

# PVEA Home & School Association Meeting

August 28th, 2026

1. **Call Meeting to Order** – Shana @ 7:52am
2. **Welcome and Introductions** – Shana
  - Around-the-room parent introductions*
  - a. Reminder to update your profile on the HSA website
  - b. Follow HSA on Instagram (pvea\_hsa) and Facebook (PVHSA)
    - Introduced Michelle*
  - c. Volunteer badges: All existing badges must be renewed for this school year. The renewal and new application process this year starts ONLINE with a link from our district. New volunteer badges also require a TB assessment and fingerprinting. TB must be renewed every four years. 2024/25 badges are good until September 25th, then the new badge will be required.
    - *Nurses' parking – need to be open for on-call nurse at all times*
3. **Meeting Reports** - Approval of May meeting minutes - Stephanie & Kelly
  - *Question on who approved the HSA board positions – Anyone who attends May HSA Meeting*
  - *Concerns about voting at meetings and who can't attend - Parent suggestion to send out a survey to parents in May for nominations and get feedback on date/time for HSA meeting.*
  - *Idea - Create a survey on the HSA website for parents to complete.*
  - *Volunteer information completed on the website – information is shared with the committee heads. After back to school night, will receive additional input from volunteers and then will receive communication from committee heads based on the interest provided.*

*Marina move to approve, Rio 2<sup>nd</sup>. All approve, meeting minutes passed.*
4. **Principal's Report** - Mr. Fong
  - *New staff members on campus. TK, Kinder, 1st, 2nd+ new speech teacher, full-time school psychologist (Christina).*
  - *Excited to have HSA and parents participation.*
  - *Back to school night, parents/guardians only – no child supervision, focus on parents meeting the teacher and setting expectations for the school year.*
  - *Will there be a new SDC class? No permanent new teacher scheduled. Working on hiring a new SDC teacher.*
  - *Issue with YMCA using classrooms and destroying and using/taking supplies. Safety concern. No supervision. Mr. Fong's decision to move YMCA pick-up. YMCA is losing access to the hallway, pick up will now be outside at the gate, Bella has a key to open the gate. Coach C now has to utilize the hallway for storage since he no longer has a classroom. Important to make sure that YMCA employees are valued, hallway has only been utilized for the past year and half, was not used previously. Will work with YMCA to coordinate and determine best way for safe pickup. We have the highest number of students attending afterschool care in the entire district.*
  - *Coffee with the Principal will be in the next two weeks – communication coming soon.*
- **Treasurer's Report** - Marina
  - a. Finalize last year's numbers
    - *Question: Are fundraiser costs added to the budget?*
    - *On fundraisers that have a % cut or portion of sales, there is an interest in showing the detailed breakdown of the charges for services. The budget shows out of pocket HSA expenses.*
    - *Apex expenses were for deposit paid. The report only shows how much was earned by PVEA. Interest in seeing how much was earned overall*
  - Teresa moves to approve, Morgen 2<sup>nd</sup>. Report passed*
  - b. Comments/Adjustments to this year's budget & vote on new budget

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- Question on specific fundraisers for Engineering/other specific departments
- This is a report of cash going out of the HSA accounts.
- Community events are not meant to be fundraisers; they are free to attend and are focused on building the community. Concessions are sold to help pay for themselves.
- Every student will receive a poinsettia sales form, if you have a 4<sup>th</sup> or 5<sup>th</sup> grader, all sales should be entered under that student to maximize their fundraising for science camp and Sacramento. Any poinsettia sales for students not in 4<sup>th</sup> and 5<sup>th</sup> grade, money goes into the general fund. Money raised by other grades will be utilized for scholarships for students that cannot raise money.
- Parents Gala – Lavenders Fields Band & Cinnabar have been committed (\$1600) so far, the remaining budget has not yet been committed.
- Going forward, suggested that money collected from the HSA should show on income and any associated cost should be show under expense.
- Yearbook – Contract is signed for \$20/book and we have committed to purchasing 400 minimum. There has never been an interest in changing the vendor previously but it is always an option going forward.
- A statement of activity is suggested for treasurer reporting going forward to show all the activity of money going in and out of the HSA account. Use a cash flow report going forward that will show all of the details for future meetings. Going forward a statement of activity (nonprofit version of P&L) will be provided in meetings going forward.
- **Cash flow/forward report recommended; pull on Quickbooks**
- **Add \$8,750 to budgeted expense under yearbooks and \$8750 budgeted income. Changes amended budget to \$127,600.**

Cesia moved to approved. Rio 2<sup>nd</sup>. All approved. Budget passed.

- Requested that the backup slides (budget, scholastic dollars (\$1643 currently)

c. Treasurer Nominations for the 2026-27' School Year & special election meeting

Shauna Rios – nominated by Shana Shubert

Treasurer position is very sensitive position that knows details about students that nobody else knows. Incredibly important information and there needs to be one single point of contact, that cannot be co-chaired.

Special meeting next week to vote in new treasurer prior to the Meet the Masters meeting - Friday Sept 4<sup>th</sup> @ 7:50am – meeting will be available on Zoom. Location TBD – worst case in POD

Close nominations Monday @ Noon. Send an email with nomination. Self nomination is available.

### 5. Programs

- a. San Jose Giants host PVEA - August 29th @ 5pm - Michelle
  - Game is tomorrow – so far over 80 families attending.
- b. Back to School Night and DNO at Bubbles & Brew - September 1st - Missy
  - Will be giving 20% back to all purchases, open from 3-9
- c. Meet the Masters (first planning meeting September 4th at 7:50am) - Melanie
  - Henry Russo first artist. Don't need to have an art background to volunteer and participate.
- d. Movie Night, Toy Story 5 - September 11th, 4-6pm - Marina
  - First community event. Hoping to add some toy story trivia to keep kids involved
- e. Parent's Gala, An Evening Under the Stars - September 17th @ 6pm - Michelle & Missy
  - Get your tickets! Lavender Fields Bands, Auction baskets.
  - Question: Where. – Cinnabar Winery in Gilroy

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- *Classroom baskets will be available on online. Additional auction items available. Baskets due by Sept 11<sup>th</sup>*
  - f. Funvisor - September 25th - *Josh*
    - *Always looking for more volunteers – sign up on the website. Communicate two weeks before.*
    - *Two lunches – show up at 11:30, kids come out at 11:45. Lasts until about 1pm.*
  - g. Panther Den - First Den of the year tentative date September 28th – *Sarah*  
*Last Monday of each month. Lunchtime reward program for students.*
  - h. Panther Prowl - September 30th - *Denise, Michelle, Missy, Stephanie*  
*It's back! Leveraging successful components from Apex last year. Using PledgeStar of donation collection. Communications going out next Friday (Sept 4). Coach C does a warm up. Kids run with their grade level. Music playing and balloon arch. Will be asking for volunteers to help mark laps.*
  - i. Poinsettia Sales - Sales Open October 2nd - *Missy & Denise*
  - j. Project Cornerstone (first planning meeting October 7th at 7:50am) - *Lauren*
  - k. Fall Fest - October 23rd & 4th/5th Grade Fundraising - *Shana & Cassie*
  - l. Coupon Books - *Stephanie*
  - m. Square One Art Update - *Shana*
  - n. Charleston Wrap - *Jennifer*
  - o. Hospitality Update - *Marina & Stephanie*
  - p. Spirit Wear Update - *Stephanie*
  - q. Yearbook (please send pictures to [PVEAyearbook@gmail.com](mailto:PVEAyearbook@gmail.com)) - *Denise*
6. **Volunteers Update** - *Marina & Teresa*
- a. Committee heads needed for - 4th/5th Grade Fundraising, Lost & Found, Chess Club Co-Chair, DNO, Morgan Hill Bowl, Assemblies, Movie Night, Bingo Night, and any other ideas you have!
    - *Square One Art - Jen Kenton*
    - *Garden Club – Jill*
    - *Lost & Found – Josh Kenton*
  - b. Volunteer opportunities & descriptions can be found on the HSA website. Please sign up and let us know how you'd like to help around campus!
7. **Coming Up:**
- |                                             |                                             |
|---------------------------------------------|---------------------------------------------|
| a. 8/29: PVEA Family Day @ SJ Giants   5 pm | g. 9/25: Funvisor   11:30 am - 1:30 pm      |
| b. 9/1: Back to School Night   5-6:30 pm    | h. 9/28: Panther Den <i>*Tentative date</i> |
| c. 9/1: DNO @ Bubbles & Brew   3-9 pm       | i. 9/30: Panther Prowl                      |
| d. 9/4: Meet the Masters Prep   7:50 am     | j. 10/7: Project Cornerstone Prep   7:50 am |
| e. 9/11: Family Movie Night   4-6 pm        | k. 10/23: Fall Fest   4:30-6:30 pm          |
| f. 9/17: Parent's Gala @ Cinnabar   6-9pm   | l. 10/30: Halloween Parade   8 am           |
8. **New Business and Q&A**
9. **Adjourn @ 10:20am**

### Tentative Calendar

#### August

- TK/K Playdate / TK Evaluations / TK/K Preview Day

- PVEA Night @ SJ Giants Game - September 29th @ 5pm

#### September

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- Back to School Night - September 1st , 5-6:30pm
- Dinner Night Out @ Bubbles & Brew - September 1st 3-9pm
- Meet the Masters art prep day - September 4th @ 7:50am
- Movie Night - September 11th 4:30-6:30pm
- Parent's Gala - An Evening Under the Stars - September 17th, 6-9pm
- Funvisor - September 25th
- Panther Den - tentative date - September 28th
- HSA Meeting - September 30th @ 7:50am in the library

## October

- Poinsettia Sales begin October 2nd
- Meet the Masters art prep day - October 2nd
- Project Cornerstone meeting - October 7th @ 7:50am
- Poinsettia Sales end - October 12th
- Unity Day - October 14th
- Funvisor - October 23rd
- Fall Fest - October 23rd from 4:30-6:30pm
- Dinner Night Out
- HSA & ELAC Meeting - October 30th - After the Halloween parade

## November

- Meet the Masters art prep day - November 6th
- Poinsettia Pickup - November 18th
- Adopt-A-Family flyer distribution
- Dinner Night Out
- Funvisor - November 13th
- HSA Meeting - November 20th
- Hospitality Lunch for staff

## December

- Book Fair - December 4th-11th
- Santa Stops By - December 4th
- Hospitality Breakfast for staff
- Dinner Night Out
- Funvisor - December 18th

## January

- Dinner Night Out
- Hospitality Lunch for Staff
- Funvisor - January 22nd
- Super Bowl Squares begin - January 29th
- HSA Meeting - January 29th
- Family Movie Night - January 29th

- Dinner Night Out
- Hospitality Lunch for Staff
- HSA Meeting - March 19th

## April

- Book Fair - April 8th - 16th
- Open House and Auctions - April 8th
- Dinner Night Out
- Hospitality Lunch for Staff
- Bike/Walk to School Day - April 22nd
- Funvisor - April 23rd
- HSA Meeting - April 23th (26/27 School Year HSA Board nominations taken)
- Staff Appreciation Week - April 26th-30th
- Battle of the Book - April 30th

## May

- Science Camp for 5th Graders - May 4th-7th
- Sacramento for 4th Graders - May 14th
- Funvisor - May 21st
- Dinner Night Out
- HSA Meeting - May 28th

## June

- Dinner Night Out
- Hospitality Lunch for Staff
- 5th Grade Promotion

**Subscribe to our  
Google Calendar &  
follow our socials for  
the latest updates:**



## February

- Super Bowl Squares End
- Dinner Night Out
- Funvisor - February 26th
- HSA Meeting - February 26th

## March

- Read Across America - March 2nd
- Bingo Night & Bake Sale - March 5th
- Funvisor - March 19th

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