

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 22ND DAY OF JANUARY, 2026.

PRESENT:

Gillian Hogg, Treasurer
Stephanie Leech, Assistant Principal,
Westgate School

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

REGRETS:

Vanessa Huey, Member-at-Large
Stephanie Paquet, President

ALSO PRESENT:

Eight parents¹

HollyJoy S. acted as Chair and Kristin M. acted as Secretary of the meeting.

CALL TO ORDER

The regular meeting was called to order by HollyJoy S. at 7:37 p.m. and a quorum was present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by HollyJoy S. and seconded by Gillian H., to approve the minutes of the meeting held on November 20, 2025. Carried.

MATTERS ARISING FROM PREVIOUS MINUTES

Vacant position

HollyJoy S. reminded meeting attendees that the Parents' Society is still looking for a member of the school community to join the executive as Casino Coordinator.

Worker Bee Committee and Other Teacher Support Initiatives

HollyJoy S. reminded attendees that the Parents' Society has initiated a Worker Bee Committee to complete tasks that are requested by teachers. Teachers are aware and have been adding tasks, so the initiative has been successful to date. She mentioned that the signup links have been shared with families in the weekly emails from the school and encouraged interested parents to join for one or more Friday morning Worker Bee sessions.

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.

Fee Assistance for Deficit Accumulated in the 2024-25 School Year for Offsite Learning Fees

Gillian H. explained that funds have been provided to the Parents' Society as last year's legacy gift from Grade 6 students for the purpose of assisting the school with its field trip fee deficit. The proposed motion is intended to specifically pay out the requested amount to the school for this purpose.

Moved by Gillian H. to approve the use of \$1,500 from the Legacy Fee Assistance Reserve Fund to cover the November motioned expenditure for fee assistance. Seconded by HollyJoy S. Carried.

Update on Holiday Hamper Initiative

Gillian H. explained that cash donations collected during the SnowBall event for charitable giving to families amounted to \$815 and the proposed motion is intended to approve the purchase of gift cards which were given to families within the Westgate School community and also the Sherwood School community as discussed at the previous Parents' Society meeting. In addition to the cash donations, gift cards totalling a few hundred dollars in value were also received and were distributed.

Moved by Gillian H. to ratify the expenditure for the purchase of gift cards in the amount of \$815 which were distributed to families in need of financial assistance, and to approve payment from the Society's account, fully offset by donations collected by the Society during December for this purpose. Seconded by HollyJoy S. Carried.

NEW BUSINESS

School Administration Funding Requests

HollyJoy S. indicated that there were three motions brought forward by the school's administration. Julie M. explained that the first request which was included in the meeting agenda should be deferred, as there is an unresolved issue with the vendor and it may result in the invoice being changed or waived.

Moved by HollyJoy S., seconded by Gillian H., to approve an additional \$1,700 for the purchase of French reader pens, bringing the total approved expenditure to \$2,700, a correction to the cost identified after the original approval of \$1,000 at the November 2025 meeting. Julie M. also mentioned that an anonymous donation of \$1,500 received by the school was used to purchase three more pens. There was no objection, and the motion carried.

Moved by HollyJoy S., seconded by Gillian H., to approve up to \$3,890 for the following whole school learning experiences: Folkfolie (French music performance) \$1,890; Cabane à Sucre \$2,000. Julie explained Folkfolie performance by Quebecois musicians, new this year. Carried.

Funding will be drawn from the appropriate Society account based on AGLC eligibility and available balances.

Hot Chocolate Provided to Students December 19, 2025

Moved by HollyJoy S. to ratify the expenditure for the purchase of hot chocolate supplies in the amount of \$609, which was incurred in December 2025, and to approve payment from the Society's account. Seconded by Gillian H. Carried.

Carnaval Event Expenses

HollyJoy S. explained that the estimated expenses for Carnaval include only the purchase of hot chocolate for the event, and it is expected that these expenses will be partially offset by suggested donations.

Moved by HollyJoy S. and seconded by Gillian H. to approve up to \$500 for expenses related to Carnival. Carried.

REPORTS

Treasurer Report

Gillian H. mentioned that the Treasurer's report had been posted and she informed attendees that the Society's bank, TD Bank, has changed their policies and will now only accept cheques that include the full name matching the bank account, which is Ecole Westgate School Parents' Society. The Treasurer reported that vendors have been contacted to update their records accordingly. She then reported that the Society has nearly spent all of the previously deposited casino funds, which meets the requirement to spend the funds within three years. It is anticipated that the funds allocated from the recent casino will be deposited by the end of February 2026. Finally, the Treasurer reported that the annual CRA filing has been completed.

Casino Report

HollyJoy S. provided the update in the absence of a formal Casino Coordinator. The Society continues to look for Casino Coordinator and may have a lead on a community member interested in the position. HollyJoy S. reported that the Society has signed an agreement with Cowboys Casino to host a casino at their location in Q4 2027.

Fundraising Report

In the absence of a formal committee, HollyJoy S. provided the update on fundraising activities, which included a bottle drive during Carnival and Read-a-thon upcoming, which will be organized by HollyJoy S.

She also mentioned that the school council email address had received an invitation to run a coupon book fundraiser. Discussion ensued on the merits of adding another fundraiser or considering the coupon books as an alternative to the apple fundraiser. It was pointed out that the apple fundraiser realized a lower profit this year versus the prior year, despite selling more products, due to higher prices charged by the vendor and the Parents' Society not increasing the prices it sold the apples for. A suggestion was also made to consider posting profit margins with fundraisers.

Fun Lunch Report

HollyJoy S. shared the update on behalf of the Committee, reporting that all Healthy Hunger lunches, popcorn and donut sales to date have been delivered and well-received. All future lunches, popcorn and donut days are posted on the Healthy Hunger website and reminders will be sent via email to remind families.

Grade 6 Farewell Report

Marsha W. reported on the planning progress for the event, the fundraising initiatives and mentioned that details of opportunities for families to volunteer and to contribute supplies will be shared shortly. Jen C. asked parents of grade 6 students to look for pictures of the students during this school year and send via email to westgategrade6farewell@gmail.com. Erin N. asked the Principal and Assistant Principal whether it would be possible to take a picture of all four Grade 6 classes together, perhaps from the school roof. Julie M. indicated that she would inquire with the school board regarding the rules regarding drone photos and roof access for photos. HollyJoy S. also confirmed that the Parents' Society's Square site can be used for collecting the fees from the Grade 6 parents. Erin N. also mentioned progress on deciding a Grade 6 legacy gift which may be an art piece for the school.

Moved by HollyJoy S. and seconded by Erin N., to recognize the Grade 6 Farewell Committee as an ad hoc committee of the Society for the purpose of planning and delivering Grade 6 farewell activities (including yearbooks, a farewell celebration and a legacy gift to the school), reporting to the Society. Carried.

Moved by HollyJoy S., seconded by Erin N., to authorize the Grade 6 Farewell Committee to plan and execute the Grade 6 farewell activities on a cost recovery (net-zero) basis, funded through designated Parents' Society fundraising proceeds (Texas donut sales and Crickle Creek coffee sales) as well as fees assessed to and paid by parents of Grade 6 students, subject to Treasurer oversight. Carried.

Moved by HollyJoy S., seconded by Erin N., to approve up to \$1,000 from the Parents' Society's general account (non-AGLC funds) in addition to the funding sources authorized in the previous motion, to be available for use if required, as determined by the Grade 6 Farewell Committee, to support Grade 6 farewell activities. Discussion ensued regarding the Committee's budget and the expectation for the Committee to leave a balance carry forward of \$500 year-over-year. The Treasurer explained that the Committee is not required to receive fundraising proceeds in hand prior to spending. The motion carried.

Next Meeting

The next meeting of the Ecole Westgate School Parents' Society is scheduled for Thursday, February 26, 2026 following the School Council meeting. It will be a virtual meeting.

ADJOURNMENT

There being no further business, the Chair declared the meeting terminated at 8:22 p.m.