

Riverheights Parent Council Minutes

Date: Thursday September 18th, 2025

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, Ashley Haigh, Ariel Kuzmicki, Jessica Villers, Jamie Tompkins, Michelle Miller, Lesley Allec, Banayolo Gqoli, Jessica Laxdal, Principal Blaine Aston

Regrets: Megan Murchison, Matteo Di Muro, Kristy Hutsal

Standing Agenda Items: The previous Parent Council meeting was held on September 2nd, 2025, as a supplementary meeting to discuss the Welcome Back BBQ and MunchaLunch planning. Meeting minutes were emailed on September 4th to everyone who attended that supplementary meeting.

Approval of Agenda: Agenda will stand as is with the addition of including a family event to the fundraising section and to provide Blaine with the write-ups for fundraising. *Motion made to adopt the agenda by Clare, seconded by Ashley. Carried.*

Lunch Program Update: Update provided by Ashley and Jamie:

- Hired all five supervisors that were required and decided today to look to hire a sixth supervisor. Have one coordinator hired (Dajana). Have 156 families in the program, which corresponds to 234 kids in the non-bused lunch program. Have sent out 141 invoices and have voided 3 invoices (families moved, etc.). There have been \$32,195 in fees collected. There are 12 outstanding invoices and four have been given extensions. Eight families have not communicated yet and will receive phone calls. QuickBooks is holding approximately \$8,000 for 90 days. Parent Council provided \$500 for startup costs and \$513 for the insurance. The remaining balance of semi-annual payments is \$10,835. To date, have spent \$2,578 on various fees (accounting programs, insurance, safety vests). Have \$32,324 in the bank and \$30,546 as available funds for future payroll. As of right now, projected to be under budget by the end of the fiscal year. Will remit quarterly for reporting purposes; first one is due October 15th.
- Anticipate having a surplus of money, and an idea of what to do with this money is to update or replace some equipment that gets used at lunchtime (soccer/volleyballs, etc.). Started the year short by two supervisors, but have since filled those positions. No other major challenges since the beginning of the school year. The School Division will hold a meeting on October 6th to follow up on lunch program issues and at least three parents from the Riverheights Parent Council lunch program will attend.

Treasurer's Report: Update provided by Kelly. The Parent Council has \$7,537 in the bank with \$4,039 as available funds. The Welcome Back BBQ cost \$637 and the Parent Council provided \$1,013 to the Lunch program. The first pizza day MunchaLunch profited \$546 and the Parent Council received \$80 from Mabel's Labels from online purchases.

Principal's Report:

- Current enrollment is 477 students. (Fewer students than last year - smaller kindergarten class this year and a big Grade 8 class left last year.)
- Will continue the Critical Thinking theme for learning this year; focusing on embedding these principles into the curriculum.
- Garfield Gini-Newman will present to the staff; two other schools staff members will come here to participate.
- Mrs. Kokorudz went on maternity leave today and Mrs. Hamilton is temporarily filling in. A new kindergarten teacher will be hired soon to fill in during maternity leave.
- Picture day is September 23rd.
- September 24th is soccer jamboree for Grade 5-6.
- Terry Fox walk is September 26th.
- This year there will be a spring concert on April 30th.

New Business/Follow Up Discussions:

- Welcome Back BBQ summary:
 - 519 tickets collected in exchange for hot dogs. Cooked 57 dozen hot dogs plus 3 dozen veggie dogs. There were seven veggie dogs left and about 60 regular left over (distributed to remaining families/staff at the end of the event). Three dozen hot dogs were not cooked. All the pop and most of the bottled water was utilized. Lots of books donated and teachers have taken books for their classrooms.
 - 30 ballots for the MunchaLunch draw and eight new emails added to the Parent Council distribution list.
- MunchaLunch update:
 - The first pizza day was the biggest pizza order so far with 61 pizzas ordered; sold about 50 pieces after lunch that day. Afterwards, had approximately 1 ½ pizza left over (which was then frozen for kids needing lunches). Had five parent volunteers plus Blaine and Kristy.
 - Komfort Kitchen ordering closes October 8th and already have 186 orders for that. Have three parent volunteers signed up so far. Matteo has reached out to Giant Tiger for juice box and applesauce pricing.
 - Superstore did not have a solid answer about veggie bags and they are not likely willing to make veggie bags.
- Teacher requests:
 - A request was sent to teachers to send Parent Council items/ideas they would like to supplement their classroom / student learning utilizing money that Parent Council profits this year. Below are the responses received from teachers as of the date of the meeting:
 - Mrs. Richards – classrooms books
 - Parent Council can provide up to \$500 (consensus)
 - Funds will come from MunchaLunch profits
 - Mr. Van Yperenburg – classroom books, a mix plus some to engage male readers
 - Parent Council can provide up to \$500 (consensus)
 - Funds will come from MunchaLunch profits
 - Mrs. Thompson – 20 fine tipped black markers for Grade 3 art class
 - Parent Council can provide up to \$50 (consensus)
 - Funds will come from Mabel's Labels profits

- Gym staff – 2 hockey / soccer nets for the gym (approximately \$150 per net), 2 sets of bucket golf as a class set (approximately \$180 per set plus \$50 per golf club)
 - Parent Council can provide up to \$1,000 total for these supplies (consensus), a portion to come now and a portion to come in the new year once more funds have been procured.
 - Amy to ask them if they had specific suppliers/priority in mind
- Blaine – the school is in need of a new sound system which would be a large purchase
 - Rough idea, might be approximately \$20,000 but needs to price it out. Parent Council would not be able to supply funds for the purchase in entirety but may be able to supply partial funds. To be discussed further.
- Music therapy – Parent Council provided approximately \$2,000 for this (as decided last school year).
- Speakers – could have any topics of relevance
 - Wellness Clinic – self-care and self esteem
 - Cheryl Fleming – diversity and human rights, microaggressions
 - For further discussion at the next meeting
- General discussion: kids have been playing in the new source of sand in the playground, suggested that sand toys would be widely used.
- Fundraising ideas (Ariel Kuzmicki)
 - Family events:
 - Family Bingo Night
 - One other free event in the spring
 - Ideas: Mom's Pantry, Fersters (apple deadline is a week ago; citrus is 3rd week of Jan to 1st week of February), Peak of the Market is over (applications due in the spring), Bothwell Cheese (20-25% profit margins, they also partnered with Archie's meat), Purdy's Chocolate (30% profit margins), Green Spot Christmas poinsettias and gift cards (\$4 profit per poinsettia, 10-15% on GC), Cowboy Caviar (seems easy to do), Fundschrift gift cards, Scholastic Book Fair (some schools hosted a Grandparents Day on the same day and encourage purchasing books), Domino's Dough Raiser (could schedule on Bingo Night, the school spring concert, or the Grey Cup), Chez Angela
 - Brandon School Division encourages healthy food options for fundraisers
 - Could also have an Instagram account linked to our Facebook account to reach a wider audience
 - For each fundraiser we need the event, plus where the profits are going
 - Blaine reports to the School Division on the 15th of every month and includes this info (including MunchaLunch)
 - Forms no longer required for the year, can just provide month-to-month
 - MunchaLunch can be lumped together as one as the profits will be going towards the same things
 - Consensus to decide which fundraiser to do at the next meeting; poll to be added to Face Book for parent input.

Round Table / Questions / Recap of action items:

- Discussion on when regular meetings will be scheduled; whether Wednesdays or Thursdays will be the day. Consensus to hold the next meeting the 3rd Wednesday of the month and to then decide Wednesday vs Thursday at the next meeting.

Next Meeting: Wednesday October 15th, 2025 at 6:30pm in the school library.

Adjournment: 7:30pm

Action Items:

- Amy to purchase fine tipped markers
- Amy to reach out to the gym teachers for details on their requested supplies
- Clare to forward Ariel the info from Mom's Pantry from last year
- Ariel to gather more info from Green Spot about fundraising
- Amy to get Instagram account and put Ariel on the account

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