

St. Avila Home and School Association: May Meeting Minutes

Date: May 13, 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. Natalia Ventocilla2. Carrie Sulkers3. Erin Yellow Bird4. Lindsey Hiebert
SAHASA Executive (2024-2025)	
<ol style="list-style-type: none">1. Caitlin Steinsvik (co-chair)2. Sunayna Bhatt (co-chair)3. <i>Jan Scott (treasurer) - regrets</i>4. Alana Isaak (secretary)5. Jennifer Verch (member-at-large)6. <i>Katie Dutfeld-Wilms (member-at-large) - regrets</i>7. Arifa Mark (member-at-large)	

1. Welcome and Introductions (Caitlin)

All attendees were welcomed to the meeting.

2. Acceptance of Agenda / Minutes

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

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

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

- Administration provided the feedback that the Pembina Trails School Division facilities and maintenance staff came and examine the Lily Pad. The Division is willing to do some repairs to extend the life of the structure 2-3 years. After this, the structure would need to be replaced or removed.

4. Committee Reports

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

- Caitlin reminded the administration that the \$2,000 cheque that was gifted to the school has not been deposited. There was also a discussion about putting money back into GICs in order to accrue more interest as we are waiting to hear about bigger projects like the lily pad.

Motion to invest funds in a GIC: it was **MOVED** by Caitlin that we move \$10,000 from the savings account into a GIC. The motion was **SECONDED** by Arifa. **CARRIED**.

- There could be a role next year for someone to look at potential grants for the lily pad. We also need to make sure to loop in some of the other stakeholders such as Agassiz Childcare Centre and the St Avila Before and After School program. This item will be added to next September's agenda.
- We are also looking for a new treasurer as Jan has let us know that she will not be continuing in this role.

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

Jen Verch mentioned that Dominos would be able to donate pizzas to any families that can't participate in pizza lunch for financial reasons. Jennifer Rothwell had previously sent out emails to families offering to assist with pizza lunch, but no one had reached out to her. It was suggested that we could create a simple Google form for families who do not regularly participate in pizza lunch to try out the program and request a slice of pizza. Jen V. and Jennifer R. will create the form and it will be sent out to families for the June pizza lunch.

c) **Milk Program** (Katie)

No updates but Katie will not be continuing in the role. We will need to find a new milk coordinator in the next few weeks.

5. Other Initiatives

a) **Fundraising**

Glenlea plant order pick up is on Friday.

b) **Grade 6 Farewell** (Caitlin & Alana)

Students will receive a key chain and the pillowcases. We currently have 250 key chains so there is no shortage of supply. We will not move forward with providing stuffing for the pillows due to the high cost. Students can stuff the pillowcases on their own. We will use the money for buying fabric markers so that students can get their friends to sign their pillowcases. A letter will be sent out to parents about the Grade 6 Farewell Lunch to be held on June 25 asking for food donations and hosts.

c) **Family Fun Night** (Lindsey)

We currently have 4 food trucks, including the Slurpee truck. We are also planning to do tattoos. The school will provide 2 tables for the tattoos. We need to find some older students to work at the tattoo table. We will also create a Spotify playlist for music as we don't have anyone who is able to act as a DJ.

d) **Staff Appreciation** (Sunayna)

The event ran very smoothly. Recommendations for next year would be to have it on an earlier day in the week (Monday, Tuesday or Wednesday) so leftover food could be eaten in the following days. Also, we should provide plates in case the dishwasher isn't clean. We also need to check about the oven to ensure that it's working as heating up the garlic bread presented some

challenges.

e) **Spring Yard Clean-up** (Alana)

Schedule is almost finalized. The day will be spent by continuing to suppress weeds through cardboard and mulch. The school has ordered mulch and is collecting cardboard. The goal for next fall is to do some planting in the bed along the edge of the library, using prairie plants that are hardy and require minimal watering.

f) **Picnic Lunch** (Arifa)

Hot dogs and hot dog buns will be donated by Fresh Co. We would like to have some music at the event so the same Spotify list being used at the Family Fun Night could also be used for this event. Natalia will create the Spotify playlist. Mme. Rothwell will send Natalia the form after the teachers have submitted their choices. Caitlin will bring in an oven thermometer so that we can verify that the oven works prior to the event.

g) **Newcomer Info** (Natalia / Jen)

Jen and Natalia have been working on an information sheet from SAHASA that could be provided to new families. Jen sent around the text version to get feedback from the group. Some suggestions were made about shortening some of the sentences to make it simpler. The feedback was also given that it was extremely comprehensive and will be a wonderful resource. Jen will add the formatting to make it visually appealing and it should be ready for the *Welcome to Kindergarten* event.

h) **Welcome to kindergarten (May 22)**

We will need volunteers to attend. Last year, volunteers were at the snack table, speaking with parents and answering questions about SAHASA. The event will run from 5:30-6:30 PM. Caitlin will also drop off the SAHASA sign. Erin will attend.

6. New Business

a. **Wind-up (June 12)**

Erin had graciously offered to host the wind-up. Alana will provide the list of those who attended 2 or more meetings to Caitlin who will send out the invitation with the details. The event will begin at 6:00 PM

b. **Roles to fill next year**

Next year, we need to fill several roles, especially treasurer and the Milk program. Caitlin suggested that everyone try to speak directly to parents they already know in the school.

7. Adjournment

Meeting adjourned at 7:30pm.



ÉCOLE ST. AVILA PARENT COUNCIL

Tuesday, May 13th, 2025

Administrative Report to Parent Council (SAHASA)

To date:

- 2023-2024 Current Enrollment is 381 students.
 - K 68
 - Gr. 1 78
 - Gr. 2 63
 - Gr. 3 57
 - Gr. 4 35
 - Gr. 5 51
 - Gr. 6 29
- Thank you SAHASA for the wonderful Fridays of treats – Staff Appreciation Days were enjoyed by all staff members.
- Indigenous learning is happening throughout the building – Knowledge Keeper Andrea teaching drumming in the music room with our 5/6 students as well as with our Grade 1 students in the classroom. Bear Witness Day was acknowledged on May 11th in the classrooms, Classroom Land Acknowledgements continue to be developed and written in the library with Mme Danielle
- Kindergarten Spring Concert was a success on May 30th
- Spring Photos are being taken this week
- Current Clubs: Beading (grade 3-6), Marathon, Musical Theatre Club, Take Action: Recycling and Composting, Forest of Reading, Dance Club
- Class Placements are being worked on, and we thank our parents/caregivers for their support at home in conversation about good fit learning partners and decisions made regarding class placement.

Upcoming:

- Welcome to Kindergarten will be taking place May 22nd at 5:30 p.m. – we currently have 57 registered kindergarten students for the fall.
- Our school grades 4-6 Track and Field meet is May 20th.
- Field Trips (to date and upcoming): too many to name – be sure to check the school calendar and complete Permission Click Forms.
- Thanking our Volunteers: Our amazing parent/family volunteers who have helped in any capacity throughout the year will be thanked at the 'Family Fun Night' on June 5th.
- May 20th is the divisional Track and Field meet at Viscount Alexander



ÉCOLE ST. AVILA PARENT COUNCIL

- June 10th: Bike to workday – St. Avila is a Pit Stop
- There is no school on June 14th due to an administrative day.
- 'Bump up' day is scheduled for Wednesday, June 25th in the afternoon
- Last day of school with students is Thursday, June 26th. Report cards will be available at 4:00 p.m. on this day.

St. Avila Home and School Association (SAHASA) Report - 2024-2025														
	Sept - Oct	November	December	January	February	March	April	Year to Date			Projected Budget 2024 - 2025 (September to August)	Actual Final Budget 2023 - 2024		
Revenue (Deposits)									Bank Deposits Reconciliation from MunchaLunch					
Munch revenue before Munch fees (Pizza, Milk, pita, popcorn, subway)	\$ 13,669.64	\$ 345.21	\$ 182.78	\$ 3,774.45	\$ 8,278.69	\$ 1,089.29	\$ 34.23	\$ 27,374.29	\$ 26,441.37	\$25,000.00	\$28,844.10			
Munch payment (cheque or e transfer)								\$ -	***** above should match the "Bank Deposits" on Munch			\$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	\$ 37.11	\$ 34.47	\$ 239.69		\$5.00	\$6.39			
GIC Interest	\$ 573.13	\$ 275.75						\$ 848.88						
Babysttng Course						\$ 600.00		\$ 600.00						
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						
								\$ 37,019.75						
Total Revenue	\$ 15,578.72	\$ 5,271.83	\$ 414.00	\$ 4,797.25	\$ 9,162.85	\$ 1,726.40	\$ 68.70	\$ 37,019.75		\$29,280.00	\$34,240.13			
Expenses (Withdrawals)														
Munch Expenses (actual vendor payments)									\$ 13,871.15					
Milk		\$ 753.26	\$ 899.11	\$ 423.42	\$ 780.24	\$ 757.87	\$ 561.65	\$ 4,175.55						
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	\$ 214.87	\$ 204.46	\$ 1,549.36						
Pita Pit		\$ 653.00	\$ 670.00		\$ 637.00	\$ 607.00		\$ 2,567.00						
Subway	\$ 790.30	\$ 808.35		\$ 704.90		\$ 773.75		\$ 3,077.30						
Supplies for events (plates, AL foil, hairnets)	\$ 189.23	\$ 111.95		\$ 82.31				\$ 383.49		\$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	\$ 4.55	\$ 1.15	\$ 932.92		\$1,000.00	\$973.55			
Babysitting (SAHASA meetings)	\$ 80.00	\$ 40.00		\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 280.00		\$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					\$ 169.76			\$ 169.76		\$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						\$	725.76				\$	725.76		\$1,500.00	\$4,323.76
Babysitting Course										\$700	\$	700.00			
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	\$	7.60	\$	\$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	\$	2,000.00		\$2,000.00	
											\$	23,060.96			
Total Expenses	\$	2,911.74	\$	5,229.73	\$	2,335.64	\$	2,592.82	\$	4,072.53	\$	5,105.64	\$	812.86	\$ 23,060.96
Profit/Loss	\$	12,666.98	\$	42.10	-\$	1,921.64	\$	2,204.43	\$	5,090.32	-\$	3,379.24	-\$	744.16	\$ 13,958.79

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