

Riverheights Parent Council Minutes

Date: Wednesday February 18th 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, Jessica Villers, Ariel Kuzmicki, Michelle Miller, Lesley Allec, Ashley Haigh, Megan Murchison, Jamie Tompkins, Vice Principal Kristy Hutsal

Regrets: Kelly Vinck, Matteo Di Muro, Principal Blaine Aston

Standing Agenda Items: The previous Parent Council meeting was held on January 21st, 2026. Meeting minutes were emailed on January 30th 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 discussion a Staff Appreciation lunch. *Motion made by Clare, seconded by Ashley. Carried.*

Treasurer's Report: Update provided by Kelly as communicated by Amy. The Parent Council has \$8,942 in the bank account with approximately \$6,016 as available funds. Subway lunch day profited \$148 and Bingo Night profited approximately \$1,500 (exact amount TBD). The Parent Council has spent \$169 for Mrs. Watier screen free math games since last meeting and has just over \$1,200 of profits that have yet to be spent.

Principal's Report (via Vice Principal Kristy Hutsal):

- Current enrollment is 481 students.
- Science Fair was February 13th; over 40 projects displayed. Several projects are heading to the Westman Science Fair.
- Walking club is ongoing; on average over 1km walked each recess.
- Registrations for 2026-2027 school year are due February 24th.
- Grade 8s attended high school open houses last week.
- January 30th was a PD day and the teachers participated in critical thinking activities at Valleyview School.
- ACT Cards are being handed out and are enjoyed by the students.

New Business/Follow Up Discussions:

- Fundraiser Update (Ariel Kuzmicki):
 - Bothwell Cheese / Archies Meat fundraiser in underway; forms are due March 2nd
 - Ariel and Megan to tally orders; orders are done on paper forms
 - Next fundraiser: tentatively Dough Raiser; to be discussed next meeting
- Teacher requests update / release of additional funds: (Recap and updates below)
 - Dale for Youth Revolution has enough food to make four hampers and they have requested funds for buns, oranges, potatoes, and peanut butter. **PURCHASED (\$83.03).**

- Mrs. Bournes – additional picture books for her classroom
- Life Skills – spinning top and carousel; totals approximately \$570 plus shipping
 - January 21st update: **Gonge purchased for \$347.75**
 - Consensus to use funds from Livingstone fundraiser and any additional funds needed from Mom’s Pantry
 - \$284.75 remaining in Livingstone profits. Life Skills exploring options.
- Mrs. Atkinson – maps, atlases, blocks, paint; approximately \$500
 - Maps and Atlases **PURCHASED (\$350.61)**
- Mrs. Knetchel – compasses and binoculars, approximately \$500 **PURCHASED (\$416.57)**
- 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
 - January 21st: Have ordered some ELA / learning books. Final cost TBD.
 - Consensus to use funds from MunchaLunch profits
- Gym teachers: basket golf first priority, then gator balls
 - Will cost approximately \$900 for two sets of basket golf
 - Consensus to use funds from Bothwell Cheese / Archies Meat upcoming fundraiser
- Mrs. Watier – screen free math games
 - Total estimated at \$211 **PURCHASED (\$169.16)**
 - Consensus to use funds from existing MunchaLunch funds
- Consensus to use any additional funds remaining to go towards new library shelves to replace the interior shelves or other teachers ask that may come up.
- February 18th updated: Bingo Night profits will be put towards the Staff Appreciation lunch
- Staff Appreciation lunch:
 - Kelly can reach out to Komfort Kitchen for lunch options and pricing
 - Plan for Monday March 9th
 - Kristy / Blaine to provide staff numbers and if there are any food allergies
 - Lunch Program employees will be included and the cost of their lunch will be paid for by the Lunch Program
- MunchaLunch updates:
 - Boston Pizza orders due tonight (Feb 18th); so far 268 orders so lots of interest for this lunch
- Spring family game night update: (Update provided to Amy from Mrs. Shaminee)
 - Toy Masters will bring all the games needed and will provide door prizes at no cost
 - Planned for Tuesday April 21st
 - Parent council to set up the tables and chairs; tables and chairs have been ordered from division
 - Cap at 175 people and set up registration in MunchaLunch (Clare)
 - Set up a waitlist in MunchaLunch if possible; perhaps the capacity can be increased beyond 175 if not too many people are on waitlist
 - Let people know that the canteen will NOT be open and to not bring food or drinks (do not want to spill anything on the games)

Lunch Program Update (Ashley Haigh / Jamie Tompkins)

- 165 families with 252 kids in the program. Collected \$57,975 in paid fees to date; had \$1,575 in overdue fees (8 families) as of Monday but a few families have paid since Monday. Have hired 2 new lunch supervisors who started last week. Anticipate a surplus of approximately \$14,000 by the end of the year. Have more funds than anticipated because are not paying as much in stripe fees by switching to Sage

(from QuickBooks), have more students in the program than anticipated, and one employee at the beginning of the year was working 0.5 time instead of full time.

- Updated from the Brandon School Division (BSD) is that BSD will take over running the lunch program from any schools who opt in next year. Riverheights has opted in to use BSD next year for the lunch program. BSD plans to interview existing lunch supervisors to work next year. The fees are anticipated to increase substantially next year with the BSD taking over the program. The lunch programs are meeting with the BSD on February 23rd and the hope is that the fees won't increase as dramatically. There is a Facebook group called Parents of the Brandon School Division which is advocating for parents to attend this meeting. The Riverheights lunch program will provide free hot chocolate to the attendees outside of the BSD building on February 23rd. Future advocacy is for the BSD to provide lunch supervision for all students, not just non-bussed students. The BSD has a job posting for a lunch coordinator. Fees are anticipated as \$38 per month (\$380 per year) whereas our fees right now are \$250 per year. The BSD will do a cost analysis after the first year.
- A QR code was sent out to all students to fill out a form to indicate how many students are looking to be in the lunch program next year. This was done not to sign students up but to get an idea of how many students will be in the program to start planning for next year.
- Email to be sent out to all families in the lunch program encouraging everyone to attend the meeting on February 23rd. The general idea is that support from families will be presented outside of the school division office from 6-7pm; signs will be made and hot chocolate provided. The BSD meeting is at 7pm inside the building with a capacity of 50 people in the building.

Round Table / Questions / Recap of action items:

- Discuss Dough Raiser as the next fundraiser

Next Meeting: Wednesday March 18th at 6:30pm in the school library.

Adjournment: 7:15pm

Action Items:

- Spring family game night
 - Clare to set up registration in MunchaLunch for early March
 - Megan to update poster
- Kelly to confirm with Komfort Kitchen for March 9th for Staff Appreciation lunch
- Amy to send Boston Pizza lunch order report for Ashley tomorrow morning

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