

St. Avila Home and School Association: April Meeting Minutes

Date: April 15, 2025

Time: 6:00 – 7:30 p.m.

Location: Ecole St Avila

In Attendance:	
Administrators	Parents / Community Members
<ol style="list-style-type: none">1. Mme. Jennifer Rothwell (Principal)2. Mme. Lynn Marriott (Vice-Principal)	<ol style="list-style-type: none">1. Lindsey Hiebert2. Kavitha Nadarajah-Gbeve3. Erin Yellow Bird4. Natalia Ventocilla5. Nassim Nasser
SAHASA Executive (2024-2025)	
<ol style="list-style-type: none">1. Caitlin Steinsvik (co-chair)2. Sunayna Bhatt (co-chair)3. <i>Jan Scott (treasurer) - regrets</i>4. Alana Isaak (secretary)5. Jennifer Verch (member-at-large)6. <i>Katie Dutfield-Wilms (member-at-large) - regrets</i>7. Arifa Mark (member-at-large)	

1. Welcome and Introductions (Caitlin)

All attendees were welcomed to the meeting.

2. Acceptance of Agenda / Minutes

Approval of the Agenda: it was **MOVED** by Sunayna Bhatt and **SECONDED** by Arifa Mark that the Agenda be approved. **CARRIED**.

Approval of the Minutes of March: it was **MOVED** by Sunayna Bhatt that the Minutes of March be approved as circulated. The motion was **SECONDED** by Arifa Mark. **CARRIED**.

3. Administration Report (Mme. Rothwell & Mme. Marriott): see attached report

4. Committee Reports

a) Financial Report (Caitlin) – see attached report

We are on track with our set budget, aside from a new expenditure to support the Babysitting course for Grade 6 students. It was mentioned about looking into a new bank/credit union so we don't have to pay \$1 per e-transfer, as e-transfers have been easier for the Treasurer.

b) Fun Lunch Program (Jen Verch)

Lunches are continuing and everything is going fine. Mme Rothwell explained how she put it out to the school community, but no one requested financial assistance.

- c) **Milk Program** (Katie)
No updates.

5. Other Initiatives

- a) **Fundraising** (Kavitha)
We have 38 Glenlea orders, and because we hit the threshold, the parent council will make 25% off the orders. Parents are going to send some boxes to the school to be used for the plant orders. We will need volunteers to help sort and hand out plants on Friday, May 16.
Jennifer shared that the Division wants parent councils to run fundraisers now. Jennifer was thinking to do a Dance-a-thon in the fall. The students would learn some different dances during phys ed. When parents come for tri-conferences, SAHASA can sell light-up bracelets and glow sticks which are given to kids during the Dance-a-thon so it's a glow-in-the-dark event. Kavitha asked if we can give tax receipts for minimum \$20 donation, to encourage donors to donate \$20+ to get the tax receipt.
- b) **Grade 6 Farewell** (Caitlin & Alana)
Tentatively on Wednesday, June 25, the Grade 6 students will go to Wheelies and SAHASA will organize a lunch following this. Thank you to Erin's Mom who sewed extra St. Avila T-shirts into pillow covers for the Grade 6 students. Erin circulated samples and everyone was impressed with this wonderful keepsake.
Motion to purchase pillow forms for the T-shirt pillow covers, up to \$100: it was **MOVED** by Caitlin Steinsvik and **SECONDED** by Alana Isaak that the Motion be approved. **CARRIED**.
- c) **Lily Pad / Bridge Update** (Admin)
No update yet.
- d) **Family Fun Night** (Lindsey)
The date has been moved to June 5, 4:30-6:30, where there is more availability for booking the food trucks, which book up a year in advance. We have four food trucks booked. Alana will update the poster. Caitlin is going to see if she can find someone to play music. Can we have face painting (choose from 4 choices) or tattoos for free? SAHASA can sell freezies to cover the face painting and tattoos. Can we pay our babysitters to do the face painting? Natalia asked if we could do balloon animals.
- e) **Staff Appreciation** (Sunayna)
The first staff appreciation day went well. Parents are dropping off food in the morning for the staff to enjoy. The Sign-up is full.
- f) **Spring Yard Clean-up** (Alana)
Alana wondered if we could change the date to May 30. There will be a greening committee comprised of two teachers and parent representatives. Alana asked if the school division could provide wood chips and Lynne said she would check. Alana also asked if there is any funding to add plants in the library beds. Kavitha will ask Glenlea if they would donate any perennials to the school.
- g) **Babysitting Course – Review** (Caitlin, Alana, Arifa)

The course went really well, but since it was a PD day, there was some miscommunication about getting access to the school and library to get set up. Everyone agreed we should do it again. There were 15 kids who attended. Spring is good timing because more of the Grade 6 kids are 12 or close to 12.

h) **Newcomer Info** (Natalia / Jen)

Jen Verch summarized the information sheet that Natalia and Jen prepared to provide information about SAHASA more specifically for newcomer families and families new to the school system. They agreed to have it ready by the May Welcome to Kindergarten event.

6. New Business

a. **Picnic Lunch** (Arifa)

Arifa updated that planning has started for the June 19th event.

b. **Wind-up**

For parents/caregivers who attend three or more SAHASA meetings, there is a wind-up in June.

c. **Retirements**

No retirements known yet.

7. Adjournment

Meeting adjourned at 7:30pm. The next meeting will be held **on May 13**.



ÉCOLE ST. AVILA PARENT COUNCIL

Tuesday, April 15th , 2025

Administrative Report to Parent Council (SAHASA)

To date:384

- 2023-2024 Current Enrollment is 384 students.
 - K 69
 - Gr. 1 78
 - Gr. 2 63
 - Gr. 3 58
 - Gr. 4 35
 - Gr. 5 52
 - Gr. 6 29
- We hope all our families had a wonderful spring break!
- Thank you, on behalf of the staff, for the Staff Appreciation – we are looking forward to the treats during the month of April!
- Term 2 Report cards were available online as of March 26.
- March 28th: Global Day of Play
- March 24 – 28: Spirit week – planned by our student voice group
- Student-led assembly March 21st – Celebration of Black History Month
- Class Profiles: our second-class profiles have been completed We use this collaborative process to plan for student needs.
- Current Clubs: Forest of Reading (Gr.2&3), Beading (grade 3-6), Badminton for grade 5&6, Musical Club (all grades), Recycling/Composting Club (grade 2/3),
- School-wide assembly – International Day of Pink was held on April 9th. Guest speaker, Adam Bighill from 'makingfaces.ca – shared a message of anti-bullying
- Na Jian and Hermann: Building of the Guzheng instrument: Grade 4-6

Upcoming:

- Kindergarten Spring Concert: April 30th at 6:00 p.m. in the school gym
- May 22nd: 5:30- 6:30 Welcome to Kindergarten Evening!
- Grade 6 Farewell (l'Adieu de 6e): A 'save the date' will be sent to Grade 6 families this week: Monday, June 23rd at 1:30 p.m.
- Le bazaar du printemps – May 2nd
- Newcomer Evening is planned for May 6th at 6:00
- School Spring Photos : May 14th



ÉCOLE ST. AVILA PARENT COUNCIL

- Volunteer Appreciation: we will be acknowledging our volunteers on Thursday, June 5th at Family Fun night
- Communication: We're on Instagram: @ecolestavila, check the website, read our weekly Notes from the office.

St. Avila Home and School Association (SAHASA) Report - 2024-2025

	Sept - Oct	November	December	January	February	March	Year to Date	Projected Budget 2024 - 2025 (September to August)	Actual Final Budget 2023 - 2024
Revenue (Deposits)									
Munch revenue before Munch fees (Pizza, Milk, pita, popcorn, subway)	\$ 13,669.64	\$ 345.21	\$ 182.78	\$ 3,774.45	\$ 8,278.69	\$ 1,089.29	\$ 27,340.06	\$ 26,408.29	\$28,844.10
								***** above should match the "Bank Deposits" on Munch	
Munch payment (cheque or e transfer)							\$ -		\$340.80
Jordon's Principle Cheque		\$ 312.62					\$ 312.62		
Mabel's Labels	\$ 59.22						\$ 59.22	\$50.00	\$64.72
Halloween Family dance	\$ 610.80						\$ 610.80	\$500.00	\$650.30
Movie Nights		\$ 660.00		\$ 618.00			\$ 1,278.00	\$450.00	\$482.85
Fundraiser: Show and Save							\$ -	\$1,500.00	\$1,900.00
Fundraiser: Family Fun Night							\$ -	\$250.00	\$317.65
Fundraiser: Glenlea Spring							\$ -	\$750.00	\$854.05
Fundraiser: Used Book Fair	\$ 605.00						\$ 605.00	\$200.00	
Fundraiser: Krispy Kreme		\$ 3,648.00					\$ 3,648.00		
Grant funds							\$ -		\$ -
PTSD Operating Grant (for SAHASA Meetings)							\$ -	\$375.00	\$375.00
Bank Interest (Savings account)	\$ 60.93	\$ 24.75	\$ 31.22	\$ 27.05	\$ 24.16	\$ 37.11	\$ 205.22	\$5.00	\$6.39
GIC Interest	\$ 573.13	\$ 275.75					\$ 848.88		
Babysitting Course						\$ 560.00	\$ 560.00		
Deposit from Savings							\$ -		\$ -
Other: Tshirts Volunteers							\$ -		\$136.50
Other: Float			\$ 200.00				\$ 200.00	\$200.00	\$170.00
Other: (missed pizza order; refund payment; cheque return)				\$ 2.75			\$ 2.75		\$97.77
missed pizza orders		\$ 5.50					\$ 5.50		
Scholastic book Fair					\$ 860.00		\$ 860.00		
Money from school division				\$ 375.00			\$ 375.00		
							\$ 36,911.05		
Total Revenue	\$ 15,578.72	\$ 5,271.83	\$ 414.00	\$ 4,797.25	\$ 9,162.85	\$ 1,686.40	\$ 36,911.05	\$29,280.00	\$34,240.13
Expenses (Withdrawals)									
Munch Expenses (actual vendor payments)	\$ 1,518.16	\$ 2,968.57	\$ 2,326.49	\$ 1,808.79	\$ 2,129.54	\$ 2,353.49	\$ 13,105.04		
Milk		\$ 753.26	\$ 899.11	\$ 423.42	\$ 780.24	\$ 757.87	\$ 3,613.90		
Pizza	\$ 471.88	\$ 513.88	\$ 514.44	\$ 455.66	\$ 546.08		\$ 2,501.94		
Popcorn	\$ 255.98	\$ 240.08	\$ 242.94	\$ 224.81	\$ 166.22	\$ 214.87	\$ 1,344.90		
Pita Pit		\$ 653.00	\$ 670.00		\$ 637.00	\$ 607.00	\$ 2,567.00		
Subway	\$ 790.30	\$ 808.35		\$ 704.90		\$ 773.75	\$ 3,077.30		
Supplies for events (plates, AL foil, hairnets)	\$ 189.23	\$ 111.95					\$ 301.18	\$300.00	\$301.38
MunchaLunch subscription							\$ -	\$336.00	\$336.00
MunchaLunch Refund to Parents	\$ 100.42			\$ 17.48	\$ 18.50		\$ 136.40	\$300.00	\$246.65

	Sept - Oct	November	December	January	February	March	Year to Date	Projected Budget 2024 - 2025 (September to August)	Actual Final Budget 2023 - 2024
MunchaLunch Transaction/Swipe Fees	\$ 460.45	\$ 22.48	\$ 1.95	\$ 353.91	\$ 88.43	\$ 4.55	\$ 931.77	\$1,000.00	\$973.55
Babysitting (SAHASA meetings)	\$ 80.00	\$ 40.00		\$ 40.00	\$ 40.00	\$ 40.00	\$ 240.00	\$350.00	\$240.00
SAHASA meeting - food/beverages							\$ -	\$60.00	\$49.77
SAHASA windup							\$ -	\$300.00	\$242.01
Halloween Family dance	\$ 90.20						\$ 90.20	\$50.00	\$ -
Movie Nights							\$ -	\$100.00	\$86.58
Popcorn		\$ 32.56		\$ 76.91			\$ 109.47		
Pizza		\$ 217.44		\$ 207.72			\$ 425.16		
Other Fundraiser: Show and Save							\$ -	\$1,000.00	\$1,237.50
Other Fundraiser: Family Fun Night							\$ -		\$ -
Fundraiser: Krispy Kreme		\$1,816					\$ 1,816.00		
Scholastic book fair					\$860		\$ 860.00		
Pancake breakfast				\$ 82.31			\$ 82.31	\$250.00	\$183.33
End of year Picnic					\$ 169.76		\$ 169.76	\$500.00	\$209.27
Fall Clean up - mulch	\$ 66.98						\$ 66.98		
Spring and fall cleanup (kids treats)							\$ -	\$110.00	\$ -
Summer school grounds care (Jul-Aug)	\$ 400.00						\$ 400.00	\$400.00	\$ -
Staff appreciation							\$ -	\$350.00	\$273.35
Teacher retirement/council member gifts							\$ -	\$300.00	\$273.00
Grade 6 grad farewell lunch							\$ -	\$100.00	\$58.53
School t-shirts					\$ 725.76		\$ 725.76	\$1,500.00	\$4,323.76
Babysitting Course						\$700	\$ 700.00		
Office supplies		\$ 8.93			\$ 26.04		\$ 34.97	\$100.00	\$99.32
Bank service fees	\$ 6.30	\$ 11.80	\$ 7.20	\$ 5.70	\$ 14.50	\$ 7.60	\$ 53.10	\$60.00	\$56.64
Other: GIC							\$ -		\$10,000.00
Other: Undeposited Cheques							\$ -	\$300.00	\$ -
							\$ -		
Monies gifted to Ecole St. Avila to help cover their costs						\$ 2,000.00	\$ 2,000.00	\$2,000.00	
							\$ 22,248.10		
Total Expenses	\$ 2,911.74	\$ 5,229.73	\$ 2,335.64	\$ 2,592.82	\$ 4,072.53	\$ 5,105.64	\$ 22,248.10	\$28,566.00	\$38,078.10
Profit/Loss	\$ 12,666.98	\$ 42.10	-\$ 1,921.64	\$ 2,204.43	\$ 5,090.32	-\$ 3,419.24	\$ 14,662.95	\$714.00	(\$3,837.97)

P/L actual includes 2x \$5000 investments

GIC Information
 *** 2 GIC's \$5357.43 maturing May 13
 \$5275.75 Maturing Nov 28

 3rd was transferred into Savings Nov 20 \$5275.75