

St. Avila Home and School Association:

October Meeting Minutes

Date: Tuesday, November 18, 2025

Time: 6:30 PM

Location: École St. Avila Library

In Attendance:	
Administrators	Parents / Community Members
Mme. Jennifer Rothwell (Principal)	Kate Mills
Mme. Janique Beaubrun (Vice-Principal)	Natalia Ventocilla
	Kavitha Nadarajah-Gbeve
SAHASA Executive (2025-2026)	
Arifa Mark (co-chair)	
Erin Yellow Bird (secretary)	
Mallory Cordingley (Treasurer)	
Jen Verch (member-at-large)	
Lindsey Hiebert (member-at-large)	
Abdullah lah Zubaer (member-at-large)	

1. Land Acknowledgement, Welcome & Introductions

All in attendance were welcomed to the meeting

2. Additions to the Agenda

- Community Road and Car seat safety sponsored information or event

3. Acceptance of Agenda and Minutes

- a. Mallory motions to approve October agenda; Lindsey seconds.
Motion passed.
- b. Natalia motions to approve October meeting minutes. Abdullah seconds.
Motion passed.

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

- a. Lunch program and supervisors. 1.5 hrs of work. If individuals are taking the city bus both ways, they are not making enough money when you look at all that it takes to get to work for a small amount of time and little pay. Salary was changed at Prairie Sunrise to pay for 2hrs to make the time and energy to get to work. Maybe will post in the education appointment...post at UM younger students. (Lindsey)

Mme. Rothwell-Currently there are enough lunch supervisors to cover all classrooms during the lunch hour if everyone can make it. The advertisement for Lunch supervisors is up at all times.

- b. Screens during lunch. -Lindsey + other Parent Council attendees

Many concerns about this. Some kids don't always eat when a screen is on because of distraction and come home with an untouched lunch. Also concerns regarding not being in touch with brain and body connection-ability to identify fullness and hunger when distracted. Questions about use of screens in the classroom. Is that because there aren't enough people? Mme is checking in on this and assures that this is not the norm during lunch.

5. Committee Reports

- a. Treasurer Report: Budget Presentation (Mallory)
 - One GIC matures at the end of the month. Parent Council has 2 weeks post maturation date to make a decision. Created in 2023. Currently holds \$5275.75 locked in at 4%. Two additional GICs: one matures in May and the last matures in June. We don't have anything immediately that we would need access to the funds for.
 - Our Checking Account has about 10K. Our Savings Account has about 22K.
 - This year we are forecasted to bring in 7k profit through fundraisers. There are no shirts to order for next year, which is a large expense.

- \$28,900 is the actual Misc Fundraising expenses on spreadsheet.
 - \$453.33 revenue for Halloween Dance
 - \$51.30 is the revenue Mables labels
- Lilly Pad, wooden bridges and playground area: Makeshift improvements to Lilly Pad has fortified the structure for the short term. They will need to be replaced or removed within the next 2-3 years. Carrie Joss is the individual to contact at the Division. We need to connect with her first and tell her “this is what we are hoping to do”. In a previous year, she came out and helped move the process along. She will get a list of contractors that are approved by the division. Additional projects or improvements will need separate bids. The Parent Council has to get the bids with the approved list. *Spring-subgroup meet and plan a meeting with Carrie Joss.
 - Much of our yard is City of Winnipeg. Swings are City, Baseball diamond and soccer field are all City. Well figure out what it is...Also might need to look at different options, more natural...Also the back of school and the non-performing grass needs a look as it is a mud pit in the fall and the spring.
- Mallory Motions to roll over the GIC. Abdullah seconds. Motion passes.
- b. Fun Lunch Program-Jen V
 - Pizza orders are up +24 kids from last month. 230 for next lunch. Dominoes donations-11 students signed up. Going well.
 - Pita Pit Points-We accrue points with every order. We have a substantial amount, and some are expiring, and we need to use the points or lose them. Ideas: smoothies for leadership, hot choc for patrols, cookies for the whole school. Jen V will work with Mme. Rothwell and Candice Legault to arrange to use for Patrol celebration or event.
- c. Milk Program- nothing added at this time.
- d. Kernels Popcorn -(Kate) Everything is going well. Kate can take it to the classrooms after it is sorted. She and kids are happy to distribute. Will check in with the office to find out what is preferred.
 - We have points at Kernels. Maybe use them utilized as something for sale at the next Movie night.
 - Make it clear that popcorn is a fundraiser and you can order for more kids in your family (not just those attending St. Avila).

- Checking in with Much-a-Lunch about rounding up to the next dollar for a donation to the school.
- e. Social media-Natalia has a colour system to help differentiate between events, fundraisers and other activities.
 - Parent council is updated on the webpage.

6. Other Initiatives

- a. Review of Halloween Dance (Oct 30) Lindsey-Successful event. Larger turnout than last year. It was packed. The sweets helped. Glow-in-the-dark bracelets were a hit. Arrangements complete; information sent out; decorations planned. Donations requested 3 days prior to event. Great teamwork.
- b. T-Shirt Update – Arifa-shirts all ordered for kids, staff and parent council (and distributed. Adults and kids all love the forest green color. No shirt order needed next year.
- c. Movie night: Movie night: 17th of December. (delayed) Maybe something holiday focussed. Winter being a theme vs Christmas. Stay winter focused. Proposed alternative date is January 21st (get confirmation to approve canceling of the permits (for gym use) and check on chair availability...send out a save the date once those are approved.
- d. Communication difficulties have arisen. Delay in information disbursement. Last two weeks there has been a glitch in the email system and information has not been sent to St. Avila community on time. There is a need to send a different email for SAHASA. We would like it to be sent out on Tuesdays. Notes from the Office will be sent out as usual on Fridays. This should help to differentiate and highlight the messages from school (sent out on Fridays) and SAHASA sent to Mme Rothwell on Wednesday (week before) to be posted on following Tuesday.
- e. Fundraising (Krispy Kreme & Dance-a-thon) – (Kavitha) For fundraising we would need a separate email completely. Certain communication needs to be separate.
 - Question: (Kavitha) Are our fundraisers for more community-based gatherings? Should we purchase the food (Parent Council) and then only asking families for their time in volunteering, or in food donation (but not both)? People are buying already. Movie nights are an example, should we

ask them for their time but purchase our own food items to raise money (ring pops, popcorn and pizza).

- Krispy Kreme-send out a reminder early next week. Kaivtha will send a reminder to send the reminder. Payments will be made through Much a Lunch and cash with paper copies. Doughnuts will be available Dec. 4. Will just need a couple of tables to hold and distribute.
- Dance a thon: Pembina Trails SD. Our principal shall send a letter per new guidelines, a week before the board meeting letting them know the details and what the money will be used for. Our letter from the Principal has ben submitted to the Division. We are waiting for approval PTSF account (3000 for playground). It will help with our expenses for playground and ½ will go to St Avila school. Looks promising that it will be approved but not 100%. Plan for early April-after Spring break. **put on January agenda.
- Glenlea- Friday before the long weekend is May 15. 11am should we go with another fundraiser just in case we don't get the PTSF account? Most (if not all) approved this idea. Moving forward with the additional fundraiser.

7. New Business

- a. Edsby for SAHASA Updates (Mme Rothwell)- The school division is moving towards Edsby for all communication. First step-divisional person trains people on Edsby. We are in need a couple of volunteers to attend training. Training will teach individuals on how it works and how to use it and then we experiment how to put our stuff on there. EVERYTHING IS GOING TO EDSBY. Parent Council Edsby would be managed by us (not the staff in front office). Sahasa (Parent Council) will also be connected to St Avila banner-it must be made live. **Kate and Natalia will go do the Edsby training and oversee posting stuff.
- b. Sponsored Clubs-we are thinking of offering small grants (mini grants) to teachers to help support club sponsorship. Teachers could ask for \$50 via an application through a google form. For the Parent Council to support clubs. Leadership Clubs, Student Voice...can we bring in someone to do a workshop on anti-bullying or kindness-show leadership in being a good person...We have \$300 that could go towards that.

- (Mme Rothwell) “It’s a great idea but a couple things that come to mind,” Teachers earn ECR hrs. they are doing it because they want to. They are able to fund it already. We want to make sure they’re not selling themselves for an allocation of \$.
 - (Kavitha)-We want to give back and help. At South Point, we have 43 classrooms so 1200 dollars was budgeted. This money is to use as an enhancement or to do a project. By January there was none requested. It could either be utilized for outdoor equip or indoor recess games. First come first serve if met the criteria. All of grade 7-funds for the spaghetti STEM project were granted by the parent council. Teachers as a group (per grade) S. Point parent council issued the check to the school and the school would reimburse the teachers. The intention was FOR TEACHERS that could go above and beyond for the benefit of the children with more creative ways to support their education. (Natalia) Money could be used for projects like the Warming Hug Grant -Mme Ty sponsored and applied for. (Mme Rothwell) There is a HUGE NEED FOR BOOKS in many classrooms. Could we support funding books for classrooms?
- c. Community Road Safety-Jennifer is looking into past pamphlets and will pass on information.

8. Adjournmet-8:21

January 20-next meeting