

St Avila Home and School Association: January Meeting Minutes

Date: January 14, 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 Hiebert 2. Jennifer Generao 3. Natalia Ventocilla 4. Erin Yellow Bird 5. Tatiana 6. Kavitha Nadarajah-Gbeve 7. Ogechukwu Ekpeluchi - online
<p>SAHASA Executive (2023-2024)</p> <ol style="list-style-type: none"> 1. <i>Caitlin Steinsvik (co-chair) - regrets</i> 2. Sunayna Bhatt (co-chair) 3. <i>Jan Scott (treasurer) - regrets</i> 4. Alana Isaak (secretary) 5. Jennifer Verch (member-at-large) 6. Katie Dutfield-Wilms (member-at-large) 7. Arifa Mark (member-at-large) 	

1. Welcome and Introductions (Sunayna)

All in attendance were given an opportunity to introduce themselves.

2. Acceptance of Agenda / Minutes

Sunayna proposed adding Blue Shirt Collection and Communication 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 Lindsey and **SECONDED** by Arfia that the Agenda be approved as Amended. **CARRIED.**

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

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

Mme. Rothwell explained that during the Celebration of Learning, there will no longer be any booking of appointments, but families can come when it's best for them. The book fair will also be happening at the same time so families can visit the library.

Planning for Festival du Voyageur (February 18-21) is underway but if anyone knows of any performers who would be available to perform at the school (singers, dancers, etc.), please provide their contact information to Jennifer.

Mme. Rothwell clarified that there have been some issues at recess with forts as there have been battles

between bases. She clarified that they have blocked off the baseball field so that supervisors can see everything that is happening. Forts are allowed but battles between forts are not allowed. There has also been some organization for soccer at recess for grades 4-6 students. Students and staff created St. Avila soccer rules. There is always an adult supervisor at the soccer games and students are assigned a team. The teams will switch every couple of weeks.

4. Committee Reports

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

Jan put forth the suggestion (by email) that SAHASA begin to use e-transfers. They will cost \$1 per transactions. There was discussion about the high cost of the banking fees with Access Credit Union. SAHASA will reassess the bank we are using at the end of the year.

It was **MOVED** by Jan that SAHASA begin using e-transfers. It was seconded by Erin. The question was called, and the motion **CARRIED**.

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

Ordering for the first half of the year will close this Thursday. Email will go out on Friday to open the ordering for the second half of the year. We will continue not having pizza during Ramadan. We will make up that pizza in the first week of June. The deadline for session two orders will be January 30.

c) **Milk Program** (Katie)

Families will have 2 weeks to order for the second session. Milk program will finish on June 5. Katie asked if anyone is interested in helping with the milk program. The two students who help are very responsible and make the whole process very easy but we should also start thinking about training students to take it over next year.

5. Other Initiatives

a) **Fundraising** (Kavitha)

The Krispy Kreme fundraiser made over \$1,000. Glenlea will be the second fundraiser. Kavitha has ordered flyers so those will be delivered in the month of February. We will be accepting orders between February and April 16. The plants will be delivered on May 16.

b) **Scholastic Book Fair** (Natalia)

The books will be delivered on Monday, February 27. The set-up will happen on Wednesday, February 29 in the evening. Classes will come and view the books on Thursday. They will be able to purchase with their parents when they attend the Celebration of Learning (Jan 30 in the evening and Jan 31 in the morning). Natalia will connect with Lindsey about creating a sign-up link for parents to volunteer on Wed evening, Thurs evening and Fri morning.

c) **Movie Night** (Lindsey) – Thurs, January 23

There are not any volunteers or donations. Lindsey will prepare a separate email to be sent out by the office. Arifa will give the chocolate bars to the office that are expired. Sunayna will post the link on Instagram for the sign-up for donations and volunteers.

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

Planning is well underway. 5-6 classes each day will receive pancakes. The total budget is \$250. Lindsey can create a sign-up for the Pancake Breakfast, but we will wait to promote this until the

Movie Night is complete. Arifa asked if they could prepare the room on Friday, Feb 14 as Monday is Louis Riel Day. Jennifer said the preparation could be done on Friday but after the staff have eaten lunch.

e) **Blue Shirts** (Jen G.)

None of the kindergarten children have t-shirts yet. There are 67 kindergarten students. Mme. Rothwell will send an email to Caitlin and Jenn G about all the staff numbers as well as what we currently have as inventory. We will do an email motion for the approval of the funds.

f) **Blue Shirt Collection** (Chair)

There was some discussion about what could be done with used t-shirts that are collected. Not many have been collecting until now. Some suggestions included repurposing them into pillows or giving them away to younger siblings. The decision was made that we will try to encourage families to bring them in when we are collecting used items for the bazaar in spring.

g) **Grade 6 Farewell** (Jennifer)

The date has been set as Monday, June 23 (afternoon) for the ceremony in the gym. Last year, some parents organized a pizza lunch after the field trip in the morning. When the students returned from the field trip, they came back to a lunch set-up in the gym. Each child also received a key chain from SAHASA at their spot.

Alana will check the Google Docs for any planning items and Lindsey will speak to Kristin Wiebe.

The school paid for the grade sixes to go roller skating and then they came back for their lunch and then the pizza was donated. And we saved some decorations.

Alana will check the Google docs about any planning material and confirm with Caitlin if she's still onboard. Kristin, Ashley and Jenn Verch planned it out last year. Jen Verch explained that did a sign-up for food volunteers and food donations which filled up very quickly. The food donations included veggie trays and desserts. Will discuss at a future meeting the date for the lunch. Could possible be on Monday, June 23 or a different day.

h) **Lily Pad / Bridge Update** (Admin/ Natalia)

Natalia sent an email to the Dean of Architecture at the University of Manitoba but hasn't heard back anything. Lindsey will check about any contacts that she has already in the Faculty of Architecture.

i) **Social Media / Communication** (Chair)

Sunayna will take on the role as Kemi's family has moved out of the catchment. We will also post about looking for a new social media person.

6. Adjournment

Meeting adjourned at 7:33 PM Next meeting will be on February 11, 2025.



ÉCOLE ST. AVILA PARENT COUNCIL

Tuesday, January 14th, 2025

Administrative Report to Parent Council (SAHASA)

To date:

- 2024-2025 Current Enrollment is 382 students.
 - K 67
 - Gr. 1 77
 - Gr. 2 62
 - Gr. 3 59
 - Gr. 4 34
 - Gr. 5 51
 - Gr. 6 30
- Winter Concert: Merci M. Somers and supporting teacher committee members: Mme Lesk, Mme Bohemier, Mme St. Pierre, Mme Trakalo, Mme Knudson.
- Divisional Cyber Incident made the month of December interesting. Today, January 14, we had O Canada and announcements back up and running.
- We kicked off the month of J'aime Lire with a school wide assembly this past Friday – visit from the Wpg Ghostbusters to read a story and a living library; theme this year is 'Raconte ton histoire'/Share your story'. Focus is oral story telling with Leigh Ann Kehler, Story vines – illustrating we as language learners, infusing Indigenous culture and the French Immersion curriculum – seeing ourselves as language learners
- We opened a Grade 1 classroom on January 6th, bring the classroom numbers down for learning in the grade one classrooms. Mme Chin is the grade one teacher.

Upcoming:

- Celebration of Learning: January 30th in the evening (4:30 p.m.-7:00 p.m.) and the morning of January 31st: 9:00 a.m. - 11:00 a.m.
- January 29th: Lunar New Year – artist Ni Jian will be performing in the afternoon the Guzheng, a Chinese instrument. Ni will return two more times this school year, for the students to build and play their own Guzheng.
- 2024 was the year of the Dragon – we are looking to re-do the dragon mural this spring
- Kindergarten Information Evening is Thursday, February 25th at 6:00 p.m.
- Planning for Festival du Voyageur is underway
- Intent to register for 2025-2026 school year – electronic form will be sent home in early February
- 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	December	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	\$ 14,197.63	\$25,000.00	\$28,844.10
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		\$ 660.00	\$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)	\$ 30.90	\$ 24.75		\$ 55.65	\$5.00	\$6.39
GIC Interest	\$ 573.13	\$ 275.75		\$ 848.88		
Deposit from Savings				\$ -		\$ -
Other: Tshirts Volunteers				\$ -		\$136.50
Other: Float				\$ -	\$200.00	\$170.00
Other: (missed pizza order; refund payment; cheque return) missed pizza orders		\$ 5.50		\$ 5.50		\$97.77
Total Revenue	\$ 16,548.69	\$ 5,271.83	\$ 182.78	\$ 21,003.30	\$29,280.00	\$34,240.13
Expenses (Withdrawals)						
Munch Expenses (actual vendor payments)						
Milk	\$ 1,518.16	\$ 2,968.57	\$ 2,326.49	\$ 6,813.22		
Pizza	\$ 471.88	\$ 513.88	\$ 514.44	\$ 1,500.20		
Popcorn	\$ 255.98	\$ 240.08	\$ 242.94	\$ 739.00		
Pita Pit		\$ 653.00	\$ 670.00	\$ 1,323.00		
Subway	\$ 790.30	\$ 808.35		\$ 1,598.65		
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			\$ 100.42	\$300.00	\$246.65
MunchaLunch Transaction/Swipe Fees	\$ 460.45	\$ 22.48	\$ 1.95	\$ 484.88	\$1,000.00	\$973.55
Babysitting (SAHASA meetings)	\$ 80.00	\$ 40.00		\$ 120.00	\$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		\$ 32.56		
Pizza		\$ 217.44		\$ 217.44		
Other Fundraiser: Show and Save				\$ -	\$1,000.00	\$1,237.50
Other Fundraiser: Family Fun Night				\$ -		\$ -
Fundraiser: Krispy Kreme		\$1,816		\$ 1,816.00		
Pancake breakfast				\$ -	\$250.00	\$183.33
End of year Picnic				\$ -	\$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				\$ -	\$1,500.00	\$4,323.76
Office supplies		\$ 8.93		\$ 8.93	\$100.00	\$99.32
Bank service fees	\$ 6.30	\$ 11.80	\$ 7.20	\$ 25.30	\$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	
Total Expenses	\$ 2,911.74	\$ 5,229.73	\$ 2,335.64	\$ 10,477.11	\$28,566.00	\$38,078.10
Profit/Loss	\$ 12,636.95	\$ 42.10	\$ 2,152.86	\$ 10,526.19	\$714.00	(\$3,837.97)

P/L actual includes 2x \$5000 investments