

St. Avila Home and School Association:
January Meeting Minutes

Date: Tuesday, January 20, 2026

Time: 6:30 PM

Location: Zoom

In Attendance:	
Administrators	Parents / Community Members
Mme. Jennifer Rothwell (Principal)	Kate Mills
Mme. Janique Beaubrun (Vice-Principal)	Kavitha Nadarajah-Gbeve
	Sarah Osakwe
SAHASA Executive (2025-2026)	Amit Koul
Arifa Mark (co-chair)	Faidat Ogun
Alana Isaak (co-chair)	Miguel Alfonso
Erin Yellow Bird (secretary)	Erin Tobz
Mallory Cordingley (Treasurer)	
Jen Verch (member-at-large)	

1. Land Acknowledgement, Welcome & Introductions

All in attendance were welcomed to the meeting

2. Additions to the Agenda

- Request for funds -Jennifer Rothwell

3. Acceptance of Agenda and Minutes

- a. Arifa motions to approve January agenda; Sarah seconds.
Motion passed.
- b. Mallory motions to approve November meeting minutes. Jen Verch seconds.
Motion passed.

4. Administrator's Reports (Janic Beaubrun & Jennifer Rothwell): See attached report.

- a. J. Beaubrun- The book fair and Tri-conferences are upcoming. Mme. Danielle is looking for volunteers. An email will be sent out to parents soon.
- b. Road safety- Kavitha reached out to communications officer at South Point. Working on something to share. Winter wear was sent out by the division. The division will send out information to Jen Rothwell.
- c. Kindergarten information night is same as South Point band concert. Parents can also come to the school at another time and pick up packages from the office.

5. Committee Reports

- a. Treasurer Report: Budget Presentation (Mallory)- see attached report

GIC that matured in Nov. is locked in at the same rate. Next GIC matures in June. Total fundraising income is 85.61. projected was 88.

- b. Fun Lunch Program-Jen V
 - 1. Pizza lunch from December – Is rescheduled for January 8 (due to weather). Fun lunch is open again for the spring ordering. First deadline is January 29 for milk program and pizza lunch.
- c. Milk Program- Linda-There was a delay for the last order but it was communicated to families and it will be delivered at the end of the year. Milk arrived today late and was slightly frozen but was consumed and should be thawed by tomorrow morning.
- d. Kernels Popcorn -Kate. Going well. Will use points for upcoming prize for walk a thon.
- e. Social Media-

6. Other Initiatives

- a. Review of Krispy Kreme Fundraiser (winter) -Kavitha
 - 1. Went great except that there were a few challenges for parents not picking up doughnuts. If we do the fundraiser again we would have to communicate more about pick up. (1)There were some parents who stayed in their cars and sent kids in to pick up the doughnuts. That

situation is difficult to confirm the order names. (2) Food via transportation: Kids loaded on the bus and Mme. Brubrun had to take doughnuts off the busses. It was a difficult situation. Transportation is not going to change to allow for the transportation home. Important to clarify the messaging for parents. School busses do allow food. Maybe we can seal it up and have an agreement in advance.

b. Movie Night (January 22) -Alana

1. We will move it to March to make sure the remediation is successful. Mme. Rothwell has booked a permit and chairs -March 25th is confirmed.

c. Pancake Breakfast – hopefully changed to Richmond Kings Community Centre ...or postponed. (February 12)-Arifa

1. Mme. Rothwell- We continue to monitor the situation. The insects are primarily in the staffroom. Cooking is not ideal. If it continues then we need to monitor and see where we are at. Right now we are not confident that we can do Feb. 10.
2. Working out the schedule with the teachers for the 3 day event. Arifa- need to know by Feb 3rd. Don't feel comfortable working in the school kitchen until it is clear. Could we use the community center? Alana will inquire about it. Arifa will reach out to the teachers and asked if they would be able to reschedule their timeslots. Arifa and Jennifer will touch base after. Kavitha-For the community center, if it is really cold can they still walk? Yes, because it is less that a 5 min walk. Anything out of school the kids would love it.

d. Dance-A-Thon Update (February) -Kavitha

1. It will be Friday February 20th. Working with Mme. Rothwell and PTSD opening a PTSF account. We have the new guidelines that will be in the letter that will be sent out. Online platform “-----” PTSD will cover the 3.7% cost and will do the tax receipts automatically. If paying by cash or cheque, the division has to do it individually. 25 dollars or more will get a tax receipt.
2. We are putting some incentives up for the class that raises the most money. They will earn a pizza party. We currently have rewards with Dominos, Pita Pit points that are close to expiry.
3. There will be 2 prizes, One for each section of grades split K-2 and 3-6. The individual in each group that makes the most money will earn a \$50

Indigo gift card. There will also be a smoothie party for class who returns all donation forms before the deadline. We also have points for Kernal's points. If the individual raises \$30 or more, they will get entered in a draw for a Kernal's gift card.

4. \$400 available as a line to use for dance-a-thon for gift cards and supplies.
5. Will need volunteers to help with order forms.
6. Canada help.org (?) -online ordering...Mallory will be helping during that time.
7. We will advertise at the Tri-Conferences. And will have some video to advertise and teach kids what to expect. Fundraising and prizes spelled out. We want to do the paper version fundraising sheets and advertise. There is a video but it is not yet finalized. Jennifer and Kavitha have been doing a lot of work on that.

7. **New Business**

- a. Sponsored Clubs -Chairs.
- b. New Bank-Chairs
- c. Lilly Pad/playground repairs- Mallory-potential RFP-ing is up to the school division. Facilities and maintenance has to do it. The bridge was repaired this past summer (safe but only a bandaid). In the spring they will do a new assessment. Jennifer will reach out to Facilities and Maintenance and bring it back to the next meeting. RFP request for proposal.

GICs on next meeting. Need to know to make an informed decision about our money flow to make money available.
- d. Community Road Safety-Jennifer is looking into past pamphlets and will pass on information.
- e. Request for Funds- Jennifer Rothwell
 1. First request: I'm in my 3rd year here. I am requesting funds to build on the French Immersion and that align with our school goals and because we are limited in our school budget we look to out PC to make the extra enrichment. One goal of the French Immersion program is to celebrate Festival du Voyageur. Bandalin band (French band) was booked early (last

year). Jennifer makes a motion to pay for the performance on Feb 12 in the afternoon for all students. \$1200

- Regulation and Wellness -We are working with Project 11 (all encompassing mental wellness and regulation) Manitoba Theatre for young people. I requested a date because it books up really fast. Tad and Birdie working together and having friendship-makes the world better. \$800
- Total of \$2000 requested by Jennifer Rothwell.
- Parent Council didn't budget for this because the dance a thon would be our contribution to put towards these types of events. (Mme. Rothwell)-the money would still come out of it but because of the delay she is requesting it prior to the dance-a-thon. Jennifer is asking for an advance on the fundraiser to cover the costs.
- Kavitha-Thinking about the money that we have in the GICs. We shouldn't be carrying money for multiple years. It should be used and not kept for profit. Krispy Kreme, Glenlea, Dance-a-thon—we have the money, we should use it for the current students. Alana-we need to use the money we make each year. Think of a project that we can fund each year.
- Jen Verch-these events are what we are looking at-in support of both, Mallory agrees.
- Jennifer motions for \$2000. Faidat seconds. Motion passes.

2. Second Request. Supporting a student in entering the Science.

- We have a Language Monitor that works with us every day to support French language learning. We will be running a French language enrichment club. Science project can happen in French. Cannot use school budget funds for an individual project. Due to this fact, the request has been brought to Parent Council. \$281.23. Jennifer makes a motion for the PC to support the student.
 - i. Jen Verch-is the project hinging on the parent council? Jennifer told the student that she will bring the request to PC but cannot guarantee

funding. Individual may contribute to his own project. Will there be opportunity to show his project to other students? Impact or inspire them to engage in science?

- ii. Arifa-need to make it available to everyone. Kavitha, along the same lines. Concern that this would set a precedence. We should have clear guidelines. Saying YES to this and NO to another could cause conflict with kids and parents potentially. Should we have terms or a refereed application process? Who and how much? Does it need to be equitable? Alana- Vincent Massey offers to pay for every student to get a music lesson. It is available to everyone but mostly goes under utilized. We can make it available but not too many would take us up on it.
- iii. Miguel Alfonso-who would keep track of the project? Updates? Follow up? Who would keep an eye on such things? Jennifer Rothwell-The student has requested to be able to work at school. Sarah Osakwe-This is an opportunity to inspire more creativity and motivation. I support supporting the student. Make it fair and consistent for everyone. Mallory- The request is for money for the purchase of supplies.
 - 1. We could make a motion for a reasonable amount and then it could be a vote for this specific student. Maybe we form a subcommittee moving forward. Maybe 3 dates of the year that you could apply We should have some additional planning going forward. Arifa-We should determine that we can present it to the community first. Jen Verch-person has shown a lot of initiative...we should support this student.

2. Jen-might be a first step. We should promote it.
3. Erin-We have an opportunity for something new and to support a student in French and Science, we should take it and support them.
4. Kavitha-Maybe we can have 4 \$50 gifts. Needs to have criteria. Present project to class, school...
5. Alana-\$75, Kate-\$100, Mallory-projected profit is \$7000 (have to raise 10K at the dance a thon) We do need to be mindful of the amount of request that we might get. For future requests, we should work on clear guidelines that are substantial and fare. Mallory-We can support \$75 or \$100. Alana-If we are going to give him the money, could we spotlight his accomplishments this year. The science symposium is in April.
6. Sarah-progress reports, pictures. Kavitha-we should support this kid and we should look at allocating for the remainder of the year.
7. MOTION by Alana to gift \$100 for this student and \$ 200 remains available. \$300 total for the year. Stipulation that you will provide receipts for the project. Jen Verch seconds. Motion passes. Jennifer Rothwell is part of the executive member as the school principal. Motion carries.
8. Alana will send out a letter and will work with Jennifer...to get something out.
9. Alana motions to give the student \$100.

8. Adjournmet-8:11

February meeting is supposed to be during the same week as concert and dance-a-thon. Too much going on. February meeting cancelled.

9. **Next in person will be March 17.**



SAHASA Meeting
Tuesday, January 20th, 2026
6:30 p.m. (virtual)

Administrative Report to Parent Council (SAHASA)

To date:

- 2025-2026 Current Enrollment is 395 students.
 - o K 53
 - o Gr. 1 73
 - o Gr. 2 74
 - o Gr. 3 60
 - o Gr. 4 57
 - o Gr. 5 33
 - o Gr. 6 45

- We kicked off the month of J'aime Lire with a school wide assembly last Friday. Activities with the theme based on the Olympics all month long. Many guest readers – Cst. Fultz our Resource Officer, Fire Fighter from our local station, Trustee Cindy Nachtigall and many parents as 'mystery readers'.
- Newcomer Evening with Patricia Eyamba was held on January 14th – engaging conversation and learning for parents/caregivers
- Clubs: Reading clubs, Merka book club, forest of reading, musician club, student voice, Action Club (recycling and composting/taking care of our building), Beading,
- The cockroach situation is being managed by Abell Pest Control, hired by the school division. An update will be shared in Notes from the office on Friday, unless there is anything pertinent to report before the end of the week.

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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.
- Book Fair will take place during the Celebration of Student Learning – Mme Danielle is looking for volunteers – please consider adding your name to donate time for a couple
- Kindergarten Information Evening is Wednesday, February 4th at 6:00 p.m.
- Planning for Festival du Voyageur is underway – week of February 9th - 12th
- Intent to register for 2026-2027 school year – forms will be sent home in February
- Winter Concert Information will be coming home in the following weeks - the theme of the concert is 'Festival du voyageur' and the concert will be held at the Desautel Theatre at the University of Manitoba

Respectfully submitted by Jennifer Rothwell, Principal and Janique Beaubrun, Vice Principal
jrothwell@pembinatrails.ca , jbeaubrun@pembinatrails.ca (204) 269.5677

St. Avila Home and School Association Proposed Budget 2025-2026

Revenue (Deposits)	Sept	Oct	Nov	Dec	Jan	Year to Date	2025-2026 Projected	2024-2025
Jordan's Principle Cheque								\$ 312.16
PTSD Operating Grant (for SAHASA Meetings)						\$ -	\$ 375.00	\$ 375.00
Bank Interest (Savings account)		\$ 25.25				\$ 25.25	\$ 300.00	\$ 239.69
GIC Interest						\$ -	\$ 1,000.00	\$ 848.88
Other: Float						\$ -	\$ 200.00	\$ 200.00
Babysitting Course (Fee collection)						\$ -	\$ 600.00	\$ 600.00
Other: (missed pizza order; refund payment)								
Net Fundraising Revenue (see tab)						\$ 17,017.43	\$ 43,350.00	\$ 35,062.81
Total Revenue						\$ 17,042.68	\$ 45,825.00	\$ 37,638.54

Expenses (Withdrawals)	Sept	Oct	Nov	Dec	Jan	Year to Date	Projected	Projected
Misc Supplies								
Supplies for events (plates, AL foil, hairnets)						\$ -	\$ 400.00	\$ 383.49
MunchaLunch subscription	\$ 369.60					\$ 369.60	\$ 369.60	\$ 336.00
Office supplies			\$ 2.04			\$ 2.04	\$ 40.00	\$ 34.97
Fundraising Expenses								
Misc Fundraising Expenses (see tab)						\$ 14,160.51	\$ 28,900.00	\$ 23,954.99
Meetings								
Babysitting (SAHASA meetings)	\$ 40.00	\$ 50.00	\$ 50.00			\$ 140.00	\$ 350.00	\$ 320.00
SAHASA meeting - food/beverages	\$ 45.20					\$ 45.20	\$ 125.00	\$ -
SAHASA windup						\$ -	\$ 300.00	\$ -
School-wide Initiatives								
Pancake breakfast						\$ -	\$ 400.00	\$ 169.76
End of year picnic						\$ -	\$ 500.00	\$ 186.94
Fall Clean up: Mulch & Freezies			\$ 54.70			\$ 54.70	\$ 225.00	\$ 66.98
Spring Clean-up: Freezies						\$ -	\$ 150.00	\$ 121.41
School t-shirts		\$ 5,233.48				\$ 5,233.48	\$ 5,500.00	\$ 726.76
Babysitting Course (Payment)						\$ -	\$ 700.00	\$ 700.00
Sponsored Clubs						\$ -		
Staff and Teachers, G6 Farewell								
Staff appreciation						\$ -	\$ 350.00	\$ 413.35
Teacher retirement/council member gifts						\$ -	\$ 300.00	\$ 512.00
Grade 6 farewell lunch						\$ -	\$ 100.00	\$ -
Banking & Other Expenses								
Bank service fees		\$ 40.00				\$ 40.00	\$ 80.00	\$ 68.10
Monies gifted to Ecole St. Avila						\$ -		\$ 2,000.00
Total Expenses						\$ 20,045.53	\$ 38,789.60	\$ 29,994.75

Profit / Loss -\$ 3,002.85 \$ 7,035.40 \$ 7,643.79

Other Expenses

Other: GIC \$ 10,000.00

St. Avila Parent Council: Fundraising Projected Budget

Revenue (Deposits)	Sept	Oct	Nov	Dec	Jan	Year to Date	2025-2026 Projected	2024-2025
Munch Revenue								
Munch revenue before Munch fees (Pizza, Milk, pita, popcorn, subway)						\$ 12,765.45	\$ 27,000.00	\$ 27,621.03
Munch payment (cheque or e transfer)		\$ 10.50				\$ 10.50		
School Events Revenue								
Halloween Family Dance			\$ 606.15			\$ 606.15	\$ 600.00	\$ 610.80
Movie Nights (Nov & Jan)						\$ -	\$ 1,200.00	\$ 1,278.00
						\$ -		
Other Fundraisers								
Mabel's Labels			\$ 51.33			\$ 51.33	\$ 50.00	\$ 59.22
Fundraiser: Krispy Kreme			\$ 3,584.00			\$ 3,584.00	\$ 3,500.00	\$ 3,648.00
Fundraiser: Glenlea Spring						\$ -	\$ 1,000.00	\$ 1,240.76
Used Book Fair						\$ -		\$ 605.00
Dance-A-Thon						\$ -	\$ 10,000.00	
Total Revenue						\$ 17,017.43	\$ 43,350.00	\$ 35,062.81

Expenses (Withdrawals)	Sept	Oct	Nov	Dec	Jan	Year to Date	2025-2026 Projected	2024-2025
Munch Expenses								
Milk			\$ 519.40	\$ 686.76		\$ 1,206.16		
Pizza		\$ 492.04	\$ 555.32			\$ 1,047.36		
Popcorn		\$ 243.21	\$ 218.85	\$ 225.85		\$ 687.91		
Pita Pit			\$ 609.50	\$ 632.50		\$ 1,242.00		
Subway		\$ 797.30	\$ 723.65			\$ 1,520.95		
Munch Expenses (vendor payments)						\$ 5,704.38	\$ 20,000.00	\$ 20,578.26
MunchaLunch Transaction/Swipe Fees						\$ 663.48	\$ 1,000.00	\$ 935.90
MunchaLunch Refund to Parents		\$ 53.95	\$ 56.50	\$ 33.00		\$ 143.45		
						\$ -		
School Events Expenses								
Halloween Family Dance			\$ 152.82			\$ 152.82	\$ 150.00	\$ 90.20
Movie Nights (Nov & Jan)						\$ -		
Popcorn						\$ -	\$ 100.00	\$ 109.47
Pizza						\$ -	\$ 450.00	\$ 425.16
						\$ -		
Other Fundraisers								
Fundraiser: Krispy Kreme			\$ 1,792.00			\$ 1,792.00	\$ 1,800.00	\$ 1,816.00
Dance-A-Thon						\$ -	\$ 5,400.00	
Total Expenses						\$ 14,160.51	\$ 28,900.00	\$ 23,954.99

Net Profit (Fundraisers)	2025-2026 Year to Date	2025-2026 Projected	2024-2025
Munch Revenue (after vendor and swipe fees)	\$ 6,264.64	\$ 6,000.00	\$ 6,106.87
Halloween Family Dance	\$ 453.33	\$ 450.00	\$ 520.60
Movie Nights (Nov & Jan)	\$ -	\$ 650.00	\$ 743.37
Mabel's Labels	\$ 51.33	\$ 50.00	\$ 59.22
Fundraiser: Krispy Kreme	\$ 1,792.00	\$ 1,700.00	\$ 1,832.00
Fundraiser: Glenlea	\$ -	\$ 1,000.00	\$ 1,240.76
Fundraiser: Used Book Fair	\$ -	\$ -	\$ 605.00
Fundraiser: Dance-a-thon	\$ -	\$ 4,600.00	
Net Revenue	\$ 8,561.30	\$ 8,850.00	\$ 11,107.82

as of January 7, 2026

Description	Amount	Maturation Date
GIC 1	\$ 5,486.78	28-Nov-26
GIC 2	\$ 5,625.30	13-May-26
GIC 3	\$ 10,000.00	4-Jun-26
Subtotal	\$ 21,112.08	
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Chequing Account	\$ 9,404.84	
Savings	\$ 21,309.99	
Total	\$ 51,826.91	