

St Avila Home and School Association: AGM & September Meeting Minutes

Date: October 21, 2025

Time: 6:30 PM

Location: Ecole St Avila Library

| In Attendance | |
|---|---|
| Administrators | Parents / Community Members |
| <ol style="list-style-type: none">1. Mme. Jennifer Rothwell (Principal)2. Mme. Janique Beaubrun (Vice-Principal) | <ul style="list-style-type: none">• Venut• Elham Pourtaherian• Sarah Krahn• Kate Mills |
| SAHASA Executive (2023-2024) | |
| <ol style="list-style-type: none">a. Alana Isaak (co-chair)b. Arifa Mark (co-chair)c. Erin Yellow Bird (secretary)d. Mallory Cordingley (Treasurer)e. Jen Verch (member-at-large)f. Lindsey Hiebert (member-at-large)g. Abdullah Zubaer (member-at-large) | |

1. Welcome and Introductions (Alana)

All in attendance were given an opportunity to introduce themselves.

2. Acceptance of Agenda / Minutes

Jen proposed adding Babysitter Payment to the agenda. There were no other comments or questions raised.

Approval of the Amended Agenda: it was **MOVED** by Jen and **SECONDED** by Lindsey that the Agenda be approved as Amended. **CARRIED**.

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

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

Enrollment information was reviewed, with final class data available in the attached notes. Recent school-wide celebrations included Cross Country, the Terry Fox Run, the Ice Cream Social, Strong Beginnings, the Story Walk, and Rock Painting, with plans underway for upcoming events.

The school continues to emphasize “What It Means to Be a Student at St. Avila,” supported by new posters outlining expectations for lunch, bathroom, and recess behaviour, printed in French and reinforced through ongoing practice.

Current clubs include Volleyball, Flag Football, LEGO, and Reading MYRCA. Spirit Week will take place from October 27–31, organized by the Student Voice Club. The Coats for Kids campaign, led by Mme. Herkert Allen and Mme. Trakalo, is underway. Halloween festivities will include a dance, parade, and a “Guess the Teacher” photo activity.

Students have expressed interest in starting a running club with a sponsor still needed.

Planning for Remembrance Day is in progress, with the date to be confirmed. Class profiles continue to guide the prioritization of support services, focusing on student regulation, well-being, and integration of land-based learning. Balanced literacy programs and a strong numeracy focus support diverse learning needs.

Abdullah shared that October is Muslim Heritage Month and he would be able to share some materials with administration for teachers’ use if they choose.

4. Committee Reports

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

It was **MOVED** by Lindsey that SAHASA adopts the proposed budget. It was seconded by Abdullah. The question was called, and the motion **CARRIED**.

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

The pizza lunch program is going well and remains popular with students. New parent volunteers have joined to assist with coordination, and printouts are available for ordering. Through the Domino’s Pizza sponsorship, seven students have received free pizza lunches due to financial hardship. Upcoming lunch options will include Subway and Pita Pit.

c) **Milk Program** (Linda, reported by Jen Verch)

The Milk Program is running smoothly with 52 students participating on Tuesdays and Thursdays, and 37 on Mondays, Wednesdays, and Fridays. Participation is

slightly lower than last year but remains steady overall.

5. Other Initiatives

a) **Halloween Dance, October 30** (Lindsey)

Event arrangements are complete, with information already sent to families and decorations planned. Donations are requested three days prior to the event. Logistics include activities such as limbo, a DJ, glow sticks, bracelets, and suckers. Volunteers are needed for setup, cleanup, and canteen support.

b) **Fall Yard Clean-up, October 17** (Alana & Mme. Rothwell)

Some scheduling issues were noted, with Alana and Jake unavailable for scheduled date. The school had planned to take over the event but due to rain, the selected day was canceled. Mme. Rothwell noted that the school was integrating land-based learning, including the Four Directions, placement of rocks in four areas and a fall walk-through, all connected to fall themes and the five senses. Funds allocated for fall cleanup will be carried forward to support spring activities.

c) **Fundraising** (Kavitha)

The Parent Council has reached out to the Pembina School Division regarding tax deductible receipts for the Dance-a-thon. Dance-a-thon is planned for February next year, featuring grade-grouped activities throughout the day, with families invited to attend during designated times. Funds raised will be used to support French cultural presentation and/or field trip. Additionally, Krispy Kreme fundraising is being planned for the fall.

d) **School T-Shirts (Alana)**

T-shirt ordering for this year and next is underway, with staff included in the order. The shirt color has been changed to green while retaining the school logo. Volunteers are needed to help label and organize the T-shirts.

6. New Business

a. **Movie Night** (Lindsey)

Four movie options are being considered: *Spies in Disguise*, *Wonder Park*, *Tiger's Apprentice*, and one additional choice. Pizza will be available via preorder, popcorn has been ordered, and sign-ups are open for volunteers to help with bagging.

b. **Babysitters:**

Pay for babysitters has increased to \$25 for the 6:15–8:00 PM shift. A list of available babysitters is needed, and Lindsey is currently compiling this list.

c. **Meeting Cadence:** The council agreed to hold seven meetings per year, pending final calendar confirmation.

7. Adjournment

Meeting adjourned at 7:53 PM. Next meeting will be on November 18, 2025 at 6:30 PM.



Tuesday, October 21st
6:30 p.m.

Administrative Report to Parent Council

To date:

- 2025-2026 Current Enrollment is 397 students.
 - o K 54
 - o Gr. 1 73
 - o Gr. 2 72
 - o Gr. 3 60
 - o Gr. 4 59
 - o Gr. 5 33
 - o Gr. 6 46
- School-wide Celebrations: Cross Country: Grade 4-6, Terry Fox Run at Kings Park, Picture Day, Meet the Teacher – Ice Cream Social, Strong Beginnings, Class Profiles, Tri-Conferences, Land-Based storywalk and rock painting in honour of the National Day of Truth and Reconciliation, Newcomer Evening with Patricia Eyamba
- Highlight: School-wide Expectations: 'what does it mean to be a student at École St. Avila'

Upcoming:

- Clubs: Volleyball (grade 5/6), Flag Football (grade 5), Lego Club (by class), MYRCA Book Club (grade 4-6), Foster of Reading Book Club (Grade 1-3)
- Events: Spirit week (October 27-31), Bus Ridership (October 29th), Halloween Parade/parties, School Photo Guessing Game, Remembrance Day Service on Friday, November 8th at 10:00 a.m.
- School Plans/Goals:
 - Literacy: Balanced Literacy Programming, Oral Language development
 - Numeracy: Critical thinking and problem solving,
 - Culture and Belonging: Regulation, Land-based Learning and Indigenous Perspectives
- Communication: We're on Instagram: @ecolestavila, check the website, read our weekly Notes from the office

St. Avila Home and School Association Proposed Budget 2025-2026

| Revenue (Deposits) | Sept | Oct | Nov | Year to Date | 2025-2026 Projected | 2024-2025 |
|---|------|-----|-----|--------------|------------------------|---------------------|
| Jordon's Principle Cheque | | | | | | \$ 312.16 |
| PTSD Operating Grant (for SAHASA Meetings) | | | | | \$ 375.00 | \$ 375.00 |
| Bank Interest (Savings account) | | | | | \$ 300.00 | \$ 239.69 |
| GIC Interest | | | | | \$ 1,000.00 | \$ 848.88 |
| Other: Float | | | | | \$ 200.00 | \$ 200.00 |
| Babysitting Course (Fee collection) | | | | | \$ 600.00 | \$ 600.00 |
| Other: (missed pizza order; refund payment) | | | | | | |
| Net Fundraising Revenue (see tab) | | | | | \$ 43,350.00 | \$ 35,062.81 |
| Total Revenue | | | | | \$ 45,825.00 | \$ 37,638.54 |

| Expenses (Withdrawals) | Sept | Oct | Nov | Year to Date | Projected | Projected |
|---|-----------|-----|-----|--------------|--------------|--------------|
| Misc Supplies | | | | | | |
| Supplies for events (plates, AL foil, hairnets) | | | | | \$ 400.00 | \$ 383.49 |
| MunchaLunch subscription | \$ 369.60 | | | \$ 369.60 | \$ 369.60 | \$ 336.00 |
| Office supplies | | | | | \$ 40.00 | \$ 34.97 |
| Fundraising Expenses | | | | | | |
| Misc Fundraising Expenses (see tab) | | | | | \$ 28,900.00 | \$ 23,954.99 |
| Meetings | | | | | | |
| Babysitting (SAHASA meetings) | \$ 40.00 | | | \$ 40.00 | \$ 300.00 | \$ 320.00 |
| SAHASA meeting - food/beverages | \$ 45.20 | | | \$ 45.20 | \$ 125.00 | \$ - |
| SAHASA windup | | | | | \$ 300.00 | \$ - |
| School-wide Initiatives | | | | | | |
| Pancake breakfast | | | | | \$ 400.00 | \$ 169.76 |
| End of year picnic | | | | | \$ 500.00 | \$ 186.94 |
| Fall Clean up: Mulch & Freezies | | | | | \$ 225.00 | \$ 66.98 |
| Spring Clean-up: Freezies | | | | | \$ 150.00 | \$ 121.41 |
| School t-shirts | | | | | \$ 5,500.00 | \$ 726.76 |
| Babysitting Course (Payment) | | | | | \$ 700.00 | \$ 700.00 |
| Sponsored Clubs | | | | | \$ 300.00 | |
| Staff and Teachers, G6 Farewell | | | | | | |
| Staff appreciation | | | | | \$ 350.00 | \$ 413.35 |
| Teacher retirement/council member gifts | | | | | \$ 300.00 | \$ 512.00 |
| Grade 6 farewell lunch | | | | | \$ 100.00 | \$ - |
| Banking & Other Expenses | | | | | | |
| Bank service fees | | | | | \$ 80.00 | \$ 68.10 |
| Monies gifted to Ecole St. Avila | | | | | | \$ 2,000.00 |

| | | | |
|----------------|--|--------------|--------------|
| Total Expenses | | \$ 39,039.60 | \$ 29,994.75 |
|----------------|--|--------------|--------------|

| | | | |
|---------------|--|-------------|-------------|
| Profit / Loss | | \$ 6,785.40 | \$ 7,643.79 |
|---------------|--|-------------|-------------|

| | | | |
|----------------|--|----|-----------|
| Other Expenses | | | |
| Other: GIC | | \$ | 10,000.00 |

St. Avila Parent Council: Fundraising Projected Budget

| Revenue (Deposits) | Sept | Oct | Nov | Year to Date | 2025-2026 Projected | 2024-2025 |
|--|------|-----|-----|--------------|------------------------|--------------|
| Munch Revenue | | | | | | |
| Munch revenue before Munch fees (Pizza, Milk, pita, popcorn, subway) | | | | 12201.2 | \$ 27,000.00 | \$ 27,621.03 |
| Munch payment (cheque or e transfer) | | | | | | |
| School Events Revenue | | | | | | |
| Halloween Family Dance | | | | | \$ 600.00 | \$ 610.80 |
| Movie Nights (Nov & Jan) | | | | | \$ 1,200.00 | \$ 1,278.00 |
| Other Fundraisers | | | | | | |
| Mabel's Labels | | | | | \$ 50.00 | \$ 59.22 |
| Fundraiser: Krispy Kreme | | | | | \$ 3,500.00 | \$ 3,648.00 |
| Fundraiser: Glenlea Spring | | | | | \$ 1,000.00 | \$ 1,240.76 |
| Used Book Fair | | | | | | 605 |
| Dance-A-Thon | | | | | \$ 10,000.00 | |
| Total Revenue | | | | | \$ 43,350.00 | \$ 35,062.81 |

| Expenses (Withdrawals) | Sept | Oct | Nov | Year to Date | 2025-2026 Projected | 2024-2025 |
|------------------------------------|------|-----------|-----|--------------|------------------------|--------------|
| Munch Expenses | | | | | | |
| Milk | | | | | | |
| Pizza | | \$ 492.04 | | \$ 492.04 | | |
| Popcorn | | | | | | |
| Pita Pit | | | | | | |
| Subway | | | | | | |
| Munch Expenses (vendor payments) | | | | | \$ 20,000.00 | \$ 20,578.26 |
| MunchaLunch Transaction/Swipe Fees | | | | | \$ 1,000.00 | \$ 935.90 |
| MunchaLunch Refund to Parents | | | | \$ 53.95 | | |
| School Events Expenses | | | | | | |
| Halloween Family Dance | | | | | \$ 150.00 | \$ 90.20 |
| Movie Nights (Nov & Jan) | | | | | | |
| Popcorn | | | | | \$ 100.00 | \$ 109.47 |
| Pizza | | | | | \$ 450.00 | \$ 425.16 |
| Other Fundraisers | | | | | | |
| Fundraiser: Krispy Kreme | | | | | \$ 1,800.00 | \$ 1,816.00 |
| Dance-A-Thon | | | | | 5400 | |
| Total Expenses | | | | | \$ 28,900.00 | \$ 23,954.99 |

| Net Profit (Fundraisers) | | 2025-2026 Projected | 2024-2025 |
|---|--|------------------------|-------------|
| Munch Revenue (after vendor and swipe fees) | | \$ 6,000.00 | \$ 6,106.87 |
| Halloween Family Dance | | \$ 450.00 | \$ 520.60 |
| Movie Nights (Nov & Jan) | | \$ 650.00 | \$ 743.37 |
| Mabel's Labels | | \$ 50.00 | \$ 59.22 |
| Fundraiser: Krispy Kreme | | \$ 1,700.00 | \$ 1,832.00 |
| Fundraiser: Glenlea | | \$ 1,000.00 | \$ 1,240.76 |

| | | | |
|----------------------------|--|-------------|--------------|
| Fundraiser: Used Book Fair | | 0 | \$ 605.00 |
| Fundraiser: Dance-a-thon | | \$ 4,600.00 | |
| Net Revenue | | \$ 8,850.00 | \$ 11,107.82 |

| Description | Amount | Maturation Date |
|------------------|--------------|-----------------|
| GIC 1 | \$ 5,275.75 | 28-Nov-25 |
| GIC 2 | \$ 5,625.30 | 13-May-26 |
| GIC 3 | \$ 10,000.00 | 4-Jun-26 |
| Subtotal | \$ 20,901.05 | |
| | | |
| Chequing Account | \$ 16,210.07 | as of Oct 21 |
| Savings | \$ 21,234.97 | |
| Total | \$ 58,346.09 | |

Financial details

\$47,656.97

