

**Parent Council of River Heights Elementary School**  
**Meeting Minutes**  
**November 17, 2021**

Attendance: Megan Loran, Karla Tweten, Tara Betts, Laura Gale, Kim McDowall, Vanessa Bonneville, Caitlin Gomke, Kim Large, Dayna Maloy, Khirsta McDowall

Note: This meeting was live broadcast via Zoom.

1. Call to order/Welcome: The meeting was called to order at 7:00 pm by Megan Loran. Treaty 7 Acknowledgement read aloud.
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 (PC) meeting on October 13, 2021. The minutes were adopted by Laura Gale and seconded by Megan Loran.
3. Reports from school and council:
  - a. School Administration Team - Laura Gale
    - i. Project Hope - This is a City of Medicine Hat initiative, in conjunction with the Esplanade and Flag 5 Design, connecting community and River Heights. An overview email has been sent out to families and we are currently working with the MHPD and city legal team on a consent form which is expected to come out shortly. Families will be fully informed and consent must be given before project works are distributed. Work has begun and the kids are excited about the process! More details will follow as the project unfolds, however, the rollout is scheduled to begin as follows:
      1. Video playlist - to begin early December on the City YouTube channel and shared via social media (City, MHPD, RH)
      2. Esplanade Tumbleweed spaces exhibition - mid-December through the end of February
      3. Buses - late December
      4. Large vinyl posters - January
      5. Possible media coverage/participation (Chat, MH News)
    - ii. City of MH Community Inclusion & International Day of Persons with Disabilities (IDPD) - November 29 - December 9 the City of MH will be presenting virtually from their community inclusion branch. Teachers will be able to sign up for sessions to include: signing of O Canada (to post a class on websites), presentations (live virtual, teacher led & live virtual, teacher led sessions) and activities that can be continued in PE/DPA, i.e. adapted sports.
    - iii. Volunteers in Schools - Wes has checked in with the MHPD regarding volunteers in schools. Entrance continues to be limited to instructional programming and nutritional programs. There is no allowance at this time for the hot lunch program or lost and found.

- iv. School Council Engagement Grant - a \$500 grant for schools with actively engaged School Councils has been offered. Leanne Dulle, MHPSD Director of Finance, has applied for the grant on our behalf.
- v. Literacy & Numeracy Targeted Interventions - RH has hired two intervention support teachers, Lindsay Sinclair and Melanie Henry, for three mornings per week each. They will work collaboratively with homeroom teachers and classrooms. This will allow homeroom teachers to build capacity and to focus on targeted interventions for identified students who may be at risk with literacy and/or numeracy. The funding has also allowed for additional CST time, half a day per week, for Mrs. Bowal. Intervention supports are currently focused on Grade 2-3, with Grade 1 to be assessed and supported in January as well. Some of the funding has been retained for additional literacy and numeracy resources for the school. It has been really powerful to have two classroom teachers in the room and we are grateful for the approach taken by the division. Homeroom teachers are thrilled with the additional support. Vanessa noted that she has already seen the impact of the new supports in her own child and is very grateful for the same.
- vi. Edsby - Elementary parents will be invited to join soon, with the program already in place for secondary schools. Report cards will be sent out through Edsby on December 3. Parents will be required to log in to Edsby to access the same. Edsby needs to draw parent/guardian contact information from PowerSchool, but there have been some issues with platform integration. Invitations will be sent out to parents when this complication has been remedied.
- vii. New MHPSD & RH Website - the new websites are still in the works, but have been purposefully paused to focus on a smooth transition to Edsby and to give administrative assistants a chance to get their bearings with it.
- viii. Scholastic Book Fair Reminder - the online link for family and friends of RH will be live December 6-10. The in-person book fair for students/staff will run December 7-9. Students may purchase books during their scheduled library time! Mrs. Richardson can accept cash, debit and credit, but is unable to accept cheques.
- ix. Munch-a-Lunch - it was indicated that Wes has sent an email to division finance regarding the same, but has not yet received a response. Vanessa added that Notre Dame uses Munch-a-Lunch to run their hot lunch program and it is very user friendly.
- b. Co-Chairs - Karla Tweten and Megan Loran
  - i. District Council of Councils - Karla attended the meeting on October 14, 2021. Chelsea Cohen and Joni Hunter have been installed as Co-Chairs. Catherine Wilson has been assigned to RH as our school board trustee representative. ASCA will be holding an engagement session on November 27. Wes has signed up to attend. Anyone else interested in

attending may do so for a \$25 registration fee. For a detailed account of the District Council of Councils meeting, please see the minutes at the link below:

[http://documents.sd76.ca/Publications/Publications/Division%20Council%20of%20School%20Council/2021-22%20Agendas%20and%20Minutes/1.0%20%20October%2014.%202021%20\(Organizational\)/2021%20Oct%2014%20-%20DCSC%20Minutes.pdf](http://documents.sd76.ca/Publications/Publications/Division%20Council%20of%20School%20Council/2021-22%20Agendas%20and%20Minutes/1.0%20%20October%2014.%202021%20(Organizational)/2021%20Oct%2014%20-%20DCSC%20Minutes.pdf)

- c. Treasurer - Caitlin Gomke
  - i. A review of the financial report was conducted.
  
- 4. Report from committees and council representatives:.
  - a. Hot Lunch - Khrista McDowall
    - i. Khirsta indicated she is trying to find a balance working with vendors and is starting to learn which are easiest to work with to provide the best service for our circumstance. Burger King was good, however, there was a delivery hiccup and items did not come sorted. The December hot lunches have been altered to include Fat Burger, who had generously donated a free meal coupon to all students. Khirsta added that it has been difficult not being able to help at the school level or add things like vegetables or help with sorting. There are a reasonable amount of hot lunch orders coming in, although, Khirsta is getting comments about not offering enough options or offering too many options. Overall, the feedback has been positive. Laura added, from the school perspective, there has been nothing negative and the overall experience has been good. The administration team will also let PC know when volunteers are permitted into the school. Thank you to our hot lunch team for all of their hard work!
  - b. Fundraising - Megan Loran and Karla Tweten
    - i. Kernels - orders totalled almost 2400 bags of popcorn and generated a profit of approximately \$3000. There were only three remaining orders that had not been picked up which were delivered to the school. Laura reported all were picked up within the week.
    - ii. Growing Smiles - set to close this evening.
    - iii. Purdy's - will close within the next couple of days.
  - c. Lost & Found - Kim McDowall and Karla Tweten
    - i. Karla indicated the number of items is beginning to grow and suggested that they could be displayed during the fundraiser pick ups on December 4th. Laura reported the staff will likely display the items prior to that date, with an opportunity for kids to walk through. Kim added that the student teachers may be able to help set up lost and found items for display.

5. New Business - Karla Tweten and Megan Loran
  - a. Winter Village - Due to Covid restrictions, Winter Village will again look different this year. We are working on the idea of an outdoor (school grounds), student only event, to be held during the school day. With contingency plans for different weather scenarios, kids would participate in different stations, centers, games or activities. The event will likely take place on the Monday prior to the winter break. We will be looking for volunteers to help organize, set up and execute. Contact PC if you have any ideas or would like to volunteer! Please note that all volunteers on school grounds during this event will be required to present proof of vaccination or proof of negative PCR test.
  - b. Next meetings:  
Wednesday, December 8 at 7:00 pm via Zoom
  
6. Meeting Adjournment: Megan made a motion to adjourn the meeting. The meeting was adjourned at 7:30 pm by Karla Tweten.