

Hayfield Secondary PTSA Meeting

Meeting Minutes

Thursday, September 14, 2017

President Purvis Dawson called the meeting to order at 6:12 PM in the HSS Library. The Agenda is included as Attachment # 1 to the Minutes.

Administrative Items

The Membership in Attendance reviewed outstanding Minutes. The Minutes from the August meeting were reviewed, but since this was a meeting of the Executive Board only, the Minutes do not need to be approved by the Membership in Attendance. The Minutes from the March – May 2017 meetings have been previously approved. The Minutes from the September 2016 – February 2017 meetings and the June 2017 meeting were reviewed and voted upon.

- **Maryanne made a Motion that the September 2016 – February 2017 meetings Minutes be Approved as written; Jamie seconded the Motion. The Motion passed by a Vote of 43-0. Tony Shipe made a Motion that the June 2017 Minutes be Approved as corrected; Gwen seconded the Motion. The Motion passed by a Vote of 43-0.**

President's Report

PTSA President Purvis Dawson gave the following Report:

- Purvis introduced himself and members of the Executive Board and Committee Chairs
- Purvis explained the roles of the various Committees
- Purvis welcomed the large turnout for the first PTSA meeting of the school year and asked each Member in Attendance to introduce themselves
- The Student Government Association (SGA) Representative Kalkidan Woubistet made the following report:
 - The carnival-based Homecoming theme this year is “Come One, Come All” and will be held October 2-7, 2017
 - The theme is designed to invoke a sense of unity among the school, community and families
 - There will be a girls powder puff football playoff on Tuesday and Thursday
 - On Thursday evening, there will be a Screen on the Green movie showing of a Disney film

- There will parade with the Homecoming floats through the Hayfield Farms neighborhood
- She discussed the selection of the Homecoming Court
- The Homecoming game will be on Friday evening against Mount Vernon High School
- The Homecoming Dance will be on Saturday from 8:00 pm to 11:00 pm
 - Ticket prices are \$15/\$20/\$25 depending on date of purchase
 - She thanked the PTSA for running the Coat Check which greatly contributes to the experience for all attendees
- There will be an SGA car wash on October 21st
- She solicited questions from the Membership in Attendance
- President Purvis introduced Guest Speaker Ms. Dorothy Andrews who is the Fairfax County and City of Falls Church representative to the VA State PTSA
 - The State PTSA will hold training for district PTSA's on October 4, 2017
 - Training will be on leading PTSA organizations, managing their budget and fundraising ideas

Principal's Report

Principal Martin Grimm was in South Korea as a follow up to the visit by Korean educators earlier this year, so Mr. Mough (Subprincipal for Washington Hall) gave the following Report:

- The Summer Outreach Events on August 15th (Hayfield Farms Park) and August 17th (Lorton Library) went well
- The Faculty and Staff Back to School Breakfast on August 21st went well and he thanked the PTSA for hosting the event

Treasurer's Report

Rosalyn submitted her Treasurer's Report for August and presented the proposed Budget for the 2017-2018 School Year:

- The PTSA current balance is \$12,331; in June it was \$16,508
- Expected income includes \$7500 in Membership dues and \$9000 in Fundraising Event proceeds
- Major expenses anticipated throughout the year include:
 - Scholarships for graduating Seniors
 - Mini-grants for teacher-proposed curriculum development
 - Hospitality (faculty/staff appreciation) events and incentive awards

- In response to Questions from the Membership in Attendance, the following items were discussed:
 - There was a suggestion to provide pre-SAT/ACT exam breakfasts to students
 - There was a suggestion to provide pre-AP exam breakfasts to students (currently teachers and class parents fund)
 - Membership expenses are based on our membership rolls and go to fund the county, state and national PTSAs
 - Currently, we have 287 parents, 231 students and 48 faculty members in PTSA
 - This membership resulted in \$5745 in dues and \$1622 in donations for a total membership income of \$7367 to date
 - The former landscaping expense was taken over by the family of a former HSS principal as a memorial area

Officer/Committee Chair Reports

1st Vice President (High School) – Negative report. (No Report)

2nd Vice President (Middle School) – Negative report. (No Report)

ANGP – No report as the Committee was meeting at the same time as PTSA.

Membership – Nothing further to report.

Directory – No report.

SGA – Nothing further to report.

Boosters

- Academic/Mini Grants – No Report
- Athletics – No Report
- Band – The Booster President reported that fundraising efforts were insufficient last year to cover the cost of new uniforms and the Booster Club ended up owing \$9000 to the School. This year’s efforts, including the recent “Tag Day” (neighborhood solicitation) event, have cleared that debt. She also reported that District Championship Band Competitions would be held September 16, 2017 and that chaperones are needed for away football games.
- Choral – No Report
- Drama -- No Report
- Orchestra – No Report

Hospitality –

- The Hospitality Committee Co-Chairs (Jane, Andrea and Miyoung) reported that the Back to School Breakfast on August 21, 2017 went very well. Catering was done by La Madeline Restaurant with fruit and juice provided by PTSA volunteers. Unlike last year where the School funded half the event, this year's event was entirely paid for by PTSA. In hindsight, the Committee had ordered too much food and will adjust next year accordingly.
- The Teacher Appreciation Lunch will be held the first or second week of May and will be catered as well with desserts provided by PTSAS volunteers.
- Other supported events throughout the year include the Science Fair and providing Thanks a Latte cards to the HSS Administration as faculty and staff incentive awards

Fundraising – The Committee Chair explained to the new Members in Attendance that PTSA fundraising attempts to steer clear of Booster Club efforts and venues. We will hold a Drive 4U School event partnered with Sheehy Ford in October or November. Other ideas were discussed including a Papa Johns Pizza discount program, variety shows, and partnering with one of the Washington DC professional sports teams.

CFC – No Report

eScript & Box Tops for Education – No Report

Volunteer – No Report

Unfinished Business: Nothing further.

New Business: PTSA will need to appoint a Bylaws Committee to update its Bylaws which must be done every five (5) years. The Bylaws must be updated by December 2018. President Purvis encouraged volunteers to come forward.

Announcements

- ❖ **Next Meeting: The October 2017 meeting will be held on October 12, 2017.**
- ❖ **Additional upcoming dates are listed on Attachment # 1.**

Adjournment:

Purvis solicited inputs for any additional announcements or new business. None were forthcoming. He suggested a Motion to Adjourn. **Heidi made the Motion to Adjourn; Maryanne seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 45 – 0. The Meeting adjourned at 7:47 pm.**

The Meeting Minutes for the September 14, 2017 Hayfield PTSA Meeting have been submitted by the Recording Secretary – Robert A. Williams

The Minutes are recorded as a Final Draft Submission until the Membership Votes to Accept the Minutes. The Member Sign-In Sheets are included as Attachment # 2 to the Minutes.

- Completed on October 7, 2017 and respectfully submitted.
- Minutes Finalized, Reviewed and Accepted by the PTSA: October 12, 2017.
- Minutes Forwarded to Web-Master on: October 13, 2017.

Post-Adjournment Meeting:

The Executive Board met with Ms. Andrews to discussing adjusting the dates of the yearly audit to comply with State PTSA guidelines and recreation of the last audit from the original report that was mailed to the State. It was also discussed that PTSA needs a third authorized signatory for check signing. **Rosalynd made a motion that Heidi be added as a signatory; Gwen seconded the motion. The Executive Board Motion carried 6-0.**