

**MINUTES OF THE MEETING OF THE WESTGATE
SCHOOL COUNCIL HELD IN PERSON AT
WESTGATE SCHOOL AT APPROXIMATELY 6:30
PM ON THE 17TH DAY OF SEPTEMBER, 2026.**

PRESENT:

Vanessa Huey, Member-at-Large
Kristin Mason, Secretary
Julie Muhlberger, Principal, Westgate School

Stephanie Paquet, Chair
Marie-Claude Tremblay, Key Communicator

REGRETS:

Stephanie Leech, Assistant Principal, Westgate School

ALSO PRESENT:

18 other attendees*

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 6:40 PM and a quorum was present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Vanessa H. and seconded by Gillian H., to approve the minutes of the meeting held on May 21, 2026. Vanessa H. pointed out a correction to the total 50/50 raffle jackpot from Gatorfest, which was reported during the May meeting to be \$385 to date, and the final jackpot was \$895. The motion to approve the minutes as amended was carried.

MATTERS ARISING FROM PREVIOUS MINUTES

Operating Procedures Review Update

Stephanie P. mentioned that the Operating Procedures review has been underway since last year and will be proposed for a vote at the AGM. The full text will be available by October 1 on the Council's webpage, with questions or feedback welcome via the Westgate School Council email address.

NEW BUSINESS

Council Overview and Member Introductions

Stephanie P. introduced herself as Chair of the Council and invited other Council members to introduce themselves, their roles and their children's grades, which they did. The Chair asked for attendees to indicate whether they are new to the school community and a show of hands revealed that many

***Privacy and Attendance Note:**

Full names of School Council 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.

attendees are new this year. Stephanie P. then invited Julie M., Principal, to introduce herself, which she did.

Stephanie P. then explained the Council's purpose and meeting structure and offered the email address westgateschoolcouncil@gmail.com for any questions or feedback. The Chair explained that the Council advises both the Principal and the School Board on educational priorities, in addition to gathering and representing parent input, communicating to the school community, and delivering parent engagement programming funded by its ASCE grant. She listed the elected roles of Council and explained the difference between the School Council and the Parents' Society, noting the crossover of Council members and Society Board members.

Confirmation of Teacher Representative(s)

Stephanie P. explained to attendees that, as required by the Alberta School Councils Regulation, each school council must have at least one teacher who is elected or appointed by the teachers at the school, with the teacher member(s) confirmed annually by the teachers at the School at or before the first Council meeting of the school year. The Chair reported that Julie M. confirmed in advance of this meeting that Stephanie L., Assistant Principal, will serve as the teacher representative on the Council for the 2026–2027 school year.

Confirmation of Meeting Schedule and AGM Date

Stephanie P. confirmed that the Annual General Meeting ("AGM") of the Council will be held on October 22 at 6:30 p.m., in person at Westgate School. She confirmed that future meetings will be announced via email and added to the calendar on the school's website.

Engagement Survey Results

Stephanie P. spoke to the results of the engagement survey conducted by the Council and Parents' Society in June 2026. She mentioned that there were 54 respondents, and that the Council focused on reported barriers to participating, and on how families reported they would like to be involved. The Chair explained that a childcare pilot was being tested at this meeting: families who need childcare were invited to contact the Council ahead of time, and Grade 5 and older students were invited to volunteer to supervise younger children. Vanessa H. mentioned that many volunteer roles have been set out early this year, broken down to more specific, time-limited asks. Kristin M. mentioned that 65% of the survey respondents indicated that they wanted to be more involved, representing an opportunity for the Council and Parents' Society to help families find the roles that are a good fit for them.

Call for Nominations Ahead of the AGM

Stephanie P. called for nominations ahead of the AGM, noting that the elected positions on Council are Chair, Vice-Chair, Secretary, Key Communicator, and up to four Members-at-Large. She noted that this is her last year as part of the school community, and that she intends to stand for Member-at-Large. Marie-Claude T. indicated that she also will not be standing for re-election as Key Communicator. Individuals interested in standing for a position, or wishing to nominate someone else, were invited to come forward before the October 22 AGM via the sign-up form provided by email or by sending an email to westgateschoolcouncil@gmail.com.

Volunteer and Engagement Opportunities

Stephanie P. reiterated, as mentioned earlier in discussion of the survey results, that many volunteer opportunities have been defined and made available already this year, and that many more will come up closer to the time of various events; Vanessa H. provided examples such as sub-committee roles and day-of-event tasks. A question was raised as to whether police clearance was necessary for all volunteer roles, to which the Chair responded that many Council and Society events, which do not take place during school hours and do not require supervision of children, do not require police clearance. Stephanie P. again invited attendees to contact Council via email with any engagement or fundraising suggestions.

ASCA Membership Renewal

Kristin M. confirmed that the Council's membership with the Alberta School Councils' Association (ASCA) has been renewed for the period of July 1, 2026 to June 30, 2027. She informed attendees that login information for the members section of the ASCA website may be shared with any interested Council members, parents, or guardians who would like access to ASCA resources. Interested parties may request the login information via email.

\$500 Alberta School Council Engagement (ASCE) Grant

Stephanie P. explained the \$500 Alberta School Council Engagement ("ASCE") Grant which is made available to Council each year, funded by the provincial government and administered by CBE, noting that the grant is intended to help councils broaden parent engagement, such as through workshops or presenter fees, resources on topics like mental health or healthy living, or translated materials for families, and cannot be used for food, entertainment, or capital purchases. As an example of previous use, she noted that last year's grant covered the honorarium for a registered psychologist who presented to the school community on psycho-educational assessments. Stephanie P. invited attendees to put forward suggestions on how to direct this year's grant.

Ward Trustee Invitation

Stephanie P. noted that, per CBE guidance, school councils are expected to invite their Ward Trustee to at least one meeting during the year. She confirmed that the Council's meeting schedule will be shared with the Trustee for Wards 6 & 7, Patricia Bolger, along with an invitation to attend a future meeting.

REPORTS

Chair Report

Stephanie P. mentioned that the chair report normally covers activities of the Chair between meetings. She mentioned that her current/recent activities are covered elsewhere in the agenda.

Key Communicator Report

Marie-Claude T. reported on the most recent CBE Connections newsletter (August 31, 2026 edition). Items of note included: a welcome message from the Chief Superintendent and Board of Trustees for the 2026–2027 school year; a reminder for families to review the Transportation Family Checklist and have a backup plan in case of bus delays; that registration is now open through MyCBE for Lunch Supervision for students in Kindergarten through Grade 6 who remain at school during the lunch hour; that Central Fee Waiver applications for the 2026–2027 school year are now open through MyCBE and must be submitted by June 30, 2027; that any outstanding balances from the 2025–2026 school year should be paid as soon as possible through MyCBE, as unpaid balances may be subject to CBE's collection procedures under Administrative Regulation 7005; that EducationMatters' Pack Hope Backpack Challenge brought together corporate partners, community supporters, and volunteers to fill 2,000 backpacks with supplies for CBE students; and a reminder for School Councils to notify the CBE of any executive member contact changes by emailing schoolcouncilinformation@cbe.ab.ca.

Administration Report

Julie M. explained that the Administration Report is a recurring agenda item at each Council meeting, through which she and Stephanie L. report on topics relevant at the time of the meeting that may be of interest to parents and guardians. Julie M. reported a smooth start to the school year, with staff and students alike settling into routines well, and noted that that evening's Meet the Teacher event had a strong turnout.

On staffing, Julie M. reported that the school did not qualify for classroom complexity funding this year, as that funding is assessed based on coding and Individual Program Plan (IPP) data. A fifth Kindergarten class was added this year for the first time, and the Principal introduced several new teaching hires: Anna Chandra, who has been added as a permanent full-time teacher in Grade 1; Jake Docherty teaching AM Kindergarten; Cassidy Thibodeau, who is covering a maternity leave for Darlene Holloway; and Shannon Rath, who is covering Tamara Pesko's maternity leave and is herself a Westgate alumna. Julie M. noted that Leeanne remains the school's only school assistant, as the school continues to have no

educational assistants, and that administration, in consultation with teaching staff, continues to prioritize smaller class sizes and additional teaching staff to support in-class interventions. She added that resource teacher Tanis Allan's hours may increase from part-time to full-time this year, reflecting an increase in student enrollment since the spring.

On class configuration, Julie M. reported the following class sizes for 2026–2027: Kindergarten, approximately 21; Grade 1, 20; Grade 2, 22; Grade 3, 21; Grade 4, 27; Grade 5, 26; and Grade 6, 23, the smallest Grade 6 cohort in recent memory. She explained that Grade 4 is typically Westgate's "bubble" grade, where class sizes increase as students move from Division 1 to Division 2, and that Tanis Allan is teaching physical education to Grade 4 classes this year to free up Grade 4 teachers for additional one-on-one support time with students.

On upcoming events, Julie M. noted that IPP meetings with parents are scheduled for September 25, and that the Grade 6 class will attend Project Kampfire outdoor school at Camp Horizon from September 21 to 23. In response to a question from an attendee about when IPPs are typically identified, Julie M. explained that it varies by student and family circumstances, and is generally seen more often from Grade 3 up, unless significant concerns are identified earlier, and she explained briefly the IPP process. She also highlighted several residencies taking place this year: a free week-long soccer residency through the Calgary Minor Soccer Association, connected with Cavalry FC; the City of Calgary's new Sport Hub program, offering free badminton and volleyball sessions in November and January; and a whole-school art residency with the francophone artist who worked with last year's Grade 6 class, for which funding will be requested from the Parents' Society. She also noted the Parents' Society's SnowBall event, scheduled for December 3.

On diagnostic assessments, Julie M. reported that this year, for the first time, all students in Kindergarten through Grade 5 are completing standardized government literacy and numeracy assessments, with Kindergarten assessments taking place in January and Grades 1 through 5 already underway. She noted that CBE provides substitute teacher time to support the one-on-one administration of the literacy assessments, and that learning leaders Tanis Allan, Sandra Jacques, and Lina Vallières have developed a school program this year to track at-risk students and the supports provided to them. Julie M. added that, for the first time, individual results will be shared directly with parents, though the assessments' primary purpose remains to inform teacher instruction, and noted that report cards will be issued in mid-February this year to follow the second round of assessments in January.

Julie M. noted that a communication is forthcoming from the Superintendent regarding new administrative regulations clarifying parents' responsibilities when communicating with the school, resulting from a rise in hostile interactions at schools across the system in recent years. She added that the student code of conduct and progressive discipline policies were mentioned to students at the first school assembly, with further information to families planned in the weekly email on September 18.

Next Meeting

The next meeting of the Westgate School Council is the AGM scheduled for October 22, 2026 at 6:30 PM and will be held in person at Westgate School. The next regular meeting of the Council is scheduled for November 19 and will be held virtually.

ADJOURNMENT

There being no further business, the Chair declared the meeting terminated at 7:42 p.m.