

## St Avila Home and School Association: January Meeting Minutes

**Date:** March 12, 2024

**Time:** 6:30 – 8:00 p.m.

**Location:** Ecole St Avila

In Attendance:	
Administrators	Parents / Community Members
<ol style="list-style-type: none"> <li>1. Mme. Jennifer Rothwell (Principal)</li> <li>2. Mme. Lynn Marriott (Vice-Principal)</li> </ol>	<ol style="list-style-type: none"> <li>1. Kristin Wiebe</li> <li>2. Lawrence Grzenda</li> <li>3. Natalia Ventocilla</li> <li>4. Natalia Obratzsova</li> <li>5. Carrie Sulkers</li> <li>6. Arifa Mark</li> <li>7. Andrea Bjarnarson</li> <li>8. Isabella Olatunji</li> <li>9. Elizabeth Kessie</li> <li>10. Erin Yellow Bird</li> <li>11. Kavitha Nadarajah-Gbeve</li> <li>12. Mr and Mrs Onyema (online)</li> </ol>
SAHASA Executive (2023-2024)	
<ol style="list-style-type: none"> <li>1. <i>Caitlin Steinsvik (co-chair) - regrets</i></li> <li>2. Sunayna Bhatt (co-chair)</li> <li>3. Ashley Tolton (treasurer)</li> <li>4. <i>Alana Isaak (secretary) - regrets</i></li> <li>5. Jennifer Verch (member-at-large)</li> <li>6. Katie Dutfield-Wilms (member-at-large)</li> <li>7. Lindsey Hiebert (member-at-large)</li> </ol>	

### 1. Welcome and Introductions (Sunayna)

**Acceptance of agenda and minutes**

**Motion to accept Meeting Minutes & Agenda:**

**Moved by:** Katie Dutfield-Wilms

**Seconded:** Lindsey Hiebert

### 2. Administration Report (Jennifer Rothwell) – See attached report

One parent asked about the MYRCA club; it is not currently happening. Parents agreed their kids enjoyed it in the past and would love for it to come back. The Grade 6 Farewell is being finalized but will take place on Tuesday, June 25.

### 3. Committee Reports

#### a. Financial Report (Ashley) – see attached report

There are about \$10,000 in expenses to come out for the rest of the year, primarily for Fun Lunches and Milk.

#### b. Fun Lunch (Jennifer V.)

Jen designed an information sheet about pizza lunch that can be given to students who have not ordered pizza yet, but wish they did. The school can also hand it out to new families.

#### c. Milk Program (Katie)

We received a few more milk orders this session (mostly chocolate milk on Tues/Thursdays).

- d. **Communication (Sunayna for Kemi)**  
Kemi is doing a great job posting on SAHASA's Instagram page.

#### 4. Other Initiatives

- a. **Pancake Breakfast, follow-up (Kristin and Arifa)**

The breakfast came in underbudget. It went smoothly and students enjoyed it. We used less plastic forks this year than last year, so the communication to families to send forks with their children worked and we were happy to have less waste.

- b. **Fundraising (Kavitha)**

No availability this spring for the Domino's fundraiser, though we could book in the fall. It was suggested we could do the Pizza Hotline fundraiser, as it was easy to run. We can find out the exact expiry date and note the 6 month expiry date more clearly; we can send a reminder to families and post on Instagram when the expiry date is getting close. Discussion was that we would like to book a Domino's week the same week as the October triconferences. Jennifer Rothwell agreed the Mabel's Labels could be listed on the school supplies list. Kavitha will try to promote Mabel's Labels more, including on the school website.

- c. **Family Fun Night**

Lindsey has reached out to food trucks, but is having a hard time getting replies. "Just a Little Squeeze" lemonade truck and a pizza truck are confirmed. Carrie has some food truck connections that she can share with Lindsey. Katie needs to follow up about the dunk tank. Lindsey suggested a foam pit; the before and after school care found it was expensive to run. Lindsey will follow up about the foam pit. Lindsey will ask the Crosbies about DJ-ing music at the event. Jennifer Rothwell will confirm at the next meeting what activities the staff will run.

- d. **Staff Appreciation (Sunayna)**

To be held every Friday in April. Next week the sign-up will go out for parents to sign up for food to bring. We'd like to involve students more proactively this year by encouraging them to write a message about their teachers / staff. Sunayna will look into providing a template of a heart or flower for students to fill out.

#### 5. New Business

- a. **Spring Yard Clean-up (Alana)**

Lynn will set a date at the end of May (rain date beginning of June) with Alana, and Jacob Sulkers.

- b. **Questions:**

In the past, a Babysitting course was held in the library for Grade 6 students. A parent volunteer would coordinate with the family resource centre. The school would need a permit. Carrie volunteered to organize it. Friday, June 14 could work, as it's report card writing day, and teachers are in their individual classrooms. A parent volunteer likely has to be present.

It was suggested we should increase the pay for the babysitters who babysit during SAHASA meeting to a flat rate of \$20, to be more in line with minimum wage, since the time slot is approximately 1.5 hours.

**Motion:** to raise the payment for babysitters to a flat rate of \$20 each to be in line with minimum wage effective Fall 2024.

**Moved by:** Lindsey Hiebert  
**Seconded:** Natalia Ventocilla

**6. Adjournment**

Meeting adjourned at 7:24PM. Next meeting will be April 9.

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## **ÉCOLE ST. AVILA PARENT COUNCIL**

**Tuesday, March 11<sup>th</sup>, 2024**

### **Administrative Report to Parent Council (SAHASA)**

To date:

- 2023-2024 Current Enrollment is 366 students.
  - K 58
  - Gr. 1 71
  - Gr. 2 59
  - Gr. 3 43
  - Gr. 4 55
  - Gr. 5 36
  - Gr. 6 46
  
- Festival du Voyageur: Students had a great week of exploring and learning about the French culture through this week long celebration. Thank you to SAHASA for organizing the pancake breakfast. Students also enjoyed the musical presentations (TiBert et Douzie and Mme Diva). Activity centres on Friday and a kick off and wrap up assembly. Hé Ho!
- Cst. Fultz our SRO officer visited our grade 5&6 students on February 26<sup>th</sup> to talk with our students about Online Safety.
- Black History Month: School-wide Virtual presentation by Inspiration Republic: presentation engaged students in discussion about racism, microaggressions and celebrating our differences. K-3 and 4-6 (2 different presentations)
- EcoBus OakHammock Marsh: Our grade 1-4 students participated in one-hour French presentations at the school. Topics included: All about owls, Animals in winter, Indigenous games.
- Mobile Vision Screening: which was available for all family in the school. Hearing Screening took place this past week for our Kinder and Grade 1 students as well as any new students.

Upcoming:

- Vanessa Lillies, knowledge keeper of plants and medicines is coming to spend time with all our classes March 20<sup>th</sup> & 21<sup>st</sup>. This is the first of their monthly visits from now until June. Teachers have selected a Call to Action that Vanessa will tie into the teachings for each grade group.
- Rehearsals are underway for our Grade 3-6 Spring Concert – April 10<sup>th</sup> at 1:00 p.m. and 6:30 p.m.



## **ÉCOLE ST. AVILA PARENT COUNCIL**

- Preparations are underway for International Day of Pink: finalizing details for a schoolwide assembly on April 10<sup>th</sup> (we will need to make it work with our concert)
- Bus Ridership for spring is booked for April 5<sup>th</sup>
- Hearts for École St. Avila: we are celebrating what students love about coming to school and tying this to with our school beliefs.
- Current Clubs: Coding (all grade levels), Beading (grade 3-6), Basketball for grade 5&6, Ambassadors club: batteries, tabs, Improv Music club, Chess club.
- Ramadan: alternative space for students that are fasting.
- March 22<sup>nd</sup>: Day of Play for all students
- Report Cards: Friday, April 15<sup>th</sup> is report card writing day. Reports cards will be available for viewing online on Wednesday, April 3<sup>rd</sup>.
- Spring Weather: Students are encouraged to wear rubber boots. The field is a lake in the spring.
- 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 - 2023-2024

	February	Actual Year to Date	Projected (September to August)
<b>Revenue (Deposits)</b>			
Munch revenue before Munch fees (Pizza, Milk, pita, popcorn)	\$ 1,550.17	\$ 28,611.89	\$ 18,600.00
Munch payment (cheque or e transfer)	\$ -	\$ 340.80	
Mabel's Labels	\$ -	\$ -	\$ 50.00
Family dance	\$ -	\$ 650.30	\$ 450.00
Movie Night	\$ -	\$ 482.85	\$ 450.00
Fundraiser: Show and Save	\$ -	\$ 1,900.00	\$ 1,000.00
Fundraiser:	\$ -	\$ -	\$ -
Fundraiser:	\$ -	\$ -	\$ -
Grant funds	\$ -	\$ -	\$ -
PTSD Operating Grant (for SAHASA Meetings)	\$ -	\$ 375.00	\$ 375.00
Bank Interest	\$ -	\$ -	\$ 5.00
Deposit from Savings	\$ -	\$ -	\$ -
Other: Tshirts Volunteers	\$ -	\$ 136.50	\$ -
Other: Float	\$ -	\$ 75.00	\$ -
Other: missed pizza order; refund payment; cheque return	\$ 5.50	\$ 89.27	\$ -
<b>Total Revenue</b>	<b>\$ 1,555.67</b>	<b>\$ 32,661.61</b>	<b>\$ 20,930.00</b>
<b>Expenses (Withdrawals)</b>			
Pizza lunch	\$ 466.56	\$ 2,173.76	\$ 3,300.00
Milk Program	\$ 899.81	\$ 2,948.09	\$ 4,815.00
Pita Pit	\$ -	\$ 2,214.00	\$ 2,235.00
Popcorn	\$ 232.51	\$ 1,262.58	\$ 1,125.00
Subway	\$ -	\$ -	
Supplies for events (plates, AL foil, hairnets)	\$ -	\$ 193.31	\$ 200.00
MunchaLunch subscription	\$ -	\$ -	\$ 336.00
MunchaLunch Refund to Parents	\$ 86.65	\$ 231.65	\$ 400.00
MunchaLunch Transaction/Swipe Fees	\$ 59.42	\$ 963.95	\$ 1,000.00
Babysitting (SAHASA meetings)	\$ -	\$ 120.00	\$ 350.00
SAHASA meeting - food/beverages	\$ -	\$ 49.77	\$ 150.00
SAHASA windup	\$ -	\$ -	\$ 300.00
Family dance	\$ -	\$ -	\$ 50.00
Movie Night	\$ -	\$ 86.58	\$ 50.00
Other Fundraiser: Show and Save	\$ -	\$ 1,237.50	\$ 500.00
Pancake breakfast	\$ -	\$ -	\$ 250.00
End of year Picnic	\$ -	\$ -	\$ 550.00
Spring and fall cleanup (kids treats)	\$ -	\$ -	\$ 110.00
Summer school grounds care (Jul-Aug)	\$ -	\$ -	\$ 400.00
Staff appreciation	\$ -	\$ -	\$ 400.00
Teacher retirement/council member gifts	\$ -	\$ -	\$ 300.00
Grade 6 grad gifts	\$ -	\$ -	\$ -
School t-shirts	\$ -	\$ 4,323.76	\$ 3,500.00
Office supplies	\$ 80.00	\$ 99.32	\$ 30.00
Bank service fees	\$ 6.30	\$ 27.95	\$ 60.00
Other: GIC	\$ -	\$ 10,000.00	\$ -
Other: Entertainers Festival (Ecole St Avila)	\$ -	\$ 500.00	\$ -
Other:	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 1,831.25</b>	<b>\$ 26,432.22</b>	<b>\$ 20,411.00</b>
Profit/Loss	<b>-\$275.58</b>	<b>\$6,229.39</b>	<b>\$519.00</b>

Balance forward previous month's operational account: (used the amt with undeposited cheques included)	\$19,312.33	
Operational account:	\$19,036.75	Milk, fun lunch expenses and SAHASA funded events are paid from this account. See above budget for estimated expenses.
<b>Financial Liabilities</b>		
Undeposited Cheques	\$0.00	PUT cheque # here until deposited
Outstanding payment	\$0.00	
<b>Operational account plus Liabilities = actual</b>	<b>\$19,036.75</b>	

Long term savings (Playground upkeep)		Reason
Balance forward	\$ 14,014.00	
Interest	\$37.30	
Withdrawal	\$0.00	
Deposit	\$0.00	
<b>Long term savings total</b>	<b>\$14,051.30</b>	

\$5128.58 in GIC due May 2024

2x \$5000 GIC due November 2024