



William D. Pratt School Council Meeting Minutes

June 5, 2024

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

- Call to Order at 6:22 p.m. pm
 - Muhammad called the meeting to order and initiated introductions
 - Muhammad verified quorum
 - Members in attendance: Jackie O, Kate C, Niki R, Ann S, Lissa S-S, Keri B, Tammy S, Becky P, Juliet N, Lindsay B, Syed A, Yousaf F, Lindsay P, Muhammad A, Linda L, Olubukola E.
 - School Admin in attendance: Janice Luchenski and David Fettes
- Review
 - Agenda - Muhammad asked that the minutes be amended with the correct spelling of his name
 - Approval of Minutes from Previous Meeting - Minutes approved with above-referenced change. Muhammad motioned for approval with above-referenced changes. Yousaf seconded the motion. Motion carried.
- Reports
 - Principal
 - Updates from previous meeting - none
 - General school activities:
 - The recent pancake breakfast was a success; lot of work being put in for upcoming Colour Run, Grade 9 farewell
 - Thank you for the chrome books; able to purchase 10 more with remaining funding
 - The breakfast program is fantastic. 85 students were served today alone. Thanks to Becky and Juliet for volunteering each morning this week as the program kicks off
 - Staffing is in full swing. Linda is leaving, so interviews are taking place for the secretary position. Further, first round of jobs posted in early June, and another round of job postings are coming June 17
 - 890 students currently enrolled; 936 students projected next year



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Upcoming events:

- June 12: Grade 9 PAT-ELA Part B
- June 13: Grade 9 PAT-Math Part A
- June 18: Grade 9 PAT-Math Part B
- June 19: Grade 9 PAT-Social Studies / Grade 6 PAT-Social Studies
- June 20: Grade 9 PAT-Science / Grade 6 PAT-Science
- June 25: Grade 9 Farewell
- June 27: Last Day of Classes - Early Dismissal
- Aug 29: First Day of 2024/2025 School Year
- Sep 18: First School Council / Fundraising Society Meeting
- Sep 19: School Picture Day
- Sep 20: Terry Fox Run
- Sep 25: Orange Shirt Day
- Sep 26: Meet the Teacher Night

○ Treasurer

- Financial statements and current account balances -
 - Tammy reported the current bank balance is over \$30,000. However there are still a lot of Farewell and Colour Run expenses to be paid, so she estimates we'll end the school year at or above \$15,000. Financials are attached.

○ Special Events

- Report on school events
 - May 22 Maveric Muffin snack - 600 muffins!
 - May 29 Pancake Breakfast - a fantastic event, thanks to all the volunteers. We served over 1.600 people. Tim Hortons' and the Calgary Stampede were very happy. Tim Hortons ended up donating all the coffee and hot chocolate. The next breakfast will be in 2026 (it cannot be an annual event since there are so many schools the Stampede needs to make the rounds to).
 - Keri reported the popcorn and cotton candy machines have been delivered. Next step is learning how they work.



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Upcoming events:

- June 13: Little Caesars Fun Lunch - deadline is tomorrow at midnight. Over 600 slices ordered to date, and \$58 in donations received, which will allow us to donate 10 lunches to students in need.
- June 21: Colour Run - 344 are registered, and 35 staff to date which is more than last year. Secured donations from six sponsors, totaling \$2,400. Colour and shirts have been ordered. Bags will be assembled Friday June 14, and packed into bins until the 19th. Keri will work on a neighbour letter to distribute to homes nearby; Janice said the Leadership class can help with that. The first heat will start at 1:30 p.m.
- June 25: Grade 9 Farewell - Earned \$700 as a result from the bake sale; the Band also received a portion of the proceeds. Thanks to all who contributed goodies and volunteered their time. 94 tickets sold to date, which is less than half of grade 9 students enrolled. But, the big sales push hasn't started yet, so we're encouraged by interest. Parents and families will be treated to cake and punch as their students arrive. We'll also be inviting some grade 8 students and parents to help out so they are aware of what the event looks like, assist with planning next year, etc. Nikki will help get the word out about volunteer opportunities.

○ Co-Chair

■ Calgary Board of Education - Connections

- Syed shared that recent information including the 2024-2025 Education Plan; identified learning excellence, wellbeing, truth and reconciliation/diversity as three main areas – more details in the document. Report cards will be available on June 26 for one month
- Council of School Councils - Syed reported a request to submit an annual report by June 30. While ours is finished,



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we thought it was September. Action: Lindsay P. will double-check the deadline.

- Volunteer Coordinator
 - Updates and opportunities
 - June 25-26 is Little Caesars community pizza night. We'll be given a promo code to share with families. This is a way for us to thank Little Caesars for their generous support. We will promote once we know more details.
 - Colour Run sign up will be sent out tomorrow and beyond as needed.
 - Nikki shared we have up to \$1,000 in previously approved, but unused funds. We may redirect \$200 of it to welcome incoming Grade 5 students and their families (i.e. hot cocoa).
 - June 27 Staff appreciation – For the upcoming year-end celebration, Nikki motioned to request up to \$800 for drinks, to-go containers, and trays of food from Jerusalem Shawarma. Keri seconded the motion. Motion carried.
 - Thank you, Juliet, for volunteering to be serve as Staff Appreciation Coordinator
 - Vacancies:
 - Servery Coordinator - remains vacant; please let Nikki know if you are interested.
- Council Executive
 - Lindsay welcomed the new Executive members:
 - Co-chair: Muhammad Asif Ashraf
 - Co-chair: Yousaf Farooq
 - Secretary: Lindsay Bureaux
 - Treasurer: Tammy Sky



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- Standing Business
 - AB School Council Grant - upgrade school information postcards
 - As a way to engage parents more, Lindsay and Nikki plan to update the current school postcards. Lindsay sent a \$10 purchase order to VistaPrint to design and create a postcard. Lindsay appreciates guidance on how to translate the postcard into additional languages as needed. The \$500 will be used for printing costs.
 - Royal Oak School hours for 2024/2025
 - Monday to Thursday: 8:37 am - 3:19 pm
 - Friday: 8:37 am - 12:39 pm
 - Lunch Times: 12:28 pm - 1:12 pm
- New Business
 - Breakfast Club soft launch via Becky P
 - The program started on Monday June 3 with 85 students. Becky initially purchased \$100 worth of food that she hoped would last 2-3 days, but demand was much higher than anticipated and food was gone in 15 minutes. Her second food purchase of \$180 stretched a little further.
 - Currently offering one item per student; a variety of items are available - always a fruit or vegetables (tomatoes, carrots, oranges, apples), cheese, string cheese, yogurt drinks, muffins.
 - Feedback has been positive, and the teachers are sharing their appreciation on behalf of the students. 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.



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- Nikki will add a sign up for volunteers; arrive at 7:30 a.m. to set up, students can eat 7:45-8 a.m. in a “grab and go” format
 - Becky plans to apply for grants in summer/fall to help supplement what Council can fund. In the meantime, Becky requested Council provide up to \$2,000 to fund the breakfast program for June and September 2024. Lindsay P. motioned; Keri seconded. Motion carried.
 - Funding for Grade 5/6 Field Trip
 - All grade 5 and 6 students will be taking a trip to the movie theater in late June (approximately 360 students). School Admin is asking for support from Council to help offset costs of the movie and snacks per child (snacks alone are \$ 7.75 per child). Kate made a motion requesting up to \$1,000 to cover extra costs. Ann seconded; Motion carried. Shauna will send Tammy an invoice.
 - Lissa shared that on June 11, Royal Oak School is hosting a free picnic in a park from 5-8 p.m., and they are extending the invitation to the Pratt community. The event invitation has been cross-posted on WDP Facebook account. The event includes a guest speaker, food trucks, and more.
 - Nikki proposed gift cards to outgoing Council members as a way of showing our appreciation for their volunteer service. Nikki motioned requesting \$225 (\$50 each x 4 members, and one \$25). Keri seconded; motion carried.
 - Syed mentioned that in the operating procedure, we are able to give gift cards to teachers that are leaving the school, in recognition of their service. Through much conversation, we are going to table this idea for the year. There are a lot of logistics to work out, and it is difficult to manage distribution of the cards with the timing of the hiring decisions.
- Next meeting of WDP School Council - September 18, 2024
 - Adjourn at 7:22 p.m.

William D Pratt School Council
Statement of Cash Flows by School Year
September 1, 2023 - August 31, 2024
As at June 5th, 2024

Balance - September 1, 2023 **\$ 15,551.55**

Net inflows from EVENTS:

Movie Night		\$ (228.16)
Revenue	\$ 954.00	
Expenses		
License + Movie + Snacks	\$ 1,177.33	
Pay Pal Fees	\$ 4.83	
	<u>\$ 1,182.16</u>	<u>\$ (228.16)</u>
 Fun Lunch		 \$ 13,635.57
Revenue	\$ 47,796.45	
Expenses		
Vendor cost	\$ 26,890.34	
Misc Expenses	\$ 5,456.75	
Pay Pal Fees	\$ 1,813.79	
	<u>\$ 34,160.88</u>	<u>\$ 13,635.57</u>
 Spring Dance (Grade 9 Farewell)		 \$ 2,754.96
Revenue	\$ 4,242.90	
Expenses		
DJ/Misc	\$ 1,373.08	
Pay Pal Fees	\$ 114.86	
	<u>\$ 1,487.94</u>	<u>\$ 2,754.96</u>
 Winter Dance		 \$ (508.36)
Revenue	\$ -	
Expenses		
Equipment Rental + Prizes	\$ 508.36	
Pay Pal Fees		
	<u>\$ 508.36</u>	<u>\$ (508.36)</u>
 Servery / Drama / Sports		 \$ 3,674.45
Revenue	\$ 8,678.60	
Expenses		
Food	\$ 4,899.22	
Square Fees	\$ 104.93	
	<u>\$ 5,004.15</u>	<u>\$ 3,674.45</u>
 Color Run		 \$ 9,835.92
Revenue	\$ 11,744.90	
Expenses		
Expenses	\$ 1,545.73	
Pay Pal Fees	\$ 363.25	
	<u>\$ 1,908.98</u>	<u>\$ 9,835.92</u>

\$ 29,164.38

Outflows:

Staff Appreciation	\$ 44.00	
School items *	\$ 5,253.79	
School Council Meeting Expenses	\$ 124.36	
Insurance	\$ -	
Photocopying	\$ -	
Bank Fees	\$ -	
Emergency Fund	\$ 278.64	
Other - Sign-up Genius / Volunteer Appreciation	\$ 549.73	<u>\$ 6,250.52</u>

Current year net inflows (outflows) \$ 38,465.41

Anticipated activity:

Music Program Instruments	\$ 387.48	
Volunteer Police Check - up to 30 People	\$ 637.50	
Volunteer Incentives / Appreciation	\$ 450.00	
Upcoming Fun Lunch Expenses	\$ 2,166.50	
Colour Run Buffer	\$ 2,000.00	
Colour Run - Staff	\$ 1,000.00	
Staff Appreciation	\$ 456.00	
School Council Meeting Expenses	\$ (24.36)	
Photocopying	\$ 100.00	
Bank Fees	\$ 60.00	
Grade 9	\$ 500.00	
Emergency Fund	\$ 221.36	
		<u>\$ 7,954.48</u>

Anticipated Bank Balance \$ 30,510.93

* Ziplock bags, Air Freshners, Pluck-it Bucket	150.18
* 1,000 WDP Branded Tri-Function Blinking Light Reflectors	2,303.60
* 2 Floor Standing Sign Holders	334.02
* Ziplock bags, Air Freshners	60.38
* Friendship Week - Popsicles + 5 x \$10 Gift Cards	93.95
* 7 Bounce Bands	7.35
* \$50 Starbucks Gift Card for Survey Entry Draw	50.00
* Friendship Week - Pink Beads	212.20
* Art / Mural Project	191.95
* Guitars / Music Instruments	1,112.52
* Pancake Breakfast - Tables & Chairs - split with ROS	1,075.68
* Pancake Breakfast - 20 x 50 TimBits	199.80