

## St Avila Home and School Association: Meeting Minutes

**Date:** Sept 19, 2023

**Time:** 6:30 – 8:00 p.m.

**Location:** Ecole St Avila

In Attendance:	
Administrators	Parents / Community Members
<ol style="list-style-type: none"> <li>1. <i>Mme. Jennifer Rothwell (Principal) - regrets</i></li> <li>2. Mme. Lynn Marriott (Vice-Principal)</li> </ol>	<ol style="list-style-type: none"> <li>1. Arifa Mark</li> <li>2. Carrie Sulkers</li> <li>3. Catherine Jackson</li> <li>4. Kavitha Nadarajah-Gbeve</li> <li>5. Lindsey Hiebert</li> <li>6. Sara Krahn</li> <li>7. Katie Dutfield-Wilms</li> <li>8. Natalia Obrastsova</li> <li>9. Isabella Olatunji</li> <li>10. Oluwakemi Omole</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. Alana Isaak (secretary)</li> <li>5. Jennifer Verch (member-at-large)</li> <li>6. Jennifer Generao (member-at-large)</li> <li>7. Sunayna Bhatt (member-at-large)</li> </ol>	

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

→ **Motion to accept Agenda:** Kristin

**Second:** Jen Verch

**Motion:** Passed

**2. Review of the Council (Caitlin)**

The [SAHASA constitution](#) was reviewed. The constitution mentions having a teaching representative. Kristin shared that it was a previous practice where teachers rotated in attending meetings. Lynn will put the call out for a teacher. Caitlin explained that if you anyone has new ideas, please bring them forward and we will find volunteers or create new committees.

It was discussed that SAHASA would like to explore the difference being a PAC and an association. The item will be tabled until the October meeting.

**3. Administration Report (Lynn Marriott):** as per attachment

**4. Treasurer’s Report (Ashley):** as per attachment

**5. Fun Lunches (Jen Verch)**

We will be offering 2 periods for ordering lunches. Also, we will be adding Subway this year in addition to Pita Pit and pizza.

SAHASA is hoping to pilot a new program in which families can donate a slice of pizza for a

family in the school. Munch-a-Lunch orders will hopefully open up later this week.

**6. Milk Program (Ashley)**

The program will start on October 18<sup>th</sup>. The order will be divided into 2 terms. Ashley will be stepping down as the milk coordinator. We are looking for a new milk program coordinator.

**7. Greening Committee (Alana)**

The school runs two yard clean-ups a year: one in fall during which the classes clean-up leaves and trash and another in spring when the classes pick up trash, weeds and spread mulch. Parents can sign up to volunteer for the whole day or part of the day. Looking for another volunteer to help run the greening days with Alana. Carrie and Jacob Sulkers volunteered to join the committee. The fall date for yard clean-up was chosen to be Monday, October 23.

**8. Volunteer Opportunities (Caitlin)**

Looking for volunteers to help run the following programs:

Milk Program, Fundraising, Popcorn, Staff Appreciation, End of Year BBQ, SAHASA social media.

Volunteers were confirmed for:

\*Milk Program – Katie

\*Popcorn – Sara

\*SAHASA social media - Kemi

**9. T-Shirt (Jen Generao)**

Every other year, SAHASA buys school t-shirts for all staff and students at St. Avila. Students are encouraged to wear their blue t-shirts every Friday and for special events like track and field.

Jen has received a quote from two companies for the t-shirts. This quote is available until October 6<sup>th</sup>. The turnaround time for printing is two weeks.

In the past, the school sold hoodies and tuques. There was some interest in this being available again. Lynn will follow-up with us at a future meeting if this will be offered again.

**10. Halloween (Kristin on behalf of Denise Crosbie)**

Halloween Dance will be happening on October 25 from 6:30 – 8:00 p.m. Request for the gym to be booked starting at 5:30 PM. Denise will prepare the poster. Will run a canteen to sell the treats. Same prices as last year. Donations for the canteen will be requested from the school community. Families will need to register to attend and to volunteer (set-up, canteen, clean-up. Would like access to the hallway in front of the kindergarten room. If we would like chairs for the event, we need to order those. There was a lack of volunteers for the clean-up. If everyone can stay for clean-up, it would help a lot.

**11. Movie Night (Lindsey)**

Lindsey asked if Lynn could check about the date of November 23 for a possible movie night. We would like to have a holiday-themed movie in which children could wear their holiday pajamas. Lindsey asked for suggestions for holiday movie ideas. Ashley to confirm the date that our license runs out.

**12. AGM**

Next meet is AGM, October 10<sup>th</sup> at 6 PM. and regular meeting to follow. Meetings will be held on the second Tuesday each month (except for December and June). SAHASA is hoping to offer a link for those who wish to attend virtually for the subsequent meetings.

**13. Other Questions**

Some parents asked Lynn about the possibility of a Winter Carnival. Lynn said that it was already being discussed with staff. Parents asked about the spring concert. Lynn replied that this was being discussed with the music teacher.

**14. Adjournment**

Meeting adjourned at 7:34 PM.



## **ÉCOLE ST. AVILA PARENT COUNCIL**

**Tuesday, September 19<sup>th</sup>, 2023**

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

To date:

- 2023-2024 Current Enrollment is 365 students.
  - K 52
  - Gr. 1 68
  - Gr. 2 61
  - Gr. 3 44
  - Gr. 4 56
  - Gr. 5 37
  - Gr. 6 47
  
- “Meet the teacher” was held at the end of the day on September 5<sup>th</sup>. It was wonderful to meet families and settle in with bringing school supplies before classes started on September 6<sup>th</sup>.
- School wide Assembly was held on September 11<sup>th</sup> – welcome to new students, introductions of all staff, discussion of safe and respectful actions and words at school.
- Firedrills: 2 firedrills took place on September 12<sup>th</sup>. It was very impressive how responsible the students were during the drills. We will have an additional 4 firedrills in the coming weeks.
- Program leaders for this year are: Mme Ty Fillion (Literacy) Mme Krestanowich (Numeracy), Mme Lesk et Mme Shewchuk (Culture and Belonging). Our learning support teachers this year are Mme Legault, Mme Lewis, Mme Marriott, Mme Fillion, Mme Jeffrey (LLI) Our support team will lead our staff in co-teaching initiatives this year.
- Cross country running for students in grade 4-6 is well underway. The first meet is next week at Kings Park.
- Leadership Opportunities for Grade 5 and 6 students include: patrols (street and kinder/bus), daily morning announcements, lunch monitors).

Upcoming:

- Strong Beginnings Dates will be held this Thursday and Friday. These individual and small group meetings are greatly appreciated by teachers as much information is gathered during these meetings.
- National Day of Truth and Reconciliation: will be acknowledge with age-appropriate learning. All students and staff are encouraged to wear orange on Friday, September 29<sup>th</sup>.

- Tri-Conferences will be held on the evening of October 12<sup>th</sup> and the morning of October 13<sup>th</sup>. (No school on October 13<sup>th</sup>).
- The afternoon of October 13<sup>th</sup> is designated as professional development for teachers.
- Class Profiles will be taking place in the next week. This process allows for meetings with classroom teachers and support services staff so they may look at the strengths and the stretches of each classroom and the school. With this data, we can create instructionally based action plans.
- Literacy Evening: Thursday, October 19 from 5:00 – 6:30 p.m. This is an evening for Kindergarten – Grade 2 students. (siblings welcome!)
- Grade 6 immunizations are on November 8<sup>th</sup>.
- Picture Day is October 17<sup>th</sup>. \*\*
- School Fundraiser – There will be no school fundraiser this year as there is sufficient funds in the account that need to be spent this school year from a previous fundraiser. A fundraiser could be reconsidered in the spring if required.
- Communication: We're on Instagram: @ecolestavila, check the website, read our weekly Notes form the office.

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

September -August	Proposed Budget
<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>	<u>\$ 20,930.00</u>

<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, haimets)	\$ 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	\$ 4,500.00
Office supplies	\$ 30.00
Bank service fees	\$ 60.00
Other:	\$ -
Other:	\$ -
Other:	\$ -
<b>Total Expenses</b>	<u>\$ 21,411.00</u>

Profit/Loss	<u><u>-\$481.00</u></u>
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