

Riverheights Parent Council Minutes

Date: Wednesday September 24th 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, Kelly Vinck, Clare Workman, Ariel Kuzmicki, Ashley Haigh, Jessica Villers, Michelle Miller, Megan Murchison, Silvie Konkin, Principal Blaine Aston

Via online: Jamie Tompkins, Sarah Schwartz

Regrets: Lesley Allec

Standing Agenda Items: The previous regular Parent Council meeting was held on June 18th, 2026 and a supplementary meeting to discuss 2026 lunch dates and fall fundraising was held on September 9th 2026. Meeting minutes from the June 16th meeting were emailed on June 23rd 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 with the addition of Members at Large. *Motion made by Kelly, seconded by Ashley. Carried.*

Principal's Report:

- Enrollment 470 students.
- Terry Fox run/walk is tomorrow Friday September 25th.
- Grade 5/6 soccer at Riverheights & Waverly Park on Wednesday September 23rd.
- This year teacher development will focus on numeracy (PD Days). Kim Berezka is coming on October 5th PD Day to work with the staff. Kyle Webb is coming in November for the PD Day with Riverheights, J.R. Reid, and Alexander schools.
- Grades 1 to 4 are partaking in an assessment suite. Grade 3-4 numeracy and Grade 1-2 literacy; students will be assessed over years to see progress. This uses DIBELS, where a team will work with the K to Grade 4s and teach the teachers about the program.
- Lunch Program is up and running. Have 16 staff hired for the lunch supervisors.

Treasurer Report:

- Update provided by Kelly. The Parent Council has \$9,488 in the bank account with \$7,097 in available funds. Profited estimated \$716 from the Fersters apple fundraiser and \$580 for Dominos MunchaLunch. The Back to School Event cost \$79 (remaining costs were from covered by the former Lunch Program and donations).

Lunch Program Closure Update:

- Closing out everything including the WCB account; will close the bank account once fund allocations are decided.
- Will have \$10,478 remaining from the Lunch Program, with discussions to follow as what to do with the funds.
 - Funds; consensus to use and/or look into the following:

- Tables for the school – 8 foot tables (10 at approximately \$105 each) – Megan to look into pricing
- Recess soccer balls, bouncy balls, basketballs, hula hoops, footballs, sand toys, sidewalk chalk, etc. – replace missing, damaged mid-year and/or end of year (approximately \$1,500 in the spring)
- Pinnies (cross country run, soccer, etc.) – Mrs. Thompson will look into; approximately 50; Amy to follow up with Mrs. Thompson

New Business/Follow Up Discussions:

- Members at Large:
 - Members at Large have voting rights when voting takes place
 - Can have up to 6 Members at Large
 - June: Lesley Allec, Michelle Miller, Ashley Haigh, Megan Murchinson, and Alanna Hermary
 - The following will be Members at Large for the 2026-2027 school year: Lesley Allec, Michelle Miller, Ashley Haigh, Jamie Thompkins, Megan Murchinson
 - Jessica to ask Alanna if she wants to remain as a Member at Large (confirmed)
- Welcome Back Event update:
 - Successful event with parents meeting the teachers and everyone visiting the school
 - Dominos pizza went well (hot dogs previous years)
 - Ticket count was approximately 500
- Fersters Apple Fundraiser update:
 - Sold 52 boxes of apples
 - Have to pay \$2 for delivery per box (delivery fee decreases after 250 boxes sold)
 - Profits estimated at \$716
 - Expecting to hear about delivery sometime this week
 - Will ask for volunteers via email once the delivery date is confirmed
- MunchaLunch update:
 - MunchaLunch new website up and running
 - Parent council will aim to have their volunteers staying until students go outside to make up for extra students that stay for lunch that day due to MunchaLunch
 - Montana's is no longer doing school lunches, so the MunchaLunch for this term is through Boston Pizza instead
 - Upcoming volunteers
 - Subway day: Clare, Ashley, Jennifer, Megan
 - Pizza Day: Ashely, Stephanie, Kristen Barth, Megan, Michelle
- Fundraiser ideas / profit allotment planning:
 - Possibilities: GreenSpot will have Christmas pots/flowers, Livingstone Outdoors for Christmas or the spring, Dominos Dough Raiser, Forbidden Flavours, rain barrels, Fun&Games gift cards
 - Other suggestions: Dielmans from BC, online ordering – gift wrap and baking utensils, Chez Angela
 - To discuss next meeting: how much fundraising needs to be done depending on the feasibility of the swing set
 - Consensus to do a fundraiser before Christmas, and if the swing set is feasible the funds could go towards that, if the swing set isn't feasible then the funds could potentially go towards Christmas Cheer / adopt a family
 - Livingstone Outdoors, Fun&Games, and Forbidden Flavours
 - Ariel to look into deadlines and ordering logistics for all of these; would put Fun&Games and Forbidden Flavours into MunchaLunch if they don't have online ordering

- Livingstone Outdoors would be due November 8th
- Consensus to do Bingo Night again this year
 - Plan for January 28th
 - Blaine to check if tables are available from BSD
- Swing set update / playground timeline:
 - Swing set with accessible swing is approximately \$50,000 (price from PlaygroundsRUs) – Blaine to get BSD Facilities to look into a flat, suitable space on Riverheights school property to place a swing set
 - Will follow up on this next meeting
 - Riverheights is on the list for new playground equipment in 2034 (at the earliest); it is grant based

Round Table / Questions / Recap of action items:

- Letter of Understanding; could this be implemented with the CUPE Collective Agreement to hire people under 18 (high school students) for the lunch program. Blaine to enquire.

Action Items:

- Blaine to follow up with BSD Facilities about swing set
- Blaine to check with BSD if tables are available for January 28th
- Megan to look into table pricing and where to order from
- Amy to follow up with Mrs. Thompson about pinnie pricing and quantities
- Jessica to follow up with Allana about Member at Large
- Ariel to initiate Livingstone Landscaping fundraiser and look into specifics for Fun&Games and Forbidden Flavours
 - Megan to create posters

Next Meeting:

- Consensus to do meetings the third Wednesday or Thursday of each month. Meeting date for the following month will be decided the month before at the Parent Council meeting. Next meeting will be Wednesday October 14th at 6:30pm in the school library.

Adjournment: 7:30pm

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