

St Avila Home and School Association: November Meeting Minutes

Date: Nov 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"> 1. Mme. Jennifer Rothwell (Principal) 2. <i>Mme. Lynn Marriott (Vice-Principal) - regrets</i> 	<ol style="list-style-type: none"> 1. Kavitha Nadarajah-Gbeve 2. Lindsey Hiebert 3. Maryam Shamloo 4. Erin Yellow Bird 5. Natalia Ventocilla 6. Fasasi Olalemi 7. Oluwatobi Olalemi 8. Elham Pourtaherian
SAHASA Executive (2023-2024)	
<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. Katie Dutfield-Wilms (member-at-large) 7. Arifa Mark (member-at-large) 	

1. Welcome and Introductions (Caitlin)

All in attendance were given an opportunity to introduce themselves.

2. Acceptance of Agenda / Minutes

Approval of the Agenda: it was **MOVED** by Natalia **THAT** the agenda be approved as circulated. The motion was **SECONDED** by Katie.

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

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

Mme. Rothwell provided some updates about the breakfast program. There are currently some fruit bins in the office where students can access fruit but these will be moved to the classrooms. Some parents asked whether we should discourage our children from accessing the food if they could bring their own food from home. Mme. Rothwell explained that the food is available for everyone, and we shouldn't discourage any children from taking food/

The school is collecting used coats and winter clothing for Koats for Kids. The clothing collected will first be used to serve our community and then the rest will be donated to Koats for Kids.

Last year, the school held a “Winter Bazaar” in January. Families donated used items which were sold in the gym. The money raised was donated to the *Ma Mawi Wi Chi Itata Centre*. This event will be held again this year, but will be held in the spring, closer to Mother and Father’s Day. Please hold on to your garage sale items!

4. Committee Reports

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

Caitlin explained that they haven’t been able to set-up e-transfers for payment because of the requirement of needed 2 signers. Some attendees shared that they are able to do e-transfers with other organizations they are involved with which also have 2 signers. We will check with the bank again about this issue. The question was raised about if they could pay babysitters in cash rather than by cheque. Caitlin will check about this.

Both the Halloween Dance and the Used Book Sale made around \$600. The leftover books which weren’t sold were donated to an organization called “Share the Magic” which provides books to northern communities.

Caitlin explained that our treasurer, Jan, suggested that we only renew one GIC. The other we can invest in a TFSA so that we have some funds available for the replacement of the Bridge and Lily Pad.

GIC Funds: it was **MOVED** by Caitlin **THAT** we put the funds from our GIC which is maturing on November 20 into a TFSA. The motion was **SECONDED** by Jen Verch. The question was called, and the motion **CARRIED**.

There was some discussion about switching banks as SAHASA has had some challenges working with Access Credit Union in regard to bank hours and withdrawing a float for events. The bank also gave conflicting information about whether families could send e-transfers during the bank’s system update on November 17.

Bridge and Lily Pad – There was some discussion about the replacement of the bridge and lily pad. One parent asked about contacting the University of Manitoba Faculty of Architecture to see if we could work with them on the design and replacement. Natalia offered to reach out to the Faculty of Architecture at the UM to see if there was any interest. Mme. Rothwell mentioned that if we work with a partner, we could offer an honorarium.

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

Jen explained that we still need some parent volunteers to serve pizza in November. The next ordering period will be in January. Jen asked SAHASA if we wanted to revisit prices, and the consensus was that we will continue with the same prices for the second half of the year.

c) **Milk Program** (Katie)

Katie explained that the Milk Program is going well. Although orders for M/W/F are slightly lower than last year, they are higher on T/Th. Two grade six students are spearheading the program. Katie mentioned that she would like to do something to recognize the kids who are very involved. She also shared that St. Avila is well-known in the community for our milk program and she has been contacted by other PACs who are trying to set-up a similar program.

5. Other Initiatives

a) **Greening Committee** (Alana)

Alana shared that the Fall Yard Clean-up went very well. The school bought one tulip for every student to plant. The students worked on weeding the beds and at picking up leaves. We also cleared the plant bed next to the library. There were 16 parent volunteers who came out. The Greening Committee will plan to meet in spring to brainstorm ideas for projects. Kavitha suggested that we speak to Glenlea about whether families could make donations of Gift Cards to the school which could be used to purchase plants for spring planting.

b) **Event Review**

In previous years, we asked people who had planned an event to fill out a short Google form with the details of what they did to prepare for the event and any suggestions they would give about what could be done differently in future years. We have had limited uptake on this, but we will try to continue to send it out.

c) **Fundraising** (Kavitha)

Kavitha will prepare a reminder email to be sent out by the school. We will also update our social media about e-transfers being unavailable on November 17.

d) **Movie Night** (Lindsey)

There was some discussion about how much pizza to order for movie night. There was discussion on using Munch-a-Lunch for families to order their pizza in advance. Due to the short timeline, it was decided that Lindsey will create a Google Form so that families can indicate how many slices they would purchase at the movie night. Lindsey will create a reminder email about the pizza, the prices, other food being sold, reminder about bringing cash, etc.

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

We will be making a small order of blue t-shirts to make sure all students have a t-shirt for this year. There was some discussion about what colour the t-shirts should be as our school colours are green, black and white. We will consider ordering green t-shirts in future years to align with the school colours.

6. New Business

a. **Safety in the Neighbourhood** (Mme. Rothwell)

There was a letter that came out from Dalhousie about safety in the community. Mme. Rothwell explained that the schools keep each other informed about what is happening. Administration from schools will be getting together with the superintendent about what has been happening in the community. She suggested that parents have conversations with their children about safety and also to make sure you have good plans about who is picking them up.

b. **Secretary Position:**

Alana put her name forward to be secretary. The motion was **SECONDED** by Sunayna. The question was called, and the motion **CARRIED**.

7. Adjournment

Meeting adjourned at 7:15 PM. Next meeting will be on January 14, 2025.



École St. Avila **Parent Council**

Tuesday, November 12, 2024
6:00 p.m.

Administrative Report to Parent Council (SAHASA)

To date:

- 2023-2024 Current Enrollment is 387 students.
 - K 70
 - Gr. 1 78
 - Gr. 2 63
 - Gr. 3 60
 - Gr. 4 35
 - Gr. 5 51
 - Gr. 6 30

- Tri-Conferences: Thank you to all our families for joining in these conferences and supporting your child's learning at school. Kindergarten Parent/Teacher Conferences will be held the evening of December 3rd and 5th as well as during the day on November 27th for Mme Graff's class.
- School Wide Events: Remembrance Day, learning in the Library Commons: Living Prairie Museum, working with our divisional ISST team: sharing circles, learning to support revising our school land acknowledgment
- On-going Intramurals and Clubs (all grades): Lego, Beading, Choir Club, Student voice, MERKA book club, Flag Football
- On-going Leadership Opportunities for Grade 5 and 6 students include: patrols (street and kinder/bus), daily morning announcements, lunch monitors.
- Nutrition Program: fruit available daily for all students. Moving towards having in the classrooms rather than the office

Upcoming:

- Report Cards: December 6th is an inservice day for Report Card Writing. Report Cards will be online for parent viewing on Tuesday, December 18th.
- Coats for Kids – collection from now until November 29th.
- Winter Spirit Days are going to be planned for December in collaboration with our student voice club.
- Winter Concert: December 17th for Grade 1-3 and December 18th for Grade 4-6 at Soul Sanctuary. Afternoon performance at 1:00 p.m. and evening performance at 6:00 p.m.
- Newcomer Families Evening, planning stages, details to come in the coming weeks
- Friday, December 20th: last day of school before the winter break. Classes resume on Monday, January 6th.

- Communication: We're on Instagram: @ecolestavila, check the website, read our weekly Notes from the office.

St. Avila Home and School Association (SAHASA) Report - 2024-2025

	Sept - Oct	November	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	\$ 67.07	\$ 13,736.71	\$25,000.00	\$28,844.10
Munch payment (cheque or e transfer)			\$ -		\$340.80
Mabel's Labels	\$ 59.22		\$ 59.22	\$50.00	\$64.72
Halloween Family dance	\$ 610.80		\$ 610.80	\$500.00	\$650.30
Movie Nights			\$ -	\$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	
Grant funds			\$ -		\$ -
PTSD Operating Grant (for SAHASA Meetings)			\$ -	\$375.00	\$375.00
Bank Interest (Savings account)	\$ 30.90		\$ 30.90	\$5.00	\$6.39
GIC Interest	\$ 573.13		\$ 573.13		
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	\$ -		\$97.77
			\$ 15,615.76		
Total Revenue	\$ 15,548.69	\$ 72.57	\$ 15,615.76	\$29,280.00	\$34,240.13
Expenses (Withdrawals)					
Munch Expenses (actual vendor payments)	\$ 1,518.16	\$ 653.00	\$ 2,171.16		
Milk					
Pizza	\$ 471.88				
Popcorn	\$ 255.98				
Pita Pit		\$ 653.00			
Subway	\$ 790.30				
Supplies for events (plates, AL foil, hairnets)	\$ 189.23		\$ 189.23	\$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		\$ 460.45	\$1,000.00	\$973.55
Babysitting (SAHASA meetings)	\$ 80.00		\$ 80.00	\$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
Other Fundraiser: Show and Save			\$ -	\$1,000.00	\$1,237.50
Other Fundraiser: Family Fun Night			\$ -		\$ -
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			\$ -	\$100.00	\$99.32
Bank service fees	\$ 6.30		\$ 6.30	\$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	
			\$ 3,564.74		
Total Expenses	\$ 2,911.74	\$ 653.00	\$ 3,564.74	\$28,566.00	\$38,078.10
Profit/Loss	\$ 12,636.95	-\$ 580.43	\$ 12,051.02	\$714.00	(\$3,837.97)

P/L actual includes 2x \$5000 investments