



WEST SPRINGS SCHOOL COUNCIL

Thursday, March 5, 2026 @ 6:30 PM
Online – via Microsoft Teams

EXECUTIVE ATTENDEES

Katherine Rubin – School Council Chair
Loriel Anderson – School Council Vice-Chair
Irina Lucyshyn – School Council Secretary

Susan Westgate – West Springs Principal
Leah MacMillan – West Springs Assistant Principal
Lefteris Apostolidis – School Council Treasurer

A. Welcome and Introductions (6:32 pm) – Katherine R. called meeting to order.

B. Approval of [Agenda](#) (6:32 pm) – motion moved by Eryn C., seconded by Taylor K. Approved.

C. Approval of [Minutes](#) from January 22, 2026 School Council Meeting (6:33 pm) – motion moved by Eryn C., seconded by Taylor K. Approved.

D. Administration Report (6:34 pm)

- **Land Acknowledgement**

- Assistant Principal MacMillan shared the updated Land Acknowledgement.

- **School Update**

- **Introduction** - Mrs. Westgate introduced the Administration staff.
- **School Development Plan** – The school is required by the Board of Trustees to share the School Development Plan (SDP) and the school fees. Mrs. Westgate shared the introductory presentation regarding the SDP and covered the key points:
 - SDP guides ongoing assessment and review of goals and action. It is the driver for closing learning gaps and informs instructional strategies, professional learning, school structures and processes, resources and decision-making.
 - SDP School Goal – Students’ achievement in literacy will improve.
 - SDP Outcome – Students’ reading will improve through targeted direct instruction from teachers. Last year the focus was on reading fluency and this year it’s on reading comprehension.
 - Outcomes are measured by report card data, AB Education literacy assessments, professional learning communities (teacher data through self-reflection surveys), common fluency assessments and spelling pattern assessments.
 - Data for monitoring progress – teacher survey data, spelling pattern assessments (WTW), UFLI progress monitoring assessment and fluency checks, exit slips, reading assessment decision tree.
 - **Q:** With literacy being the SDP focus, are other subjects (math) and metrics also being monitored? **A:** Mrs. Westgate clarified that while literacy is the official metric that the school is reporting to the Board and to the parents on, the other subjects and metrics are also monitored. Admin goes through all report cards and are always engaged with teachers regarding feedback and any difficulties that arise. **Q:** How was the goal selected? **A:** The goal was chosen after looking at data from report cards and standardized tests, as well as collecting feedback from staff.
- **School Fees** – Our school received \$3,730,007 in 2025-26 to provide a quality education to our students and meet the goals in the SDP. At least 75% of budgeted funds covers staffing and the remaining portion covers instructional and operational supplies.

The purpose of West Springs School Council is to support and enhance student learning.



- The school budget this year is funded based on 594 students, the actual enrolment is 598. The school budget is outlined below.

RAM Allocations

Per School Total	\$ 521,846
Per Student Total	\$ 3,208,161
Total RAM Allocations	\$ 3,730,007

RAM Deployment

Scenario A

Organization	FTEs	
Teachers	\$ 2,931,853	26.4
Support Staff	\$ 271,013	4.8
Administration	\$ 367,517	4.5
Total Staffing	\$ 3,570,383	35.7

Supplies/Other	\$ 159, 624
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Total RAM Deployment Plans	\$ 3,730,007
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- Supplies/Other covers school supplies, stationary, printing and paper, as well as contracted absences (substitute teachers) and any other contingencies that may come up.
- The school will consult with families by outlining proposed activities for the upcoming year that may require a fee for cost recovery: field trips, PE activities on and off-site, artists in residence, other.
- Mrs. Westgate collected feedback from attendees regarding school fees, and the attendees completed a survey regarding the presentation of both SDP and school fees reports. There was a suggestion around school fees to have a notification system in place for when the fees are posted on myCBE, as many parents are potentially unaware of the fees due.
- Next steps: the school website will be updated with a summary of feedback gathered and the meeting evaluation by Mar 31. Student results and SDP information will be shared at Sep 2026 school council meeting, the updated SDP will be posted by Nov 30, 2026.
- **Grade 3 sharing**
 - In Science, students have been learning about natural events that can quickly change the earth's surface and have created model volcanos with baking soda and vinegar. Students visited the Wetlands to observe and discuss changes to Earth's surface over time.
 - In Social Studies, students have been learning about Alberta. They have researched the distinct physical regions of the province and explained what makes each one unique.
 - In Literacy, students engaged in Reader's Theatre and focused on diversity, empathy and understanding.
- **Update of complexity funding** – there is no new information yet; may be an update at the Mar 11 meeting. The CBE is working on hiring more EAs in preparation for the anticipated need for more of them.
- **Parent-teacher conferences** – the bookings will open next Saturday (Mar 14) and the conferences will take place on Mar 19 (4 pm – 7:30 pm) and Mar 20 (8:45 am – 12:30 pm).
- **Council Updates & Business for Discussion (7:30 pm)**
 - **Parent Speaker Night – Screenagers – March 12 @ 6:30 pm**
 - This is a documentary about the impacts of screentime of children and families, such as digital addiction, effects on brains and learning, mental health, etc.

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- Currently have 42 seats sold, will take place at the gym
 - Children are welcome to attend
 - Walk-ins will be welcome at the event, subject to capacity
 - Please RSVP
- **COSC Update**
 - Meeting took place on January 21, 2026
 - Topics covered: overview of CBE, overview of EducationMatters, roundtable discussion on what is important to the school communities
 - **Q:** Has there been an update regarding the Kindergarten community survey regarding ½ days vs two full days? **A:** The survey is still live for another week, so there is no data yet. The results will be shared as soon as the survey is closed and the information is available.
 - **Teacher Meals** for Mar 19th conferences will be provided by the Council (Greek food).
 - **Yearbook Update** – the yearbooks can now be ordered on ybpay.ca (yearbook code ID: 11794626). The cost is \$25.00, order deadline: June 26, 2026. Backpack mail will be distributed shortly.
 - **Traffic Safety** – reminder to cross at crosswalks – no jay walking. Streets very icy – extra care required. Watch for children when dropping off and driving through school zones.
 - **Updated Budget** – some additional funds recovered from yearbook sales, and the entire AB School Council grant has been received and utilized. The budget is currently on track as projected. The additional funds will likely reduce the amount needed from WSSDA next year, so WSSDA can utilize more of their funds elsewhere.

E. Meeting Adjourned (7:42 pm) – Motion to adjourn meeting moved by Taylor K., seconded by Eryn C. Motion carried. Meeting adjourned.