

**Parent Council of River Heights Elementary School**  
**Meeting Minutes**  
**December 5, 2018**

Attendance: Taneill Selinger, Katie Albers, Juanita Whalen, Tara Betts, Megan Loran, Larissa Kowalchuk, Laura Gale, Natosha Mastel, Paul Savard, Carlene Keetley, Alana Durbeniuk, Vanessa Bonneville, Kristin Cassell

1. Call to order: Katie Albers called the meeting to order at 7:31 pm.
2. Adopt Minutes: Tara Betts asked if there was anyone present who had read and was able to adopt the minutes from the Parent Council meeting on November 7, 2018. The minutes were adopted by Megan Loran and seconded by Katie Albers.
3. Presentation - Carlene Keetley and Paul Savard - Grade 5  
The grade 5 classes are working on their Treasure Hunt Across Canada (THAC) project. The students are given an instruction booklet and record book and are then paired up with another classmate. The project has both individual and group components, ending with a class presentation. The final projects will be on display in the school in February. The students are given about two (2) hours, three (3) times per week to work on the THAC project. They track their progress on regional maps as they move across Canada with their research, finding answers through the Chromebook, computer and textbooks, Voices of Canada and Our Land and People. The project is integrated with all subjects, i.e. math - population statistics and distance (kms); language arts - sentence structure; art - 3D map; and social studies - learning about the provinces and regions. Once the research phase has been completed, the students will create individual 3D maps of their region, detailing natural resources, vegetation and what makes the area unique. Each individual must use a minimum of three mediums, but can choose same. There is a pirate theme incorporated throughout this project and it is celebrated with treasure box pinatas at the end. This is a project the kids get very excited about.
4. Reports from school and council:
  - a. School Administration Team - Natosha Mastel and Laura Gale
    - i. Event Calendar
      1. Friday, December 7 - PD Day - No School
      2. Monday, December 10 - K1 Skating
      3. Thursday, December 13 - Grade 3 Library & Valley View
      4. Thursday, December 13 - K2 Skating
      5. Monday, December 17 - Christmas Character Dress Up
      6. Monday, December 17 - Grades 2 & 5 Skating
      7. Monday, December 17 - K1 Riverview & Hospital
      8. Tuesday, December 18 - Crazy Hair Day
      9. Tuesday, December 18 - K2 Riverview & Hospital

10. Wednesday, December 19 - Opposite Day (Backwards Shirts)
11. Wednesday, December 19 - Grade 6 - MHHS Theater
12. Wednesday, December 19 - Christmas Musical
13. Thursday, December 20 - Ugly Christmas Sweater/Shirt Day
14. Thursday, December 20 - Grade 3 Library & Valley View
15. Thursday, December 20 - Winter Village
16. Friday, December 21 - Pajama Day
17. Friday, December 21 - RH Sing-a-long
18. Friday, December 21 - Noon Dismissal (School Resumes January 7th, 2019)

ii. Three Year District Plan - Natosha Mastel

The three year district plan has been posted on the Medicine Hat Public School Board website. A link is also available on the River Heights website for more detailed information. There are five outcomes and we will be addressing one at this and each of the four subsequent meetings. The first is outcome one (1) - every student is successful. Natosha provided the Accountability Pillar Overall Summary (see attached) and reviewed same. This reflects the results of data collected from a survey of teachers, students and parents with children in grade 4 - 6, conducted earlier in year by the Alberta Government. Only ten (10) parents from River Heights Elementary School participated in the survey. Parental involvement was highlighted as an issue for our school. There were alot of successes for River Heights overall with declines in acceptable and excellence for math. Natosha reviewed the 18/19 Strategies (see attached) and how they related to River Heights. The focus going forward will be on literacy as it moves through all areas of education and more specifically literacy in math/word problems. Using the area model, the school hopes to deepen conceptual understanding moving from concrete to visual to abstract. This is something that can carry with the students into junior and senior high school. There is improved communication with both junior and senior high schools, giving direction about how learning now can support what students will be learning in the future. Collaborative planning time will focus on academics and how best to support students. Some of the available tools, i.e. MIPI - math screen (multiple choice test on chromebook), STAR - reading screen offer a starting point to dig in deeper and provide check in points to assess student progress. The optimal learning environment is continually assessed to ensure the best possible surroundings for students. Mrs.Bowal, CST, is skilled with literacy intervention. Great progress has been seen in students she has been working with.

- iii. School Communication - Natosha Mastel  
There has been some question/concern about why school communication is generally sent home with the youngest student in the family, as opposed to the eldest. Natosha explained that teachers in the younger grades often help load backpacks and there is an higher likelihood of the communication reaching home. The school is increasingly sending more communication by email.
- b. Report from Co-Chairs - Katie Albers
  - i. Fundraising Review  
Katie checked in with regard to our hot lunch fundraising program to ensure we are on track and to determine whether additional fundraisers would be required. Although hot lunch revenue is a bit behind (two hot lunch dates short of last year at this time), it appears the numbers should be on track to support outgoing expenses. The surplus from the 2017/18 school year is still available for any shortfalls, with distribution of same to be discussed at the AGM at the end of the school year. It was suggested that any remaining surplus could be used to purchase needed sports equipment or distributed to teachers for the Optimal Learning Environment. Alana Durbeniuk suggested, if we are under revenue expectations, a cheque writing campaign could be initiated in the spring towards the subsequent year. She indicated that St.Francis school has been successful with same. Laura Gale offered to look into the particulars. It was also suggested, if we proceed with the campaign, that a letter could be included with spring registration. Taneill added that she will likely be hosting another paint event in the spring as well.
  - ii. Shelf  
It was suggested that the shelving unit without a home could be used to store skates and helmets at the main entrance of the school. Tara Betts will look into the cost of purchasing an additional shelving unit if it is deemed suitable and/or explore other options as well.
- c. Report from Treasurer - Kristin Cassell - see attached Financial Report
  - i. Hot Lunch - the revenue is \$650 below this time last year for hot lunch. However, there were thirteen (13) dates by this time last year, where we are currently at eleven (11). The two (2) additional dates will be made up in July.
  - ii. Paint Night - the proceeds from the paint event of \$983.50 were mistakenly given to Parent Council. A cheque will be written to the school to reimburse same.
  - iii. Casino - the casino funds have been deposited in the amount of \$18269.58 deposit. The proceeds have been broken out to field trips, as per the financial report.

- iv. The stipend cheque, written to the school, has already cleared the account.

5. Report from committees and council representatives:

a. Hot Lunch - Alana Durbeniuk

i. Hot Lunch Menu for December

1. Thursday, December 6 - Pizza 73 & Frozen Treat (Grade 2 Parents Helping)
2. Friday, December 14 - Hot Dogs & Frozen Treat (Grade 3 Parents Helping)
3. Friday, December 21 - Boston Pizza Hot Pasta with Veggies/Dip

ii. Program Report - Alana reported hot lunch is on track and averaging approximately \$430 per date. Hot lunch prices were increased last year. Alana is hoping not to have to raise them again for the upcoming year.

iii. Newsletter - Alana expressed concern regarding the hot lunch letter that was recently forwarded to the school community. Discussion followed.

b. Winter Village - Tara Betts

Tara reported a planning meeting was held on November 27th. Megan Loran has compiled an impressive list of raffle prizes and will be putting them on display in the foyer shortly. Kim McDowall will be picking up the volunteer letters this week and is working on a spreadsheet to manage same. Juanita Whalen has been gathering prices for the food/beverage area. We have decided to serve hot chocolate and cider this year and continue to ask for snack donations from the school community. The spotlights have been ordered and decorations just require a few touch ups. We have received the activity/supply list from the teachers, but have run into a couple of glitches and hope to address same shortly. Taneill Selinger reminded everyone that we are collecting trinkets and wrapping paper for the grade 1 classroom activities and will likely have boxes arranged to collect donations. The next planning meeting will be on December 11th.

c. Lost and Found - Juanita Whalen reporting for Kim McDowall

The Post has reached out and would like to form a partnership to pick up items for donation. Currently the Canadian Diabetes Association is picking up same, with arrangements made by Laura Gale. It was unclear whether Canadian Diabetes was chosen at random or because it is a cause close to Laura. We will continue to support Canadian Diabetes if the latter is true, otherwise, an arrangement with the Post could be considered. The lost and found policy requires items to be stored in the shed, not the one with the snowblower, for a minimum of three months after being removed from the school foyer. The current items should be moved to the shed with the next donation pick up scheduled for March.

d. Skate-A-Thon - Katie Albers Reporting for Karissa Parsons and Stacy Franz

The skate-a-thon planning is well underway. The event will be held on February 8th, 2019. The Kinsmen have been contacted with our student numbers and our date. We have included Kindergarten, whether both classes skate or not. A snack will be provided for both groups and leaves the option for them to skate another day if it works out. The envelopes and forms will be handed out in January.

6. Old Business

a. Movie Night - Alana Durbeniuk

The profit for the movie night was \$444.09, less a receipt for the tote bins of \$92.94 (to be posted to miscellaneous). Alana suggested increasing the number of popcorn bags made in the future by 20 and reported the kids get very excited about the voting process for choosing the movie titles.

b. Operating Procedures - Taneill Selinger

Taneill read aloud the revision to the financial section, including a provision that cash amounts under \$50 and cheques can be deposited without a partner. Taneill made a motion to adopt the Parent Council Operating Procedures. Juanita Whalen adopted same, Alana Durbeniuk seconded and, with the exception of one abstaining (had not reviewed the Operating Procedures), the vote was unanimous. Kristin Cassell indicated that she would put forward a motion at the next meeting to shred financial documents that are outside the required retention period. Additionally, past financial records will be relocated, in banker boxes, to storage with the school's financial records.

7. New Business

The next Parent Council meeting is scheduled for Wednesday, February 6, 2019 at 7:30 pm in the library learning commons.

8. Meeting adjourned: The meeting was adjourned by Katie Albers at 8:43 pm.

Note: We encourage every family to participate in our online QSP renewal program. All funds raised will support our school. Shop at [www.qsp.ca](http://www.qsp.ca). This year we have opted out of the magazine fundraising campaign, but if you were to reorder, place a new order or shop, the profits will still come the school. OUR GROUP ONLINE ID ISL 36966036