

Hayfield Secondary PTSA Meeting

Meeting Minutes

Thursday, January 10, 2019

President Heidi Frego called the meeting to order at 6:33 pm in the HSS Library. This was the fifth meeting of the School Year and the primary purpose of the meeting was to review Mini-Grant applications. The Agenda is included as Attachment # 1 to the Minutes. **16** members were eventually present (**14 parents and 2 administrators**) **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 December 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). **Julie Shepard made a Motion to approve the Minutes; Purvis Dawson seconded the Motion. The Minutes were approved by a vote of 11-0.**

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

- She welcomed outgoing Mini-Grant Committee Chair, Amy Zirkle, and incoming Chair Kim Torrance, who would be presenting later in the meeting.
- Heidi discussed the efforts of the Bylaws Committee (which consisted of Chair Purvis, Heidi, and members Maryanne MacVicar, Robert and Julie) which had reviewed and modified the Virginia PTA template Bylaws. The Virginia PTA has approved our Bylaws and they are valid until 2023. The official copy has been received. Copies will be provided to the Executive Board, HSS Administration and posted on the PTSA website.
- Two 50/50 raffles will be held at Boys Basketball games: January 18th against TC Williams HS and February 8th against Mount Vernon HS. PTSA volunteers are needed to manage the raffle and sell tickets at the game.

Officer/Committee Chair Reports

1st Vice President (High School) – Maryanne had nothing to report.

2nd Vice President (Middle School) – Gwen King was not present so Heidi made the following report: the proceeds from the Green Turtle Restaurant Night, held on November 28, 2018, was \$158.89. Volunteers provided breakfast items to the visiting feeder ES teachers and counselors as requested by the MS student services.

Corresponding Secretary – Karen Harrell was not present.

Recording Secretary – Robert had nothing further to report.

Treasurer's Report

Rosalynd Keys presented her financial reports for December.

- The PTSA cash balance on November 30, 2018 was \$15,178.40. Income this month was from a CFC distribution, a collection of membership dues and a refund from the royalties from the screening of the film *Screenagers*, for total income in the amount of \$427.62. The expenses this month were \$324.03 for Hospitality Committee reimbursements. The PTSA cash balance on December 31, 2018 was \$15,281.99. The PTSA monthly report is included as Attachment # 4 to the Minutes.
- The ANGP cash balance on November 30, 2018 was \$5803.74. There was income of \$1140.23 from various fundraisers and from donations. There were no expenses this month. The ANGP cash balance on December 31, 2018 was \$6943.97. 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 Class of 2018 Gift (a new accessory to the basketball scoreboard) which was to be funded from last year's ANGP proceeds.

Committee Chair Reports

Hospitality – Hospitality Co-chair and Volunteer coordinator, Nohelia Lewis, reported that the Sign Up Genius for Science Fair judge refreshments is forthcoming. The Fair is scheduled for February 9, 2019 with a makeup date of February 23, 2019.

Membership – The Committee Co-Chair, Betlehem Mekonnen, reported that our current roles are 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. 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 made the following report:

- 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. Students are welcome to attend.
- Julie stated the results of the recent Fairfax County survey are being analyzed. Initial areas of concern are class size and faculty diversity.

ANGP – The Committee Co-Chair, Andrea, made the following report:

- The bus transportation company has requested a deposit.
- The next Committee meeting will be January 15, 2019.
- 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.
- Chili's Restaurant Night netted \$371.
- Upcoming fundraisers include a Kingstown Chipotle Restaurant Night (the flyer is included as Attachment # 7 to these Minutes) and an SAT exam preparation event held in partnership with Princeton Review (the flyer is included as Attachment # 8). Kaplan had begun charging us to hold such events so we terminated our business relationship with them.
- 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, reported that hospitality support for the Feeder ES visits are underway. PTSA volunteers are providing breakfast refreshments for the adult counselors and teachers. Two more events are scheduled for Friday, January 11th and Monday, January 14th. A pending weather event may cancel the Monday visit.

Boosters (names are listed on Attachment # 1)

- Athletics – No Report
- Band – No Report
- Choral – No Report
- Drama – No Report
- Orchestra – Andrea reported that there will be a Pyramid Concert on January 24, 2019.

Fundraising – Vacant

CFC – The Committee Chair, Paul Otto, reported that our application to continue to participate in the Combined Federal Campaign is due January 31, 2019. He is not sure how the current Government Shutdown will affect this process.

Note: Paul had met with the Executive Committee prior to the meeting to discuss the issue of continuation in the CFC. Donating levels are down at the same time that the Office of Personnel Management keeps raising the administrative fees and profit sharing fees for participating charities. PTSA will monitor this year's campaign and reevaluate at a later time.

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

PTSA Cultural Event Ad Hoc Committee – Committee Chair, Beth, reported that an initial planning has been held; the next meeting will be January 18, 2019. The Committee has

identified a community liaison. The Ethiopian/Eritrean Cultural Event will be held on April 6, 2019.

Principal's Report. Principal Martin Grimm and Associate Principal Alfonzo Smith made the following report.

- Mr. Grimm briefed that the current Federal Government Shutdown is creating an increased need for the Food Pantry's assistance to HSS families. Many Federal workers are not being paid. HSS has stopped allowing students' lunch account balances to accrue a negative balance. Mr. Grimm is exploring the idea of the Pantry providing take home dinner meals for HSS families in need. There was discussion with the Members of how to advertise such a service, how to package and distribute such meals and how to minimize the stigma to participating families.
- The School is going to conduct Active Shooter Lockdown drills. For the first time, these will also involve scenarios during the lunch period. There were be a total of five drills (one class day and four lunch periods).

Student Government Association (SGA) Report. SGA Member Danight (last day withheld) made the following report for the SGA:

- The first week of January is HSS Spirit Week. Monday is PJ day; Tuesday is Fuzzy Sock day; Wednesday is Ugly Sweater day; Thursday is Family Picture day; and Friday is Whiteout day. Student participation was widespread and good-spirited. There will be a pep rally on Friday, January 11, 2019.
- The Mr. Hawk contest will be held on January 29, 2019 at 7:00pm. Food Pantry donations will be accepted for reduced price tickets at the January 28 basketball game.
- The HSS International Night will be held on March 28, 2019. Planning is underway. PTSA volunteers are needed for ticket takers.

New Business: Heidi again introduced the Mini-Grant Committee Outgoing Chair, Amy, and incoming Chair, Kim, who made the annual presentation of submitted grants for Membership approval. Interested teachers, who must be PTSA members, submitted applications for a mini-grant by the December 2018 deadline. Amy confirmed PTSA membership for those grants submitted. 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 Kim 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 16 applications that requested \$4,353 in grants. We approved the full \$3,000 in grants last year. This year, we had 20 applications requesting \$5,411.88 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. 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 aim to treat similar classes of requests in a similar fashion. Amy and Kim briefed each grant in order (Attachment # 9). The approved amounts for individual Mini-Grants are annotated Attachment # 9. There was \$2,974.00 approved in Mini-Grants. The Membership in Attendance commended Amy and Kim for a fantastic job in compiling and briefing the grants.

Action Items: Heidi reported the status of the two action items being tracked: (1) two HSS students have moved on in the Reflections competition. They will be invited to the February or March PTSA meeting to be recognized. (2) PTSA still needs a Fundraising Committee Chair and a Liaison Officer to the Special Education PTSA.

New Business: Heidi reported that the only other new business had to do with the Scholarship Committee. HSS PTSA will offer four \$500 student scholarships. PTSA scholarships will no longer be advertised through the HSS Career Center, but will be submitted to PTSA directly. They will be reviewed during the last week of April.

Announcements

- ❖ **Next Meeting: February 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. **Purvis made the Motion to Adjourn; Andrea seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 12 – 0. The Meeting adjourned at 8:53 pm.**

The Meeting Minutes for the January 10, 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 January 14, 2018 and respectfully submitted to the Executive Committee.
- Reviewed by the Executive Board on February 3, 2019 and tabled for the February 14, 2019 PTSA meeting for consideration and approval.
- Minutes Finalized, Reviewed and Accepted by the PTSA: February 14, 2019
- Minutes Forwarded to Web-Master on: February 25, 2019