

Hayfield Secondary PTSA Meeting

Meeting Minutes

Thursday, November 9, 2017

President Purvis Dawson called the meeting to order at 6:37 PM in the HSS Library. The Agenda is included as Attachment # 1 to the Minutes.

Principal's Report

Principal Martin Grimm made the following Report:

- He first reported on the Superintendent's Town Hall Meeting.
 - Calendar options for the FCPS schedule were discussed. Some options enhance opportunities for staff/faculty professional development. An earlier start to the School Year gives more preparation time for the SAT & AP examination dates (which are fixed by national organizations).
 - The Superintendent discussed plans to close the salary gap for teachers. Generally, we are at 95% of the market rate. There is a distinct gap with the Cities of Alexandria and Arlington school system. Step increases vs signing bonuses were discussed.
 - Veterans Day went well at HSS. There were events which honored both faculty/staff Veterans as well as parents who have served.
- Principal Grimm next reported on the Hawk Wellness Program. The school has taken the Spring 2017 suicide of a HSS student to heart. There is at least one formal or informal mental health screening for all grades. Erin Crowley is the HSS Director of HS Student Services and Tim Hawkins is the HSS Director of MS Student Services.
- Erin Crowley, HSS Director of HS Student Services, made the following report.
 - There are four counselors, a social worker and a psychologist on HSS staff. The Hawk Wellness Program is based on the ACT concept: Acknowledge, Care, Tell. The concept lets students express concerns for themselves or a friend. She discussed national, county and school resources. The program flyer is included as Attachment # 2 to the Minutes.
 - The screening programs involve briefs to groups of students followed by individual meetings with students. Faculty sensitivity (to suicide risk factors) follows the "Cognito" concept: Acknowledge, Approach, Take Action.

- The Student Services follow a Whole Person concept to suicide prevention. Comprehensive physical fitness, mental fitness and substance abuse avoidance have been proven to lower suicide risk. In addition, there are positive risk factors (personal intensity, community service, adult mentors, etc.) which lower suicide risk in students as well.
- In response to a question from the Membership in Attendance, Ms. Crowley discussed *Tarasoff* disclosures that must be made by staff members. As a general rule, students are informed ahead of time regarding limitations on confidentiality and HSS staff are mandatory reporters. Student Services staff triage all student statements and behavior into the following categories: transient risk, substantiated threat (of harm to self or others) and very substantiated threat.
- Principal Grimm discussed the recent Active Shooter incident in Texas and HSS's preparations for such a situation. All external doors are locked during the school day and visitors must be buzzed in. There are two police officers on campus at all times and during certain events (e.g., large crowd events) there will be additional police present. Cameras cover nearly 100% of the interior of the school (not the exterior). As an aside, he noted that the installation of cameras has decreased the incident or property crimes.
 - HSS conducts frequent Lockdown/Active Shooter drills (with both shelter-in-place and evacuation scenarios). Police tactics have changed since the Columbine HS shooting. Fairfax County police forces have learned from the November 1982 Lake Braddock HS active shooter, Columbine HS, Newtown ES and other recent shooter events. Their response time to HSS is incredibly fast. Mr. Grimm noted that classroom doors are normally locked; they only have to be shut in an emergency.

Student Government Association (SGA) Representative's Report: No report.

Administrative Items

The Membership in Attendance reviewed the October 2017 Minutes. No corrections or requested changes were forthcoming. **Gwen made a motion to approve the Minutes as written; Heidi seconded the Motion. The Motion passed by a vote of 15-0.** The Recording Secretary clarified the name of the volunteer to become the Membership Committee Co-Chair which had not been available for the October minutes. Ms. Betelhem Mekonnen identified herself.

Treasurer's Report

Rosalynd submitted her Treasurer's Report for October (Attachment # 3):

- Income for the month was \$275.02 from membership dues and donations, \$295.00 from the Homecoming Coat Check Fundraiser, and \$0.14 in account interest for a total monthly income of \$570.16.
- There were no expenses for the month. The investigation into the unexplained bank transfer of \$135.00 to ANGP did not provide any clarification. However the transfer was made, it required online access to the PTSA accounts. ANGP Committee leadership from last year and this year could not explain. Regardless, the amount was returned to the main PTSA account and the problem corrected.
- The PTSA current balance is \$19,006.19; in October it was \$18,436.03.
- The ANGP audit has been conducted. Key findings were included in the PTSA annual audit and have already been reported to the Membership.
- Gwen reported that she has taken over the task of conducting a monthly reconciliation of the PTSA checking account. Reconciliations for the months of July-October have been satisfactorily completed for the overall PTSA and ANGP books.

President's Report

PTSA President Purvis Dawson had no policy issues to brief and made his Report in the form of comments during activity reports by the Committee Chairs below.

Officer/Committee Chair Reports

1st Vice President (High School) – Negative report.

2nd Vice President (Middle School) – Negative report.

Corresponding Secretary – Negative report.

Recording Secretary – Negative report.

Mini Grants – The Committee Chair, Amy Zirkel, along with 1st Vice President (High School) Heidi Frego as Co-Chair, explained the mini-grant application, review and selection process. Interested teachers, who must be PTSA members, may submit applications for a mini-grant by the December 15, 2017 deadline. Mini-grants may be awarded for classroom supplies not covered by FCPS, professional development of teachers, curriculum development projects, and student experience trips. ECA faculty representatives may also apply for such mini-grants, but the intent is to positively effect as broad a student population as possible. Amy and Heidi will review and compile the applications for Membership vote at the January meeting. Mini-grants can be approved up to \$300 and there is \$3000 budgeted for this line item in the PTSA budget.

ANGP – The Committee Chair, Flora Kiszka, reported that ANGP has a balance of \$5590.85. They have taken in \$1597.50 in candy sales and the total earned income from the blanket sales

is forthcoming. Expenses last month were the \$1000 deposit to reserve Adventure Park, USA in Maryland as the proposed site for the All Night Grad Party. The 5-6 buses needed for transportation cost \$1100 per bus. Students pay \$75 (\$20 for reduced lunch fare students and \$5 for free lunch fare students). The total cost of ANGP is \$6000-\$7000.

Membership – The Membership Committee Chair, Miyoung Park with incoming Co-Chair Betelhem Mekonnen, reported that the Committee has taken in \$6160.13 in membership dues, \$1831.64 in membership donations, for a total income of \$7991.77. Current membership rolls are 309 parents, 53 faculty and 243 students. HSS is still beta testing the new VA state PTSA membership accounting system pilot project. There are still technical issues to be worked out with the software system. We will continue using manual spreadsheets for now. There is a concern that the new software will result in different membership metrics which, in turn, will lead to discrepancies with what we calculate we owe the state PTSA for our membership contribution vs. what they calculate it should be.

Directory – No report.

SGA – No report.

Boosters

- Academic/Mini Grants – Nothing further to Report.
- Athletics – No Report
- Band – The new band uniforms have been received. They will be unveiled at the HSS football game on November 10, 2017. Fall semester district competitions are completed. The band booster club expressed thanks to PTSA for retweeting its announcements.
- Choral – No Report
- Drama -- No Report
- Orchestra – No Report

Hospitality – The next Committee Co-Chairs, Jane, Andrea and Miyoung, reported on the Committee's upcoming events:

- On November 29, 2017, PTSA will host the National Honor Society reception evening event in the HS Cafeteria. Approximately 250 attendees are expected. Purvis and Miyoung have lead for this event.
- On December 1, 2017, PTSA will host the Jr. National Honor Society reception daytime event in the MS lecture hall. Approximately 300 attendees are expected. Refreshments will be light snacks only.
- On January 3, 2018, PTSA will host the AP recognition awards reception.
- On January 20, 2018, PTSA will provide the refreshments for the Science Fair. This will include breakfast foods for the judges and pizza for the student participants.

Fundraising – President Purvis made the following Report:

- He has met with Christina at Barnes and Noble Booksellers. This was a previous fundraiser for PTSA last done in 2014. They will meet on November 10, 2017, to discuss restarting this fundraiser.
- He will continue pursuing plans to hold at least one Drive4UrSchool event in partnership with Sheehy Ford, possibly in conjunction with a Classic Car Show event. Personnel turnover at Sheehy has slowed this process.

CFC – No Report

eScript & Box Tops for Education – The Committee Chair, Alisa Biache, reported that we had received \$392.42 from last year's collection of box tops.

Volunteer – No Report

Unfinished 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.

New Business: PTSA commended the Treasurer and the Membership and Hospitality Committees for improvements in reporting and record-keeping processes.

Announcements

- ❖ **Next Meeting: The December 2017 meeting will be held on December 14, 2017.** This will be a potluck event.
- ❖ **Additional upcoming dates are listed on Attachment # 1** including the ongoing Drama Hawks production of *Rent*, the HSS Varsity Football game vs. Hilton HS (Dale City) on November 10, 2017, and the Thanksgiving holiday break.

Adjournment:

Purvis solicited inputs for any additional announcements or new business. None were forthcoming. He suggested a Motion to Adjourn. **Gwen made the Motion to Adjourn; Heidi seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 15 – 0. The Meeting adjourned at 8:11 pm.**

The Meeting Minutes for the November 9, 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.

- Completed on November 25, 2017 and respectfully submitted.
- Minutes Finalized, Reviewed and Accepted by the PTSA: December 14, 2017
- Minutes Forwarded to Web-Master on: July 27, 2018