

Hayfield Secondary PTSA Meeting

Meeting Minutes

Thursday, December 13, 2018

President Heidi Frego called the meeting to order at 6:33 pm in the HSS Library. This was the fourth meeting of the School Year and the primary purpose of the meeting was to hear information about the HSS Food Pantry. The Agenda is included as Attachment # 1 to the Minutes. 14 members (one student, two faculty, and 11 parents) were present. The sign-in sheets are included as Attachment # 2, but will not be uploaded to the PTSA Website due to privacy concerns.

Student Government Association (SGA) Report. There were no student members of the SGA present for the meeting, so Heidi made the following report:

- The first week of January will be HSS Spirit Week.
- The Mr. Hawk contest will be held on February 6, 2019. An interest meeting will be held in the near future.
- The HSS International Night will be held on March 28, 2019. Planning is underway. PTSA volunteers are needed for ticket takers.

Administrative Items

Recording Secretary Robert Williams reported that the Minutes from the November meeting had been reviewed by the Executive Board and all requested changes made. The Membership reviewed the draft Minutes (included as Attachment # 3 to these December Minutes). **Purvis Dawson made a Motion to approve the Minutes; Principal Grimm seconded the Motion. The Minutes were approved by a vote of 14-0.**

Principal's Report. Principal Martin Grimm made the following report.

- Mr. Grimm briefed that rolling faculty meetings had been held in December.
- The School is coming up on winter break. No homework will be assigned specifically over the break although some assigned projects will extend over that period. No homework will be due the first two days (one Orange day, one White day) back from break so students can focus on family gatherings.
- Mr. Grimm discussed the "FCPS-On" initiative:
 - This initiative will provide a take-home computer for every HS student.
 - MS classrooms will all have a computer cart for student use but students will not be able to take home (except for MS students enrolled in HS classes).

- Students can still bring their own devices to school and the initiative is not designed to replace all home computing. Rather, it is intended to level the playing field for economically disadvantaged households.
 - Students without home Wi-Fi access can check out mobile hotspots.
- Mr. Grimm stressed that this does not mean HSS will be a 100% digital learning environment.
- There will be a learning curve for both students and teachers. Although there are some challenges with being a secondary school, he believes that the HSS system will be a good bridge for MS students to learn usability and accountability.
- Cost is \$400 per computer.
- Students cannot upload software as this requires administrator rights.
- Mr. Grimm responded to Q&A from the Members:
 - Help Desk/Tech Support will be provided by in-house HSS staff who currently service the faculty (two Full Time Equivalent (FTE) positions). One half-time FTE position will be added due to the new workload.
- There will be a \$50 per student deposit/user fee.
- Students can do SOL testing on these netbook-like computers.
- Paper textbooks will be provided as an accommodation to students who request them or have medical/learning special needs.
- It is anticipated that this mobile classroom environment will actually diminish student cell phone use in school.
- Mr. Grimm responded to general Q&A from the Members:
 - With regards to long-term substitute teachers, he stated that temporary faculty hires could only be for a maximum of 90 days.
 - With regards to grade distribution, he stated that his standard was at least one graded material per week. Obviously, teachers should promulgate grades while they are still relevant and while makeup efforts are still possible. In the event of concerns with a teacher's timeliness or grade distribution, parents should engage the Administration as early as possible (via the Department Chair). He does not allow students to transfer classes until the Second Quarter due to "AP Course Shock" (i.e., high-performing students who have never received less than an "A" getting substantially lower grades initially in AP courses).
 - Student tutors are available via the various Honor Society Organizations.
- Mr. Grimm introduced Ms. Julie Riley, the Faculty Sponsor of the HSS Food Pantry.
 - The Pantry is up and running and the subschools manage.
 - The scope of the pantry is school supplies, backpacks, breakfast items, lunch items and feminine hygiene products. It is meant for HS students although there are snack bins maintained for MS students.

- Volunteers are needed to help maintain inventory control (i.e., discard expired items).
- Supplies are needed, mainly non-perishable snack items and school supplies.
- The only needed equipment is a mini-fridge.
- Ms. Riley responded to Q&A from the Members:
 - When asked why the Pantry provided lunch items when the School already provided Free & Reduced Price lunches, she responded that sometimes their family does not submit the paperwork or there is no money on their account or their economic level is just above the cutoff to receive F & RP lunches. Students can pick up a sack lunch (which look like any other home-produced sack lunch to minimize potential stigma) on their way to the cafeteria. Such students would otherwise just roam the hallways.
 - Ms. Riley discussed thoughts on partnering with Koinonia, United Christian Ministries (UCM) and other local foodbanks.
 - Her email is jsriley@fcps.edu.
- Ms. Riley also discussed the AP Scholars Reception that PTSA is hosting. 213 students will be honored for receiving a 3.0 or better in AP courses. This reception will occur on December 18, 2018. Recent graduates are included because their spring course results were not known before graduation.
- She also is soliciting volunteers to help proctor AP exams. Scheduling is a problem this year as some AP exams overlap with SOL exams (which parents cannot proctor). May 16, 2018 will be the most challenging day (AP exams run from May 6th to May 17th). Volunteers are needed from 7:15 am to 9:00 am, 9:00 am to 12:00 pm, and 12:00 pm to 2:00 pm.
- Ms. Riley briefed that parent volunteers are also needed to act as Science Fair judges. Minimal science backgrounds are needed. The Fair occurs on February 9th with the makeup day of February 23rd.

President's Report. Heidi made the following report to the Membership:

- Heidi discussed the efforts of the Bylaws Committee (which consisted of Chair Purvis Dawson, Heidi, and members Maryanne MacVicar, Robert Williams and Julie Shepard) which had reviewed and modified the Virginia PTA template Bylaws. The Virginia PTA has approved our Bylaws and they are valid until 2023.
- HSS will receive the State Purple Star Award for successful integration of military students at a FCPS Board Meeting on December 20th. Mr. Grimm will represent HSS.
- Heidi attended the MS Fall Advisory Council in lieu of 2nd Vice President Gwen King and made the following report on its proceedings:
 - The MS students did a great presentation on the Absentee Mentor Program.

- There was also discussion of the JS2S Program for military students.
- PTSA is being asked to provide breakfast refreshments for counselors for the Feeder ES visits and a sign-up sheet was passed around.
- Food collection for the HSS Food Pantry runs until December 20, 2018. Collection boxes are in the Main Office.

Treasurer's Report

Rosalynd Keys presented her financial reports for December.

- The PTSA cash balance on October 31, 2018 was \$14,678.23. Income this month was from fundraisers and a CFC distribution and collection of membership dues. Expenses this month were the \$134.25 in Fairfax County PTA dues. The PTSA cash balance on November 30, 2018 was \$15,178.40. Her PTSA monthly report is included as Attachment # 4 to the Minutes.
- The ANGP cash balance on October 31, 2018 was \$4310.65. There was income of \$1493.09 from various fundraisers. There were no expenses this month. The ANGP cash balance on November 30, 2018 was \$5803.74. Her ANGP monthly report is included as Attachment # 5 to the Minutes.
- Rosalynd responded to Q&A from the Membership regarding the Class of 2018 Gift (a new basketball scoreboard) which was to be funded from last year's ANGP proceeds. It appears from her balance sheet that they may have used \$300 in funds that were to be passed along as seed money to this year's ANGP Committee. Rosalynd stated that she would talk to Andrea Gurrola, ANGP Co-Chair, to try and figure out the apparent discrepancy.

Officer/Committee Chair Reports

1st Vice President (High School) – Maryanne was not present and made no report.

2nd Vice President (Middle School) – Gwen King was not present so Heidi made the following report:

- The Fall MS Dance was held on December 13, 2018.
- A PTSA Restaurant Night was held by Moe's Southwest Restaurant in the Hilltop Shopping Center on October 24, 2018 from 5:00 pm to 8:00 pm. This resulted in \$224.80 in income for PTSA.
- There was another Restaurant Night held on November 28, 2018 at the Green Turtle Restaurant in the same shopping center. Proceeds will be reported at a future meeting.
- Monthly checking account reconciliations have not yet been completed for the PTSA and ANGP accounts for the months of November and December.

Corresponding Secretary – Karen Harrell reported that thank you notes have been received regarding the National Honor Society reception hosted by PTSA.

Recording Secretary – Robert Williams had nothing further to report.

Hospitality – Committee Co-Chair, Julie Do, reported on the Committee’s activities:

- The reception for the National Honor Society on December 4, 2018 went well.
- The reception for the Junior National Honor Society on December 7, 2018 went well.
- The committee will host, on December 20, 2018, an AP scholar reception that recognizes 2018 graduates for achievement on AP examinations.
- Donations may be needed for Science Fair judge refreshments.
- Donations are needed for breakfast refreshments for the counselors/teachers for the Feeder ES visits on five different dates. Volunteers should expect to feed 10 adults. A signup sheet was passed around by Volunteer Committee Chair, Nohelia Lewis, at the meeting.

Membership – The Committee Co-Chairs, Betlehem Mekonnen and Dallas Moore, reported that our current roles are 261 parents, 198 students and 89 faculty for a total Membership of 548 members. This is compared to 623 members by the end of the school year last year. To date, we had received \$2,532.26 in donations and \$6915.00 in dues for a total Membership collection of \$9,447.26. Their Membership report is included as Attachment # 6 to these Minutes.

Reflections – Committee Chair Dottie Andrews was not present and made no report.

Legislative Liaison/Military Families Connect – Julie Shepard made the following report:

- She briefed the results of the last FCPS School Board Advisory Meeting. A key issue was the impact of registration (particularly the ability to remotely register) on military students.
- The Virginia PTA Advocacy Conference will be held on January, 26-27 2019 in Glen Allen, VA.
- The PTA Day in the VA General Assembly will be held on January 28, 2019.
- More details on these events are included on Attachment # 1.

ANGP – The Committee Co-Chairs, Elke McLaren, made the following report:

- Current fundraisers include the blanket sales, Kaplan SAT/ACT exam preparation days, online rebate programs through Schwan’s frozen meals/food truck delivery sales and www.shutterfly.com, and yard flockings.
- An upcoming fundraiser is a Chili’s Restaurant PTSA Night. We will earn 20% on all designated proceeds. The advertisement flyer for the online efforts is included as Attachment # 7 to the Minutes.

- Approximately \$1000 has been paid out for the park deposit. We still owe the park payment for the amount of students attending and \$4,800 for the busses. Although these amounts sound imposing, student ticket sales have not yet started.

Volunteer – The Committee Chair Nohelia Lewis passed around signup sheets for the Feeder ES visits and PTSA volunteers to provide breakfast refreshments for the adult counselors.

Boosters (names are listed on Attachment # 1)

- Athletics – No Report
- Band – No Report
- Choral – No Report
- Drama – No Report
- Orchestra – No report

Fundraising – Vacant

CFC – The Committee Chair, Paul Otto, requested a copy of the last PTSA Audit Report and Rosalynd stated that she would provide. Paul also reported that this year’s CFC Campaign merely listed us as the VA PTA and not HSS PTSA which may adversely affect our donations.

eScript & Box Tops for Education – Committee Chair, Alisa Biache, had nothing to report.

Unfinished Business: Heidi reported that PTSA still needs a Fundraising Committee Chair and a Liaison Officer to the Special Education PTSA. The multi-school Ethiopian/Eritrean Cultural Music/Dance event will be held on April 6, 2019. A planning meeting was held on November 16th. The minutes from that meeting are forthcoming. The Executive Board will discuss at 6:00 pm before the January meeting.

New Business: Heidi led a discussion of the following items:

- PTSA’s Mini Grant Program is used to supplement curriculum development, programs and professional development within HSS. Teachers can apply for special projects that are not funded through the normal FCPS budgeting process. PTSA has budgeted \$3,000.00 for Mini Grants. The deadline for applications is December 14, 2018 and applications will be presented by Committee Co-Chairs, Amy Zirkle and Kim Torrance, at the January meeting.
- Recognition of Reflections Competition student participants will take place at the February meeting.

Announcements

- ❖ **Next Meeting: The January 2019 meeting will be held on January 10, 2019, at 6:30 pm in the HSS Library.**
- ❖ **Upcoming dates are listed on Attachment # 1.**

Adjournment:

Heidi solicited inputs for any additional announcements or new business. None were forthcoming. She suggested a Motion to Adjourn. **Beth made the Motion to Adjourn; Nohelia seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 12 – 0. The Meeting adjourned at 7:40 pm.**

Action Items: None at this time.

The Meeting Minutes for the December 13, 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 December 30, 2018 and respectfully submitted to the Executive Committee.
- Reviewed by the Executive Board on January 6, 2019 and tabled for the January 10, 2019 PTSA meeting for consideration and approval.
- Minutes Finalized, Reviewed and Accepted by the PTSA: January 10, 2019
- Minutes Forwarded to Web-Master on: February 1, 2019