OF THE ECOLE WESTGATE SCHOOL PARENTS SOCIETY HELD IN PERSON AT WESTGATE SCHOOL AT APPROXIMATELY 7:49 PM ON THE 25TH DAY OF SEPTEMBER, 2025.

PRESENT:

Michael Dorsey, Director-at-Large
Gillian Hogg, Treasurer
Stephanie Leech, Assistant Principal,
Westgate School
Kristin Mason, Secretary

Julie Muhlberger, Principal, Westgate School
Stephanie Paquet, President
HollyJoy Stanford, Vice-President
Marie Claude Tremblay, Director-at-Large

ALSO PRESENT:

Eight 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 7:48 p.m. and a quorum was present.

APPROVAL OF AGENDA

Moved by HollyJoy S., seconded by Vanessa H., to approve the agenda as presented. HollyJoy S. requested to add an item to discuss support to the teachers by the Parent Society. The motion carried, and the agenda was approved as amended.

APPROVAL OF MINUTES

Moved by Gillian H. and seconded by Erin N., to approve the minutes of the meeting held on May 22, 2025. There were no comments and the motion carried.

MATTERS ARISING FROM PREVIOUS MINUTES

Call for Executive Members

- In response to a call for an Executive member in the position of Treasurer, Gillian H. put her name forward. Moved by Erin N., seconded by Aja E., that Gillian H. be appointed Treasurer of the Westgate Parents Society, effective immediately until the next AGM or until a successor is elected. Carried.
- In response to a call for an Executive member in the position of Secretary, Kristin M. put her name forward. Moved by HollyJoy S., seconded by Vanessa H., that Kristin M. be appointed Secretary of the Westgate School Council, effective immediately until the next AGM or until a successor is elected. Carried. Thanks to outgoing Secretary.
- Stephanie P. thanked the outgoing Treasurer, Patti B. and the outgoing Secretary, Lise V., for their past contributions and for assisting with the transition for the new Executive members.

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.

NEW BUSINESS

Approval of 2024-2025 Financial Statements

- Moved by Gillian H. and seconded by Stephanie P., to approve the Ecole Westgate School Parents Society 2024-2025 financial statements for the year ended July 31, 2025.
- Gillian H. provided a summary of the financial statements including an increase to cash from July 2024 to July 2025 and pointed out that the Society's mandate is to spend funds within the year. She reported that the Healthy Hunger initiative provides a good source of revenue and mentioned that Gatorfest was budgeted for a deficit but made a profit. The cash position for the general account is \$30,000, with some in reserve for specific purposes, and the Casino fund is currently \$35,000. Revenue for the year was \$17,000 and expenses were \$10,000. The Treasurer explained that she (prior to taking on the role of Treasurer) and another parent had conducted an audit of the year's finances and found all to be in order. The motion carried.

Approval of funding for whole school learning experiences

- Original motion, as provided in the meeting notice, moved by Stephanie P. and seconded by HollyJoy S.: to approve a total of \$12,120 in funding to Westgate School from the Parents Society for the following whole school learning experiences: Matt Mailandt (\$2,620); Frisbee Rob (\$8,000); Labelle sisters Indigenous Learning (\$1,500).
- Amendments were proposed by Julie M., as the original motion included estimated amounts and provided revised amounts: To approve a total of \$14,926 in funding to Westgate School from the Parents Society for the following whole school learning experiences: Matt Mailandt (\$5,603); Frisbee Rob (\$7,823); Labelle sisters Indigenous Learning (\$1,500).
- Stephanie P. invited discussion. The motion carried.

Approval of funding for funding for Maker Space

- Moved by Stephanie P., seconded by HollyJoy S., to approve \$5,000 in funding to Westgate School from the Parents Society for additional equipment and storage for the school's Maker Space.
- Julie M. explained the purpose of the funds, to increase storage to accommodate the materials collected for the Maker Space. Motion carried.

Approval of funding for physical education equipment

- Moved by Stephanie P., seconded by HollyJoy S., to approve \$2,000 in funding to Westgate School from the Parents Society for outdoor physical education equipment with cart.
- Julie M. explained the purpose of the funds, to provide equipment specifically available to staff for outdoor physical education, separate from indoor physical education equipment and recess equipment, to be stored nearer the exits. Motion carried.

Added agenda item: Teacher Supports

HollyJoy S. explained that she'd identified some needs of teachers and wanted to explore how teachers could be better supported by the school community. She gave examples of classroom items such as pencil sharpeners, stickers; potential support with tasks like pencil sharpening, cutting, laminating, organizing; staff appreciation events. HollyJoy S. volunteered to put together a survey for teachers to collect more information and will bring results forward to the Parents Society. Discussion ensued with more suggestions coming forward, including a "Worker Bee Committee" of volunteers who can take on tasks at the school.

Call for new Casino Coordinator

Stephanie P. mentioned that Michael D. is stepping down as Casino Coordinator after two years in the role, following the upcoming Casino dates. The President thanked Michael for his efforts to date. Michael D. summarized the role and explained that a named Casino Coordinator is required for the Society to apply for its next Casino. No candidates have come forward with interest in the role, the President encouraged attendees to put the word out and promote the vacant role.

REPORTS

Treasurer Report

The Treasurer Report was covered under the presentation of the Financial Statements and there are no further updates for this meeting.

Casino Report

Michael D. reported that there are 51 volunteers filling all the shift positions and backup positions required for the school's casino nights, and everything is in place for next week.

Fundraising Committee Report

Stephanie P. mentioned the planned fundraisers for this year including the Davison apple fundraiser which was completed on September 24, Gatorfest, concession during school community events, fun lunches, popcorn days which are examples of significant revenue generators.

Discussion ensued regarding the potential of opening a charity account with a bottle depot which would allow community members to direct their recycling refunds to the Westgate Parents Society.

Discussion regarding the use of the Square application and the associated fees.

Fun Lunch Committee Report

Stephanie P. provided the fun lunch report on behalf of the committee members. She reported 380 orders on the first lunch of the year, with the order being delivered on time and the distribution having gone smoothly. All Healthy Hunger lunch, popcorn and donut dates for this school year have been added to the Healthy Hunger website. She explained that there is a dedicated group of volunteers with experience from previous years, so ongoing events are expected to run smoothly. Efforts have been made to keep pricing consistent and to offer a variety to suit various dietary needs.

Grade 6 Farewell Committee Report

Kerri C. provided an update on behalf of a group of parents of grade six students who wish to form a committee. The parents welcome and encourage participation from any parents who wish to be involved.

Discussion ensued regarding the procedures for forming the committee and obtaining approvals for use of funds. The President and Treasurer advised that the committee put forward motions at future meetings to request a standard amount of funding from the Parents Society as well as to have funds from donut sales allocated to the Grade 6 Farewell Committee. The farewell date will be June 25, 2026 (the last full day of school).

Further guidance was provided that the committee should spend what they raise within the fiscal year and that the committee should aim to spend a similar amount on the farewell event as prior years so that the standard of the events remain fairly consistent across years. If fundraising exceeds the budgeted amount, additional value in the legacy gift would be acceptable. Kerri C. will coordinate with the school administration to send an email to grade six families regarding the farewell plans.

Next Meeting

The next meeting of the Westgate School Council is scheduled for Thursday, October 23, 2025 following the School Council meeting.

ADJOURNMENT

There being no further business, the Chair declared the meeting terminated at 8:50 p.m.