Riverheights Parent Council Minutes

Date: Wednesday November 19th 2026
Time: 6:30pm
Location: School Library
Facilitator: Amy Teetaert

Call to Order: Meeting called to order by Amy Teetaert at 6:30pm.

Attendance: Amy Teetaert, Clare Workman, Kelly Vinck, Ariel Kuzmicki, Lesley Allec, Ashley Haigh, Jamie Tompkins, Anita Perrett, Principal Blaine Aston
Regrets: Jessica Villers, Megan Murchison, Michelle Miller

Standing Agenda Items: The previous Parent Council meeting was held on October 14th, 2026. Meeting minutes were emailed on October 21st to everyone who provided their email at the previous 2025-2026 school year meetings and anyone who requested to be included in the email list.

Approval of Agenda: Agenda will stand as is. *Motion made by Ashley, seconded by Kelly. Carried.*

Treasurer Report:

- Update provided by Kelly. The Parent Council has $21,214 in the bank account with approximately $15,487 in available funds. Dominos MunchaLunch profited $541 and Komfort Kitchen MunchaLunch profited $424. The Parent Council spend $851 on 49 pinnies with Riverheights logo for sports activities.

Principal's Report:

- Enrollment is at 476 students.
- Winter concert is on December 10th and tickets are selling quickly.
- Mathew Gustafson is doing a safety audit of the school (required for all schools) looking at elements such as doors, locks, lighting, cameras, etc.
- DIBELS (Dynamic Indicators of Basic Early Literacy Skills) reading screening assessments are underway at the school.
    - Information provided by Anita Perrett: DIBELS will be applied to all students over a few years; right now assessing grades 1-4. All students assessed will have a score on their report card with "met" or "not yet" for their reading screening score. DIBELS is a tool for screening and the lit support screened each kid in participating grades. As examples of what was tested: students read nonsense words (e.g. "lof") out loud to assess their phenetics skill, and read a list of commonly used words out loud as quickly as possible, and did independent reading while circling correct words to fill in blanks in sentences. Ms. Perrett stresses that DIBELS is a small piece of the pie for assessing reading skills - it is an indicator of some reading skills but doesn't capture all skills so a score of "not yet" should not be discouraging to students or parents/guardians. No Canadian screeners available so this from the U.S.A, which does introduce some cultural error (e.g. reference to green $5 bill). All questions are timed and this may skew results.
        - Question: Should information about DIBELS be communicated to all parents/guardians DIBBLS before parent teacher conferences? The screening is done twice per year (another time before the second report card). Answer: A letter explaining DIBELS will be included with report cards. Discussions at upcoming teacher conferences are welcome.

- Question: Will the DIBELS assessments and results change the way you are teaching? Answer: Yes, has some impact on where to go next with 'push in' or 'pull out' of some areas for reading skills. It's a tool and the goal is to try and catch kids who need assistance early on and address those areas for progress.

New Business/Follow Up Discussions:

- Recent purchase of tables for the school:
  - One of the 8 foot tables that had been previously purchased had broken. It was exchanged for a new table.
- MunchaLunch update:
  - Dominos upcoming – Amy, Ashley, Stephanie, Ariel and maybe Lesley have volunteered.
  - Boston Pizza upcoming on December 8th - Ashley, Stephanie, Ariel, and Megan have volunteered.
- Swing set update: Friends of Education Fund; logistics / volunteer update; budget and current money raised update; memo for parent update
  - Friends of Education: Have ~$9,000 in the funds left over from the last playground and this money is allocated for play grounds and has to be spent on that. To put money into this fund, a cheque gets written to Friends of Education and memo Riverheights Play Structure. It is tracked by the assistant treasurer at Brandon School Division Friends of Education. Donations $25 and greater are tax deductible and have to be directed at a specific goal (i.e. playground / swing set).
  - Can we get a list of donors so we can thank them afterwards? Likely, will have to confirm with Friends of Education.
  - Jessica and Ashley have been enquiring and planning for logistics of installing the new swing set on school grounds using some parent resources in allowance with the PlayGround-R-Us requirements.
  - Donations: Amy to draft a letter to send out to parents/guardians about the swing set and informing them that they can make donations and how to do that.
  - Consensus to install the swing set as soon as possible; combined funds from the existing Friends of Education, MunchaLunch profits, winter fundraising profits, and school contributions will cover the cost. Goal will be to have it installed in the spring once the weather is warm enough (may or may not be before the end of the 2026-2027 school year).
  - **Blaine to get written permission from the Division to confirm absolute approval prior to proceeding any further.**
- Fundraisers
  - UPCOMING FUNDRAISERS
    *Dominos MunchaLunch: November 26th; estimating profit of $550; to go towards Swing set
    *Boston Pizza MunchaLunch: December 8th, estimating profit of $450; to go towards Swing set
    *Bingo Night; January 28th, estimating profit of $1,000; to go towards Swing set
    *Jan-March MunchaLunch to be decided next PC meeting
  - COMPLETED FUNDRAISERS
    * Dominos Sep 24: profit $467.11; to go towards swing set
    * Subway Oct 9: $405.42 profit; to go towards swing set
    * Dominos Oct 22: $541.32 profit; to go towards swing set
    * Komfort Kitchen: $424.45 profit; to go towards swing set
    * Livingstone – made approximately **$425** and pickups should be available after November 23rd. **Money to go towards swing set.**

* Fun & Games – sold 139 gift cards and received approximately $1,800 through MunchaLunch. This will profit approximately **$339**. We will be receiving some sort of gift cards for the school to use for Bingo Night as a bonus. **Money to go towards swing set.**

* Forbidden Flavours – profited **$522** with 42 orders and $2,664 in sales. Will be available for pick up at the school; will coordinate this with the Fun & Games pick up. **Money to go towards swing set.**

* Profit from the Fersters apple fundraiser **$544** – consensus to spend this on field trips for the Grade 7 or 8s this school year. These grades may not get a chance to use the new swing set once it is installed, therefore this money towards their field trip(s) helps distribute monetary benefits to all grades in the school. Blaine to determine which grade/field trip would be the most appropriate to contribute this money towards.

- Bingo Night update (January 28th):
    - Bingo license has been submitted but not back yet.
    - 50/50 license has come back (to note, last year the 50/50 license came back before the Bingo license too).
    - Will ask classrooms to contribute to make a basket per classroom. Ask teachers to decide on a basket theme before the winter break so they can start collecting for baskets right after the winter break.
- Update from Division Meeting / Budget considerations for submission to division:
    - Budget for 2027-2028: Discussion about what to recommend to the Brandon School Division Board of Trustees for next year's budget. Main four areas BSD looks at are staffing, supplies, maintenance, and transportation. Discussed options: Bathrooms and associated plumbing (pipe deterioration). Importance of small class sizes and EAs. Lunch program affordability and/or funds for appropriate hiring for retention. Library shelves – could be a school replacement item instead of division. Roof repairs and skylight replacement (for future; likely 5 years or so).
        - Consensus to recommend the following three items: Maintenance (bathrooms, lighting, etc.), additional EAs, and lunch program affordability.
    - Update from Parent/Guardian/Division Committee Meeting which was held on November 16th: Division asking for a new high school for 2027-2028 school year in their 5 year budget plan, plan B is 500 student addition to Neelin (smallest high school so it has space to increase and don't want the others to increase over 2,000). Eighteen out of 23 schools need new roofing so funds need to be allocated there as applicable. The new catchments haven't been determined for the new school. There are 14 schools participating in the Division ran lunch program; they are advocating to have it included within the school budget.

Round Table / Questions / Recap of action items:

- Any safety concerns (relevant for the safety audits)? E.g. Cameras, lighting, locks.
    - Keeping up with snow and ice removal, especially on the stairs at the entrance and near doorways.
    - Visibility of school kids leaving or staying on the school property. Teachers are mindful and watch the boundaries.
    - Outdoor lighting has to be directed at the school to keep out of the neighboring yards. All wiring is underground and therefore adding more and/or fixing lights is difficult (one of the outdoor lights is broken and fixing it is difficult because of this).
    - Darker mornings. The division may be supplying light-up wands for the kids doing crosswalk duty. Could reflectors be installed on paths?

    - School staff now have swipe cards and visitors or any kind will have cards given for the visiting time; full implementation will be in the new year.
- Halloween: the kindergarteners came to Riverheights Terrace to show their costumes and the residents really enjoyed this event. The Riverheights Terrace tenants would love to be included in any future events.

Action Items:

- Amy to draft letter for swing set contributions.
- Jessica and Ashley to coordinate the installation of the swing set.
- Blaine to get written permission from Division for swing set.

Next Meeting:

- Next meeting will be Wednesday December 16th at 6:30pm in the school library.

Adjournment: 7:50pm

Minutes prepared by Clare Workman, Riverheights Parent Council Secretary and reviewed by Amy Teetaert, Riverheights Parent Council President.