



William D. Pratt School Council
Annual General Meeting Agenda
9850 Royal Oak Way NW, Calgary, AB T3G 0A4
and via Microsoft Teams
May 20, 2026 ~7:00 pm

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

1. Call to Order **2 mins**
 - Introduction of Guests and Executive Members
 - Verification of quorum
2. Review Agenda **2 mins**
3. Approval of Minutes of Previous AGM (*motion to accept*) **2 mins**
4. Reports
 - **Financial** **5 mins**
 - Fiscal Year End Financial Statements
 - Current account balances
 - **Council Executive** **10 mins**
 - Annual Report - (*Draft update only*, final report to be sent to Board of Trustees in September by Co-Chairs)
 - **Committees** **5 mins**
 - Special Events
 - Volunteer
5. Standing Business **15 mins**
 - Set School Council Goals, *if any* - See page 4
 - Principal's Report, *if required*
6. New Business **0 mins**
 -
7. Elections: **10 mins**
 - Election of Executive Members: Co-Chair(s), Secretary, Treasurer, and Directors at Large (*elect or acclaim*)
 - Co-chair: Muhammad A
 - Co-chair: Yousaf F
 - Secretary: Vacant
 - Treasurer: Tammy S
 - Directors: Niki R, Kate C
8. Next Annual General Meeting of the William D Pratt School Council
 - May 2027
9. Adjourn



William D. Pratt School Council
Annual General Meeting Agenda
9850 Royal Oak Way NW, Calgary, AB T3G 0A4
and via Microsoft Teams
May 20, 2026 ~7:00 pm

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

Action Items:

1. **Co-Chairs:**

- a. Notify School Division, in writing, of all new and returning Executive Members



William D. Pratt School Council
Annual General Meeting Agenda
9850 Royal Oak Way NW, Calgary, AB T3G 0A4
and via Microsoft Teams
May 20, 2026 ~7:00 pm

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

Ideas to Engage the School Community

- Personally invite people to participate in any or all activities and meetings.
- Host a School Council Booth (Meet the Teacher/Family Night, school registration day, school BBQ, first day of school, coffee with the principal) providing School Council info and extending invitations to attend meetings, receive information, volunteer or provide opinions.
- Publish the agenda in advance of the meeting. Email it to parents or post it in the school newsletter asking for people who have thoughts, opinions, or information to attend or e-mail.
- Translate School Council documents into other languages, if necessary.
- Use Social Media (Twitter, Facebook, etc.) to update your school community (check school board policy first).
- Distribute a Family Engagement Form at any time of the year asking how they would like to be engaged.
- Publish a School Council calendar of events every month including the School Council meeting agenda.
- Publish a School Council Annual Agenda (year-at-a-glance).
- Provide a hard copy and on-line access of the School Council's 1-year plan.
- Engage community members: Trustee, alumni, religious figures, political figures (past or present), Elders, leaders in the media, retired people, cultural groups.
- Ask parents for short term assistance in areas of interest or expertise. – e.g. advising on strategic planning, research, budget, craft fair, library
- Sponsor workshops on topics of interest for parents.
- Provide parents with information and opportunities for training/orientation, skill development which will support student learning.
- Invite parents to become a committee director.
- Mentor new School Council meeting attendees.
- Encourage School Council meeting attendees to bring new parents to the meeting to introduce them to the business of School Council.



William D. Pratt School Council
Annual General Meeting Agenda
 9850 Royal Oak Way NW, Calgary, AB T3G 0A4
 and via Microsoft Teams
 May 20, 2026 ~7:00 pm

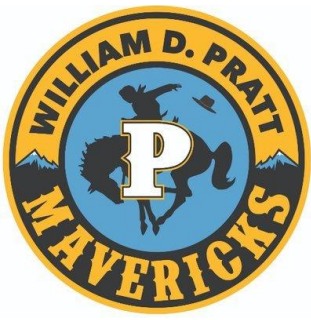
** indicates items for which a written document/report will be attached, provided or linked to*

School Council Planning

Three Year Plan: Year 1 - Year 3

- **Goal #1:** Assist the school in managing the impact of staffing and resource reductions resulting from lower enrollment following the opening of Evanston Heights School.
- **Goal # 2:** Provide Community Stability and Continuity During Leadership Transition
- **Goal # 3:** Build a Sustainable Leadership Pipeline Through Proactive Succession Planning

Goal #1	Year 1 Status	Year 2 Status	Year 3 Status
Strategy: Partner with school administration to understand the resource requirements and areas where Council can help.			
Goal #2	Year 1 Status	Year 2 Status	Year 3 Status
Strategy: Act as the primary bridge between the changing interim administration (Principal), the teaching staff, and the parent community to ensure day-to-day school operations and community trust do not fracture.			



William D. Pratt School Council
Annual General Meeting Agenda
 9850 Royal Oak Way NW, Calgary, AB T3G 0A4
 and via Microsoft Teams
 May 20, 2026 ~7:00 pm

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

Goal #3	Year 1 Status	Year 2 Status	Year 3 Status
Strategy: Focus on immediate recruitment and shadow positioning. Identify key Council Executive roles that will become vacant over the next 2–3 years and actively recruit general members to "shadow" these positions to learn the responsibilities without immediate pressure.			



William D. Pratt School Council
Annual Report
2025/2026 School Year

email to the Board of Trustees: boardoftrustees@cbe.ab.ca by September 30, 2026

School Name: William D. Pratt School
School Council Profile for Reporting Year: 2025/2026

Executive

Principal	Janice Richardson
Assistant Principal	Alena Black & Sasha Gardiner-Hadford
School Council Co-Chair	Muhammad A. Ashraf
School Council Co-Chair	Yousaf Farooq
School Council Secretary	Lindsay Bureaux
School Council Treasurer	Tammy Sky

School Council Foundation Statements

"The School Council, in partnership with the School and Parents will undertake discussions and activities that will enhance student learning and foster the wellbeing, a safe environment and effectiveness of our Students and School Community."

Meeting Dates:

September 17, 2025
October 15, 2025
November 19, 2025
January 21, 2026
February 18, 2026
March 18, 2026
April 15, 2026
May 20, 2026
June 10, 2026

School Council Activities

Hosted Fun Lunch and Snack Days
Regular Attendance at COSC Meetings
Hosted a Casino Night (amount raised recorded with Fundraising Society)
Hosted Annual Colour Run
Hosted Volunteer Orientation
Support for In-School Activities such as Dance Concert, Kindness Week, Halloween Spirit
Funds Provided for [Highlight major projects]
Hosted Adopt a Family Program to Assist Families During Christmas
Hosted an Emergency Lunch Support Drive Provided Through Gift Cards



William D. Pratt School Council
Annual Report
2025/2026 School Year

email to the Board of Trustees: boardoftrustees@cbe.ab.ca by September 30, 2026

Hosted 10th annual colour run in June 2026
Hosted and provided support for Grade 9 Farewell
Supported Breakfast program for kids in the morning

School Council Future Plans

- Continuing our support for initiatives such as the Sport Court, Fun Lunch and Snack Days, regular attendance at COSC Meetings, Casino Fundraisers, the Annual Colour Run, Maverick Madness, In-School Activities, Adopt a Family program, Emergency Lunches and Breakfast programs.
- Enhancing engagement with the parent community through innovative strategies.

Possible Future Plans:

- Community Outreach Programs: Implementing programs to engage with the broader community beyond just parents, such as local businesses or other organizations.
- Student Wellness Initiatives: Introducing initiatives to promote mental health and well-being among students, such as mindfulness sessions, wellness workshops, or peer support groups.
- Environmental Sustainability Projects: Launching initiatives to promote environmental awareness and sustainability within the school community, such as recycling programs, garden projects, or energy-saving campaigns.
- Technology Integration: Investing in technology resources or training programs to enhance digital learning experiences for students and support teachers in integrating technology into their classrooms effectively.
- Cultural Diversity Celebrations: Organizing events or activities to celebrate and embrace the cultural diversity within the school community, such as multicultural festivals, heritage months, or international food days.
- Parent Education Workshops: Offering workshops or seminars for parents on topics such as parenting skills, academic support strategies, or navigating the school system effectively.
- Student Leadership Development: Creating opportunities for student leadership development through programs like student council, leadership camps, or mentorship initiatives.
- Community Service Projects: Planning and executing community service projects that allow students to give back to their local community and develop empathy and social responsibility.
- Financial Literacy Programs: Providing resources or workshops to help students and parents develop financial literacy skills, such as budgeting, saving, and understanding financial basics.



William D. Pratt School Council
Annual Report
2025/2026 School Year

email to the Board of Trustee: boardoftrustees@cbe.ab.ca by September 30, 2026

Financial Statement - (attached)

Summary of the finances handled by the school council during the past year.

Date: September ____, 2026

Signature of Co-Chair: _____

Signature of Co-Chair: _____

Signature of Treasurer: _____

Signature of Secretary: _____

Signature of Directors (if any): _____



William D. Pratt School Council Annual General Meeting (AGM) Minutes

May 21, 2025

1. **Call to Order** at 7:44 p.m. by Mohammad A. Quorum confirmed.

2. **Approval of Agenda** – Lindsay P. motioned to approve agenda; seconded by Kate. Motion carried.

3. **Approval of Previous AGM Minutes** – Lindsay P. motioned to approve agenda; seconded by Kate. Motion carried.

4. Reports

- **Financial Report (Tammy)**
 - Previous fiscal year financial statements – Motion to accept by Niki; seconded by Becky; Motion carried
 - Current account balance – Tammy shared the projected balance to spend after upcoming anticipated activities is just over \$18,000
- **Council Executive Report (Muhammad)**
 - Update on draft of Annual Report. Final report to be sent to Board of Trustees in September by Co-Chairs; financial statements to be appended. Highlights included Kindness Week, Spirit Week, the launch of the breakfast program benefiting approximately 100 students daily, multilingual council information cards, and the Colour Run.

5. Committees

- **Special Events** – no formal report
- **Volunteer** – no formal report; still in search of a server volunteer coordinator

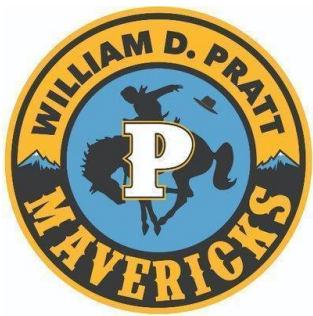
6. Standing Business

- School Council goals - continue core activities and prioritize spending within the school year to benefit current students and families (while maintaining a small buffer), with consideration of a potential legacy project (such as the sports court).
- Principals Report - no formal report

7. **New Business** - None brought forward

8. Elections

- **Election of Executive Members:** Co-Chair(s), Secretary, Treasurer and Directors at Large (elect or acclaim):
 - **Co-Chair:** Muhammad A. – Letting his name stand
 - **Co-Chair 2:** Yousaf F. – Letting his name stand
 - **Secretary:** Lindsay B. – Letting her name stand
 - **Treasurer:** Tammy S. – Letting her name stand
 - **Directors at Large:** Niki R., Kate C. – Letting their names stand



**William D. Pratt School Council
Annual General Meeting (AGM) Minutes**

May 21, 2025

9. Next Annual General Meeting of the William D. Pratt School Council is in May 2026

10. Adjournment - meeting adjourned at 8:03 p.m. by Muhammad A.

Action Items:

1. **Co-Chairs:** Notify School Division, in writing, of all new and returning Executive Members