

Hayfield Secondary PTSA Meeting

Meeting Minutes

Thursday, May 10, 2018

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. 11 members (10 parents, one 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.

- Mr. Smith expressed a hearty thank you to PTSA for putting on the Teacher Appreciation Luncheon. All faculty and staff thoroughly enjoyed the event.
- Teacher Appreciation Week was extended by a full week this year and included gifts from both the Administration and from the Student Government Association (SGA) (identification card holder lanyard for the middle school teachers and shoulder bags for the high school teachers).
- Mr. Smith provided highlights of the Teacher/Student Basketball game.
- FCPS recently completed cultural sensitivity training in April. Our district is lucky in that our faculty is pretty representative of the cultural makeup of the student body.
- The HSS Food Pantry project is underway. Julie Riley, Science Department & HSS AP Coordinator, and Vicky Wuerfel, English Department, had made a proposal during the March meeting to establish an HSS Food Pantry. The collection of donation of breakfast items and office supplies is underway and going well.
- Prom will be May 11th at a hotel in Crystal City. Mr. Mough has been giving the Senior Class expectation briefs and Mr. Grimm and Mr. Smith have been doing the same on the HSS television station. The briefs cover the blanket prohibition on alcohol and drug use and the ramifications of violating the policy. Only Juniors and Seniors can purchase tickets although underclassmen can be dates. **The PTSA will be running the Shoe, Purse, Coat Check for the Prom; the cost is free, tips only. Purvis Dawson volunteered to coordinate the volunteers for this event.**
- Graduation will be June 8th. In response to questions from the Membership in Attendance, Mr. Smith discussed the handling of disruptive cheering during the ceremony. These are usually short-lived. As many as 488 Seniors may be eligible to participate in Graduation.
- AP testing starts the week of May 14th.
- SOL testing starts the week of May 11th.

- There was discussion of upcoming opportunities for parents and students to join PTSA. Parent coffees, the HSS news channel, and the S2S program were discussed as possibilities. Unfortunately, Back to School Nights (BTSN) are now video-only presentations. Hawk Flight still offers a very good opportunity for membership recruiting. It was decided that we would prepare the Membership Registration flyer for the school's summer mailout packet. **First Vice President (HS) Heidi Frego volunteered to prepare this flyer.** The two community outreach events in August also present good opportunities for recruiting.

Student Government Association (SGA) Representative's Report: No report. There was some discussion as to why the SGA class has not been assigning students to attend the monthly PTSA meetings. It is anticipated that with the new faculty members in place, the situation will improve next year.

Administrative Items

The Membership in Attendance reviewed the April 2018 Minutes prepared by Andrea Gurrola. The Executive Board had submitted corrections before the meeting. The only additional corrections were dates: June 8th Graduation; June 15th Last day of classes; and August 28th First day of classes. **Maryanne MacVicar made a motion to approve the Minutes as corrected; Flora Kiszka seconded the Motion. The Motion passed by a vote of 12-0.**

Treasurer's Report

Treasurer Rosalynd Keys presented her Treasurer's Report for May 2018. It is included as Attachment # 3 to these Minutes.

- The ending April 2018 PTSA cash balance was \$12,265.26.
- The only revenue this month was \$376.29 in Combined Federal Campaign (CFC) proceeds and \$0.09 in interest.
- The only expense this month was for \$537.52 in transfers to the All Night Grad Party (ANGP) account.
- The current PTSA cash balance is \$12,104.12.
- Rosalynd noted that a three-person Audit Committee will need to be formed to audit the PTSA financials by June 30th. Andrea, Second Vice President (MS) Gwen King and Maryanne volunteered for service on the committee.
- Rosalynd and Purvis noted that the July meeting will be set aside for formation of the 2018-19 School Year budget.

President's Report. President Purvis thanked the Hospitality Committee for a truly outstanding effort on hosting the Teacher Appreciation Luncheon.

Officer/Committee Chair Reports

1st Vice President (High School) – Heidi made the following report:

- The Scholarship Committee has wrapped up its service for the school year. Only four students submitted applications and all four were awarded \$500 PTSA scholarships. These will be announced at the Senior Awards Ceremony on June 6th. Since \$3000 was budgeted for this expense, the low submission/award rate allows \$1000 to be returned to the Budget for other needs.
- FCPS has completed its artistic Reflections Competition. Five HSS students placed in the competition and will be recognized at the Underclassmen Awards (June 5th) Senior Awards (June 6th).
- Heidi briefed that a Keep In Touch notice has been sent out to seek volunteers for ticket sales and concessions at the Ethiopian Cultural Celebration which will take place at HSS on May 12th. This event will involve five different area high schools and feature cultural-based music and dance performances. This is a PTSA sponsored event.
- Heidi led a discussion of whether or not PTSA dues should be raised for next year. In a comparison to other area high schools, HSS tends to be at the low end in terms of membership dues. There was also some discussion of offering a family rate; however, Rosalynd pointed out that our dues to the State PTSA are \$3.50 per individual regardless of how many individuals are in a family unit.
- Miyoung led a discussion of whether or not we should use the new State PTSA database (which has had numerous startup problems) or continue to use our own spreadsheet legacy database.
- Lastly, Heidi noted that the County PTSA training workshop for individual school PTSA organizations will be held on June 16th.

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

Corresponding Secretary – Negative report.

Recording Secretary – Negative report.

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

Scholarships – The scholarship process has been successfully completed for this year.

ANGP – The Committee Chair, Flora, reported that they continue their Countdown to Graduation. Flora has dropped one of the five reserved busses. Each bus can hold 54 students and two chaperones. Thus, four busses will accommodate 216 students. We currently have 143 students signed up for the trip (119 regular fare; 20 free lunch; and four reduced lunch fare students). Cutoff for free and reduced lunch fare purchases were May 25th. Ticket prices have been raised for the final time and sales will conclude on June 1st. Flora has most of her chaperone volunteers arranged but will need PTSA volunteers to conduct bag searches.

Membership –Co-Chairs Miyoung Park and Betlehem Mekonnen reported that our current roles were 313 parents, 245 students and 63 faculty for a total Membership of 621. To date, we had received \$1,891.64 in donations and \$6,280.15 in dues for a total Membership collection of \$8,171.79.

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 Kelly, Andrea, Julie Do and Miyoung, reported on the Committee’s activities:

- The Teacher Appreciation Lunch was held on 2 May 2018. It was catered by Kumo Asian Bistro. PTSA volunteers donated drinks and desserts. The cost was \$2,500.00 plus \$80.00 tip.
- The Members in Attendance commended the entire committee for a superbly run event that was well received by the faculty and staff. In particular, Andrea was commended as the overall coordinator for the luncheon and Jane for obtaining local vendor gift cards which were used for give-away prizes.
- There was some discussion over whether leaving leftovers for the night staff sends the correct message. It was resolved that next year we will see if the caterer could bring fresh dinners later in the day for the nighttime custodial staff or else we could reserve some gift certificates to the caterer’s restaurant exclusively for the night staff.

Fundraising – Purvis still has for action to coordinate the Barnes & Noble Booksellers fundraising week in the latter half of May and the sale of textbooks for Hawk Flight. Purvis reported that he is waiting on data (band element commitment, etc.) for the former event.

CFC – No Report

eScript & Box Tops for Education – No Report

Volunteer – No Report

Unfinished Business: As the then-President Emeritus, Purvis has volunteered to lead a Bylaws Committee to update the PTSA Bylaws which must be done every five (5) years. The Bylaws

must be updated by December 2018. Purvis stated that the committee's work was pretty straight-forward as our Bylaws are based on the County PTSA's bylaws. It was noted that our Bylaws do need descriptions of the Standing Committees and the Corresponding Secretary's position description.

New Business: Nominations for the 2018-19 School Year Officers were formed into a nominating slate. Only one position will be contested. The slate will be:

- President: Heidi Frego
- 1st Vice President (HS): Maryanne MacVicar and Deneen Snow
- 2nd Vice President (MS): Gwen King
- Treasurer: Rosalynd Keys
- Recording Secretary: Robert Williams
- Corresponding Secretary: Vacant

Contested positions will be subjected to an electronic vote. The slate will be formally announced at the June meeting. **The two 1st Vice President candidates were requested to submit bios for the nominated slate announcement.**

Announcements

- ❖ **Next Meeting: The June 2018 meeting will be held on June 14, 2018, at 6:30 pm at a location TBD.**
- ❖ **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; Andrea seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 11 – 0. The Meeting adjourned at 8:50 pm.**

Action Items:

- **Bob took for action to connect HSS Food Pantry sponsors Julie (jsriley@fcps.edu) and Vicky (vkwuerfel@fcps.edu) with the Eagle Scout Project Coordinator in BSA Troop 1519.**
- **Purvis took for action to reach out to the Junior Class Sponsor to try and identify the 2018-19 ANGP Chair.**
- **Purvis will coordinate the Barnes and Noble Sign Up Genius for the fundraiser in late May 2018.**

- **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.**
- **Purvis will coordinate the volunteers to serve at the Prom Coat Check event.**
- **Heidi will prepare the flyer for Hawk Flight registration packets.**

The Meeting Minutes for the May 10, 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 May 24, 2018 and respectfully submitted to the Executive Board.
- Reviewed by the Executive Board on June 5, 2018 and tabled for the June 2018 PTSA meeting for consideration and approval.
- Minutes Finalized, Reviewed and Accepted by the PTSA: June 14, 2018
- Minutes Forwarded to Web-Master on: July 27, 2018