

Hayfield Secondary PTSA Meeting

Meeting Minutes

Thursday, February 14, 2019

President Heidi Frego called the meeting to order at 6:36 pm in the HSS Library. This was the sixth meeting of the School Year and the primary purpose of the meeting was to hear from the Student-to-Student (S2S) Program. The Agenda is included as Attachment # 1 to the Minutes. 16 members were eventually present (14 parents, 1 student and 1 administrator) at the meeting. The sign-in sheets are included as Attachment # 2, but will not be uploaded to the PTSA Website due to privacy concerns.

Administrative Items

Recording Secretary Robert Williams reported that the Minutes from the January 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).

Rosalynd Keys made a Motion to approve the Minutes; Gwen King seconded the Motion. The Minutes were approved by a vote of 16-0.

Student Government Association (SGA). Katie (last name withheld for privacy reasons) made the following report on behalf of the SGA:

- On March 28, 2019, from 5:30 pm to 9:30 pm, HSS will hold the International Night.
 - It will include a Cultural Expo with food tasting and judging.
 - It will include a Fashion Expo.
 - It will include a Talent Expo with individual and group musical acts. MS students can participate in this portion of the event.
 - Presale tickets are \$3; at the door tickets are \$5.
 - Profits are donated to a selected charity. UNICEF was last year's recipient.
 - PTSA volunteers are needed for ticket sales. Noehlia Lewis, Volunteer Coordinator, will send out a Signup Genius once SGA provides its requirements.
- Spirit week will be held the week of March 4, 2019. It will include a Pep Rally on March 8th; spirit clothing/costume days and a Screen on the Green event.
- SGA class interest night will be held after school on February 20, 2019. Student government is not an ECA at HSS. It is a classroom based elective and students have to elect SGA as a non-listed elective course and then be interviewed. Mr. Legendre is the class instructor.

- Katie solicited ideas for the HSS 50th Anniversary Night. SGA is still selling leftover jT-shirts from the fall event.

Guest Presentation. Dr. Lynette Henry and Ms. Amanda Woodyard gave a presentation on the S2S Student Ambassador Program:

- The program's mission is to facilitate the integration of military dependent and other highly mobile population students into the HSS community.
- The program's framework is to have student ambassadors welcome new students, have lunch with them, and continue to monitor their transition into the school.
- There is a routine "Lunch Bunch" for new students.
- Training for S2S (HS) and Junior S2S (MS) students is conducted in the SOAR periods.
- This past year, the program worked on two projects: gift-wrapping for Veteran families and purse donations to the VA hospital.
- Dr. Henry and Ms. Woodyard have reached out to other HS in FCPS District IV to spread the idea of an S2S program.
- From 13-16 March 2019, they are visiting Falcon HS in Colorado Springs, CO, to observe a model student ambassador program.
- PTSA supports the program through Mini-Grants for snacks and giveaways. Heidi noted that further financial support might be possible through the PTSA's In-School Program budget line.
- Julie Shepard stated that financial support from military unit-affiliated spouse groups might be possible, as well as the VA PTA grant program.
- Mr. Grimm noted that the HSS population was 12% transient families and how difficult it is for students this age to move in and out of new schools.

Principal's Report. Mr. Grimm made the following report to the Membership:

- First, he discusses the School's Staffing. The total number of teachers is obviously tied to the total number of students. Nominally and except for Special Education and ESOL classes, we have one teacher per 30 students. Currently, we have 2100 HS students; 965 MS students. Next year, FCPS projects (partly based on housing growth in the area) that we will have 2200 HS students; 1050 MS students. This is close to our facilities-based nominal population of 2200/1000 students. HSS is fortunate not to require many teachers to travel between schools.
- Second, Mr. Grimm discussed class scheduling. Teacher staffing levels and the number of requested course sections drive the students per section ratio. Ideally, there is a maximum of 30 students per section and teachers carry a maximum workload of five sections. Section shaping is accomplished by the following: (1) using adjunct teachers to teach out of their core discipline; (2) accommodating sequential courses (e.g., Auto Tech I and II); (3) course prerequisites (e.g., Writing Center alumni); (4) critical needs courses; (4) graduation requirements (e.g., English 11 is the only required English

graduation requirement); (5) generally, more difficult courses require smaller sections; (6) “destaffs” (i.e., younger teacher who may have to teach at multiple schools); and (7) protecting our core courses.

- Third, Mr. Grimm discussed course selection by students. Elective course selection is ongoing now. The school usually starts sections at 25 students per section which allows for some growth. There has been a trend for MS sections to grow when, due to the critical ages involved, we aim to keep these sections at even smaller than 25 students per section. Although we are a Secondary School, we follow the Junior High model, which means that we have a 7th and 8th grade focus on catch-up skills and smaller teacher-to-student ratio sections, and allows the playing field to be leveled by the time students reach the 9th grade. Mr. Grimm did note that a new law allows military students some flexibility of choice where to register for school. This has resulted in an additional 50 students at Hayfield. It is not desired, despite the premium pay earned, to have teachers teach a 6th section.
- Finally, Mr. Grimm answered Q&A from the Membership. He explained that Honors classes (except for Math 7 Honors; which requires a 500 on the SOL or 93 on the Iowa standardized test) is self-enrollment. An Honors class does move a little faster and students lose some basic practical skills time, but he encouraged borderline students to sign up for Honors classes. He explained that it is much easier to move a struggling student down from an Honors class than to move an unchallenged student up from a Regular class.

Officer Reports

President – Heidi reported that \$2974 in Mini-Grants were approved at the January meeting. She had the Library Breakout Boxes on HSSTV. The approved list of grants is in an attachment to the January minutes. Heidi also reported that HSS will be participating in the Real Foods Culinary Challenge which is a competition among Washington DC HS to develop healthy choice menu items. Student escorts are needed for the visiting teams.

1st Vice President (High School) – Maryanne MacVicar was not present at the meeting and had nothing to report.

2nd Vice President (Middle School) – Gwen reported that the PTSA-provided breakfasts for counselors and escorts for the Feeder ES visits were completed on February 12th. A MS dance will be held on March 7th. Future restaurant night fundraisers will be held at Olympians on February 25-26th and Dickey’s BBQ on March 27th. Account reconciliations have been accomplished for the PTSA account for September – December 2018 and for the ANGP account for October – December 2018.

Corresponding Secretary – Karen Harrell was not present and had nothing to report.

Recording Secretary – Robert had nothing further to report.

Treasurer's Report -- Rosalynd presented her financial reports for January.

- The PTSA cash balance on December 31, 2018 was \$15,281.99. Income this month was from a CFC distribution, a collection of membership dues and proceeds from the Green Turtle fundraiser. Expenses this month were for the awarded Mini-Grants and Hospitality Committee reimbursements. The PTSA cash balance on January 31, 2018 was \$12,631.10. Her report is included as Attachment \$ 4 to these Minutes.
- The ANGP cash balance on December 31, 2018 was \$6943.97. There was income of \$804.31 from various fundraisers and from donations. The only expense this month was an advance on the bus contract of \$500.00. The ANGP cash balance on January 31, 2018 was \$7248.28. Her ANGP monthly report is included as Attachment # 5 to the Minutes.
- There was additional discussion between Rosalynd and Andrea Gurrola, Co-Chair of the ANGP Committee, regarding the total carry over funds from the 2018 ANGP. Andrea is asking for the "Carry over from 2018 ANGP" [line item](#) be adjusted to the actual cash balance of \$3672.21 reflected on the 8/1/18 bank statement and year end audit. When the 2019 ANGP developed their budget, they subtracted the Class of 2018 gift amount of \$1992.66 from the \$3672.21 cash balance to arrive at a carry over amount of \$1679.55. Since the Class Gift amount is included in the expenses of this year's budget, it should be added back into the carry over amount. This adjustment will provide a proper net income for this year's ANGP. The Class of 2018 Gift total was \$1,992.66 (a new accessory to the basketball scoreboard) was to be funded from last year's ANGP proceeds.

Committee Chair Reports

Hospitality – Hospitality Co-chair, Julie Do, reported that the Science Fair breakfast refreshments for judges went well. One lesson learned was not to cut pastries, etc. until we are sure we will need them. There were apparently fewer judges this year. Julie reported that the Teacher Appreciation Lunch will be in May and will again be catered by Kumos Restaurant. She is waiting on an exact date from the Administration.

Membership – The Committee Chairs, Betlehem Mekonnen and Dallas Moore, were not present, so Heidi reported that our current roles were the same as in January 2019: 262 parents, 200 students and 97 faculty for a total Membership of 559 members. This is compared to 623 members by the end of the school year last year. To date, we had received \$2,547.26 in donations and \$6985.00 in dues for a total Membership collection of \$9,532.26. No Membership report will be included this month as an Attachment to these Minutes.

Reflections – Committee Chair, Dottie Andrews, was not present so Heidi reported that recognition of competition participants will be done at the March PTSA meeting.

Legislative Liaison/Military Families Connect – Julie made the following report: (1) The Virginia PTA Advocacy Conference was held on January, 26-27 2019 in Glen Allen, VA. (2) The PTA Day in the VA General Assembly was held on January 28, 2019. (3) The Commonwealth's education

budget is under consideration by legislators. The Governor's Budget looks to increase teacher salaries. (4) The VA PTA is forming a Military Families Connect Committee and Julie will chair.

ANGP – The Committee Co-Chair, Andrea, made the following report: (1) The bus transportation company had requested a \$500 deposit which was paid. (2) Current fundraisers include the blanket sales, magnet sales, online rebate programs through Schwan's frozen meals/food truck delivery sales and www.shutterfly.com, and yard flockings. Completed fundraisers included a Kingstown Chipotle Restaurant Night. Upcoming fundraisers include a pet photo contest (the flyer is included as Attachment # 6 to these Minutes) and an SAT exam preparation event to be held on February 26th in partnership with Princeton Review. Finally, Andrea reported that ticket sales have started. Ticket prices for ordinary students are \$80 until April 1st at which time they increase to \$110. Ticket prices for free and reduced lunch students are \$25 and will be available until May 1st. All ticket sales will conclude on May 31st.

Volunteer – The Committee Chair, Nohelia, was not present so Heidi reported that food patty donations can still be made. A Signup Genius will be distributed for PTSA support of International Night.

Boosters (names are listed on Attachment # 1)

- Athletics – No Report
- Band – No Report
- Choral – No Report
- Drama – Karen Patrick reported that the production of *The Newsies* will be held on May 2nd and that there is now a full-time MS drama teacher.
- Orchestra – Andrea reported that there will be a HS Concert on February 21st and a MS Concert on March 6th.

Fundraising – Vacant

CFC – The Committee Chair, Paul Otto, reported that he has corrected our erroneous listing in the CFC regional brochure as the VA PTA. We are now correctly listed as the HSS PTSA.

eScript & Box Tops for Education – Committee Chair, Alisa Biache, reported that the next collection will be on March 1st with box tops due on February 22nd.

PTSA Cultural Event Ad Hoc Committee – Committee Chair, Beth, was not present so Heidi reported that planning for the event continues. The Ethiopian/Eritrean Cultural Event will be held on April 6, 2019.

New Business: Heidi stated that since the **Scholarships Committee** Chair, Kim Torrance, was not present, that she could report that the Scholarship flyer (included as Attachment # 7 to these Minutes) has been posted around the school. There will also be a News You Choose emailer notice. PTSA is funding four \$500 student scholarships. Applications can be turned into the Main Office. She asked for Committee member volunteers and Members Heath Bennett

and Dahlia Graham volunteered. Heidi also announced that a **Nominating Committee** will need to be formed to formulate next year's slate of PTSA officers. Dallas and Julie Shepard volunteer to Co-Chair the Committee. The slate will need to be presented at the April meeting and voted on at the May meeting.

Action Items: Heidi reported the status of the two previous and one new action items are being tracked: (1) two HSS students have moved on in the Reflections competition. They will be invited to the March PTSA meeting to be recognized. (2) PTSA still needs a Fundraising Committee Chair and a Liaison Officer to the Special Education PTSA. (3) Nohelia will promulgate a Signup Genius for volunteers for International Night.

Announcements

- ❖ **Next Meeting: March 14, 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. **Gwen made the Motion to Adjourn; Albert Keys seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 14 – 0. The Meeting adjourned at 9:07 pm.**

The Meeting Minutes for the February 14, 2019 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 9, 2019 and respectfully submitted to the Executive Committee.
- Reviewed by the Executive Board on March 14, 2019 and tabled for the March 14, 2019 PTSA meeting for consideration and approval.
- Minutes Finalized, Reviewed and Accepted by the PTSA: March 14, 2019
- Minutes Forwarded to Web-Master on: March 24, 2019