

Hayfield Secondary PTSA Meeting

Meeting Minutes

Thursday, March 8, 2018

President Purvis Dawson called the meeting to order at 6:35 PM in the HSS Library. The Agenda is included as Attachment # 1 to the Minutes. 15 members (12 parents, three faculty and no students) 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. Associate Principal Alfonzo Smith, on behalf of Principal Martin Grimm, made the following report.

- Julie Riley, Science Department & HSS AP Coordinator, and Vicky Wuerfel, English Department, made the following proposal to establish an HSS Food Pantry:
 - Challenge: many students skip breakfast and lunch and the application for free and reduced lunches is difficult for non-English speaking families to complete. Other challenges include the stigma some students feel to accepting hand-outs. Challenges to actually establishing a pantry include space, distribution and pest control.
 - Plan: Phase I would be to offer health breakfast alternatives. Phase II would be to offer free backpacks filled with school supplies and toiletries.
 - Governance: pantry would be administered by the Hawks Nest Club
 - Incentives: Prizes (donuts) would be given to top-donating SOAR classes.
 - Request: Julie and Vicky requested \$120 to jump start this incentive program.
 - Q & A: Julie explained that some ESs have similar programs maintained through parental donations. The events could be advertised at Hawk Night and the Summer Community Outreach Events (also where backpacks could be distributed). There was discussion that church youth groups and scouting programs could help with collecting donations and building the pantry area. **Bob took for action to connect Julie (jsriley@fcps.edu) and Vicky (ykwuerfel@fcps.edu) with the Eagle Scout Project Coordinator in BSA Troop 1519 (which meets at HES and Faith Baptist Church (near Hayfield Veterinary Clinic)).** Such projects often entail minor construction and refurbishment.
 - Way ahead: Gwen recommended PTSA provide a member of the HSS working group looking at this issue. **Purvis took action for action to package the request for financial assistance for a PTSA vote.**
- Julie, as HSS AP Coordinator, requested PTSA assistance in identifying parent proctors for the AP exams on 7-15 May 2018. Proctor periods are 7:30 am to 12:00 pm and 11:30 am to 4:00 pm. Julie has the form to be filled out. **Purvis took for action to push out the form via a Keep In Touch notice.**

- HSS Mike Holland and School Resource Office Jessica Trainor made a presentation on school security (particularly anti-Active Shooter incidents) practices:
 - The five person HSS Security Team investigates all threats and intakes reports/information from a variety of sources including students, parents, teachers and counselors.
 - There is also an anonymous tip line which students can text information to.
 - Mike discussed the HSS Physical Security Plan including coordination with FCPD, SRO presence, video monitoring, ingress and egress controls, drills and relationship to student dress code (hats and hooded sweatshirts).
 - SROs are unarmed as is true in many jurisdictions.
 - One challenge is to get students to take drills seriously. Making the point that such incidents can happen here in Fairfax County, Purvis (who is a retired law enforcement officer) relayed when he responded to the scene at the November 1982 Lake Braddock HS shooting when an emotionally-disturbed student opened fire in the main office.
 - Like all US law enforcement agencies, FCPD has learned lessons from the 14 February 2018 Parkland, Florida shooting. FCPD first responders go in immediately vice waiting until the perimeter is secure. The Parkland HS was also too open (college campus style) for proper ingress/egress controls.
 - There were a sensitive discussion of the actual measures taken in an Active Shooter incident which are deemed to be Closed Session items and not suitable for open Minutes.
 - In response to Q&A from the members, Mike reported that HSS video monitoring is real-time. He also reported that there were Constitutional and logistical issues associated with student bag searches.
- As an aside related to the February 2018 Meeting, Mr. Smith reported that the planned “vaping” store to be opened in the Hayfield Shopping Center is now not scheduled to open.

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

Administrative Items

The Membership in Attendance reviewed the February 2018 Minutes. The Executive Board had submitted corrections before the meeting. **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

Rosalyn Keys presented her Treasurer’s Report for February 2018. It is included as Attachment # 3 to these Minutes.

- The ending February 2018 PTSA cash balance was \$11, 836.62.
- The only revenue this month was \$45.00 in membership dues. It was noted that deposits for the SAT prep day should have been deposited in the ANGP account.
- The only expense this month was for \$53.22 for scholarship recognition pins.
- There was some discussion of the financial wrap-up needed when ANGP ends. It was also warned that PTSA organizations have been subjected to false President to Treasurer emails as part of an identity theft problem.
- The current (beginning March 2018) PTSA cash balance is \$12,185.87.

President's Report. President Purvis waived his report in favor of other business.

Officer/Committee Chair Reports

1st Vice President (High School) – Heidi Frego reported that three volunteers are needed to screen scholarship applications. Maryanne and Betlehem volunteered to serve on this committee. Scholarship applications are due 20 April 2018. We will award four to six student scholarships of \$500 each. There was discussion that, for the last two years, we have been spending very liberally with little to no fundraising accomplished. Our current cash balance is \$12,000 with planned expenditures of \$1900 for the teacher appreciation breakfast and \$2500 for the teacher appreciation lunch.

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

Corresponding Secretary – Negative report.

Recording Secretary – Negative report

Mini Grants – The mini-grant process has been successfully completed for this year.

ANGP – The Committee Chair, Flora Kiszka, reported that they have started their Countdown to Graduation (June 8th). Deposits on Adventureland and the bus charter company have been made. We have also accumulated approximately \$1000 for the free and reduced lunch fare participants, but still need \$3000 more. The SAT exam prep day was cancelled due to weather and the makeup day is 7 April 2018. Betlehem is making the Countdown to Graduation signs. There is a link to ANGP on the PTSA website for donations. She is also hoping that a parent from the Junior Class step forward to run next year's fundraiser campaign. **Purvis took for action to reach out to the Junior Class Sponsor to try and identify the 2018-19 ANGP Chair.**

Membership –Co-Chairs Miyoung Park and Betlehem reported that our current roles were 311 parents, 243 students and 63 faculty for a total Membership of 617. To date, we had received \$1,861.64 in donations and \$6,240.15 in dues for a total Membership collection of \$8,101.79.

Miyoung reported that the State's test of its membership software is still underway. It will not be ready for deployment until the 2018-19 School Year.

Directory – No report.

SGA – No report.

Boosters

- Academic/Mini Grants – Negative Report
- Athletics – No Report
- Band – No Report
- Choral – No Report
- Drama -- No Report
- Orchestra – No Report

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

- The Teacher Appreciation Lunch will be on 2 May 2018. It will be catered by Kumo’s Catering. PTSA volunteers will donate drinks and desserts. The Committee will promulgate a Sign Up Genius. The cost will be \$2500 plus \$100 tip.
- There was discussion over whether PTSA does anything as part of the NCAA signing night. It was decided that we have not in the past.
- At February’s Meeting, there was an idea discussed of providing breakfast to students on AP and SOL examination days. Miyoung did some research and the practice appears to be limited to much smaller schools and usually coordinated by teachers.
- Another upcoming event is the Rising 7th Grader Parents Coffee. Purvis will make a presentation at this event, but the School provides all refreshments and no PTSA assistance is needed.

Fundraising – Purvis took for action to coordinate the Panera Bread PTSA night in April and the Barnes & Noble Booksellers fundraising week in the latter half of May.

CFC – No Report

eScript & Box Tops for Education – It was reported that we received \$118.20 in Boxtops proceeds.

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. This will be an item of business at the April Meeting.

New Business: Nominations for the 2018-19 School Year Officers and Committee Chairs will also be put into a nominating slate at the April Meeting. Purvis encouraged all present to think about what positions they were interested in.

Announcements

- ❖ **Next Meeting: The April 2018 meeting will be held on April 10, 2018, at 6:30 pm in the HSS Library. [Note the undersigned cannot be present for this meeting and Andrea has agreed to take the Minutes.]**
- ❖ **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; Gwen seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 11 – 0. The Meeting adjourned at 8:28 pm.**

Action Items:

- **Bob took for action to connect tonight's teacher presenters Julie (jsriley@fcps.edu) and Vicky (ykwuerfel@fcps.edu) with the Eagle Scout Project Coordinator in BSA Troop 1519.**
- **Purvis took for action to package the request for \$120 financial assistance to establish a HSS Food Pantry for a PTSA vote.**
- **Purvis took for action to push out the parent proctor volunteer form for the AP exams via a Keep In Touch notice.**
- **Purvis took for action to reach out to the Junior Class Sponsor to try and identify the 2018-19 ANGP Chair.**
- **Purvis took for action to coordinate the Panera Bread PTSA night in April.**
- **Purvis will coordinate the Barnes and Noble Sign Up Genius for the selected fundraiser dates in the late May 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.**

The Meeting Minutes for the March 8, 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 March 31, 2018 and respectfully submitted to the Executive Board.**

- Reviewed by the Executive Board on April 6, 2018 and tabled for the April 2018 PTSA meeting for consideration and approval.
- Minutes Finalized, Reviewed and Accepted by the PTSA: April 12, 2018
- Minutes Forwarded to Web-Master on: July 27, 2018