

St. Avila Home and School Association: September Meeting Minutes

Date: September 23, 2025

Time: 6:30 – 7:30 PM

Location: Ecole St Avila

In Attendance:	
Administrators	Parents / Community Members
<i>Mme. Jennifer Rothwell (Principal) - regrets</i> Mme. Janique Beaubrun (Vice-Principal)	Kathryn Mills Erin Yellow Bird Kavitha Nadarajah-Gbeve Linda Oyegunle Lindsey Hiebert Natalia Ventocilla Sheila Taylor Abdullah Zubaer Mallory Cordingley Jason Bland Savannah Lubimiv Jan Mendoza Ria Panganiban Laura Leafloor Wale Oyegunle
SAHASA Executive (2024-2025)	
Caitlin Steinvsvik (co-chair) Sunayna Bhatt (co-chair) <i>Jan Scott (treasurer) - regrets</i> Alana Isaak (secretary) Jennifer Verch (member-at-large) <i>Katie Dutfield-Wilms (member-at-large) - regrets</i> Arifa Mark (member-at-large)	

1. Welcome and Introductions (Caitlin)

All in attendance were welcomed to the meeting.

2. Annual General Meeting (Janique Beaubrun)

Mme. Beaubrun explained the purpose and process of the Annual General Meeting and the parent associations.

Motion to form a parent association: It was **MOVED** by Caitlin that the Parent Council be formed as a Home and School Association. The motion was **SECONDED** by Jen V. **CARRIED**.

- a. Chair-person's annual report (Caitlin) – as per attachment
- b. Treasurer's annual report (Alana) – as per attachment
- c. Election of Officers (Janique Beaubrun)

SAHASA executive positions were filled:

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

Co-Chair: Arifa put her name forward, Sunayna seconded. All in favour. None opposed. Motion passed.

Secretary: Erin put name forward, Lindsey seconded. All in favour. None opposed. Motion passed.

Treasurer: Mallory put name forward, Arifa seconded. All in favour. None opposed. Motion passed.

Members-at-Large:

Jen Verch put her name forward, Erin seconded. All in favour. None opposed. Motion passed.

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

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

3. Acceptance of Agenda

Approval of the Agenda: it was **MOVED** by Alana and **SECONDED** by Caitlin that the Agenda be approved. **CARRIED.**

4. Administration Report (Janique Beaubrun): see attached report

5. Presentation for Upcoming Year (various members)

A presentation was given outlining the initiatives and activities organized by the Parent Council. Upcoming opportunities for parent and caregiver involvement were highlighted including yard clean-ups, staff appreciation, Fun Lunch and Popcorn programs, special events (Halloween Dance, Movie Nights, Family Fun Night), special meals (Pancake Breakfast, Year-End Picnic), Grade 6 events, school t-shirts and the Dance-a-thon. All parents and caregivers were encouraged to volunteer and consider taking on leadership roles as several current leads will be moving on in the following years.

6. Adjournment

Meeting adjourned at 7:38 PM. The next meeting will be held on October 21, 2025 at 6:30 PM.

Chair report 2024/2025

Co-Chair: Caitlin Steinsvik & Sunayna Bhatt

Treasurer: Jan Scott

Secretary: Alana Isaak

Members at large: Jen Verch, Katie Dutfield-Wilms, Arifa Mark

First meeting: September 10th, 2024

- This year we tried starting the meetings at 6pm vs. the traditional 6:30

AGM: October 8th, 2023

-decided to remain a Home & School Association

-all positions voted on, secretary was not filled at this time. Alana Isaac accepted the secretary role at a later date.

-This was not our main year to order Tshirts for the kids, but more were required for the kindergartens and new staff. We decided to keep them the same this year but discussed possibly changing up the colour and/or design next year when we order for the whole school again. Cost for this year was \$725.00

-Fun lunches were again headed by Jen Verch and assisted by Arifa Mark and the milk program organized by Katie Wilms. Popcorn was taken over by Kathryn Mills. We continued with Munch a lunch for ordering.

- In October we hosted our first Used book sale during the Tri Conferences. It was a big success with lots of donations and sales totalling \$ 605.00. The unsold books were donated to Share the Magic. Other successful fundraisers were the Krispy Kreme doughnuts making \$1832.00 as well as the Glenlea plant sale bringing in \$1240.00.

- Alana Isaac and Jacob Sulkers worked with Mme Marriott to organize Fall and Spring clean-up. This year fall clean up included planting tulips and targeting specific areas of the school yard to minimize weeds and maintenance.

- The Halloween Dance was again a huge success bringing in \$ 520.60.

-Lindsey organized our movie nights again this year which occurred in November & January. A big improvement was being able to use the schools new sound and projection system in the

gym. Another successful change was offering pizza to be purchased in the canteen. Revenue: \$743.43.

- SAHASA organized the Scholastic book fair this year at the request of the school. Financially it was a great success for the school earning them almost \$2500.00 to purchase many many books for the library and classrooms. Unfortunately the logistics of it being run by the parent council and unable to be on site for the entire event presented some challenges. We felt it would be best to be organized by the teacher librarian in the future and the parent council can offer support by filling volunteer positions to sell books at the book fair as well as assist with set up and take down under their direction.

- Pancake breakfast during Festival was led by Arifa, this was again a huge success! Proving once again to be one of the students favorite SAHASA activities.

- New this year SAHASA hosted the babysitting course for the grade 6 students on April 11th which was an inservice day. We worked with the Fort Garry Healthy Child Coalition who taught the course and SAHASA had parent volunteers present since there was no staff in the school that day. We had great enrollment from students.

- Staff appreciation was again organized by Sunayna & Alana throughout the month of April. Great success with volunteers and ordered the teachers lunch on their PD day (well received) The budget was increased to \$400.00 for the lunch. This year we had students help with some of the set up each day which wasn't initially planned but ended up working very well.

- 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. Appeared to be a great turn out by families. The Slurpee truck in particular was a huge success.

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

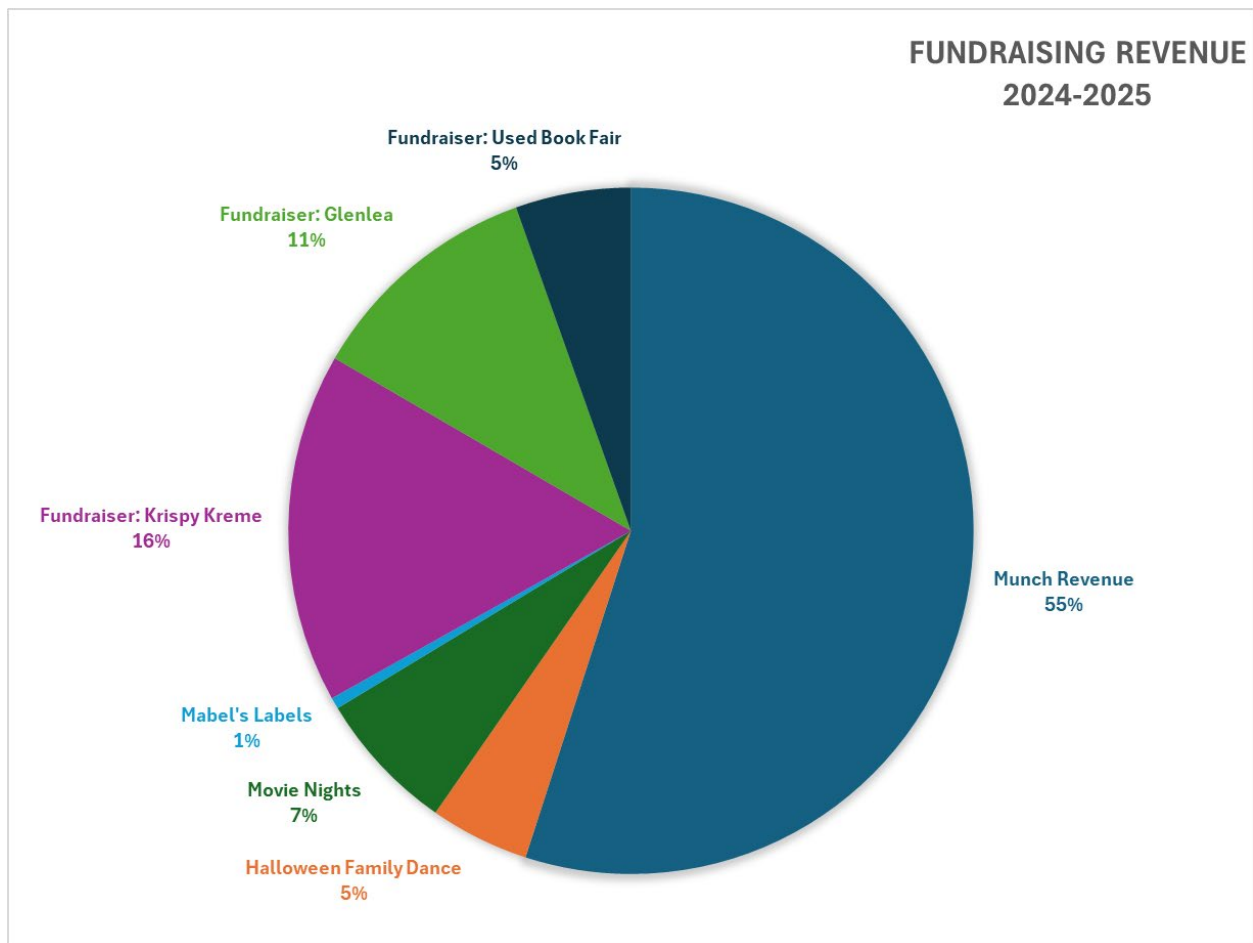
- SAHASA took on hosting a farewell lunch for the grade 6 students organized by Alana, Arifa and Caitlin. Dominoes donated the pizza and parents dropped off all the additional items. It was a special opportunity for the students to enjoy together in their last week at Ecole St. Avila.

- Last meeting: May 13th, 2025

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

Treasurer's Summary for 2024–2025 (Alana on behalf of Jan)

This year SAHASA raised a net revenue of **\$11,107.82** through a combination of our ongoing programs and special fundraisers. Major sources of income included the Munch program (\$6,106.87), the Halloween Family Dance (\$520.60), Movie Nights (\$743.37), Mabel's Labels (\$59.22), Krispy Kreme fundraiser (\$1,832.00), Glenlea plant sale (\$1,240.76), and the Used Book Fair (\$605.00).



In addition to fundraising, other sources of revenue included the Jordan's Principle cheque (\$312.16), the PTSD operating grant supporting SAHASA meetings (\$375.00), bank account interest (\$239.69), GIC interest (\$848.88), float replenishment (\$200.00). This resulted in total revenue of **\$13,683.55** through both fundraising and other sources of income.

Our total expenses for the year came to **\$6,039.76**. These included supplies for events (\$383.49), the MunchaLunch subscription (\$336.00), office supplies (\$34.97), babysitting for SAHASA meetings (\$320.00), and a number of school-wide initiatives such as the pancake breakfast (\$169.76), end-of-year picnic (\$186.94), fall and spring clean-up activities (\$188.39),

and school t-shirts (\$726.76). We also funded a babysitting course (\$100.00), supported staff appreciation and gifts (\$925.35), and gifted \$2,000.00 to École St. Avila.

The difference between revenues and expenses leaves SAHASA with a positive balance of **\$7,643.79** for the year.

As always, SAHASA directs the money raised back into the school community through events, initiatives, and support for both students and staff. From pancake breakfasts and movie nights to providing t-shirts and supporting staff and student celebrations, our goal is to strengthen the school community and enhance the experiences of all families.

SAHASA maintains a general chequing account with a current balance of **\$5,545.36**, a savings account of **\$21,210.56**, and three laddered GIC investments totaling **\$20,901.05**. These accounts help ensure the council's financial stability while allowing us to plan for both immediate and future initiatives.

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	\$ 5,545.36	
Savings	\$ 21,210.56	
Total	\$ 47,656.97	

Tuesday, September 23rd, 2025

Administrative Report to Parent Council

To date:

- 2025-2026 Current Enrolment: 410 students
- 1 Fire Drill was completed. We will have our next drill in early October and 1 drill per month for the school year
- Program leaders for this year are Mme Micheline Lesk, Mme Candace Legault and Mme Alyssa Herkert-Allen (Literacy, Numeracy, Culture and Belonging) to support our school goals that are based on the divisional goals.
- Our learning support teachers this year are Mme Legault, Mme Lewis, Mme Marshall, Mme Jeffrey.
- Cross country running for students in grade 4-6 is underway. The first meet already took place last week
- Leadership Opportunities for Grade 5 and 6 students include: patrols (street and kinder/bus), daily morning announcements, lunch monitors).
- Clubs are being organized
- Great turnout for our 'Meet the Teacher evening'. Thank you to our Parent Council for having an information table for families

Upcoming:

- Picture Day is tomorrow – September 24th
- National Day of Truth and Reconciliation: will be acknowledge with age-appropriate learning. All students and staff are encouraged to wear orange on Monday, September 29th.
- Terry Fox Run: October 10th – details will be sent home next week