

## St Avila Home and School Association: AGM & October Meeting Minutes

**Date:** Oct 8, 2024

**Time:** 6:00 – 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. Natalia Ventocilla</li> <li>2. Erin Yellow Bird</li> <li>3. Kemi Omole</li> <li>4. Rohit Sharma</li> <li>5. Rishabh Sharma</li> <li>6. Natalia Obratzsova</li> <li>7. Faidat Ogun</li> <li>8. Elham Pourtaherian</li> <li>9. Atefeh Termehchi</li> <li>10. Zhen Wang</li> <li>11. Helena Nicholson</li> <li>12. Sheilla Taylor</li> <li>13. Kavitha Nadarajah-Gbeve</li> <li>14. Maryam Shamloo</li> <li>15. Arifa Mark (online)</li> </ol>
SAHASA Executive (2023-2024)	
<ol style="list-style-type: none"> <li>a Caitlin Steinsvik (co-chair)</li> <li>b Sunayna Bhatt (co-chair)</li> <li>c <i>Jan Scott (treasurer) - regrets</i></li> <li>d <i>Alana Isaak (secretary) - regrets</i></li> <li>e Jennifer Verch (member-at-large)</li> <li>f <i>Katie Dutfield-Wilms (member-at-large) - regrets</i></li> <li>g Lindsey Hiebert (member-at-large)</li> </ol>	

### 1. Welcome and Introductions (Caitlin)

### 2. Annual General Meeting (Jennifer Rothwell)

Jennifer Rothwell explained the purpose and process of the Annual General Meeting and the parent associations.

**Motion** to form a parent organization. Parent Council/Parent Advisory Council and Home/School Associations. Question about the difference between the three different options. Motion: Caitlin. Seconded by Lindsey. All in favour. None opposed. Motion passed.

- a. **Chair-person's annual report** (Caitlin) – as per attachment
- b. **Treasurer's annual report** (Caitlin) – as per attachment
- c. **Election of Officers** (Jennifer Rothwell)

#### **SAHASA executive positions were filled:**

**Co-Chair:** Caitlin put name forward, Jen Verch seconded. All in favour. None opposed. Motion passed.

**Co-Chair:** Sunayna put name forward, Natalia Ventocilla seconded. All in favour. None opposed. Motion passed.

**Secretary:** No name put forward. We will work to fill this position at the next meeting.

**Treasurer:** Jan put name forward (in writing), Sunayna seconded. All in favour. None opposed. Motion passed.

**Members-at-Large:**

- Arifa put name forward (in writing). Erin seconded. All in favour. None opposed. Motion passed.
- Katie put name forward (in writing). Sunayna seconded. All in favour. None opposed. Motion passed.
- Jen Verch put name forward. Caitlin seconded. All in favour. None opposed. Motion passed.

Jennifer Rothwell thanked all past members and wished the new executive well.

**3. Additions to the Agenda**

Caitlin added blue shirts. Mme Rothwell asked to add the school yard bridge. A parent asked about the lunch supervisor fees, and Jennifer Rothwell indicated the process is that he could talk to her first outside of this meeting. Another parent agreed that a lot of parents are talking about this concern. Mme Rothwell assured the parents that she would like to receive any feedback directly and to discuss it further.

**4. Acceptance of Agenda and Minutes**

**Motion** to accept Agenda: Sunayna. Second: Maryam Shamloo. Motion passed.

**Motion** to accept Meeting Minutes: Sunayna. Second: Erin Yellowbird. Motion passed.

**5. Administration Report** (Jennifer Rothwell): as per attachment

For anyone working on a SAHASA initiative who wants information included in the Notes from the Office, please email to Sunayna by Wednesday.

A parent brought up that some schools offer a subsidized option for milk and fun lunches via Munchalunch. She said she has done grants in the past in tech, but not in education, but would be willing to look into grant options. She said she could ask about how other schools do this.

A parent asked for more details about school clubs. Mme Rothwell said that she would include that in Notes from the Office. Another parent asked how it's decided what clubs start up at the school. Mme Rothwell replied that it's determined largely by what teachers will commit to running, but is also influenced by students' interests. Sports are decided divisionally for the most part.

## 6. Sub-committee positions were filled as follows:

**Fundraising:** Kavitha Nadarajah-Gbeve  
**Communications:** Kemi Omole  
**Volunteer Coordinator:** Lindsey Hiebert  
**Greening:** Alana and Jacob  
**Fun lunches:** Jen Verch  
**Milk program:** Katie Dutfield-Wilms  
**Kernel's Popcorn fundraiser:** Kathryn Mills  
**Used Book Sale:** Caitlin Steinsvik  
**Halloween Dance:** Sandy and Jen Sigurdson and Lindsey  
**Movie Night:** Lindsey  
**Pancake Breakfast:** Arifa Mark  
**Staff Appreciation:** Sunayna and Alana  
**Year-end Picnic:** Arifa and Jen Verch  
**Family Fun Night:** To be determined (Lindsey can help)  
**Grade 6 Farewell:** To be determined  
**Recycle St. Avila T-shirts:** Erin Yellow Bird  
**T-shirts:** Will check if Jennifer Generao will continue with this

Jennifer Rothwell said there were a lot of new students who started in May and June who were given many of the extra T-shirts, so we may need to order more. Jennifer R. will find out how many T-shirts are needed (kindergarten and staff). It was suggested that T-shirts from past students could be recycled and used again, and Caitlin indicated that is on the agenda to be discussed.

## 7. Committee Reports

- a) **Financial Report** (Jan/Chair)  
Presented this year's proposed budget for 2024/25. Profit of \$714 is projected.
- b) **Fun Lunch Program** (Jen Verch)  
Jen explained that orders for Milk, the first pizza lunch, and the first popcorn close on Thursday, and no late orders can be accepted. So far there are 151 pizza orders, and typically we have about 225 orders, so there should be more to come in. Often there are fewer orders for the first pizza lunch and then it increases. The Sign-up for pizza volunteers went out and some volunteers are still needed.
- c) **Milk Program** (Katie)  
The Monday/Wed/Fri milk orders will start on October 16<sup>th</sup>.  
Jen Verch explained that to make the milk program a bit more affordable, families can choose from a two-, three-, or five-day milk programs.

## 8. Other Initiatives

### a) Fundraising (Caitlin/Kavitha)

The Used Book Sale is the first fundraiser of the year. We will also run the Glenlea plant fundraiser, but will let families know sooner about the ordering details. Pick-up day will be May 15. Kavitha outlined other fundraiser options. She said we could do a fundraiser with Krispy Kreme donuts, where they sell us donuts at cost for \$8/box, and we sell them to families for \$12-18/box. Boston Pizza does a fundraiser with gift cards and we get 5% of sales. The group loved the Krispy Kreme donuts idea. We would like to sell the box for \$16. **Motion** to run a Krispy Kreme fundraiser: Natalia. Second: Elham. All in favour. Motion passed. A parent mentioned the fundraiser that has a whole bunch of gift cards to choose from. Kavitha said that South Point is including a pizza ordering option for their movie night. Kavitha and Lindsey will talk about including pizza at our movie night.

Caitlin and Mme Rothwell have been discussing SAHASA and the school collaborating to run one big fundraiser next year: a dance-a-thon. They said there are some fun ideas we could build into this. We can get tax receipts through Pembina Trails if we list what specifically we are fundraising for.

### b) Halloween Dance (Lindsey)

The dance will be held on Thursday, October 17. Lindsey gave an update that we still need some food donations. She said the dance committee has bought disco lights and have some fun games planned.

### c) Used Book Sale (Caitlin)

There will be a used book sale during tri-conferences on October 22 and 24. Some books have been dropped off, but we need more. We will set up in Room 5. Jennifer Rothwell has a contact that we can donate any leftover books to that will be taken up north.

### d) Greening Committee (Alana/Jacob)

Fall yard clean-up is scheduled for October 18. Mme Marriott sent the schedule out about which classes will be going out at what time so parents can sign up to volunteer with their child's class. The committee requested funds to buy two yards of wood chips (\$20/yard). A teacher asked about planting tulip bulbs to bloom in the spring. The school pays for the yard bags.

**Motion** to give \$100 to Greening to cover the costs of wood chips and tulip bulbs. Motion by Caitlin. Second: Sunayna. Jennifer Rothwell added the school will also contribute to ensure there are enough bulbs for every student to plant a bulb.

### e) Recycled Blue T-shirts (Erin)

Erin wrote an email about bringing in old St. Avila T-shirts families no longer need. We will send this out after the Used Book Sale because there is a lot going on right now and a lot of communication going out to families.

**f) Bridge and Lily pad in the school yard** (Jennifer Rothwell)

The bridge boards are warping. The school division staff will try to reattach them and level it. Ideally Pembina Trails Facilities & Maintenance would like to take the whole wood structure out as its nearing the end of its life cycle. SAHASA would need to replace it and possibly apply for a grant to cover it. A parent volunteered to help find grants.

**9. New Business**

**a) Movie Night** (Lindsey)

The first movie night will happen November 28. Lindsey will be selecting a movie that is appealing for all ages. Students can bring a blanket and buy popcorn. The school now has a projector and screen, which will simplify the set-up.

**10. Adjournment**

Meeting adjourned at 7:54 PM. Next meeting will be November 12, 2024 at 6 PM.

## Chair Report 2023-2024

Co-Chair: Caitlin Steinsvik & Sunayna Bhatt

Treasurer: Ashley Tolton

Secretary: Alana Isaak

Members at large: Jen Verch, Katie Dutfield, Lindsey Hiebert

First meeting: September 19th, 2023

-volunteer positions filled were Milk Program Coordinator (Katie) and Communications Coordinator (Kemi)

AGM: October 10th, 2023

-decided to remain a Home & School Association

-all positions voted on and filled

-We started the year with our fun lunches program headed by Jen Verch and assisted by Arifa Mark, the milk program organized by Katie Wilms, and popcorn was taken over by Kristin with the help of Mme. Morin's class. We continued with Munch a lunch for ordering.

- Alana Isaac and Jacob Sulkers worked with Mme Marriott to organize Fall and Spring clean-up. The spring clean up included an over haul of the front garden beds with mulch and planting of a native garden on the west side of the school

-Denise Crosbie headed the Halloween Dance in October. Revenue: \$650.30

-Lindsey organized our movie nights which occurred in November & February. Revenue: \$482.00

-Jen G took on organizing and ordering t-shirts for all the students and staff. This year we offered regular parent volunteers and SAHASA exec the opportunity to purchase their own shirts. Total cost of shirts: \$4323.26

-new fundraiser this year was the Show & Save books which Kavitha led Revenue: \$637.50

-SAHASA able to donate \$500 to the school that was used for Mme. Diva (and one other) entertainment during Festival du Voyageur week.

-Pancake breakfast during Festival was led by Kristin & Arifa, this was again a huge success and even came in under budget

-Staff appreciation was organized by Sunayna & Alana on every Friday in April. Great success with volunteers and ordered the teachers lunch on their PD day (well received)

-Glenlea was taken on last minute by SAHASA and headed by Caitlin. Revenue: \$854.05

-Family Fun Night was held in June and included the parent volunteer appreciation by the school. Lindsey took the lead and organized the food carts. SAHASA had a table selling freezies and juice boxes and chips. Revenue: \$317.00

-Hot Dog lunch at the end of the year was organized by Ashley and once again very successful with the event being held outside.

-Last meeting: May 14th, 2024

- Finished the year with a wind up in June for all caregivers that had attended 2+ meetings throughout the year.

### Treasurer's summary for 20223-2024

Last year SAHASA ran a deficit of \$4337.97 due to two \$5000 GIC investments and purchasing t-shirts for the students and staff. Money raised through council activities is given back to our school community through the year at our many SAHASA supported events such as the pancake breakfast, supporting Festival du Voyageur entertainment at the school and a year-end hot dog lunch. We also support our school community with a t-shirt for staff and students every 2 years (and for any new students along the way) along with a party and gift for our grade 6's at the end of the school year as well as numerous other initiatives.

Our council has a general chequing account that we use to do business, a savings account (see budget for totals) as well as a 3x ~\$5000 laddered GICs.

We ran a quite a few events and fundraisers last year like the Halloween Dance, Family Fun night, ongoing fundraiser of Mabel's Labels, Show and Save coupon book and the Glenlea plant sale as well as our normal fun lunch and milk programs that bring in income for our council.

SAHASA is very fortunate to have a generous community who are willing to donate their time to make our events a success.

2023-2024	Profit
Mabel's Labels	\$64.72
Family Dance	\$650.30
Family Fun Night	\$193.67
Movie Night	\$396.27
Fundraiser: Show and Save	\$662.50
Fundraiser: Glenlea	\$854.05
<b>Total</b>	<b>\$2,821.51</b>

Food Item (2023-2024)	Profit*
Milk Session 1	\$1,771.63
Milk Session 2	\$676.27
Pita Pit	\$365.66
Pizza	\$4,181.57
Popcorn	\$1,711.64
Subway	\$468.04
Supplies and Munch Subscription	\$606.77
<b>Total</b>	<b>\$8,568.04</b>

\*after vendors and munch fees

Total Milk \$2447.90



## **Administrative Report to Parent Council**

To date:

- 2024-2025 Current Enrollment is 386 students.
  - K 69
  - Gr. 1 78
  - Gr. 2 63
  - Gr. 3 60
  - Gr. 4 35
  - Gr. 5 51
  - Gr. 6 30
  
- Cross Country – successful season – Thank you to M. Mitchell for organizing practices and events. Thank you to parents/caregivers that came out and supported
- Terry Fox – Grade 1-6 students walked Kings Park – 3 KMs.
- Field trips have begun! Grade 5/6 Classes visited Fort Whyte
- Picture Day – September 17<sup>th</sup> and Retakes are scheduled for November 4<sup>th</sup>
- Bus Ridership

Upcoming:

- Class Profiles – will be taking place the week of October 15<sup>th</sup>
- Tri-conferences will be Tuesday, October 22<sup>nd</sup> and Thursday, October 24<sup>th</sup> in the evening. We look forward to having families – please remember to book your conferences on Edsby – the booking system will open on October 15<sup>th</sup> at 10:00 a.m.
- School-wide learning in the library commons: Exploring land acknowledgements and writing classroom/grade level land acknowledgments. This will include continued community walks to continue learning about the outdoor environment of our community, presentation by Living Prairie Museum, Divisional Indigenous Support Teachers will be spending time with our students in the library supporting this learning.
- School Plans/Goals: Literacy: Shifting the Balance, Numeracy: Critical thinking and problem solving, Culture and Belonging: Indigenous perspectives and outdoor learning.
- Clubs: Flag Football, Volleyball, Beading, Lego Club, Choir, Student Voice,
- Winter concert: information letter will be sent out shortly – December 17: Grade 1-3 & December 1: Grade 4,5,6 Kindergarten Concert will be in the spring
- Communication: We're on Instagram: @ecolestavila, check the website, read our weekly Notes from the office.
- Bridge/Lilypad: Facilities and Maintenance came to look at the heaving that is happening. They will attempt to repair and make it level. Need to think about possible next steps.