

Riverheights Parent Council Minutes

Date: Wednesday June 18th 2026

Time: 6:00pm

Location: School Library

Facilitator: Amy Teetaert

Call to Order: Meeting called to order by Amy Teetaert at 6:00pm.

Attendance: Amy Teetaert, Kelly Vinck, Clare Workman, Ariel Kuzmicki, Lesley Allec, Ashley Haigh, Jamie Tompkins, Matteo Di Muro, Jessica Villers, Principal Blaine Aston

Regrets: Megan Murchison, Michelle Miller, Vice Principal Kristy Hutsal

Standing Agenda Items: The previous Parent Council meeting was held on May 20th, 2026. Meeting minutes were emailed on May 25th 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 Kelly, seconded by Matteo. Carried.*

Principal's Report:

- 2026-2027 school year:
 - Ms. Watier will be half-time support and a new teacher has been hired for half time Grade 6.
 - Kerri Nicol is taking a leave of absence.
- The school will be closed from mid-July to late August for asbestos abatement and replacement of piping, tiles, etc.

AGM Portion:

- Review and approval of Constitution Amendments:
 - Consensus to remove reference to Lunch Program committee as a standing committee from the Constitution.
 - Consensus to add wording about signing authority to the effect of:
 - The Council shall maintain a minimum of three authorized signing officers. The President and Treasurer shall serve as signing officers. The Council may appoint one or more additional Council members, including Executive members, Members-at-Large, or Committee Chairs, as signing officers as required. Any two authorized signing officers shall be required to authorize payments or execute banking transactions on behalf of the Council.
- Confirmation of Executive Members and Committees:
 - Consensus to reappoint Amy Teetaert as president (no other nominations)
 - Consensus to reappoint Kelly Vinck as treasurer (no other nominations)
 - Consensus to reappoint Clare Workman as secretary (no other nominations)
 - Consensus to appoint Jessica Villers as vice president (no other nominations)
- Bank account review and disbursement/planning of required funds:
 - Update of Parent Council funds provided by Kelly. The Parent Council currently has \$7,641 in the bank with \$5,831 as available funds. The Parent Council raised \$11,348 in the 2025-2026 school year. Have funds to spend to bring the bank account down to \$5,000 or less.

- Discussion on how to spend Parent Council funds:
 - Retirement gift for Avril Currie. Consensus to spent \$150 on gift cards for fuel and/or garden centre items.
 - Blaine obtained a quote for approximately \$50,000 for an accessible swing set with four swings.
 - Blaine to reach out to maintenance to discuss possible locations and feasibility.
 - Discussion to make this a long term goal for the Parent Council; will likely take a few years to raise the funds.
 - Will have to submit a formal request to the School Division in October.
 - Folding tables for the school (\$100+ for each 6 foot table, estimate \$150 for a total of \$1,500). Consensus to purchase 10 tables and have them delivered to the school in September.
 - Additional ideas:
 - Rocker chairs; estimate they would cost a few hundred dollars each and do have some extras in the library.
 - Screen projection for the pit; likely have some equipment already in the school that could be used.
 - Library shelving.

New Business/Follow Up Discussions:

- Dough Raiser Update:
 - Profited \$355.
- Treat Day
 - Freezies on Monday June 22nd
 - Freezies come in packs of 18; volunteers are meeting at the school at 1:45pm
- Fall Planning
 - Welcome Back BBQ:
 - Outdoor cooking food serving rules are being enforced by the School Division for outdoor BBQs, which would add logistical challenges. Discussion to purchase pizza instead of cooking hot dogs. Cost may be approximately twice the amount of hot dogs (around \$1,500 for pizza). Use money available from the lunch program.
 - Consensus to hold Welcome Back event on Wednesday September 16th.
 - Consensus to purchase pizza (Dominos); ask if they can deliver in multiple batches to ease the load on Dominos and have a fresh supply of hot pizza available.
 - Cheese, pepperoni, GF option
 - Fersters apple fundraiser:
 - Consensus to use MunchaLunch to collect funds for this fundraiser; will raise the prices to cover the stripe fees.
 - MunchaLunch:
 - Komfort Kitchen MunchaLunch (June 11) profited \$384.
 - Consensus to have a supplementary meeting Tuesday September 8th at 12:00pm in the school library to plan the Welcome Back event, MunchaLunch dates for the fall of 2026, and Fersters apple fundraiser

Lunch Program Update (Ashley Haigh / Jamie Tompkins)

- Have approximately \$18,000 in the bank; still have some wages to pay and then will have approximately \$12,000 in the bank account at the end of the school year. Money to go towards items noted above.
- Will have to shut down accounts, etc. for the lunch program; do not expect any cost to that.

- Have purchased outdoor recess items for each classroom (balls, etc.) – to be distributed in the new school year.
- T4s and ROEs will be prepared for next year, wrapping up the program, have figured out scheduling with a bit of filling in needed for high school students being away at the end of June.
- Had a good team of people on the committee and overall the program went well this year.
- The lunch program petition was read out by Wayne Balcaen at a meeting; showing the petition did make some action.

Round Table / Questions / Recap of action items:

- Amy to confirm with Domino's that they're able to support Back to School Event (**confirmed**)
- Donation request letters to be submitted in August (update ones sent out last year).

Next Meeting:

Supplementary Meeting Tuesday September 8th at 12:00pm in the school library to plan Welcome Back event, MunchaLunch dates for the fall of 2026, and Fersters apple fundraiser.

Regular Parent Council Meeting Thursday September 24th at 6:30pm in the school library. Will confirm the date at the meeting on September 8th and change to Wednesday September 23rd if that works better at the time.

Adjournment: 6:40pm

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