

Riverheights Parent Council Minutes

Date: Thursday December 11th, 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, Ariel Kuzmicki, Lesley Allec, Michelle Miller, Vice Principal Kristy Hutsal, Principal Blaine Aston

Regrets: Jamie Tompkins, Matteo Di Muro

Standing Agenda Items: The previous Parent Council meeting was held on November 19th, 2025. Meeting minutes were emailed on November 24th 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 to adopt the agenda by Kelly, seconded by Amy. Carried.*

Treasurer's Report: Update provided by Kelly. The Parent Council has \$5,819 in the bank account. The Dominos Munchalunch pizza day profited \$477 and the Harvey's Munchalunch day profited \$308. The Mom's Pantry fundraiser profited \$1,784. Funds from Munchalunch were spent on Sharpies as a grade 8 teacher request which cost \$88.

Principal's Report:

- Current enrollment is 476 students.
- Field trips: Fun Time Pottery for various classes and age groups.
- Spirit week next week.
- Lockdown drill last week; it went well and students and staff were efficient.
- Budget information session was held with students yesterday (Grade 4 to 8).
- Signs, floor decals, etc. are coming next week to promote Riverheights School spirit.
- Principal Aston has been nominated for the Leader of Excellence Award for education.

New Business/Follow Up Discussions:

- BSD Budget: Update on responses / Emerging items:
 - Discussions about putting forward our suggestions for the school division running the lunch program, more priority on maintenance.
 - Consensus to submit our suggestion for the school division to run the lunch program.
- Fundraiser update (Ariel Kuzmicki):
 - Mom's Pantry and Livingstone Landscaping fundraisers went well and were profitable.
- Teacher requests update / release of additional funds:
 - Additions:
 - Youth Revolution have enough food to make four hampers, and they have requested funds for buns, oranges, potatoes, and peanut butter. **Approved for release of funds.**

- Mrs. Bournes – additional picture books for her classroom.
- Existing Requests approved for release of funds:
 - Lifeskills – spinning top and carousel; totals approximately \$570 plus shipping.
 - Mrs. Atkinson – maps, atlases, blocks, paint; up to \$500.
 - Mrs. Knetchel – compasses and binoculars, up to \$500.
 - Mrs. Ewasiuk – Nelson literacy books, approximately \$540.
 - Consensus to fund all of the teacher requests listed above. The Parent Council will order some of these items and the school will order some of these items, but the Parent Council will fund them all.
- 2026 MunchaLunch planning:
 - Do two more MunchaLunch sessions for this school year: Jan, Feb, Mar and Apr, May, June.
 - Domino's pizza:
 - Juice boxes with applesauce.
 - January 15th, deadline to order by January 9th.
 - Amy.
 - Subway:
 - Clare to request Subway to change the date to Thursday January 29th, deadline January 22nd.
 - Clare.
 - Boston Pizza:
 - Thursday February 26th, deadline February 18th.
 - Ashley. Need to confirm date.
 - Montana's:
 - March 19th, deadline March 12th.
 - Chocolate milk option.
 - Kelly. Prices are the same as last year.
 - Clare to put into Munchalunch with release date by December 19th.
- Bingo night date selection:
 - Amy working on getting license and bingo sheets. Jamie to help streamline program for shorter run time; required prior to license submission.
 - Make popcorn, candy bags, and sell chocolate bars.
 - Amy to reach out to Crave Corner for popcorn and Michelle to purchase candy from Bulk Barn to make candy bags.
 - Jamie has volunteered to call Bingo letters: Parent Council to look for guest bingo callers.
 - Blaine to ask teachers to volunteer for various tasks i.e. bingo sheet and 50/50 ticket tables etc.
 - Blaine has booked tables and chairs.
 - Will sell 50/50 tickets – check if we need to purchase more tickets.
 - Schedule – Amy to forward last years to Ariel and Clare.
 - Confirmation of February 5th.
- Spring family game night update:
 - Blaine to ask Mrs. Shaminee about Toy Masters.
 - Sometime in the week of April 14 to 16th or April 20 to 24th.

Lunch Program Update

- Division is running pilot programs at three schools where the division is paying EAs as lunchtime supervisors for non-bussed students. Division has also figure out how to electronically invoice, collect fees

and send receipts. Hope is the division will be able to release this option for all school for the 2026/2207 school year. Hurdle: how to manage through the division schools that do not have enough EAs for full lunchtime coverage (i.e. Riverheights).

- All annual and first semi-annual payments have been received. The second round of invoices for the semi-annual payments will go out in January and are due back via e-transfer by the end of January. Trying to find at least one additional supervisor. One of the current supervisors won't be returning in January so will need a replacement. Treasurer to fill for next year, figuring out logistics for hiring and if one will be needed

Round Table / Questions / Recap of action items / Scheduling next meetings:

- Discussion on when regular meetings will be scheduled; whether Wednesdays or Thursdays will be the day. Consensus to do the next meeting Wednesday January 21st.
- Kelly asked Y Program about security policies after school hours.
 - The Y Program is working with the school and city police on future measures such as installing a modified doorbell and keeping the doors locked the whole time.

Next Meeting: Wednesday January 21st, 2025 at 6:30pm in the school library.

Adjournment: 7:17pm

Action Items:

- Amy to confirm with Ashley for Boston Pizza date.
- Clare to put Munchalunch dates and menus in for December 19th.
- Amy to reword the budget comments for Blaine for the lunch program.
- Amy to order tickets and license for Bingo night.

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