

## St Avila Home and School Association: Meeting Minutes

**Date:** October 11, 2022

**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. Brenda Stewart (Principal)</li> <li>2. Mme. Lynn Marriott (Vice-Principal)</li> </ol>	<ol style="list-style-type: none"> <li>1. Sheilla Taylor</li> <li>2. Carrie Sulkers</li> <li>3. Kavitha Nadarajah-Gbeve</li> <li>4. Mariam Oduwobi</li> <li>5. Lindsey Hiebert</li> <li>6. Denise Crosbie</li> </ol>
SAHASA Executive (2022-2023)	
<ol style="list-style-type: none"> <li>1. Kristin Wiebe (co-chair)</li> <li>2. Caitlin Steivsvik (co-chair)</li> <li>3. Ashley Tolton (treasurer)</li> <li>4. Jennifer Verch (member-at-large)</li> <li>5. Jennifer Generao (member-at-large)</li> <li>6. Sunayna Bhatt (member-at-large)</li> </ol>	

### 1. Introductions (Kristin)

All in attendance were given an opportunity to introduce themselves.

### 2. AGM elections

SAHASA executive positions were filled:

Co-chairs: Kristin Wiebe and Caitlin Steinsvik

Secretary: Alana Isaak

Treasurer: Ashley Tolton

Members at large: Jennifer Verch, Jennifer Generao, Sunayna Bhatt

→ **Motion to accept all positions:** Lindsay Hiebert

**Second:** Denise Crosbie

**Motion** passed

Sub-committee positions were filled as follows:

- **Fun lunches:** Jennifer Verch and Arifa Mark
- **Halloween Dance:** Denise Crosbie
- **Volunteer Coordinator:** Jennifer Generao
- **Movie Night:** Lindsay Hiebert
- **Pancake Breakfast:** Kristin Wiebe and Sheilla Taylor
- **Staff Appreciation:** Carrie Sulkers and Sunayna Bhatt
- **Greening:** Alana Isaak and Caitlin Steinsvik
- **Year-end BBQ:** Arifa Mark, Ashley Tolton, Lindsay Heibert and Jennifer Verch

- **Fundraising:** Jennifer Generao (and others)

3. **Halloween Dance** (Denise Crosbie)

- poster is approved, Sunayna to print 10 copies
- There will be an online registration to help ensure we don't exceed the gym's capacity; a volunteer will count people at the entrance
- Call out for volunteers will come via email
- Hallway set up will include 2 tables for the canteen and chairs for attendees
- Food can be dropped off for the canteen to the school office the week of the dance
- Manitoba Harvest bins have been requested but are pending, collection will proceed either way
- Funds raised will go to T-shirts
- Toothbrushes will be handed out at the door as guests leave, donated by Sunayna

4. **Chair's Report**

See attached

5. **Principal's Report**

See attached

6. **Treasurer's Report**

See attached

7. **Milk Program**

Program is underway. Discussion re: a future option to offer milk one day per week. **To be reviewed at June 2023 meeting.**

8. **Fun Lunches**

New this year we are opening orders for smoothie/pita/popcorn for a fall and a winter ordering session. Smoothies are a new option that we have added.

Orders to date: 208 pizza orders (277 slices), 114 pitas, 170 smoothies. Jen Verch will be completing the food handler's course. **Discussion of offering financial support for fun lunches to be discussed at end of year 2023 meeting.**

1. **Greening**

Fall yard clean-up is scheduled for October 27. Yard waste bags need to be provided (Caitlin to arrange). The school will finalize the class schedules and a parent sign-up will be emailed out for volunteers. The elevator contractors will not be repairing the garden beds around the construction area. They will replace any sod that has been disrupted.

**To discuss landscaping of the shrub area facing the west side of the school in the spring 2023.**

2. **Fundraising**

A committee is being formed and will report at the next meeting. The school will be doing less fundraising this year. The spring Glenlea fundraiser will continue.

### **3. Parent survey**

Tabled for the **April 2023** meeting

### **4. T-shirts**

A decision was made to order approx. 50 t-shirts for new students and staff. The school has a charitable donation number. Mme. Stewart will inquire about this being used for companies to donate labour.

- Next meeting: November 8, 2022 at 6:30 p.m.
- Meeting was adjourned at 7:53 p.m.

## CHAIR REPORT 2021-2022

Elected Positions to begin this year were:

**Co-Chairs:** Kristin Wiebe and David Walker

**Secretary:** Alana Isaak

**Treasurer:** Ashley Tolton

**Members at Large:** Jen Verch, Caitlin Steinsvik and Bryann Koehn

This year we continued to have all online meetings, with our first meeting on Sept. 21/21 and our AGM on October 12/21 with elections for all positions.

We started our year by getting Milk, Pizza, Pita lunch programs running. We were still using Covid protocols with pizza, meaning individually boxed pizza slices were handed out by lunch monitors. Thanks to Jen V. and Ashley for running those programs. Kernels Popcorn was added to Fun Lunch this year. Offered on the last Friday of the month to be enjoyed by students at home. Thanks to Desirae Stewart who organises and delivers popcorn to the school.

Caitlin and Alana assisted Mme. Vianzon with the Fall (Oct 20) and Spring (May30) clean up. And they hired Carla Kirkpatrick to take care of the Gardens over the summer.

This was the year we ordered new T-Shirts for the school. The school picked a royal blue colour and updated the dragon logo with input from the students. Thank you to Jen Generao for sourcing and ordering T Shirts!

SAHASA needed to look at running a fundraiser again this year to help pay for the MunchaLunch subscription as well as make up for the deficit from the more expensive pizza. We decided on Colibri reusable lunch bags as well as Mabels Labels. Mabels Labels will be an ongoing fundraiser, with a link on the school website.

With February came Festival du Voyageur, we once again offered families an option to order a Pancake Lunch Happy Meal from McDonalds. Hopefully we will be able to have parent's back in the school flipping pancakes next year!!

Staff Appreciation happened in May. Carrie Sulkers and Jana Brunel organised a fantastic week of snacks brought in by families for our School Staff ending with a catered lunch from Nicholino's on the Friday.

Our last meeting was on May 20th, Covid restrictions were lifted and we were able to have parent volunteers back in the school. We put out a request for volunteers for the Welcome to Kindergarten Event, Literacy Night, Spring Cleanup, as well as the Year End BBQ.

The school held a Literacy Night Event in June where SAHASA ran a snack table selling freezies, chips, and juice boxes. At the event we were able to present our Farewell gifts to our Principal Mme Loveridge, Vice Principal Mme. Vianzon, and Music Teacher Mme Fournier.

We were so excited to be able to hold the Year End BBQ for St. Avila on June 20/21. Ashley organised and sourced all the food. We were able to provide a free lunch of watermelon, hotdogs, and freezies. Chips were provided by Pita Pit. We had parents cooking and serving hotdogs. The students and staff were all very appreciative.

Thank you to all the parents who took the time to log into our meetings as well as those who answered our call for volunteers. This is what makes St. Avila the wonderful community it is! A special thank you to the Executive for all the time and hard work you have put in to help make the school year as best as we could for all the students at St. Avila. I truly appreciate all of you!

Kristin Wiebe- Co Chair



# École St. Avila

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## Administrator's Report – October 11<sup>th</sup>, 2022 École St. Avila Home and School Association

To date:

- We currently have 367 students registered.
- Tri-conferences were very well-attended. It was wonderful to have so many families back in the building. The book fair was a huge success and the library turned into a gathering spot for families to connect.
- The afternoon of October 7<sup>th</sup> was a professional development afternoon for teachers. We greatly appreciated having Holly Sorenson and Rodelyn Stoeber present on the triangulation of data.
- Class profiles started today. This process allows for meetings with classroom teachers and support services staff so they may look at the strengths and needs of each classroom and the school. With this data, we can create instructionally based action plans.
- Field trips have begun! 5D and 5/6 M visited Fort Whyte at the beginning of this month and 4/5M and 5/6S-P will go on November 1<sup>st</sup>.
- After revisiting our needs and keeping in mind the financial demands on families this fall, we will not be having our Walkathon this fall. We will revisit this fundraiser in the spring if we have a need for funds.
- Flag football began today for students in grades 5 & 6. It was very well attended.

Upcoming:

- Tomorrow evening we will host our Grade 1 Literacy Evening in person. This session is to provide information on how parents can support the love of reading at home through the home reading program.
- Picture day is October 17<sup>th</sup>. Permission to have each child's photo taken is required via the Permission Click link emailed home. This link can also be found on our school website.
- There is no school on October 21<sup>st</sup> due to MTS PD Day. All teachers will be participating in professional development through MTS Special Area Groups.
- We will be participating in the Mobile Vision Care clinic. The clinic will be here during the week of November 7<sup>th</sup>. More information will be sent home as we get closer to the date.
- Our two teacher candidates (Mme Maida is with Mme Westra and Mme El-Youmni is with Mme Van Kats) have begun to assume some teaching duties. We look forward to continuing to support them as they grow in their learning. They will be with us until spring break.

## **Treasurer's Report Fall 2022 AGM**

Last year we lost around \$3500. Around \$3300 of that was due to parent credits from the year before and any credits left at the end of the year. But the amount would have been more without the \$1100 rain barrel money from the Spring 2021 fundraiser (recorded in the 2021-2022 budget). And 2021 fall was a big t-shirt ordering year.

Last year, outstanding balances were issued cheques unless parents chose to donate back to SAHASA. Thanks to Jen for managing the credits and cheques for parents. Having the cheques written last year along with not having any large cancellation, will eliminate the large loss on our books this upcoming year.

In fact in two years previous to this, we borrowed money from our savings to stay afloat.

We haven't been able to add to our savings account since Covid.

My projected 2022-2023 budget has us in the black of the year about \$959.

At the end of this year, I'd like to once again start putting money into savings for large capital projects.

Last year, the executive voted to start a GIC to receive a higher interest to our savings account. In May we put \$5000 into a GIC and will be doing the same in November.

### **Fundraisers**

Spring 2021 Rain barrel sale

Spring 2022 Calibri (834.7)

Des Stewart started the popcorn program in the Fall of 2021 which has been a great fundraiser

And this year we are looking forward to having the return of the family dance and hopefully a movie night as well the continuation of our milk and fun lunch program with the addition of smoothies.

I am hoping this year we will be able to offer some additional fundraisers that will offset some of our additional costs including the cost of MunchaLunch and fees as well as our growing cost of items such as t shirts.

This is our 3<sup>rd</sup> year using Muncha lunch. MunchALunch continues to have good customer support for admins and parents. It is very user friendly, makes running the milk and lunch programs easier and has easy to access reports for the classes as well as for our budgets. An added bonus is that it is great to be able to contact parents directly about outstanding orders because in the past we had to go through the office for this.

Amount profit made (minus munch fees)

Pita 395.05

Popcorn 991.75

Milk 2437.16

Pizza 1221.73

Mabel's labels 80.82

2019-2020

Parents were offered option for refund or donation (MB Harvest)

2020-2021

Started using Munch

Parents given munch credit in June 2021 that will decrease our profit margins, cheques written for those leaving the school.

Spring: Rain barrel

2021-2022

Outstanding balances were issued cheques unless parents chose to donate back to SAHASA. Thanks to Jen for managing the credits and cheques for parents

Started popcorn and Mabel's labels

Spring: Calibri

2022-2023

This was our 3<sup>rd</sup> year using MunchaLunch.

Started smoothies

We pay a yearly subscription fee of \$336 plus (Stripe) of 2.9% + a 20-cent flat fee per transaction.

Transaction fees charged by the merchant services provider (Stripe) of 2.9% + a 20-cent flat fee per transaction. Credit card payments are automatically transferred to your bank account as a lump-sum on a weekly basis (or more/less frequently if you prefer). You will see a 'live' reconciliation of all credit card funds and bank transfers within MunchaLunch.

Here is a summary of how Stripe works / timing of deposits:

Summary: Parent pays by credit card > Stripe Pending (for 3 days) > Stripe Available > Weekly deposit to your bank on Monday (of all 'Available') funds.

- The parent makes a credit card payment,
- That immediately goes to your Stripe 'Pending' fund
- Stripe holds onto that payment for 'security/fraud-prevention' purposes for 3 days
- On the 4<sup>th</sup> day after payment, Stripe transfers that payment to the Stripe 'Available' fund (Stripe 'Available' means that it is 'available' for a bank transfer)
- Then on Sunday, our servers initiate a transfer of all 'Available funds' at that moment (up to approx. noon on Sunday)
- Then on Monday (late in the day) your bank deposits the transfer in your (eg.) PAC bank account. 20cent transfer fee for each bank transfer.