

Hayfield Secondary PTSA Meeting

Meeting Minutes

Thursday, January 11, 2018

President Purvis Dawson called the meeting to order at 6:43 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 waived his report in order to make time for consideration of Mini-Grants.

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

Administrative Items

The Membership in Attendance reviewed the December 2017 Minutes. The Executive Board had submitted corrections before the meeting. The only further requested correction was to add in the basis for the Hawk Awards. **Heidi made a motion to approve the Minutes as written and as requested to be modified; Maryanne seconded the Motion. The Motion passed by a vote of 12-0.**

Treasurer's Report

Rosalynd Keys was not present so 1st Vice President (HS) Heidi Frego presented the Treasurer's Report for December for consideration.

- The ending November PTSA cash balance was \$19,006.19
- Significant revenue sources were \$350.00 in membership dues
- Significant expenses were (1) Administrative costs (insurance payment) of \$306.00 and (2) State and National Membership dues in the amount of \$2,268.00
- This leaves a current PTSA cash balance of \$16,926.05

Heidi also presented the All Night Grad Party (ANGP) Treasurer's Report for December (Attachment # 3) for consideration.

- The ending November PTSA cash balance was \$5,074.39
- Significant revenue sources were the candy/blanket/flocking fundraisers as well as donations. The checks from the Chipotle and Noodles & Co. restaurant nights have been received, but not yet deposited.
- Significant expense this month was for the blanket order
- This leaves a current ANGP cash balance of \$5,233.73

President's Report

PTSA President Purvis Dawson reported that he made a presentation to the audience at the HSS Curriculum Night on January 10, 2018. He discussed PTSA meetings and membership, the partnership between the school and PTSA, and the relationship between PTSA and the student body.

Officer/Committee Chair Reports

1st Vice President (High School) – Negative report

2nd Vice President (Middle School) – Negative report

Corresponding Secretary – Maryanne MacVicar reported that she is planning on sending out a News You Choose or Keep In Touch reminder to the HSS community to ensure that all parents who have signed up for PTSA membership are receiving PTSA emails and to remind all parents that one must go to the FCPS website to affirmatively elect to receive PTSA notices.

Recording Secretary – Negative report

Mini Grants – See New Business below

ANGP – The Committee Chair, Flora Kiszka, reported that the blanket fundraiser is wrapping up; she has eight more available for sale. The next fundraiser is a Panda Express restaurant night on January 25, 2018. The cost of busses has almost been raised. Now we are closing the gap on being again able to subsidize Free and Reduced Lunch students. As a reminder, regular ticket price is \$75; Reduced Lunch price is \$20; and Free Lunch price is \$5. Flora estimated we still need to raise \$4000 for this year. This generated some discussion over new fundraising ideas. The only idea that gained traction was the concept of having alumni sponsor students. In response to a question, Flora reported that we sold 204 tickets last year with 24 no-shows. Part of the rationale in ensuring that Free and Reduced Lunch participants have to pay some fee is to cut down on the number of no-shows.

Membership –Co- Chair Miyoung Park reported that our current roles were 310 parents, 243 students and 57 faculty for a total Membership of 610. To date, we had received \$1,846.64 in donations and \$6,195.14 in dues for a total Membership collection of \$8,041.78. In response to a question, she reported that we did not man a Membership table at Curriculum Night.

Miyoung also reported that the State's test of its membership software is still underway. The state PTSA has our manual numbers, but we have not received our letter of good standing. There was discussion that since 2016, if individual membership cards were desired, we would have to print them ourselves.

Miyoung followed up on the Corresponding Secretary's comments above. She too would like to send out a notice to all parents to confirm that enrolled PTSA members are receiving our

emails. Mr. Grimm volunteered to send out a Keep in Touch Notice and Miyoung said she would provide a draft for him.

Directory – No report.

SGA – No report.

Boosters

- Academic/Mini Grants – See New Business below
- 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 January 20, 2018, the Committee will provide breakfast and refreshments for judges at the HSS Science Fair. Andrea will send out a Sign Up Genius for volunteers and food donations. HSS will also buy pizzas for the student fair participants.
- On January 16 and 18, 2018, the school again will be hosting day tours for rising 7th grade students from the ES feeders. Mr. Dodson has lead for the Administration. On January 10 and 12, 2018, Purvis and Gwen, respectively, provided/will provide snacks for tour guides and counselors (12 adults per day). On the 16th and 18th, respectively, Purvis and Heidi will provide snacks.
- On May 2, 2018, as part of Teacher Appreciation Week, Jane and Andrea will have lead for the Teacher Appreciation Luncheon. Kumos Restaurant will be the caterer.

Fundraising – Nothing further to report

CFC – No report

eScript & Box Tops for Education – We received \$393.70 for Box Tops collections which all agreed was historically significant. The next collection will be in March; due date April 28, 2018.

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: The Mini-Grant Committee Chair, Amy Zirkel, made the annual presentations of submitted grants for Membership approval. Interested teachers, who must be PTSA members, had to submit applications for a mini-grant by the December 15, 2017 deadline. She confirmed PTSA membership for those grants submitted, except as discussed below. 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 had previously sent out the rules and forms of the mini-grant process. Department Chairs had to favorably endorse applications. Amy and Heidi reviewed and compiled the applications for Membership vote. Mini-grants can be approved up to \$300 and there is \$3000 budgeted for this line item in the PTSA budget. Last year, we had 14 applications that requested \$3,934 in grants. We approved \$3,195 in grants last year (slightly over budgeted line item). This year, we had 16 applications requesting \$4,353.44 in grants.

Amy explained the ground rules for considering grant applications. Detailed applications along with supporting documentation assist the Membership during the evaluation / review process for the grant. Round number requests may be an indication that the teacher has not done enough research on their request. We seek grants that positively impact as large a percentage of the student population as possible. That said, we encourage innovation and curriculum development. We recognize faculty frustration with some required items that FCPS simply cannot or will not pay for. We try to treat similar classes of requests in a similar fashion. Amy briefed each grant in order (Attachment # 4), but the following classes of Mini-Grants were identified and discussed:

- a. Both Boys/Girls State trips and the athletic supplies for the PE department were considered must-pay items. If PTSA does not fund them, the school will have to do so. The athletic supplies were fully funded. The Faculty Sponsor only requested funding for \$350 for Boys/Girls State which was in excess of the maximum amount allowed of \$300 (likely this was only for one team).
- b. There were several requests for classroom white boards with different cost estimates. These were all awarded the same amount.
- c. The library made two requests. The Critical Thinking Boxes were deemed a good investment; the yoga chairs were deemed as not a good investment.
- d. There were several special programs (Healthy Minds, Jr. S2S, Girls Group, Strategies for Success, etc.) that requested funds for snacks, recruiting & informational giveaways, and advertising materials. These groups were treated in a similar fashion.
- e. Mr. Burke (Band) could not be confirmed as a PTSA member. [*Note: this issue has been resolved since the meeting.*]
- f. There were two requests for document cameras which were treated in a similar fashion.

The approved individual Mini-Grants are annotated on Attachment # 4. There was \$3,000.00 approved in Mini-Grants. If Mr. Burke is confirmed to be a PTSA member, the Band's \$300.00 request will be granted in full. If not, the other Boys/Girls State Team will be funded in the amount of \$300.00. Purvis reported that no vote was needed to approve the Membership consensus since this \$3,000.00 was already budgeted for in the 2018 Budget. The Membership in Attendance commended Amy for a fantastic job in compiling and briefing the grants.

Announcements

- ❖ **Next Meeting: The February 2018 meeting will be held on February 8, 2018, at 6:30 pm in the HSS Library.**
- ❖ **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; Daria seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 11 – 0. The Meeting adjourned at 8:08 pm.**

Action Items:

- ❖ **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 and add the Hawk Award justifications to the December 2017 Minutes.**
- ❖ **Miyong will draft a Keep In Touch notice for Mr. Grimm to confirm PTSA Members are receiving PTSA emails. [Note: this was sent out by HSS on 26 January 2018]**

The Meeting Minutes for the January 11, 2018 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 January 27, 2018 and respectfully submitted to the Executive Board.
- Reviewed by the Executive Board on February 6, 2018 and tabled for the February 2018 PTSA meeting for consideration and approval.
- Minutes Finalized, Reviewed and Accepted by the PTSA: February 8, 2018
- Minutes Forwarded to Web-Master on: July 27, 2018