

HPFC:Hawkins Parent Faculty Club

MONTHLY MINUTES

Wednesday, August 21, 2019 @ 6:30pm

Board Members:

Denise Mathe	President	dholmes@jsdtracy.com
Kelly Shook	Vice President of Membership	kshook@jsdtracy.com
Jessica Contreras	Vice President of Committees	jessica.contreras2730@gmail.com
Kristen Correia	Treasurer	krstenc@gmail.com
Alicia Williams	Secretary	williams_aliciamarie@yahoo.com

Agenda:

- Call Meeting to Order Denise Mathe
 - 6:31 Denise Mathe called the meeting to order

- Introduction of Board & Welcome all Members Denise Mathe
 - Led by Denise Mathe - all attendees spoke about themselves

- School & District Updates Christina Orsi
 - i. Theme of the year : "Make every moment count": tight on 3 things:
 1. Time: Attendance=academic performance.
 2. Tidiness: Clean up/line up.
 3. Talk: Words matter.
 - ii. Dibbles: reading assessment coming in September conferences.
 - iii. Band Night: great turn out!
 - iv. Fun Run/Color Run coming soon
 - v. Construction set to be done end of September
 - Site Council - parent representative needed
 - i. Council must be even pairing of parents and teachers. Need 3-4 parents. Info to come in newsletter.

- President Report Denise Mathe
 - Boosterthon Fun Run/Color Run Update
 - i. Denise explained Boosterthon event for new parents to Hawkins.
 - ii. Run is on September 5th. Parent volunteers needed, sign up sheet introduced.
 - iii. Stickers instead of shirts this year due to date change.

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- Dinner Night Out - Open for September date/TBD
 - i. Looking for committee heads for this. Needs to be found/scheduled.
 - ii. Parent (Christine) said code was too small on previous flyers. Make flyers bigger.
 - iii. Checks from restaurant must be made out to HPFC
 - iv. Habit Burger was easiest experience
 - v. Raley's needs a tax ID # to donate
 - vi. Ms. Soto: Suggestion for dessert night out: Aldos, Menchie's
 - vii. Burger IM, Bagel Street Cafe are both Hawkins family owned

- Treasurer's Report

Kristen Correia

Books were just closed out from last year. Current cash balance \$22,073.44.

- Field Trip Fundraising Status
 - i. Update of field trip funds donations from Back to School nights: about \$2100 +
- 2019-20 Budget
 - i. Shawn Cannon: We can use Google store to create grade level accounts that parents can donate field trip funds electronically.
 - ii. Introduced/explained proposed budget for approval.
 1. Explained biggest changes further. Example: Fun Fun, See's candy, Concessions.
 2. Scrip/escrip: discussed why dramatic change in budget: parent who was in charge moved on, we still have a lot of gift cards available. Inventory discussed and suggestion to sell gift cards at the Vendor fair.
 - a. Using square to sell gift cards: must pay a fee, not really financially worth it.
 - b. Not the best margin/income program without someone to run the program.
 - c. Spirit wear loss/stock discussed.
 - d. Artist in residency: Teresa put Ms. Orsi in contact with Pino's Palette in Livermore. 3 artists available. \$7000 HPFC budgeted + \$3000 school money for this. Ms. Orsi will contract this.

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- e. Field trips: we see an increase in cost of field trips as well as increase in donations.
 - f. Increased staff appreciation budget to meet needs. Realistic budget: \$800-1000.
 - i. Ms. Orsi motioned to increase budget to \$1000 for Spring appreciation event
 - 1. Jennifer Miller seconded motion
 - ii. Take \$300 from winter budget (leaving \$200) for coffee Jolts
 - g. Ms. Orsi: moms and muffins/dads and donuts (VIF & VIM events): can still be held. Must serve food 7:30-8:00
3. Ms. Cannon motioned to approve budget
- a. Seconded by Jennifer Miller

- VP of Membership

Kelly Shook

- Box Tops
 - i. Starts next month
- Sign Up Genius
 - i. September Movie Night
- Spirit Wear
 - i. Website launched today!

- VP of Committees

Jessica Contreras

- Committee Heads for Proposed Events
- Book Fair - Volunteers needed for 9/20-9/27
- Food Truck - Vendors needed for 10/4
 - i. Sub-Committee Meeting - Wednesday, September 4, 2019 in Room 21 @ 4:30pm
 - ii. HAWKINS BLOCK PARTY brief description/meeting time.

- Approval of Minutes

- Motion of approval by Ms. Correia, second by Jessica Kandah.

- Open Floor

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- Adjourn Meeting
 - Motion to adjourn by Ms. Cannon, second by Jessica Kandah.
 - Mrs. Mathe closed at 7:40.