

**MINUTES OF THE MEETING OF THE WESTGATE SCHOOL COUNCIL HELD VIRTUALLY USING WEB-BASED TECHNOLOGY MICROSOFT TEAMS AT APPROXIMATELY 6:30 PM ON THE 26<sup>TH</sup> DAY OF FEBRUARY, 2026.**

**PRESENT:**

Vanessa Huey, Member-at-Large  
Stephanie Leech, Assistant Principal,  
Westgate School  
Kristin Mason, Secretary

Julie Muhlberger, Principal, Westgate School  
Stephanie Paquet, Chair  
HollyJoy Stanford, Vice Chair  
Marie-Claude Tremblay, Key Communicator

**REGRETS:**

**ALSO PRESENT:**

Six parents\*

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 6:33 p.m. and a quorum was present.

**APPROVAL OF AGENDA**

Moved by Vanessa H. and seconded by HollyJoy S., to approve the agenda as presented. No amendments were requested and the motion carried without objection.

**APPROVAL OF MINUTES**

Moved by Vanessa H., seconded by Gillian H., to approve the minutes of the meeting held on January 22, 2026. No amendments were requested and the motion carried without objection.

**MATTERS ARISING FROM PREVIOUS MINUTES**

No matters from previous meetings.

**NEW BUSINESS**

No new business was brought forward.

**REPORTS**

**Chair Report**

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**\*Privacy and Attendance Note:**

Full names of School Council executive 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.

Stephanie P. mentioned members of Council and Society met to discuss potential changes to bylaws of society and council for greater specificity and clarity. Once further along in work, updates will be shared at a future meeting.

She also mentioned that she received a prepaid credit card from Calgary Board of Education (CBE) in amount of \$500 for Council, with limitations and examples of how the funds may be used, such as information sessions for parents, conference fees, programs supporting multicultural and Indigenous families. The funds must be used by June 12 and the Chair invited meeting attendees to send any suggestions to her attention by email at [westgateschoolcouncil@gmail.com](mailto:westgateschoolcouncil@gmail.com).

Kristin M. raised the question of whether the funds could be used for an Alberta School Councils' Association (ASCA) membership, which provides access to resources to support school councils with documentation, encouraging parent engagement and enhancing student learning. It was noted this may be a good year to make use of ASCA resources given the bylaw review work, and that the CBE may pay the cost of an ASCA membership in addition to the \$500 credit card. Kristin M. agreed to look further into the ASCA membership and whether these are the same or separate funds and will report at a future meeting.

### **Key Communicator Report**

Marie-Claude T. provided a summary of highlights from the most recent CBE Connections newsletter (February 5th edition). Items of note included: CBE annual student well-being symposiums held in December; Alberta Education 2025–26 satisfaction survey (families may be contacted by Advanis Inc. by telephone or online to share perceptions of Alberta's education system, and are encouraged to participate); launch of the new Calgary Trades and Technologies Collegiate (CTTC) in January, offering CBE high school students a structured three-year hands-on pathway in skilled trades and related technologies beginning in grade 10 semester 2; and a reminder that families are invited to participate in school planning conversations in February and March by sharing perspectives on the school development plan, budget, and school fees. Pink Shirt Day was acknowledged, having taken place the previous Wednesday, February 25<sup>th</sup>.

### **Administration Report**

At tonight's School Council meeting, leadership will present our school development plan and budget and encourage feedback from parents for our planning for the 2026-2027 school year.

Julie M. introduced the leadership presentation on the school development plan and budget, noting that this is the second year of a three-year school development plan. She then spoke to the first goal, being a literacy goal, which is mandatory for a French language school.

The second goal related to well-being was presented by Stephanie L. which is a shift from last year's focus on self-regulation to focus on social awareness and relationship skills. She noted a significant improvement on student self-regulation compared to last year. Appreciation was expressed to Mme Allan for her work last year and to Mme Bradley who has continued the work this year. The Principal and Assistant Principal confirmed that the planned focus for year three of the plan will be responsible decision-making and relationships, consistent with the data.

Julie M. reported on the school budget for the 2025-26 year, noting that total Resource Allocation Method (RAM) funding is \$3,755,889 with approximately 75% of funds covering staffing costs and the remaining allocated to instructional and operational supplies. She noted that the provincial government has announced a 7% increase in educational funding for the 2026-27 school year. The Principal also acknowledged that the Parents' Society funding of residencies and on-site activities allows the school to use more RAM funds to keep class sizes lower.

Julie M. then reported on 2025-26 school fees, again mentioning many activities covered by Parents' Society, and other fees paid by parents per student. She noted that the guide to 2025-26 school fees can be found at <https://cbe.ab.ca/FormsManuals/School-Fee-Guide.pdf>, and that Westgate School's report to parents on fees can be found <https://westgate.cbe.ab.ca/fees>.

The Principal and Assistant Principal invited questions and comments from meeting attendees. Discussion ensued regarding the past and current goals, which are selected based on data gaps. A suggestion was made for in-school learning on oral hygiene with an external speaker, noting observations of dental health among students in the school. Julie M. and Stephanie L. confirmed openness to the idea, noting a past school visit from a dentist.

### **Event Committee Report**

Vanessa H. mentioned that, being between events, her update would be brief. She reported that Carnival was a great success and that the bottle drive wasn't as successful as the previous, possibly due to being more drives this year. She also reported that two cambros of hot chocolate lasted about an hour during the event which seemed appropriate, as the line was dying out by the time the hot chocolate ran out. She suggested that the Committee may consider "bouncers" for door supervision for the outdoor event, to keep indoor access restricted to volunteers on business, and not permit open access. She also mentioned considering outdoor seating for future events, as eating crepes without any seating or tables was inconvenient. Vanessa H. expressed her thanks to all volunteers who contributed to Carnival.

Vanessa H. then gave an update on the upcoming Gatorfest event planned for May 28<sup>th</sup> from 4:30-6:30 p.m., rain or shine. She indicated that planning will follow a similar template to last year, including TicketSpice as the ticketing platform. She mentioned that 11 volunteers not already part of the Council or Society boards are participating in the planning, which is a strong response. Vanessa H. noted that Gatorfest serves as both a community event and a fundraiser for the Parents' Society, and is a good entry point for new volunteers to get involved with Council and Society activities.

Jenn C. then provided an update regarding the previously-announced sustainable clothing initiative. Although it is a slow start for the clothing donations, items have been received and Bishop Pinkham has agreed to assist in collecting previously worn Gator Gear donations from Westgate alumni families. She reminded meeting attendees that donations can be placed in the designated bin outside the main office. An inventory will be taken closer to the Gatorfest date to determine if a clothing sale at that event is practical.

### **Next Meeting**

The next meeting of the Westgate School Council is scheduled for Thursday, April 16, 2026 at 6:30 p.m. It will be a hybrid meeting.

### **ADJOURNMENT**

There being no further business, the Chair declared the meeting terminated at 7:25 p.m.