

Happy Valley Elementary School Parent Club Meeting
11/16/2022 6:30-7:30pm
Participants: Kirin, Lindsay, Michelle, Janette, Lena, Carly,
Laura, Tricia, Katy, Sarah, Carly, Alyssa, Diana

Minutes Recorded by: Janette Walker

1. Introduction

2. Principal's Update - Michelle

School Site Council/LCAP (Local Control and Accountability Plan)

We have submitted a school safety plan. On the website we now have information for parents about the difference between a lockdown, Shelter in place, fire drill etc. If it came to an emergency, you would get information about a meetup place. They have monthly fire drills. They will also be doing lockdown drills. We will pretend like there is a gas leak and head down to the meeting place at school. We will not do active shooter training with students, but they will do one for staff. The students will practice learning that they need to listen to their teacher for instructions.

We request input on the LCAP from parents through a survey. Michelle has started to talk to 5th and 6th graders, as well as a few kids from every other class. She will be having lunch with them and asking for their feedback about the school. She has already been getting great feedback.

Question: Last year after the lockdown drill happened, parents were curious why they weren't informed in advance.

Answer: The parents were sent an email with information on the day that it happened. Michelle plans to tell parents before a lockdown drill. She might not say what it is, but she will try to give parents a heads up.

Adopt-A-Family

Heather will head up the school's participation in Adopt-A-Family through The Salvation Army this holiday season. We will adopt 2 families, with the donation request at about \$21 per student. If we raise more than that, we will donate that as well. We will be giving gifts, not gift cards. We will also give parents an option to bring in cash, and then someone from the Parent Club will be designated to go purchase the requested items.

Question: Is it okay to do this at the same time as we are sending out the annual commitment letters and the book fair?

Answer: Unanimous yes.

3. Financial Update - Martita (not here)

Financial and Time Commitment sheets will be sent out in the Thursday folders tomorrow. They will include an amount ask per student, with a request that you donate what you can and to please check on any employer matching programs available. There is a second sheet about volunteering your time.

To date we have raised \$22,809 profit after expenses. We have \$62k left to fundraise for this year.

4. Redwoods follow up

Morgan and Marie are working to update the database and compile the contact information for all vendors who provided items for the auction. They've been reaching out to people who solicited the donations to ensure that this list is accurate. They probably will need help getting all of the Thank You's out. The software can automatically generate Thank You's but they have been working on updating the database since the Redwoods Gala. Stay tuned for a request for help.

5. Running Club Update - Katy & Carly

The kids are loving run club. They had one session missed because of severe rain. They're trying to figure out a Plan B for a backup plan for rainy days. They have to decide by 9:30am if they're going to cancel the session for that day.

Run for Pies: Fleet Feet is doing a run for pie on Thanksgiving at Soquel High School. The kids' event is \$5 for each kid to participate in a ½ mile run. Anyone interested, please sign up. They are spreading the word by mouth. Carly can send a link if you're interested. There is a 5k for adults.

Family Fun Day was amazing. There was a really good turnout of Happy Valley families. Carly and Katy spread the word and offered to help other schools start run clubs. They will have another event in the Spring and now have a list of additional vendors that want to be a part of this.

Carly and Katy are considering adding another run club day in the Spring. Katy says they might need a 3rd coach since there's 25 kids. They should always have 2 coaches per session. They don't want to do 2 days in the winter because of the potential for poor weather, but they do want to add more so that everyone interested gets to participate this school year. They're looking at expanding for the next academic year. **Alyssa volunteered to help coach.**

6. Library - Lena

There will be a Scholastic Book Fair the week after Thanksgiving. Lena would like some help in staffing the fair. It will be 2:30-4:30 M-F and 8am on Friday morning for parents or staff only. If we sell \$3,500, we get half of that in credit back as scholastic dollars or we can request cash. That week during library time, the students will get a chance to walk through and look at the books. Teachers will be able to put together classroom wish lists.

Question: Do you need help setting up?

Answer: Yes. It will depend on when we get all of the books. Setting up and breaking down.

Question: How do people let you know they want to volunteer?

Answer: Lena has been setting up a signup genius.

Room parents are supposed to send a letter to families updating them with notes from the Parent Club, so they could add that to their notes. They can ask people to reach out to you by email.

Question: Is it ok if people write checks to Parent Club?

Answer: Yes, no problem. We will be collecting cash and/check and sending it back to Scholastic for the cost of all the books sold. Lindsay will run it by Martita to make sure she doesn't see any problems with that.

Question: Is Venmo an option?

Answer: Yes. We have a Square and a VENMO code so people can scan it and pay that way.

Question: Are these books from the pamphlets that we receive?

Answer: There might be more of a selection online. Lena didn't get to pick them. Scholastic chooses what books we are sent.

Question: What time period is counted for the school to raise the \$3,500?

Answer: The sale starts on 11/28 and goes through 12/12 so people can continue to shop online after the physical book fair is over. All purchases made within that time period will go towards the \$3500. A flyer will be sent out tomorrow in the Thursday folders. Lena will reach out to the Scholastic Representative and see if they can open online sales early.

Question: Parents can come during pickup 2:30-4:30? What are your thoughts on having it open ½ hour before pickup? That way parents can come a little early to shop before kids get out?

Answer: Yes, we will put it in the school newsletter that we will open early, and we will try to recruit more volunteers to support the book fair.

Question: How are you feeling with cataloging and stuff?

Answer: Lena still needs help. They now have a barcoding system in place. Lena could use someone who wants to come during class time to help in the library. The Parent Club will put it out there that the library needs support. The Room Parents will connect with Lena and figure out some volunteer times.

A bake sale was discussed that would coincide with the book fair but it was ultimately decided that we would not complicate things at this time with adding a bake sale.

7. T-shirts update - Tricia

The HVPC will send out a pre-order form for t-shirts with the winning design from the recent school mascot drawing contest. The order will then be placed with the print shop based on what has been preordered. Tricia has a quote based on 48 pieces (different sizes), on a nice lighter heather grey for \$13, that we will sell for \$20 each.

Question: Are adult sizes available?

Answer: This quote was based on kids' sizes, but we could include adult sizes as well. Tricia will email the guy back and let us know.

Question: Can we get order form in 2 weeks?

Answer: Yes. There is a 2-week turnaround for the print shop. We will plan to get the order forms out the week after we get back from Thanksgiving break. Our order will be mocked up and sent to Tricia.

Question: Are we ordering stickers?

Answer: No, no we won't worry about it for now.

8. Yearbook - Diana

Diana has set up a QR code for parents and teachers that links through the Jaston memory yearbook. Parents and teachers can upload photographs directly from their site.

Question: Is this who we will ultimately use for the yearbook?

Answer: Yes. Diana has used this company in the past. The benefit is that they do smaller runs, their turn around is quicker, and they can give us the option of a hard cover. The benefit to using the old company is that the template Tiffany set

up is there. There would be a lot less layout work to do. The prices are similar. Diana has decided to use Jaston.

Question: How do we get the flier out to parents and teachers?

Answer: We can send it in a specific HPVC email, include it in the Happy Valley Weekly Newsletter, and put a physical flyer in Thursday folder. It would be nice to get it out sooner rather than later. Lindsay says she and Kirin will do an email blast ASAP. Diana needs someone to test the link to make sure it works. Lindsay will test out the link before she sends the email out.

Question: Is there any more support needed?

Answer: Not right now. When we start putting it together more, we will need more help.

9. Read-A-Thon

The proposed dates are Thursday, Feb 23 - Friday, March 3. There will be a preliminary meeting in December before Christmas break to determine the division of labor and project leads.

10. Other/Follow up from last meeting

- Ket Conway mural (to be revisited in the new year)
- Plant sale (new year)
- Water bottles (new year/spring)

Question: Can we talk about scheduling a field day at the next meeting?

Answer: Yes. Katy will talk to Cliff about when to do it and let us know.

Next Meeting - Wednesday, January 18, 6:30 - 7:30

Meeting adjourned.

