

# Hayfield Secondary PTSA Meeting

## Meeting Minutes

Thursday, December 14, 2017

President Purvis Dawson called the meeting to order at 6:36 PM in the HSS Library. The Agenda is included as Attachment # 1 to the Minutes. Twelve members were present. The sign-in sheets are included as Attachment # 2 to the Minutes, but will not be uploaded to the PTSA Website due to privacy concerns.

### **Principal's Report**

Principal Martin Grimm made the following Report:

- Brian Hammond, English Department, was selected as the HSS Teacher of the Year. In all, 26 teachers were nominated. Brian will go onto FCPS regional competitions.
- The Hawk Award recognizes those faculty members who best exemplify our strategic goals: Critical Thinking, Caring Citizenship & Careful Collaboration.
  - Linda Chin, Science Department, won the Critical Thinking nomination;
  - LaTrease Rich, Career & Technical Education Department, won the Caring Citizenship nomination;
  - Stephanie Wise, Special Education Department, won the Careful Collaboration nomination.
- Mr. Grimm discussed the winter break and academics. All major Fall Semester projects should be completed before the break. Per HSS policy, no assignments are due, or assessments given, on the first two school days after the break. This lets the students (and their parents) focus on family events over the break.
- Four HSS students participated in the Capital Area Writing Competition. Their written submissions were followed up by oral presentations in a workforce-like setting. HSS topics included mentoring students with dyslexia, the special challenges of AP students and pre-college mentoring.
- Mr. Grimm briefed the results of the HS/MS Student Services Office Student Advisory Council meeting of the Fall Semester. This venue too sought, and achieved, discussions at the workforce-like level. The discussions did reveal some gaps in our strategic messaging. President Purvis commented that he was very impressed with the level of discussions and the moderated format was the best Council meeting he had attended. If he had any recommendations for future meetings, it was to allow time for discussion topic wrap-ups and takeaways. The next Council meeting will be in the Spring Semester.

- In response to a question from the Membership in Attendance, Mr. Grimm agreed to look at moving the PTSA link (“button”) from the “Get Involved” subpage to the main HSS webpage.

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

### **Administrative Items**

The Membership in Attendance reviewed the November 2017 Minutes. The Executive Board had submitted corrections before the meeting. However, Heidi requested that her comments wrt the Mini Grants Committee be verified. No further corrections or requested changes were forthcoming. **Gwen made a motion to approve the Minutes as written and as requested to be modified; Betelhem seconded the Motion. The Motion passed by a vote of 11-0.**

### **Treasurer’s Report**

Rosalynd was not present so there was no Treasurer’s Report for November submitted for consideration.

- Heidi did state that the only significant expenditure in November was for the academic letters and pins. The amount, \$1759.65, was within the \$1800 cap approved by the Membership.
- Gwen collected reimbursement requests and deposit slips for Rosalynd.

### **President’s Report**

PTSA President Purvis Dawson discussed fundraising issues. First, he had met with Barnes and Noble Booksellers representatives to discuss restarting our annual fundraiser. All HSS and general customers can be requested upon entry to the store to inform the cashiers that their purchases are to be credited to PTSA which gets a portion of the daily profits. This would require us to have a representative present for several hours. Purvis would like to hold this event in February before Valentine’s Day. The representative(s) could also man a gift wrapping table where items could be gift wrapped for a fee. Purvis will coordinate the volunteer signup for the selected days sometime in the February 5-13 window.

Barnes and Noble also proposed bringing textbooks for sale to Hawk Flight. Again, PTSA would get a portion of the proceeds. West Potomac HS has such a program, Edison and Lee HS are looking at starting such programs as well. Purvis took this item for follow up.

Purvis also reported that Sheehy Ford remains unresponsive to our requests to plan and schedule future Drive4UrSchool events. He will approach Koon’s Ford with this concept.

Finally, Purvis shared the PTSA holiday letter he posted on the website dated December 13, 2017. It discusses ongoing PTSA initiatives and reminds parents that they can still join for the Spring Semester. The letter is included as Attachment # 3 to the Minutes.

## **Officer/Committee Chair Reports**

**1<sup>st</sup> Vice President (High School)** – Negative report

**2<sup>nd</sup> Vice President (Middle School)** – Negative report

**Corresponding Secretary** – No report

**Recording Secretary** – Bob proposed the idea of including a recurring and new Action Item section in the Minutes. The Membership in Attendance responded favorably to this idea.

**Mini Grants** – The Committee Chair, Amy Zirkel, reported that nine mini-grant applications have been submitted so far. Interested teachers, who must be PTSA members, may submit applications for a mini-grant by the December 15, 2017 deadline. She is confirming PTSA membership for those grants submitted. Mini-grants may be awarded for classroom supplies not covered by FCPS, professional development of teachers, curriculum development projects, and student experience trips. Mr. Grimm previously sent out the rules and forms of the mini-grant process. Department Chair must favorably endorse applications. 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 is delivering blankets from that fundraiser. The ANGP nights at Noodles & Company and Chipotle went well. She is working on the contract that students must sign when they purchase tickets. This contract governs cancellations and expected conduct.

**Membership** – Incoming Co-Chair Betelhem Mekonnen, reported on behalf of herself and current Chair Miyoung Park, that the Committee has seen a slight increase in membership from faculty, no change in student membership, and a slight decrease in parent membership from previous years. The current Membership Roll is included as Attachment # 4 to the Minutes.

**Directory** – No report.

**SGA** – No report.

### **Boosters**

- Academic/Mini Grants – Nothing further to Report.
- Athletics – No Report
- Band – No Report
- Choral – No Report
- Drama -- No Report
- Orchestra – No Report

**Hospitality** – The Committee Co-Chairs, Jane, Andrea and Miyoung, reported on the Committee’s activities:

- On November 29, 2017, PTSA hosted the National Honor Society reception evening event in the HS Cafeteria. On December 1, 2017, PTSA hosted the Jr. National Honor Society reception (cake only) daytime event in the MS lecture hall. Both events went very well.
- On January 3, 2018, PTSA will host the AP recognition awards reception. The Sign Up Genius has gone out. The Committee needs both food donations and volunteers for cleanup at 7:00 pm.
- 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** – See President Purvis’ report above. Nothing further to report.

**CFC** – No report, but Bob encouraged us to renotify all parents of the PTSA’s CFC number. HSS PTSA is a nonprofit 501(c)(3) organization included in the Combined Federal Campaign’s National Capital Region. Bob agreed to take this for action.

**eScript & Box Tops for Education** – No Report

**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:** No new business was raised.

### **Announcements**

- ❖ **Next Meeting: The January 2018 meeting will be held on January 11, 2018, at 6:30 pm in the HSS Library.**
- ❖ **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. **Maryanne made the Motion to Adjourn; Betelhem seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 9 – 0. The Meeting adjourned at 8:13 pm.**

### **Action Items:**

- ❖ **Amy and Heidi will prepare and brief the Mini Grant application submissions at the January meeting.**
- ❖ **Purvis will coordinate the Barnes and Noble Sign Up Genius for the selected fundraiser dates in the February 5-13, 2018 time frame.**
- ❖ **Purvis will follow up with Barnes and Noble to formulate a firm proposal to the Membership and the HSS Administration for the Booksellers to sell textbooks at the Fall 2018 Hawk Flight.**
- ❖ **Bob will verify Heidi's requested changes to the November 2017 Minutes.**
- ❖ **Bob will draft a News U Choose notice on CFC giving to PTSA and forward to Heidi.**

The Meeting Minutes for the December 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.

- Completed on December 29, 2017 and respectfully submitted to the Executive Board.
- Reviewed by the Executive Board on January 9, 2018 and tabled for the January 2018 PTSA meeting for consideration and approval.
- Minutes Finalized, Reviewed and Accepted by the PTSA: January 11, 2018
- Minutes Forwarded to Web-Master on: July 27, 2018