

# St Avila Home and School Association: March Meeting Minutes

**Date:** March 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"><li>1. <i>Mme. Jennifer Rothwell (Principal) - regrets</i></li><li>2. <i>Mme. Lynn Marriott (Vice-Principal)</i></li></ol>	<ol style="list-style-type: none"><li>1. Erin Yellow Bird</li><li>2. Natalia Ventocilla</li><li>3. Kavitha Nadarajah-Gbeve</li></ol>
SAHASA Executive (2023-2024)	
<ol style="list-style-type: none"><li>1. Caitlin Steinvsvik (co-chair)</li><li>2. Sunayna Bhatt (co-chair)</li><li>3. <i>Jan Scott (treasurer) - regrets</i></li><li>4. Alana Isaak (secretary)</li><li>5. Jennifer Verch (member-at-large)</li><li>6. <i>Katie Dutfeld-Wilms (member-at-large) - regrets</i></li><li>7. Arifa Mark (member-at-large)</li></ol>	

## 1. Welcome and Introductions (Caitlin)

All in attendees were welcomed to the meeting.

## 2. Acceptance of Agenda / Minutes

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

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

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

Some feedback was given that parents are not always receiving Permission Clicks for special sporting events (i.e. volleyball or basketball clubs).

## 4. Committee Reports

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

It was discussed that Mme. Rothwell had asked at the previous meeting if SAHASA would be willing to pay for the grade 6 outing to Wheelies (\$200). Jan sent a note to the meeting that as part of our budget, we allocated \$2,000 to be gifted to the school for special events or initiatives. She suggested that we consider giving this money to the school each September so that they can

use it throughout the year. There was discussion that this money should be given to the school now so that there is time for it to be used for the school community in the remaining months of the school year.

**Money Gifted to the School:** it was **MOVED** by Caitlin and **SECONDED** by Natalia **THAT** SAHASA gifts the school \$2,000 for use for special events. The motion **CARRIED**.

Jan will send a cheque to the school for the money.

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

Jen Verch shared that the program is doing well and there was an increase in lunch orders after her reminders. There is no pizza lunch in March for the kids who are fasting for Ramadan so that will be made up in June.

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

No updates.

## 5. Other Initiatives

a) **Fundraising** (Kavitha)

Flyers and an email about the Glenlea fundraising will be sent out this week. We will need a sign-up for volunteers to organize the plants and another group to distribute them when families come to pick up. Caitlin shared that last year, a group of 3 volunteers organized the plants and then another 2 volunteers came to help with the pickup. The gym will be available to use for organizing the plants. May 16 at 1:00 PM is the delivery date. We will start collecting boxes on the week of May 5.

b) **Pancake Breakfast** (Arifa)

Arifa shared that there were a lot of volunteers and it was a great community building event. The event also came in under budget.

c) **Blue Shirts** (Alana)

All the kindergarteners have now received their blue shirts. The idea was presented that we use some of our remaining stock of t-shirts to make pillows for the grade 6 students. We have 30 grade 6 students. Erin's mother is a seamstress and would be able to sew pillowcases. Alana will do an inventory of the remaining t-shirts and we can make a motion to use some of the remaining t-shirts stock for pillowcases to gift to the grade 6 students.

d) **Grade 6 Farewell** (Alana / Caitlin)

Will discuss at future meetings.

e) **Lily Pad / Bridge Update** (Caitlin)

It will need to be inspected once the snow melts and the water is gone. We will need 2-3 quotes on a price. Natalia will forward Arifa the information that she has and the email that was sent to the Faculty of Architecture. We would also like the school to reach out to the Division about the spray pad that will be going in at the Community Centre. We would like to know when the construction will be starting and what impact it will have on the school.

f) **Family Fun Night – Food Trucks: June 12** (Chair)

Will discuss at future meetings.

g) **Babysitting Course** (Caitlin / Carrie)

Babysitting course is a go! April 11 is an in-service day. We have an instructor who will facilitate and Mme. Rothwell has reserved the chairs and tables. There is a maximum of 20 participants and the fee is \$40 per participants. Alana and Arifa are available to volunteer.

**Babysitting course facilitator payment:** it was **MOVED** by Alana and **SECONDED** by Arifa **THAT** SAHASA pay the \$100 fee for the babysitting course facilitator. The motion **CARRIED**.

## 6. New Business

a. **Staff Appreciation month** (Sunayna)

We will ask parents to bring in food for teachers on:

- Thursday, April 10
- Thursday, April 17
- Friday, April 25
- Friday, May 2

It was discussed that with prices increases, we may need to increase the budget for the staff lunch in which SAHASA orders food from a restaurant.

**Staff Appreciation lunch budget:** it was **MOVED** by Caitlin and **SECONDED** by Natalia **THAT** SAHASA increase the budget for Staff Appreciation to \$400. The motion **CARRIED**.

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

Lynn will set up a meeting with the Greening Committee after spring break. We will continue to discuss what type of budget we should allocate for the fall and spring greening events. Caitlin mentioned that we currently only have money set aside in the budget for the summer care or freezies. We will continue this discussion in future meetings but Caitlin asked Alana to prepare a recommendation for the next year's budget.

c. **Event Review** (Alana)

Reminder for those involved in planning events to fill out the Event Review form to capture information and recommendations for future events.

d. **Newcomer Families at St Avila** (Natalia)

Natalia expressed concern about newcomers in the school not knowing much about the school or the community. Lynn explained that in the month of April, the school will be doing a newcomers night. There was discussion about SAHASA's role in helping bring awareness to newcomers about the school but also the community. Many expressed that newcomer families have a difficult time making connections. It was brought up that having one parent representative for each class could help in this matter.

Jen Verch and Natalia will work on a handout that could be used at the newcomers event. It was recommended that we create a subcommittee to help with communication. Erin and Natalia both expressed interest in helping with this subcommittee in the future.

## 7. Adjournment

Meeting adjourned at 7:32 PM. The next meeting will be held **on April 15, 2025** (as the April 8 date conflicts with Viscount Alexander Open Hour).

DRAFT



## **ÉCOLE ST. AVILA PARENT COUNCIL**

**Tuesday, March 11<sup>th</sup>, 2025**

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

#### **To date:**

- 2023-2024 Current Enrollment is 387 students.
  - K 69
  - Gr. 1 79
  - Gr. 2 64
  - Gr. 3 59
  - Gr. 4 35
  - Gr. 5 51
  - Gr. 6 30
- 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 school-wide activity centers on Friday and a kick off and wrap up assembly. Hé Ho!
- Mobile Vision Screening took place this past week for all interested families

#### **Upcoming:**

- Teachers are writing report cards this Friday, March 14<sup>th</sup>. A report card is a 'snapshot' in time of student learning reflecting what they can do, what they are working towards and next steps.
- A spring concert is planned for our kindergarten students on Wednesday, April 30<sup>th</sup> at 6:00 p.m. in the school gym.
- Black History Month will be celebrated school wide with an assembly on March 21<sup>st</sup>. There was much learning in classrooms during the month of February and we look forward to this student led assembly
- Spirit week is being planned by our Student Voice group – dress up days for March 24<sup>th</sup> – March 28<sup>th</sup>. 'Day of play' will be on March 28<sup>th</sup>.
- Hearing Screenings: upcoming for Kindergarten and Grade 1 students



## **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 - 2024-2025

	Sept - Oct	November	December	January	February	March	Year to Date	Projected Budget 2024 - 2025	Actual Final Budget 2023 - 2024
<b>Revenue (Deposits)</b>									
Munch revenue before Munch fees (Pizza, Milk, pita, popcorn, subway)	\$ 13,669.64	\$ 345.21	\$ 182.78	\$ 3,774.45	\$ 8,278.69		\$ 26,250.77	\$ 25,323.55	\$28,844.10
Munch payment (cheque or e transfer)							\$ -	***** above should match the "Bank Deposits" on \$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		\$ 168.11	\$5.00	\$6.39
GIC Interest	\$ 573.13	\$ 275.75					\$ 848.88		
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		
							\$ 35,224.65		
<b>Total Revenue</b>	<b>\$ 15,578.72</b>	<b>\$ 5,271.83</b>	<b>\$ 414.00</b>	<b>\$ 4,797.25</b>	<b>\$ 9,162.85</b>		<b>\$ 35,224.65</b>	<b>\$29,280.00</b>	<b>\$34,240.13</b>
<b>Expenses (Withdrawals)</b>									
<b>Munch Expenses (actual vendor payments)</b>	<b>\$ 1,518.16</b>	<b>\$ 2,968.57</b>	<b>\$ 2,326.49</b>	<b>\$ 1,808.79</b>	<b>\$ 2,129.54</b>	<b>\$ 1,364.87</b>	<b>\$ 12,116.42</b>		
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		\$ 1,130.03		
Pita Pit		\$ 653.00	\$ 670.00		\$ 637.00	\$ 607.00	\$ 2,567.00		
Subway	\$ 790.30	\$ 808.35		\$ 704.90			\$ 2,303.55		
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
MunchaLunch Transaction/Swipe Fees	\$ 460.45	\$ 22.48	\$ 1.95	\$ 353.91	\$ 88.43		\$ 927.22	\$1,000.00	\$973.55
Babysitting (SAHASA meetings)	\$ 80.00	\$ 40.00		\$ 40.00	\$ 40.00		\$ 200.00	\$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

	Sept - Oct	November	December	January	February	March	Year to Date	Projected Budget 2024 - 2025	Actual Final Budget 2023 - 2024
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
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		\$ 45.50	\$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	
							\$ 18,507.33		
<b>Total Expenses</b>	<b>\$ 2,911.74</b>	<b>\$ 5,229.73</b>	<b>\$ 2,335.64</b>	<b>\$ 2,592.82</b>	<b>\$ 4,072.53</b>	<b>\$ 1,364.87</b>	<b>\$ 18,507.33</b>	\$28,566.00	\$38,078.10
Profit/Loss	\$ 12,666.98	\$ 42.10	-\$ 1,921.64	\$ 2,204.43	\$ 5,090.32	-\$ 1,364.87	\$ 16,717.32	\$714.00	(\$3,837.97)
GIC Information *** 2 GIC's \$5357.43 maturing May 13 \$5275.75 Maturing Nov 28  3rd was transferred into Savings Nov 20 \$5275.75									P/L actual includes 2x \$5000 investments