



William D. Pratt School Council Meeting Minutes

September 18, 2024

** indicates items for which a written document/report will be attached, provided or linked to*

1. Presentation by Carlotta Carr on Dalhousie Indigo Adopt-A-School event and fundraiser

2. Call to order at 6:33 p.m.

- Muhammad called the meeting to order, verified quorum and introduced the new Executive Board:
 - Co-chair: Muhammad A
 - Co-chair: Yousaf F
 - Secretary: Lindsay B
 - Treasurer: Tammy S
- Members in attendance: Lindsay B, Kate C, Becky P, Linda L, Tammy S, Lissa S, Alison C, Kurt L, Lindsay P, Yousaf F, Adrian G, Inkeri W, Niki R, Sarah M, Muhammad A, Miranda, Juliet N, Mary V (online), Tatyana S (online), Erin M-G (online)
- Admin. in attendance: Janice Luchenski, Alena Black, Heather Perkins (online), Carlotta Carr (online).

3. Review

- Agenda – no changes or additions
- Approval of Minutes from Previous Meetings – Lindsay P. motioned for approval. Yousaf seconded the motion. Motion carried.

4. Reports

- **Principal**
 - Updates from previous meeting – none
 - General school activities
 - Introduced the new Vice Principals, Alena Black and Heather Perkins
 - Special thank you to the Breakfast Program for a great start, and to Council for welcoming Grade 5 families so warmly on the first day.



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- A number of staff changes are still being made and will be announced soon. Grades 5 and 6 each have seven classes this year.
 - Sept. 30 is a crucial date for funding calculation based on enrollment. Enrollment was as high as 930 students during the summer. As of the date of this meeting, 919. Projections were estimated at 936.
 - Translation Services: CBE has introduced a new service for translation services for communicating with families. Up until now, translation had been done in-house. This new service, the same as what AHS uses, is available on-demand by phone. So far it's been quite effective. The service offers a diverse range of languages, quickly without delay.
 - The students have asked for a dance, which will take place the afternoon of October 31 (Halloween). Details are forthcoming.
 - CBE has launched a new 3-year education plan (2024-2027). Learn more at <https://cbe.ab.ca/about-us/about-the-cbe/Pages/education-plan.aspx>
- Upcoming events
 - Sep 19: Photo Day
 - Sep 20: Terry Fox Run
 - Sep 25: Orange Shirt Day
 - Sep 25: Fun Lunch - Little Caesars Fun Lunch
 - Sep 26: Meet The Teacher
 - Sep 27: Non-Instructional Day - No School
 - Sep 30: National Day for Truth and Reconciliation - No School
 - Oct 3,4,5: Senior Basketball tournament - WDP and Arbour Lake
 - Oct 14: Thanksgiving - No School



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- **Treasurer**

- Financial statements and current account balances: Tammy reported the current bank balance is just under \$20,000. Estimated balance after allocated funds is around \$17,000. Detailed financials are attached.

- **Special Events**

- Kate C. provided a report on school events
 - Main focus is on Fun Lunches and setting up the Server. Fun Lunch has new coordinators, and schedule has been set through the end of January. Volunteers will be needed on Nov. 27, as hot-dogs are prepared at the school.
 - Considering an after-school food truck this fall
 - Halloween costume contest with gift cards as prizes
- Upcoming events
 - Sep 25: Little Caesars Fun Lunch
 - Sep 25: Orange Shirt Day
 - Sep 26: Meet The Teacher 5 -7 pm

- **Volunteer Coordinator**

- Niki shared the following updates and opportunities:
 - Welcome Back chalking event great for school spirit, thanks to all who were involved
 - Terry Fox Run: 1,500 students participating (joint event with Royal Oak School). Thank you, Alison C, for coordinating ROS volunteers
 - Staff appreciation potluck Sept. 26: Still in need of volunteers; will continue to promote on Facebook and by email
 - The server will open during Meet the Teacher night
 - Breakfast program signup is forthcoming. We are hoping to build a small team to coordinate. Becky will be offering an orientation for those who are interested.



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- Servery signup coming out next week, with a focus on busy sporting events and tournaments.
- We have set up a Flip Give emergency lunch fundraiser. Grocery gift cards allow Admin to purchase fresh food to make sandwiches, fruits, etc. when students have a need
- Alison shared changes to this year's police clearance process, including a voucher that is issued to cover the cost. The new process is being communicated extensively.
- Vacancies:
 - Servery Coordinator: While we have some dedicated Servery volunteers, we need a volunteer to coordinate communication, signups, track inventory, etc. Please contact Niki for more information.

5. Council Executive

- Emergency Funds Amendment – Discussion regarding proposed changes to amendment so funds can be more flexible to allow Admin to accommodate varying needs of students. Council will clarify wording and distribute in advance of the next meeting.
- Resignation of Ward 1 & 2 Trustee Dana Downey, Ward 11 & 13 Trustee Nancy Close to take over
- Community of School Councils (COSC)
 - <https://cbe.ab.ca/get-involved/school-councils/Pages/meetings.aspx>
 - Meeting dates:
 - Oct. 23, 2024
 - April 23, 2025
 - Yousef will attend COSC meetings and provide updates
- CBE Connections
 - <https://cbe.ab.ca/get-involved/school-councils/cbe-connections/Pages/default.aspx>
 - Yousef will review and provide a report at future meetings



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6. Standing Business

- Breakfast Program – Becky provided an update:
 - Program soft launched on June 3. The program has received positive feedback from students, teachers, and admin. For students who are food insecure, the program is a wonderful way to “camouflage” their need as the food is available to all with no restrictions. We know that some students in need were fed, in a supportive, safe environment.
 - The program runs each morning, from approximately 7:45-8 a.m. Becky would like to recruit a small group of volunteers to assist. Becky will offer an orientation for those who would like to learn more. A short AHS food safety video is required. A volunteer sign up is forthcoming.
 - Council initially voted to provide \$1,000 in funding per month through September 2024.
 - For long-term sustainability, Becky is looking for funding from outside sources (i.e. grants). She has submitted an application to Breakfast Clubs of Canada, and is open to ideas for other sources of funding (i.e. corporate sponsorship).
 - In the meantime, Becky requested Council provide up to \$4,000 to fund the breakfast program, October 2024 – January 31, 2025. Juliet motioned; Miranda seconded. Motion carried.
- Annual Report follow up – Muhammad will submit report by Sept. 30.

7. New Business

- First Day of School review – awesome start!
- ASCA School Council Grant for 2023/24 school year – Lindsay P. gave recap of \$500 grant which was used to print and translate council information cards in multiple languages. Ms. Carr (ELL teacher) helped identify which languages would be most beneficial to our school families.
- ASCA School Council Grant for 2024/25 school year - Council should start brainstorming how we’re going to spend the funds. We can print additional council information cards or think of another use. There are specific restrictions on how the funds can be used. Learn more at <https://www.alberta.ca/school-councils>



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- Emergency Lunch Fund – See Council Executive update above.
- Shelves - Need a handyman volunteer to take home and install wheels (this is being tabled for now)
- ASCA registration update – Muhammad to submit by Sept. 30
- Council meeting dates for 2024-205 school year:
 - October 16
 - November 20
 - *No meeting in December*
 - January 15
 - February 19
 - March 12
 - April 16
 - May 21
 - June (TBD)
- A few newly identified needs were discussed, including cross-country tents with logos, and wall-mounted safety mats for the auxiliary gym. Quotes will be secured, and this will be discussed in October.

8. Next meeting of WDP School Council - **October 16, 2024**
- Adjourned 8:16 p.m.

William D Pratt School Council
Statement of Cash Flows by School Year
September 1, 2024 - August 31, 2025
As at September 18th, 2024

Balance - September 1, 2024 **\$ 19,854.70**

Net inflows from EVENTS:

Fun Lunch		\$ 10,058.75
Revenue	\$ 10,935.81	
Expenses		
Vendor cost	\$ -	
Misc Expenses	\$ 464.68	
Pay Pal Fees	\$ 412.38	
	\$ 877.06	\$ 10,058.75

School Discretionary Emergency Fund		\$ 445.00
Other Revenue	\$ 445.00	
Expenses		
Other Expenses	\$ -	
	\$ -	\$ 445.00

\$ 10,503.75

Outflows:

Staff Appreciation	\$ 97.20	
School items *	\$ 108.69	
School Council Meeting Expenses	\$ -	
Insurance	\$ -	
Photocopying	\$ -	
Bank Fees	\$ -	
Emergency Fund	\$ -	
Other	\$ -	\$ 205.89

Current year net inflows (outflows) **\$ 30,152.56**

Anticipated activity:

Volunteer Police Check - up to 30 People	\$ 637.50	
Volunteer Incentives / Appreciation	\$ 275.00	
Upcoming Fun Lunch Expenses	\$ 8,756.07	
Breakfast Program - September	\$ 1,000.00	
Grade 5 / 6 - Movie Field Trip	\$ 1,000.00	
Staff Appreciation	\$ 402.80	
School Council Meeting Expenses	\$ 100.00	
Photocopying	\$ 100.00	
Bank Fees	\$ 60.00	
Grade 9	\$ 500.00	
Emergency Fund	\$ 500.00	
		\$ 13,331.37

Anticipated Bank Balance **\$ 16,821.19**

* Terry Fox Run Expenses 108.69