

Parent Council of River Heights Elementary School
Meeting Minutes
September 4, 2019

Attendance: Tara Betts, Larissa Kowalchuk, Taniell Selinger, Megan Loran, Laura Undershute, Laura Gale, Kristen Bowal, Kristin Cassell, Wes King-Hunter, Dawn Austin, Karla Tweten, Tanis Richter, Catherine Donner, Juanita Whalen, Kim McDowall, Katie Albers

1. Call to order: The meeting was called to order at 7:36 pm by Taneill Selinger.
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 June 6, 2019. The minutes were adopted by Kim McDowall and seconded by Kristin Cassell.
3. Presentation - Kristen Bowal (Classroom Support Teacher)
Kristen explained that the Classroom Support Teacher (CST) is a new role in the district, intent on building support. It is the third year for Kristen in this role at River Heights School and is based on the Collaborative Response Model, working together to support students. Tier one begins with student instruction by the teacher. Tier two for the student may involve small adjustments in instruction for a specific project or subject, offering student options to help them be successful. The CST position enters the equation in tier three. The CST supports both students and teachers with individualized instruction given outside the classroom, but still within the school. Students are provided with additional tools needed help meet goals. Tier four is a full learning program individualized to the student. The key to success in the CST position is the relationship with the student. Relationship is the foundation for learning. Students learn best from a teacher they like and when there is trust and a safe environment. Students want to visit the CST workspace because it is fun and they experience success because of the relationships built. When students experience success, they feel good about themselves and learning. The focus for the CST is predominantly academic, emphasizing literacy, along with some social and emotional support, i.e. trauma, things going at home, feel loved and supported. Once a month collaborative team meetings are held. Kristen has the opportunity to meet with teachers/support staff in all grade levels to brainstorm amazing ideas for supporting students. It is an open forum to share ideas and strategize about how to meet specific goals within the program. Kristen works with students throughout the year to ensure they are meeting goals. Some students will require specialized assessments or deeper evaluation. Kristen expressed her love for literacy, citing it as the foundation for everything.
4. Reports from school and council:
 - a. School Administration Team - Wes King-Hunter and Laura Gale
 - i. Event Calendar
 1. Fri. Sept. 20 -- School-based PD day, no school for students
 2. Mon. Sept. 23 -- School photos (ELP, grades 1 - 3)

- 3. Tue. Sept. 24 -- School photos (Kindergarten, grades 4 - 6)
- 4. Mon. Sept. 30 -- Orange Shirt Day
- ii. Overview - Wes indicated the focus will be on literacy this school year, continuing to build on the efforts of last year and those of Kristen Bowal, CST. The school handbook will be sent out shortly in an electronic format, with the September newsletter to follow shortly thereafter. The administration team is happy to accommodate families still requiring a paper copy. Current enrollment is just under 300 students, with ELP putting the numbers over the 300 student mark. There were several projects completed over the summer with the most significant one being the gym floor.
- iii. River Heights Clothing Store - Laura reported the River Heights store is now open and will remain so until the end of the day on September 20. Previous offerings are still available, with a few new additions.
- b. Report from Co-Chairs - Katie Albers and Taneill Selinger
 - i. Katie reported there are several open positions within parent council, all of which will be posted to Facebook. Jerri-Lynn will be transitioning out of the Casino Chair role and is looking for someone willing to work with her on the next event scheduled in January of 2021. Tara will be the Casino Advisor for this event and will be working with the team. Tara, Kim, Megan, Juanita and Larissa have committed to the Winter Village team. However, Taneill is looking to transition out and we will need more volunteers for this event. Donuts for Mom/Dad events are in need of coordinators. We are looking for help with movie nights as well, which we hope to run twice this year. Duties would include: advertising, selecting movie, making popcorn, picking up supplies, etc. Katie and Laura Undershute will volunteer to help.
 - ii. Parent council meeting dates for the 2019/2020 school year: October 2, November 6, December 4, February 5, March 4, April 1, May 6 (confirmed at this meeting) and June 3 AGM. It was a great showing at today's first meeting of the new school year. All present are encouraged to communicate with other River Heights School parents about the meetings and how they can get involved.
- c. Report from Treasurer - Megan Loran - See Attached Financial Report
 - i. The 2018/2019 budget was reviewed for possible changes for the 2019/2020 school year. To note, the hot lunch deposit for June was deposited in August. Wes indicated, for clarification, some of the budget terminology was adjusted for several categories, i.e. Guest Presentations and Fine Arts. Dawn reported all hot lunch costs are expected to increase. As a result, projections for this area may need to be adjusted. Kristin added we should still some residuals for QSP orders this year.

5. Report from committees and council representatives:
- a. Hot Lunch - Dawn Austin/Karla Tweten
 - i. Hot Lunch Menu for September
 - 1. Thurs. Sept. 19 -- Pizza & Freezies
 - 2. Fri. Sept. 27 -- Pasta & Fresh Veggies
 - 3. Fri. Oct. 4 -- Dairy Queen
 - ii. Report - Dawn indicated the first three months of the school year have been planned out and will be uploaded to School Cash Online shortly. The first hot lunch will be September 19. The cut off date will now be Thursdays in place of Friday. This change was made to accommodate one of our new food vendors, Subway, and to ensure consistency across the program. Taneill added that the form for volunteers to sign up for hot lunch will be posted on the parent council bulletin board with a notice posted to Facebook when it is available.
 - b. Spring Fling - Katie Albers

Katie indicated the team significantly underspent on the event. It was reported that the school district will no longer allow bouncy castles at school events due to insurance restrictions. Wes clarified that activities are now being identified by the school district as green, yellow and red based on insurance considerations. .
 - c. Donuts for Dad - Taneill Selinger Reporting for Chantelle Bruins

Chantelle reported using both paperwork sent home with students and Google Docs to collect information. Neither was accurate in reflecting attendance numbers. Chantelle had two volunteers to help serve. Donuts were ordered from Safeway at a cost of \$159.68. There were 16 dozen ordered, all eaten. Eight carafes of coffee were ordered from McDonalds at a cost of \$125.92, with 1.5 carafes left over. One and a half flats of juice remained of the four (160 individual) purchased at Costco, cost \$70.36. Tea and gluten free options were purchased at Save On Foods at a cost of \$10.48. It was suggested, if using electronic invitations, to ensure the event invite is sent independent of other types of information so that it is not lost in the communication.
 - d. Fundraising - Katie Albers

Katie reported that outside of the hot lunch program, parent council took the year off from fundraising last year. This year, however, we will need to resume our fundraising efforts. The Big Box of Cards fundraiser two years ago was very successful. We will again look into same. It was also suggested that we look into a garden basket fundraiser for the spring/Mother's Day. Dawn will check into the profit margin/information for this type of offering. A cheque writing campaign was also suggested and a possible round up feature for donation on School Cash Online. All options will be explored. The co-chairs will check in with Stacey McFeteridge regarding the constraints/possibilities with School Cash Online.
 - e. Movie Night - Katie Albers

Katie asked those present for possible dates for our fall movie night. With a PD day on October 25th, Laura Gale suggested October 24th may be a good option.

f. Casino - Taneill Selinger Reporting for Jerri-Lynn Worth

As Casino Chair, Jerry-Lynn is requesting approval from parent council to pay Tara Betts for services rendered as Casino Advisor for the upcoming casino event. This amount is to be paid on the second night of the casino event.

Motion: Juanita Whalen made a motion to approve payment for the amount contracted, to Tara Betts, for services to be rendered as Casino Advisor.

Seconded: the motion was seconded by Dawn Austin.

Vote: all in favor (Tara Betts abstained), motion carried.

6. Old Business

- a. Lost and Found Bins - Mrs. Pahl has donated and labelled bins for the lost and found. One of the large bins will be kept for use, as needed.
- b. Optimal Learning - We asked if the music room, library, CST spaces would be included in the disbursements from parent council for the optimal learning environment. It was confirmed that these spaces would be included. Parent council will provide \$100 per space now and may add more later after surplus spending is finalized.
- c. Hot lunch - the hot lunch program requires more baskets. The team will also be looking into a way to label the baskets so they are not mixed in with similar items within the classrooms. The hot lunch team was asked to put together a full list of items needed for the program, complete with associated costs.

7. New Business

- a. The next meeting has been scheduled for Wednesday, October 2, 2019 at 7:30 pm in the school staffroom.

8. Meeting Adjournment: The meeting was adjourned at 8:50 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. 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 to the school. OUR GROUP ONLINE ID ISL 36966036