

MINUTES OF THE MEETING OF THE WESTGATE SCHOOL COUNCIL HELD IN PERSON AT WESTGATE SCHOOL AND VIRTUALLY USING WEB-BASED TECHNOLOGY MICROSOFT TEAMS AT APPROXIMATELY 6:30 PM ON THE 22ND DAY OF JANUARY, 2026.

PRESENT:

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:

Vanessa Huey, Member-at-Large

ALSO PRESENT:

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

APPROVAL OF MINUTES

Moved by HollyJoy S., seconded by Gillian H., to approve the minutes of the meeting held on November 20, 2025. No amendments were requested and the motion carried without objection.

MATTERS ARISING FROM PREVIOUS MINUTES

Gator Gear Store Status and Vendor Update

The Chair reported that orders through the Gator Gear Store was closed for orders on November 21 and that orders through November 21 were delivered prior to the winter break. Stephanie P. mentioned that a few inquiries came in through the Westgate School Council email address, and she responded that the store will be closed for a few months but is happy to give away the sample items that the Council has on hand from the vendors.

Stephanie P. then reminded meeting attendees of an action item from the previous meeting to investigate alternative vendor options and provided an update that a few potential vendors have been

***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.

identified. Stephanie P. and HollyJoy S. will look further into details of these vendors and will report back to the Council, with an aim to have a decision and new vendor in place for the next school year.

Stephanie P. invited Jen C. to provide an update on the progress of the Sustainable Spirit Wear initiative, which she did. Jen C. explained the initiative goals and reported that information will be included in an upcoming meeting from the school to Westgate families. There will be a bin at the school office and at Carnival for collecting donated items. Once an inventory of collected items is complete, the logistics of the sale will be determined and shared.

NEW BUSINESS

No new business was brought forward.

REPORTS

Chair Report

Stephanie P. reported that the staff appreciation breakfast hosted by the Westgate School Council was a success and expressed thanks to those who donated items and their time to make the event special for the teachers and staff.

She then reported that, at the request of the Gator Gallery, hot chocolate was purchased by the Parents' Society and was served to all students on Friday, December 19th. It was a delicious way to kick off the holiday break! The Chair expressed thanks to all the volunteers who helped with serving and distributing hot chocolate.

Finally, Stephanie P. reported that she attended and briefly spoke about the Westgate School Council and Parents' Society during a virtual Kindergarten and Grade 1 information session on January 8th. The Chair reported sharing the roles of the Council and Parents' Society within the school community, the opportunities to connect with the community via events, fundraising initiatives and, of course, she extended an invitation to parents to volunteer with the Council and Parents' Society.

Key Communicator Report

The Council's Key Communicator, Marie-Claude T. reported that, on January 21, she attended a Community of School Councils (COSC) meeting in person with the CBE Board of Trustees including our Trustee Patricia Bolger. She provided a report on the meeting which included an explanation of the role of the Board of Trustees, the role of School Councils, a report from Superintendent Joanne Pitman, among other topics.

She further mentioned discussing with Patricia Bolger, the suggestion in the CBE's School Council Handbook that all school councils invite their respective Trustees to at least one school council meeting during the year. Patricia Bolger indicated that the Westgate School Council should invite her to attend and speak with meeting attendees for the first 10 to 15 minutes of a meeting, and that she may stay and observe for a time and then can excuse herself and not necessarily stay for the entire meeting.

Marie-Claude also discussed a roundtable format portion of the COSC meeting, during which topics included how to spend money that is fundraised and how to get parents engaged. She mentioned that she learned of significantly different approaches to the councils and societies of other schools.

Administration Report

Julie M., Principal of Westgate School, introduced herself and welcomed attendees. Stephanie L., Assistant Principal, Taylor B., Grade 2 teacher and Learning Leader, Sebastien B. Grade 6 teacher and Learning Leader, introduced themselves. Julie M. expressed regrets on behalf of Sheena A., Grade 5 teacher and Learning Leader, who contributed to the presentation but was unable to attend this meeting due to illness.

Julie M. provided context for the presentation, explaining that it was a Leadership Report on Task Design, Assessment, and Report Cards and outlining the reasons for selecting this topic. The Learning Leaders, Principal and Assistant Principal then each presented their respective sections, describing task design, assessment and reporting practices, system expectations for report cards, and report card comments at Westgate School. The presentation will be made available on the school website, and the link will be shared with families following the meeting.

Julie M. invited questions from attendees. A question was raised about curriculum changes for this school year in the context of the teachers' strike. Julie M. and Stephanie L. explained that grade teams consulted with the next grade level teams to identify the most foundational curriculum outcomes that support future learning. Some more standalone units will be covered in less depth for this year in order to ensure sufficient focus on foundational learning.

Event Committee Report

Vanessa H. sent regrets and Stephanie P. delivered an update on her behalf. She reported that Carnaval details have been shared with families by email, and that the weather forecast looks promising for the outdoor event. She reminded attendees that plenty of volunteering opportunities remain open for Carnaval including before, during and after the event. Stephanie P. also reported that flyers for the event will be distributed next week, food trucks, hot chocolate and bottled water have been ordered and there is a suggested donation of \$1 for hot chocolate and water. The event map will be designed similarly to last year and the Westgate Community Association has been contacted to confirm outdoor washroom access and rink lights. The Event Committee has been hard at work organizing all the details. Both Bonhomme and Chomp will be guests at Carnaval.

Marsha W. provided information for the benefit of Grade 6 families that the Grade 6 Farewell is scheduled for June 25. More information will be shared with families before the spring break and, in the meantime, she encouraged parents to contact the Grade 6 Farewell Committee to be added to the email list and to inquire about volunteer opportunities. The email address for the Committee is westgategrade6farewell@gmail.com.

Next Meeting

The next meeting of the Westgate School Council is scheduled for Thursday, February 26, 2026 at 6:30 p.m. It will be a virtual meeting.

ADJOURNMENT

There being no further business, the Chair declared the meeting terminated at 7:35 p.m.