

St Avila Home and School Association: February Meeting Minutes

Date: February 11, 2025

Time: 6:00 – 7:30 p.m.

Location: Ecole St Avila

In Attendance:	
Administrators	Parents / Community Members
<ol style="list-style-type: none"> Mme. Jennifer Rothwell (Principal) Mme. Lynn Marriott (Vice-Principal) 	<ol style="list-style-type: none"> Erin Yellow Bird Natalia Ventocilla Kavitha Nadarajah-Gbeve Carrie Sulkers Linda Onigbine
<p>SAHASA Executive (2023-2024)</p> <ol style="list-style-type: none"> Caitlin Steinvsvik (co-chair) Sunayna Bhatt (co-chair) <i>Jan Scott (treasurer) - regrets</i> Alana Isaak (secretary) Jennifer Verch (member-at-large) <i>Katie Dutfield-Wilms (member-at-large) - regrets</i> Arifa Mark (member-at-large) 	

1. Welcome and Introductions (Caitlin)

All in attendance were given an opportunity to introduce themselves.

2. Acceptance of Agenda / Minutes

Caitlin proposed adding the Babysitting Course to the agenda as items under Section 5: Other Initiatives. There were no other comments or questions raised.

Approval of the Amended Agenda: it was **MOVED** by Natalia and **SECONDED** by Erin that the Agenda be approved as Amended. **CARRIED.**

Approval of the Minutes of January: it was **MOVED** by Natalia that the Minutes of January be approved as circulated. The motion was **SECONDED** by Erin. **CARRIED.**

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

Mme. Rothwell asked for feedback about whether families preferred making appointments for the Celebration of Learning as was done last year. Those in attendance stated that that they preferred not having to make an appointment.

There was also feedback that some students and parents are having a difficult time keeping track of the schedule of the school clubs. Mme. Rothwell stated that she will check about the clubs being updated on the school calendar on the website.

4. Committee Reports

a) **Financial Report** (Caitlin) – see attached report

Caitlin shared that we are on budget and there are no big changes from the last meeting. We did receive the money from the school division (\$375). We have also begun paying babysitters through e-transfer, but this process still requires a double authorization.

b) **Fun Lunch Program** (Jen Verch)

We have begun the second half of the fun lunch program. The orders for the next Pizza lunch will be due on February 20th. Jen will send out a reminder email to the school and we can ask teachers to include the reminder in the student agendas as well. (Students should be receiving new agenda soon.)

Mme. Rothwell asked if she could get a handout for new families who are joining the school about how to register for fun lunches. Jen Verch said she could provide this.

c) **Milk Program** (Caitlin on behalf of Katie)

Milk orders are down across the board (M/W/F and T/Th). New session launched February 5 and is going well.

5. Other Initiatives

a) **Fundraising** (Kavitha)

Glenlea will be our last fundraiser of the year. We should be receiving the promotional materials from Glenlea next week. April 15 will be the closing date for orders. The delivery date will be May 16th.

b) **Scholastic Book Fair** (Caitlin)

Almost \$2,500 was earned for the purchase of books for the school. A lot of people donated books as well. The money raised was used to fulfill the wishes of any of the teacher requests.

Caitlin provided the feedback that the host should be present all three days and she recommended that the person hosting should be a staff member. A lot of questions that were being sent to Caitlin should be directed to Scholastic, not to us. Caitlin recommended that the ownership of the Scholastic Book sale should go back to the Teacher Librarian. The Book Fair is in her space, and it was very confusing who had ownership of the event. Natalia shared that there are a lot of tools and resources available in terms of promoting the book sale, but these materials are relevant to classroom activities, therefore it would make more sense for a staff member to be the host.

c) **Movie Night** (Caitlin on behalf of Lindsey)

The movie night worked out very well and made around \$600. It was a smaller group of attendees, but it was very calm. It was mostly younger students (K-3) so we need to choose appropriate movies. Selling pizza at the event has been working very well.

d) **Pancake Breakfast** (Arifa) – February 18, 19 & 20

We are doing well with volunteers. Only on Wednesday that we are looking for volunteers. The other days are all full. Arifa talked to the health inspector. We don't need a permit as we aren't

cooking any raw food.

e) Blue Shirts (Alana)

It was **MOVED** by Alana that SAHASA spend \$725.76 for blue t-shirts. It was seconded by Caitlin. The question was called, and the motion **CARRIED**.

f) Grade 6 Farewell (Caitlin, Alana, Jennifer)

Last year the students went to Wheelies in the morning for a field trip and then had the pizza lunch when they returned to the school. Last year the field trip was paid for by the school, but Mme. Rothwell was wondering if SAHASA would pay for it this year? We will revisit this question as a later date.

g) Lily Pad / Bridge Update (Caitlin)

Lindsey has emailed someone in the Faculty of Architecture about the outdoor project. Money has come out of one of our GICs and it will be moved to a savings account. Our next GIC will be finished on May 13, 2025. Facilities and Maintenance from the school division will come and inspect the bridge in spring once the snow has melted. Mme. Rothwell will keep us posted if she hears anything.

h) Family Fun Night – Food Trucks (Chair)

There was some discussion about whether we will continue to organize this event. It was shared that the same parents are taking on the responsibility of all the initiatives and starting to get tired.

Erin brought up the idea of having a parent representative from each class. Then the families from a class could be targeted. There was the example of an event where in preparation for a silent auction, every class had to bring donations for a basket. Having a parent representative might be a stepping stone for more parent involvement.

The tentative date for the Family Fun Night is June 12.

i) Babysitting Course (Carrie)

Carrie has contacted the South Winnipeg Family Information Centre about the course and is waiting to hear back. We had wanted to organize this last year, but it didn't end up working out. On an in-service day, we would have the babysitting training in the library for any grade 6 student who signed up. Mme. Rothwell will check about the possibility of the course and will contact M. Moreau about how it was run in the past.

6. Adjournment

Meeting adjourned at 7:35 PM. Next meeting will be **on March 11, 2025**.



ÉCOLE ST. AVILA PARENT COUNCIL

Tuesday, February 11th, 2025

Administrative Report to Parent Council (SAHASA)

To date:

- 2023-2024 Current Enrollment is 382 students.
 - K 61
 - Gr. 1 79
 - Gr. 2 62
 - Gr. 3 58
 - Gr. 4 35
 - Gr. 5 50
 - Gr. 6 30

- J'aime Lire: 'Raconte ton histoire/Share your Story' was the theme this year. We once again celebrated the month of 'I love to read in January – to have something to look forward to throughout the month and because February is a busy month. Guest storyteller Leigh-Anne Kehler, Making Story Vines, Student Voice group leading the kick off assembly, 'living library' where our older students read to our younger students, dress up days, guest readers: trustee Cindy Nachtigall, Mme Stephanie Isaac (vice-principal from Viscount Alexander)
- Celebration of Learning: Thursday, January 30th and Friday, January 31st: Many families took part in celebrating student successes. We are exploring for next year what will work best. Last year, booking of appointments, this year was open house format – attendance was similar. Also exploring only evening as there was much less attendance on Friday morning.
- Thank you to SAHASA for taking the lead on the Scholastics Book Fair during the Celebration of Learning. Your partnership with our students at the center is greatly appreciated
- School Wide Kindness Challenge: we are working hard on expressing kindness through our actions and words. Students are earning tickets for their classroom when any adult in the school notices good choices, words, actions. This is collected in a box for the class, and a class wins a prize every Friday in February. Last Friday, our grade 5/6 class, Mme Herkert-Allen won an extended recess time. We are also having a school wide card exchange this Friday, in celebration of Heart Day
- Presentation from Na Jian is performing on the Guzheng (string instrument) in celebration of Lunar New Year. The Manitoba Arts Council Grant will provide Na to return in the spring – all students will build their own Guzheng and learn a bit about playing the instrument.



ÉCOLE ST. AVILA PARENT COUNCIL

Upcoming:

- Planning for Festival du Voyageur is underway: Kick off and closing assemblies, Activity Centres on the Friday, Ou est Léo, Pancake Breakfast, Dress as a voyageur all week long, Our Grade 1s are attending the Festival du voyageur
- Kindergarten Information Evening will take place on Tuesday, February 25th at 6:00 p.m. Our 'Welcome to Kindergarten' evening will take place in May, and we will reach out to SAHASA closer to the date to take part in our learning centres
- Student Voice Group: Mme Herkert-Allen and Mme Trakalo – many initiatives school wide including a Black History Month Assembly is being planned with student initiatives
- Other clubs: Lego, Basketball, Beading, Dance,
- Thank you to SAHASA for organizing the Fun Lunches for students – they are a highlight students enjoy!
- Communication: We're on Instagram: @ecolestavila, check the website, read our weekly Notes form the office.

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

	Sept - Oct	November
Revenue (Deposits)		
Munch revenue before Munch fees (Pizza, Milk, pita, popcorn, subway)	\$ 13,669.64	\$ 345.21
Munch payment (cheque or e transfer)		
Jordon's Principle Cheque		\$ 312.62
Mabel's Labels	\$ 59.22	
Halloween Family dance	\$ 610.80	
Movie Nights		\$ 660.00
Fundraiser: Show and Save		
Fundraiser: Family Fun Night		
Fundraiser: Glenlea Spring		
Fundraiser: Used Book Fair	\$ 605.00	
Fundraiser: Krispy Kreme		\$ 3,648.00
Grant funds		
PTSD Operating Grant (for SAHASA Meetings)		
Bank Interest (Savings account)	\$ 60.93	\$ 24.75
GIC Interest	\$ 573.13	\$ 275.75
Deposit from Savings		
Other: Tshirts Volunteers		
Other: Float		
Other: (missed pizza order; refund payment; cheque return)		
missed pizza orders		\$ 5.50
Scholastic book Fair		
Money from school division		
Total Revenue	\$ 15,578.72	\$ 5,271.83
Expenses (Withdrawals)		
Munch Expenses (actual vendor payments)	\$ 1,518.16	\$ 2,968.57
Milk		\$ 753.26
Pizza	\$ 471.88	\$ 513.88
Popcorn	\$ 255.98	\$ 240.08
Pita Pit		\$ 653.00
Subway	\$ 790.30	\$ 808.35
Supplies for events (plates, AL foil, hairnets)	\$ 189.23	\$ 111.95
MunchaLunch subscription		

MunchaLunch Refund to Parents	\$	100.42		
MunchaLunch Transaction/Swipe Fees	\$	460.45	\$	22.48
Babysitting (SAHASA meetings)	\$	80.00	\$	40.00
SAHASA meeting - food/beverages				
SAHASA windup				
Halloween Family dance	\$	90.20		
Movie Nights				
Popcorn			\$	32.56
Pizza			\$	217.44
Other Fundraiser: Show and Save				
Other Fundraiser: Family Fun Night				
Fundraiser: Krispy Kreme				\$1,816
Scholastic book fair				
Pancake breakfast				
End of year Picnic				
Fall Clean up - mulch	\$	66.98		
Spring and fall cleanup (kids treats)				
Summer school grounds care (Jul-Aug)	\$	400.00		
Staff appreciation				
Teacher retirement/council member gifts				
Grade 6 grad farewell lunch				
School t-shirts				
Office supplies			\$	8.93
Bank service fees	\$	6.30	\$	11.80
Other: GIC				
Other: Undeposited Cheques				

Monies gifted to Ecole St. Avila to help cover their costs

Total Expenses

\$	2,911.74	\$	5,229.73
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Profit/Loss	\$	12,666.98	\$	42.10
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GIC Information

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

3rd was transferred into Savings Nov 20 \$5275.75

**Projected Budget
2024 - 2025
(September to August)**

**Actual Final Budget
2023 - 2024**

ion from MunchaLunch

\$25,000.00

\$28,844.10

n the "Bank Deposits" on Munch

\$340.80

\$50.00

\$64.72

\$500.00

\$650.30

\$450.00

\$482.85

\$1,500.00

\$1,900.00

\$250.00

\$317.65

\$750.00

\$854.05

\$200.00

\$ -

\$375.00

\$375.00

\$5.00

\$6.39

\$ -

\$200.00

\$136.50

\$170.00

\$97.77

\$29,280.00

\$34,240.13

\$300.00

\$301.38

\$336.00

\$336.00

\$300.00	\$246.65
\$1,000.00	\$973.55
\$350.00	\$240.00
\$60.00	\$49.77
\$300.00	\$242.01
\$50.00	\$ -
\$100.00	\$86.58

\$1,000.00	\$1,237.50
	\$ -

\$250.00	\$183.33
\$500.00	\$209.27

\$110.00	\$ -
\$400.00	\$ -
\$350.00	\$273.35
\$300.00	\$273.00
\$100.00	\$58.53
\$1,500.00	\$4,323.76
\$100.00	\$99.32
\$60.00	\$56.64
	\$10,000.00
\$300.00	\$ -

\$2,000.00

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\$28,566.00
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\$38,078.10
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\$714.00

(\$3,837.97)

P/L actual includes 2x \$5000 investments

October

	Revenue	Cost	Profit
Milk			
M/W/F	\$ 1,971.42	\$ 1,594.50	\$ 376.92
T/Th	\$ 2,106.96	\$ 1,741.75	\$ 365.21
Pizza	\$ 910.25	\$ 556.58	\$ 353.67
Popcorn	\$ 465.00	\$ 255.66	\$ 209.34
Subway	\$ 905.00	\$ 771.70	\$ 133.30
	<u>\$ 6,358.63</u>	<u>\$ 4,920.19</u>	<u>\$ 1,438.44</u>

November

Pita	\$ 677.00	\$ 641.00	\$ 36.00
Pizza	\$ 858.00	\$ 524.39	\$ 333.61
Popcorn	\$ 408.00	\$ 224.64	\$ 183.36
Subway	\$ 856.00	\$ 733.20	\$ 122.80
	<u>\$ 2,799.00</u>	<u>\$ 2,123.23</u>	<u>\$ 675.77</u>

December

Pita	\$ 639.50	\$ 605.50	\$ 34.00
Popcorn	\$ 411.00	\$ 227.34	\$ 183.66
Pizza	\$ 836.00	\$ 511.33	\$ 324.67
	<u>\$ 1,886.50</u>	<u>\$ 1,344.17</u>	<u>\$ 542.33</u>

January

Pizza	\$ 808.50	\$ 494.27	\$ 314.23
Popcorn	\$ 393.00	\$ 216.66	\$ 176.34
Subway	\$ 776.00	\$ 662.40	\$ 113.60
	<u>\$ 1,977.50</u>	<u>\$ 1,373.33</u>	<u>\$ 604.17</u>

Feb

Pita	\$ 611.50	\$ 579.10	\$ 32.40
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TOTAL \$ 3,293.11

Fall Winter 2024 2025
Oct 16 2024 - Feb 6 2025

	Revenue	Cost	Profit
Milk			
Mon/Wed/Fri	\$ 1,971.42	\$ 1,594.50	\$ 376.92
Tues/Thurs	\$ 2,106.96	\$ 1,741.75	\$ 365.21
	\$ 4,078.38	\$ 3,336.25	\$ 742.13
Pita			
Nov	\$ 677.00	\$ 641.00	\$ 36.00
Dec	\$ 639.50	\$ 605.50	\$ 34.00
Feb	\$ 611.50	\$ 579.10	\$ 32.40
Pizza			
Oct	\$ 910.25	\$ 556.58	\$ 353.67
Nov	\$ 858.00	\$ 524.39	\$ 333.61
Dec	\$ 836.00	\$ 511.33	\$ 324.67
Jan	\$ 808.50	\$ 494.27	\$ 314.23
Popcorn			
Oct	\$ 465.00	\$ 255.66	\$ 209.34
Nov	\$ 408.00	\$ 224.64	\$ 183.36
Dec	\$ 411.00	\$ 227.34	\$ 183.66
Jan	\$ 393.00	\$ 216.66	\$ 176.34
Subway			
Oct	\$ 905.00	\$ 771.70	\$ 133.30
Nov	\$ 856.00	\$ 733.20	\$ 122.80
Jan	\$ 776.00	\$ 662.40	\$ 113.60
	<u>\$ 13,633.13</u>	<u>\$ 10,340.02</u>	<u>\$ 3,293.11</u>