



William D. Pratt School Council Meeting Minutes

January 21, 2026

1. Call to order at 6:38 p.m. by Muhammad A. - Quorum verified

- **Members** in attendance: Lindsay B., Lindsay P., Niki R., Becky P., Lissa S., Kate C., Muhammad A., Tammy S., Carol W. (online)
- **Administration** in attendance: Patty Numan, Alena Black, Sasha Gardiner-Hadford

2. Review

- **Agenda** – Muhammad will provide an update on the ASCA School Council Grant, under Standing Business
- **Approval of Minutes from Previous Meetings** – Becky motioned for approval. Niki seconded; motion carried.

3. Reports

- **Principal**
 - **2024-2025 PAT Information** – In May and June 2025, Grade 6 and 9 students wrote Provincial Achievement Tests in language arts, mathematics, science and social studies. Parents can access results directly using [myPass](#). Ms. Black shared highlights of the results, which helps set the direction for our school development plan.
 - **School Development Plan** - Each year, the school prepares a development plan with input from teachers, school staff, students and parents. Multiple sources of data are reviewed - including report cards, PAT results and school surveys - to create a plan identifying targeted areas for growth. WDP's 2025-2026 School Development Plan can be found [here](#), or through the [WDP website](#) (About us > Our School >).

Ms. Gardiner-Hadford walked through the school's focus areas for the year: improving reading comprehension and decoding skills, and strengthening students' sense of belonging and safety at school. Also, the School Engagement Survey will be shared with families soon.

- **Communication Plan** – Admin recently shared that WDP's communication strategy was being updated to better align with families' needs and ensure consistency. After consultation with teachers, the school will move forward with a centralized communication approach. Phone calls will remain the primary method for teachers to share celebrations and concerns with families. PowerSchool will continue to serve as the main platform for communicating student achievement, missing assessments, and upcoming assessments. Google Classroom (Grades 5–6) and D2L (Grades 7–9) will host curriculum updates for students and families, replacing weekly emails.



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- **Safety and Security** – As a follow-up to the updated safety measures recently shared with families, Administration emphasized that the use of the school buzzer system is a preventative measure to protect office staff, administrators, and students. The buzzer and intercom system are being used for their original purpose: to support safe and secure entry into the school. Feedback has been positive so far.
- Upcoming events
 - January 22: Late French Immersion Presentation (Gr 6)
 - January 26: High School Tour; Thirsk (Gr 9)
 - January 26: Open House; Thirsk (5:30pm)
 - January 28: Fun Lunch - Hot Dogs
 - January 29: Open House - Diefenbaker - Regular Program (5:30pm)
 - January 29: Open House - Diefenbaker - IB Program (5:00pm)
 - February 3: Gr 9 Vaccination
 - February 5: Open House - Branton-Late French Immersion (6:30pm)
 - February 11: Fun Snack - Purdy's & Rocky Mountain Chocolate
- **Treasurer**
 - Financial Report – Tammy reported that the current balance is approximately \$40,000. After deducting existing commitments, the projected year-end balance is \$21,000. Detailed financial statements are attached.
 - Year-End Financials (September 1, 2024 – August 31, 2025) – Tammy shared that last year Council made good use of the money raised, spending it on school needs rather than carrying a large balance forward. The full year-end summary is attached.
- **Special Events**
 - Report on school events
 - Feb 19 – We'll be welcoming **Paul Davis**, a nationally recognized Canadian expert in online safety and social media. He'll host three sessions – one for grades 5/6, another for grades 7/8/9, and an evening session exclusively for parents. Communication will come out soon.
 - May 19 – Save the date! We're co-hosting a **Stampede pancake breakfast** with Royal Oak School
 - June 19 – Save the Date for **Colour Run!** Preliminary planning is underway.
 - Upcoming events:
 - January 28: **Fun Lunch** - Hot Dogs
 - February 11: **Fun Snack** - Purdy's and Rocky Mountain Chocolate



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- **Volunteer Coordinator**

- Niki extended appreciation to all volunteers and donors who supported the Adopt-A-Family program and the recent potluck.
- Upcoming opportunities include a potluck during parent conferences at the end of February, Stampede pancake breakfast and Colour Run. Watch for sign-ups.
- Servery may be opened for larger school events. There is currently no formal servery coordinator in place; updates will be shared as decisions are made.

4. Council Executive

- **Community of School Councils (COSC)** <https://cbe.ab.ca/get-involved/school-councils/Pages/meetings.aspx>
 - Meeting dates for 2025-2026 school year: January 21, April 8, June 10
 - Yousaf is attending this evening's meeting and will share an update in February.
- **CBE Connections** <https://cbe.ab.ca/get-involved/school-councils/cbe-connections/Pages/default.aspx>
- **Board of Trustees** – Muhammad continues to engage with our new Trustee in hopes of her being able to attend an upcoming Council meeting.
- **Secretary position vacancy** – Lindsay announced that she will be stepping down at the end of the 2025-2026 school year. A search for a new secretary is underway. Anyone interested in learning more is invited to contact Muhammad or Yousaf.

5. Standing Business

- **ASCA School Council Grant** – Muhammad is working on accessing the available funds to support Paul Davis's parent session on Feb. 19.

6. New Business

- **Funding request(s):**

- The office has requested dry erase markers for use in classrooms. Funding approved for up to \$160 (i.e. 3 packs of 125 each).

7. Next meeting of WDP School Council – **February 18, 2026**

- Meeting adjourned at 7:55 p.m.

William D Pratt School Council
Statement of Cash Flows by School Year
September 1, 2025 - August 31, 2026
As at January 21st, 2026

Balance - September 1, 2025 **\$ 20,218.23**

Net inflows from EVENTS:

Fun Lunch		\$ 19,922.42
Revenue	\$ 30,362.97	
Expenses		
Vendor cost	\$ 8,125.70	
Misc Expenses	\$ 1,234.83	
Pay Pal Fees	\$ 1,080.02	
	<u>\$ 10,440.55</u>	<u>\$ 19,922.42</u>

Servery / Drama / Sports		\$ 461.40
Revenue	\$ 880.00	
Expenses		
Food	\$ 407.14	
Square Fees	\$ 11.46	
	<u>\$ 418.60</u>	<u>\$ 461.40</u>

Color Run		\$ 58.93
Revenue	\$ -	
Expenses		
Expenses	\$ (58.93)	
Pay Pal Fees	\$ -	
	<u>\$ (58.93)</u>	<u>\$ 58.93</u>

School Discretionary Emergency Fund		\$ 490.00
Other Revenue	\$ 490.00	
Expenses		
Other Expenses	\$ -	
	<u>\$ -</u>	<u>\$ 490.00</u>

\$ 20,932.75

Outflows:

Staff Appreciation	\$ 475.59	
School items *	\$ 371.07	
School Council Meeting Expenses	\$ 16.77	
Insurance	\$ -	
Photocopying	\$ -	
Bank Fees	\$ -	
Emergency Fund	\$ -	
Other	\$ -	
		<u>\$ 863.43</u>

Current year net inflows (outflows) **\$ 40,287.55**

Anticipated activity:

Volunteer Incentives / Appreciation	\$	500.00	
Upcoming Fun Lunch Expenses	\$	15,759.55	
Office Wish List Items	\$	274.80	
Halloween Spirit Items - change to Winter	\$	500.00	
Journals - Grade 5/6	\$	500.00	
Staff Appreciation	\$	24.41	
School Council Meeting Expenses	\$	83.23	
Photocopying	\$	100.00	
Bank Fees	\$	60.00	
Grade 9	\$	500.00	
Emergency Fund	\$	500.00	
			\$ 18,801.99

Anticipated Bank Balance**\$ 21,485.56**

* Terry Fox Supplies - Markers + Popsicle Sticks	55.63
* Office Wish List - Air Freshners + Snack Bags	25.20
* Welcome Back Table + Grade 5 Door - Tim Hortons	119.18
* Terry Fox Run Popsicles	57.26
* Candy Canes for Students	88.62
* Popsicles for Grade 9 Immunizations	25.18

William D Pratt School Council
Year End Financial Statements
Period from September 1, 2024 - August 31, 2025

Income Statement

	Year Ended August 31, 2025	Year Ended August 31, 2024
Revenue		
Pumpkins	\$ -	\$ -
Movie Night	\$ -	\$ 970.63
Fun Lunch	\$ 45,770.55	\$ 48,051.86
Winter Dance	\$ -	\$ -
Spring Dance (Grade 9 Farewell)	\$ 7,717.51	\$ 6,003.58
Color Run	\$ 17,820.37	\$ 15,572.14
Sports Tournament	\$ 7,516.00	\$ 8,685.10
Other	\$ 1,010.00	\$ 150.00
Total Revenue	<u>\$ 79,834.43</u>	<u>\$ 79,433.31</u>

Expenses		
Pumpkins	\$ -	\$ -
Movie Night	\$ -	\$ 1,182.94
Fun Lunch	\$ 33,912.32	\$ 36,669.64
Winter Dance	\$ 421.45	\$ 508.36
Spring Dance (Grade 9 Farewell)	\$ 8,054.95	\$ 6,099.02
Color Run	\$ 17,351.40	\$ 17,514.25
Sports Tournament	\$ 3,976.59	\$ 5,033.54
Staff Appreciation	\$ 958.54	\$ 1,044.15
School Items	\$ 14,131.70	\$ 6,115.03
School Council	\$ -	\$ 124.36
Photocopying	\$ -	\$ -
Bank Fees	\$ 213.95	\$ 10.50
Emergency Fund	\$ 400.00	\$ -
Other	\$ 50.00	\$ 278.64
Total Expense	<u>\$ 79,470.90</u>	<u>\$ 74,580.43</u>

Net Income	<u>\$ 363.53</u>	<u>\$ 4,852.88</u>
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Retained Earnings

Opening Balance September 1, 2024	\$ 19,854.70
2025 Net Income	\$ 363.53
Accrued Revenue (PayPal Account)	\$ -
Closing Balance Aug 31, 2025	<u>\$ 20,218.23</u>

Balance Sheet

	Operating Account	2024 Year End
Assets		
Bank Account	\$ 21,581.19	\$ 20,007.98
Pay Pal Bank Account	\$ -	\$ -
	<u>\$ 21,581.19</u>	<u>\$ 20,007.98</u>
Liabilities		
Deferred Revenue	\$ -	\$ -
Cheques Outstanding	\$ 1,362.96	\$ 153.28
Retained Earnings	\$ 20,218.23	\$ 19,854.70
	<u>\$ 21,581.19</u>	<u>\$ 20,007.98</u>

I, Kasandra Amaro confirm that I have reviewed the financial statements for William D Pratt School Council for the year ended August 31, 2025

Reviewed by: 

Date: Sept 22/2025

I, Andrew Galler confirm that I have reviewed the financial statements for William D Pratt School Council for the year ended August 31, 2025

Reviewed by: 

Date: Jan 11/26