

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

**Date:** Oct 10, 2023

**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. Arifa Mark</li> <li>2. Catherine Jackson</li> <li>3. Dapeng Liu</li> <li>4. Denise Crosbie</li> <li>5. Elizabeth Kessie</li> <li>6. Islamiat Balogun</li> <li>7. Jason Bland</li> <li>8. Jennifer Generao</li> <li>9. Kavitha Nadarajah-Gbeve</li> <li>10. Kristin Wiebe</li> <li>11. Natalia Obratzsova</li> <li>12. Natasha Mohebi</li> <li>13. Oluwakemi Omole</li> <li>14. Pidar</li> <li>15. Zanita Puloni</li> </ol>
SAHASA Executive (2023-2024)	
<ol style="list-style-type: none"> <li>1. Caitlin Steivsvik (co-chair)</li> <li>2. Sunayna Bhatt (co-chair)</li> <li>3. Ashley Tolton (treasurer)</li> <li>4. Alana Isaak (secretary)</li> <li>5. Jennifer Verch (member-at-large)</li> <li>6. Katie Dutfield-Wilms (member-at-large)</li> <li>7. Lindsey Hiebert (member-at-large)</li> </ol>	

**1. Welcome and Introductions** (Kristin)

All in attendance were given an opportunity to introduce themselves.

**2. Acceptance of agenda and minutes**

**Motion** to accept Meeting Minutes & Agenda: Jen Verch

**Second:** Sunayna

**Motion:** Passed

**3. Annual General Meeting**

a. **Chair-person’s annual report** (Kristin) – as per attachment

b. **Treasurer’s annual report** (Ashley) – as per attachment

c. **Form of organization vote** (Mme. Rothwell)

Mme Rothwell presented different types of parent organizations including Parent Advisory Council, Home and School Association and Booster Committee. Discussion about the option of contacting the division for an income tax number if we were fundraising for a specific project.

**Motion** for SAHASA to remain as a Home and School Association: Caitlin

**Second:** Sunayna

**Motion:** Passed

d. **Elections**

SAHASA executive positions were filled:

**Co-Chair:**

Caitlin put name forward, Katie seconded. All in favour. None opposed. Motion passed.

**Co-Chair:**

Sunayna put name forward, Jen Verch seconded. All in favour. None opposed. Motion passed.  
Signing authority changes to include Sunayna.

**Secretary**

Alana put name forward, Elizabeth seconded. All in favour. None opposed. Motion passed.

**Treasurer**

Ashley put name forward, Caitlin seconded. All in favour. None opposed. Motion passed.

**Members-at-Large**

Katie, Lindsey and Jen Verch put names forward. Caitlin seconded. All in favour. None opposed.  
Motion passed.

e. **Sub-committee positions were filled as follows:**

**Fun lunches:** Jen Verch

**Halloween Dance:** Denise

**Volunteer Coordinator:** Lindsey

**Movie Night:** Lindsey

**Pancake Breakfast:** Kristin, Sheila

**Staff Appreciation:** Vacant

**Greening:** Alana

**Year-end BBQ:** Ashley, Arifa, Kristin, Jen Verch

**Fundraising:** Kavitha

**4. Administration Report (Mme. Rothwell):** as per attachment

Question was posed about whether the staff would be organized a Winter carnival. It was stated that the school staff and teachers will not be organizing it this year, but SAHASA can take on this initiative.

**5. Committee Reports**

a. **Fun Lunch Program (Jen Verch)**

Jen explained that SAHASA is trying to make the pizza orders more accessible to families, by making it possible to place orders each month, rather than requiring payment for all orders for the year in one or two lump sums. Volunteers for pizza lunch can start placing pizza on student desks while the kids are out at recess but there will be some overlap for parents to see their kids.

b. **Milk Program (Katie)**

The Monday/Wed/Fri milk orders will start on October 18<sup>th</sup>.

c. **Greening Committee (Alana)**

Fall yard clean-up is scheduled for October 23. Yard waste bags will be purchased by the school. The school will finalize the class schedules and a parent sign-up will be emailed out for volunteers. Mme Marriott will send the schedule by Friday about which classes will be going out at what time.

**6. Other Initiatives**

a. **Halloween Dance (Denise)**

The dance will be held on Wednesday, October 25. Denise to send Mme. Rothwell the digital copy

of the posters for promotion around the school. Volunteers will be needed for canteen, and for clean-up. Registration for the event won't be used this year as last year the numbers were well within the limit. The hallway next to the gym will be used for the canteen and for shoes. The Sign-up for volunteers is ready to go. Mme Rothwell and Mme Marriott will check about which platform can be used for DJ music. Parents can drop off canteen donations at the office.

**b. Popcorn (Kristin)**

Kristin will be taking over popcorn for the foreseeable future.

**c. Movie Night (Lindsey)**

Current movie licence is good until February 14, 2024. Planning to hold first movie night on November 23<sup>rd</sup>. Another before Valentine's Day. Movie ideas can be sent to Lindsey.

**d. Communication (Kemi)**

Parents and administration were asked to like and share any posts by the SAHASA Instagram. School Admin were asked to share the SAHASA account on their Instagram to increase followers.

**e. T-shirts (Jenn G.)**

All students in the school were sized for t-shirts. Jenn G. will come to the school and do an inventory of the t-shirts inventory that exists. Aiming for end of October for children to be receiving shirts.

Question was asked to school administration about whether there would be school merchandise sold this year. Mme. Rothwell will check about school hoodies and toques. Parents expressed the importance of having some lower cost items such as toques.

**7. New Business**

**a. Community Club Renovation**

Discussion was had about the plan for the renovations at the South West Community Centre on Silverstone. Concern about our current structures and whether they are on school property or not. Mme. Rothwell will ask the Pembina Trails school division and will update Caitlin. To be discussed again at the next meeting.

**8. Adjournment**

Meeting adjourned at 7:43 PM. Next meeting will be November 14, 2023 at 6:30 PM.

## Chair Report 2022-2023

Co-Chair: Kristin Wiebe and Caitlin Steinsvik  
Treasurer: Ashley Tolton  
Secretary: Alana Isaak

Members at Large: Jen Verch  
Jennifer Generao,  
Sunayna Bhatt

Our first meeting this year was on September 20/22 and our AGM on October 11 with elections for all positions.

We started the year with getting our Milk, Pizza and Pita lunch and Popcorn programs running. We added Smoothie options this year from Booster juice and Pita pit. We were able to go back to parent volunteers serving pizza in classrooms. Jen Verch organized Fun Lunches and Ashley took care of the Milk Program.

Caitlin and Alana worked with Mme Marriott to organize Fall and Spring Cleanups. And they had the Agassiz Child Care Centre take care of weeds and watering over the summer.

Denise Crosbie organized a fantastic Halloween Dance in October. Kids had a great time dancing in their costumes, there was a suggested donation at the door and a small canteen selling donated snacks.

For fundraising this year, Jennifer G. took the lead on a Pizza Hotline Gift Card Sale. It was a great success (\$3050) and we continued our Mabel's Labels fundraiser (\$110) linked on the school website.

On Feb 15th, Lindsey Hiebert organized a Movie Night. The movie Encanto was shown. Again a canteen was offered, selling donated snacks and popcorn and water.

February 21-23 was Festival du voyageur and we were very happy to once again offer our free Pancake Breakfast to the school.

Staff Appreciation happened in May. Carrie Sulkers and Sunayna organized a week of themed snacks brought in by families ending with a catered lunch on Friday.

Last Spring, the Division announced a significant change to the start/end times to the school day. Sunayna lead a concerted effort to let them know of our disapproval. There were many emails written to the board as well as having trustees attend our meeting, Sunayna made a fantastic presentation to the Board of Trustees, and although our concerns went unanswered we appreciate the effort that was made by Sunayna and parents.

Our last meeting was on May 9th where we planned our SAHASA wind up. Everyone who attended 2 or more meetings was invited. Alana hosted and we ordered Thai food.

Our last event of the year was the Year End BBQ on June 22. Ashley and Arifa were able to get some food donations from Sobey's and Pita Pit. We had parent volunteers cooking and serving hotdogs. Some last minute rearrangements had to be made due to rain, but hotdogs were served in the hallways for the younger students and in the gym for the older ones. Everyone was very appreciative.

Thank you to all the parents who took the time to attend our meetings and to those who came out to volunteer their time. I want to say a very special thank you to this amazing executive who never stops amazing me with their fantastic ideas and willingness to jump in wherever needed. It has been an absolute pleasure to be involved with this group!

Kristin Wiebe (Co-chair)

**St. Avila Home and School Association (SAHASA) Report - 2022-2023  
May-Aug**

	April	Actual Year to Date	Budget (September to August)
<b>Revenue (Deposits)</b>			
Munch revenue before Munch fees (Pizza, Milk, smoothies, pita, popcorn)	\$ 20.07	\$ 28,029.50	\$ 17,800.00
Mabel's Labels	\$ 53.96	\$ 110.40	\$ 75.00
Family dance	\$ -	\$ 744.90	\$ 200.00
Movie Night	\$ -	\$ 1,466.00	\$ 200.00
Fundraiser: Pizza Hotline GC	\$ 3,050.00	\$ 3,050.00	\$ 500.00
Fundraiser:	\$ -	\$ -	\$ -
Fundraiser:	\$ -	\$ -	\$ -
Grant funds	\$ -	\$ -	\$ -
PTSD Operating Grant (for SAHASA Meetings)	\$ -	\$ 375.00	\$ 375.00
Bank Interest	\$ -	\$ -	\$ 10.00
Deposit from Savings	\$ -	\$ -	\$ -
Other: shareholder dividend	\$ -	\$ 4.78	\$ -
Other:	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 3,124.03</b>	<b>\$ 33,780.58</b>	<b>\$ 19,160.00</b>

<b>Expenses (Withdrawals)</b>			
Pizza lunch	\$ 448.53	\$ 3,335.38	\$ 2,800.00
Milk Program	\$ 2,238.21	\$ 6,608.10	\$ 5,600.00
Pita Pit	\$ 490.00	\$ 3,276.00	\$ 2,000.00
Pita Pit Smoothie		\$ 570.00	\$ 525.00
Booster Juice Smoothie	\$ 406.50	\$ 2,081.25	\$ 975.00
Popcorn	\$ 299.37	\$ 1,590.59	\$ 1,000.00
Supplies for events (plates, AL foil, hairnets)		\$ 174.44	\$ -
MunchaLunch subscription	\$ 336.00	\$ 336.00	\$ 336.00
MunchaLunch Refund to Parents	\$ 119.00	\$ 280.45	\$ 400.00
MunchaLunch Transaction/Swipe Fees	\$ 1.28	\$ 928.43	\$ 600.00
Babysitting (SAHASA meetings)	\$ 30.00	\$ 255.00	\$ 350.00
SAHASA AGM meeting - food/beverages		\$ -	\$ -
SAHASA windup	\$ 226.13	\$ 226.13	\$ 300.00
Family dance		\$ -	\$ 50.00
Movie Night		\$ 482.42	\$ 50.00
Other Fundraiser Pizza Hotline GC	\$ 1,601.25	\$ 1,601.25	\$ 50.00
Pancake breakfast		\$ 155.62	\$ 250.00
End of year Picnic	\$ 497.72	\$ 497.72	\$ 450.00
Spring and fall cleanup		\$ -	\$ -
Summer school grounds care (Jul-Aug)	\$ 200.00	\$ 600.00	\$ 400.00
Staff appreciation	\$ 404.09	\$ 404.09	\$ 400.00
Teacher retirement/council member gifts	\$ 175.00	\$ 175.00	\$ 300.00
Grade 6 grad gifts	\$ 1,014.23	\$ 1,014.23	\$ 500.00
School t-shirts		\$ 680.40	\$ 800.00
Office supplies	\$ 39.61	\$ 144.61	\$ 25.00
Bank service fees	\$ 17.55	\$ 57.30	\$ 40.00
Other:		\$ -	\$ -
Other:		\$ -	\$ -
FLOAT		\$ 170.00	\$ -
<b>Total Expenses</b>	<b>\$ 8,544.47</b>	<b>\$ 25,644.41</b>	<b>\$ 18,201.00</b>

Profit/Loss	<b>-\$5,420.44</b>	\$8,136.17	\$959.00
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Balance forward previous month's operational account:	<b>\$19,040.75</b>
(used the amt with undeposited cheques included)	
Operational account:	\$13,620.31
<b>Financial Liabilities</b>	
Undeposited Cheques	\$32.00
Operational account plus Liabilities = actual	\$13,652.31

*Milk, fun lunch expenses and SAHASA funded events are paid from this account. See above budget for estimated expenses.*

Long term savings (Playground upkeep)		Reason
Balance forward	\$ 13,670.88	
Interest	\$147.98	
Withdrawal	\$0.00	
Deposit	\$0.00	
<b>Long term savings total</b>	<b>\$13,818.86</b>	

currently \$5128.58 in GIC due May 2024

St. Avila Home and School Association (SAHASA) Report - 2023-2024

	<b>Proposed Budget</b>
September -August	
<b>Revenue (Deposits)</b>	
Munch revenue before Munch fees (Pizza, Milk, pita, popcorn)	\$ 18,600.00
Mabel's Labels	\$ 50.00
Family dance	\$ 450.00
Movie Night	\$ 450.00
Fundraiser:	\$ 1,000.00
Fundraiser:	\$ -
Fundraiser:	\$ -
Grant funds	\$ -
PTSD Operating Grant (for SAHASA Meetings)	\$ 375.00
Bank Interest	\$ 5.00
Deposit from Savings	\$ -
Other:	\$ -
Other:	\$ -
Other:	\$ -
<b>Total Revenue</b>	<b><u>\$ 20,930.00</u></b>
<b>Expenses (Withdrawals)</b>	
Pizza lunch	\$ 3,300.00
Milk Program	\$ 4,815.00
Pita Pit	\$ 2,235.00
Popcorn	\$ 1,125.00
Supplies for events (plates, AL foil, hairnets)	\$ 200.00
MunchaLunch subscription	\$ 336.00
MunchaLunch Refund to Parents	\$ 400.00
MunchaLunch Transaction/Swipe Fees	\$ 1,000.00
Babysitting (SAHASA meetings)	\$ 350.00
SAHASA meeting - food/beverages	\$ 150.00
SAHASA windup	\$ 300.00
Family dance	\$ 50.00
Movie Night	\$ 50.00
Other Fundraiser	\$ 500.00
Pancake breakfast	\$ 250.00
End of year Picnic	\$ 550.00
Spring and fall cleanup (kids treats)	\$ 110.00
Summer school grounds care (Jul-Aug)	\$ 400.00
Staff appreciation	\$ 400.00
Teacher retirement/council member gifts	\$ 300.00
Grade 6 grad gifts	\$ -
School t-shirts	\$ 3,500.00
Office supplies	\$ 30.00
Bank service fees	\$ 60.00
Other:	\$ -
Other:	\$ -
Other:	\$ -
<b>Total Expenses</b>	<b><u>\$ 20,411.00</u></b>
Profit/Loss	<u>\$519.00</u>



## **ÉCOLE ST. AVILA PARENT COUNCIL**

**Tuesday, October 10<sup>th</sup>, 2023**

### **Administrative Report to Parent Council**

To date:

- 2023-2024 Current Enrollment is 367 students.
  - K 52
  - Gr. 1 70
  - Gr. 2 61
  - Gr. 3 44
  - Gr. 4 56
  - Gr. 5 37
  - Gr. 6 47
  
- Cross Country – successful turnout. Unfortunately, the rain
- Terry Fox
- October 2 PD: Teachers worked on developing our school goals – literacy, numeracy and culture and belonging.
- Class profiles took place over the past two weeks. 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! Grade 3/4, 4, and 4/5 are visiting the fisheries at the U of M next week.
- After revisiting our needs and keeping in mind the financial demands on families this fall, we will not be having a school fundraiser this fall. We will revisit a fundraiser in the spring if we have a need for funds.
- Clubs in the library:

Upcoming:

- Tri-conferences will be Thursday, October 12<sup>th</sup> in the evening and October 12<sup>th</sup> in the morning. We look forward to having families in the building and developing further conversations.
- October 19<sup>th</sup>: Literacy Evening for Kindergarten to Grade 2s from 5:00 – 6:30. 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.
- Communication: We're on Instagram: [@ecolestavila](#), check the website, read our weekly Notes form the office.