

Hayfield Secondary PTSA Meeting

Meeting Minutes

Thursday, September 13, 2018

President Heidi Frego called the meeting to order at 6:31 PM in the HSS Library. This was the first meeting of the School Year and the primary purpose of the meeting was to welcome new members, get committees organized, and approve the 2018-19 Budget. The Agenda is included as Attachment # 1 to the Minutes. 34 members (three students, two faculty, and 29 parents) 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.

Student Government Association (SGA) Report. Three members of the SGA (CeCe, Selam and Danight (last names withheld)) made the report from the association on upcoming Homecoming events.

- There will be a powderpuff football series. The Freshmen will play the Juniors and the Sophomores will play the Seniors on Tuesday (9 October). The championship game will be on Thursday (11 October).
- The movie *Back to the Future* will be shown as a Screen on the Green event on Tuesday or Thursday evening. Concessions will be available.
- The Homecoming parade is open to all HSS approved club activities (MS clubs will need to have sponsor supervision) and will take place on Friday (12 October) at 4:30pm in the Hayfield Farms neighborhood. SGA is working on advertisement posters.
- The Homecoming game will be on Friday at 7:00 pm vs. TC Williams HS.
- The Homecoming Dance theme will be "Dancing through the Decades" and will take place on Saturday (13 October). PTSA will again be running the coat check.
- On Friday, there will also be a Hawktoberfest event to commemorate the 50th anniversary of HSS. It will occur at 5:00 pm before the game and include carnival games, food trucks and spirit wear for sale. PTSA was asked to provide volunteers for this alumni-student event for set up, ticket sales, and game management. Also, prizes are needed for the games.

Administrative Items

Recording Secretary Robert Williams reported that the Minutes from the June meeting had been approved at one of the Executive Board meetings held over the summer.

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

- Heidi discussed a proposed amendment to the PTSA Standing Rules (which are included as Attachment # 3 to these Minutes). The adult/parent membership dues will be raised from \$15 to \$20 to put us on par with area HS. Student and teacher dues remain \$5.
- She then discussed proposed fiscal policy rules and changes. PTSA will not issue any blank checks. Two signers (either the President, 1st Vice President or Treasurer) are required on all checks. Any expense \$50 or more over an event's budget must be approved by the Executive Board. All receipts are due within 30 days of purchase.
- She then discussed proposed messaging requirements. Keep in Touch and other system-generated notices are due 10 days before the requested publication date.
- **1st Vice President Maryanne MacVicar made the motion to approve the changes to the Standing Rules; Beth Mekonnen seconded it. The motion passed 31-0.**

Treasurer's Report

Rosalynd Keys presented the proposed Budget for the 2018-19 School Year. It is included as Attachment # 4 to these Minutes.

- The Budget covers the period from July 1, 2018 – June 30, 2019.
- The Budget is based on a cash balance in of \$8628.83 supplemented by \$2 in bank interest income.
- The Budget is based on \$18,200 incoming in Income and \$18,200 outgoing in Expenses.
- Rosalynd explained the changes in income and expenses from the 2017-2018 Budget and Actuals.
- She then responded to Q&A from the Membership: (1) Mini-Grants were explained; (2) Why Hospitality was our biggest expense is explained due to large size of HS/MS faculty; (3) Disposition of excess funds was discussed; (4) Whether or not ECAs were eligible for mini-grants was discussed; and (5) funding for field trips was discussed.

Julie Shepard made the Motion to accept the Budget; Maryanne seconded it. The proposed Budget passed by a vote of 32-0.

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

- They discussed HSS's two-year theme of Empathy. Mr. Grimm cited to Carolyn Tomlinson's *The Empathetic School*. He explained the difference between empathy and sympathy. Improved empathy should improve teacher/student relations and student/student relations. Implementation includes faculty training, student discussion, CCTV spots, and an Empathy thought of the day.
- Mr. Grimm discussed changes to Virginia law that allows military students some degree of self-selection as to public school districts. Because of HSS' good reputation, many

military students selected to enroll in HSS. This caused a slight increase in HS attendance and a MS increase from 885 students to 941 students. We can handle the upswing in attendance but it will affect section enrollments, teacher contracts, etc. Fortunately, section caps had been set at 25 students so this is manageable. However, this should only be a one-year impact.

- The Principals also discussed the previously listed Homecoming events.

Officer/Committee Chair Reports

1st Vice President (High School) – Maryanne had no report to make.

2nd Vice President (Middle School) – Maryanne made the following report on behalf of Gwen King who was absent regarding the annual Audit Committee findings:

- She reported on the audit of the PTSA financial books:
 - Satisfactory internal controls were in place.
 - No material losses were found.
 - The Committee made the following recommendations:
 - The Treasurer should send a substitute to make the monthly report if she cannot be present at a meeting.
 - The check register should be reconciled on a monthly basis.
 - If petty cash is needed for an event, the check should be made out to one of the organizers vice to cash.
 - Two signers are needed on all checks.
 - Deposit slips and the Treasurer’s Report should match the General Ledger.
 - We need to make up the dues to the County PTSA in the amount of \$155.75.
- She reported on the Audit of the ANGP financial books:
 - ANGP needs to prepare a separate Budget at the beginning of each School Year.
 - Two signers are needed on all checks.

Andrea Gurrola made a Motion to adopt the Audit Committee’s Report; Cassie Johnson seconded the Motion. The Motion was approved by a vote of 34-0.

Corresponding Secretary – Karen Harrell reported that several thank you letters from students for Scholarships have been received. She read aloud one student letter.

Recording Secretary – Robert Williams had nothing further to report.

Mini Grants – The mini-grant process has not yet started for this year.

Scholarships – The scholarship process has yet started for this year.

Hospitality – The Committee Chair Julie Do reported on the Committee’s activities:

- The Faculty/Staff Welcome Breakfast was successfully held on the teacher's first workday. Julie thanked all volunteers and PTSA members who made food drop-offs. Leftovers were left for the night staff and donated to a local Fire Dep't.
- The Welcome Breakfast caterer La Madeline also donated several \$10 gift cards (because some of the food was burned) for future Committee use.

Membership – The Committee Co-Chairs, Betlehem Mekonnen and Dallas Moore, reported that our current roles are 247 parents, 188 students and 86 faculty for a total Membership of 521 members. This is compared to 623 members by the end of the school year last year. To date, we had received \$2,357.26 in donations and \$6,365.00 in dues for a total Membership collection of \$8,722.26. The new membership form is included as Attachment # 5 to these Minutes and their Membership report is included as Attachment # 6.

Reflections – Heidi made the following report on behalf of Chair Dottie Andrews:

- Arts in Education Week will be the week of September 11, 2018.
- The deadline for competition submissions will be November 2, 2018.

Legislative Liaison – Julie Shepard made the following report:

- She will be the liaison to the County and State PTAs
- There are several legislative initiatives in the works including those addressing student mental health, school safety and security, technology careers, and recruiting and retaining quality teachers.
- PTSA leadership training will be on Saturday September 29, 2018, from 9:00 am to 3:00 pm. Julie invited all members to attend.

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

- Their mission is to enable the safe celebration of graduation by all students.
- The ANGP event will be at the same venue as last year – Adventure Park, USA, Monrovia, Maryland.
- Usually 200-220 students attend.
- They have the following fundraisers planned:
 - Kaplan SAT and ACT practice test days. Saturday, September 22nd will be the first practice exam event.
 - They will have Chikfila sandwich sales after the last academic period.
 - Class magnet sales.
 - Blanket sales
 - Restaurant Nights.
 - A pet costume contest as part of the Homecoming Parade.
 - Candy sales.
 - Rebate from Schwan's frozen meals/food truck delivery sales.

- Rebate from shutterfly.com sales (online offers must be purchased through our own online storefronts).
- Yard flockings.
- The total funds still necessary to be raised is \$10-12k.
- Andrea presented the proposed ANGP Budget. It included projected income of \$27,950 and projected expenses of \$25,738. This left \$2,212 for next year's Committee as seed money. The proposed Budget is included as Attachment # 7 to these Minutes.

Volunteer – The Committee Chair Nohelia Lewis introduced herself and reported that she was working on forwarding the names of volunteers to the committees.

Boosters

- Athletics – No Report
- Band – Lori had nothing to Report
- Choral – Theresa had nothing to Report
- Drama – Karen reported the booster club was exploring fundraisers. The Drama Department's first production will be *an American Idiot*, and will be held in early November.
- Orchestra – Andrea reported that the Orchestra is having professional rock violinist, Adam DeGraff, give workshops to all orchestra students during the school day on September 28, 2018 and a concert at 7:00 pm.

Fundraising – vacant

CFC – The Committee Chair Paul Otto introduced himself and explained the basics of the Combined Federal Campaign.

eScript & Box Tops for Education – No Report

Unfinished Business: This was the first business meeting of the School Year.

New Business: Heidi led a discussion of several new items of business:

- Lessons learned from Hawk Flight
 - PE uniforms ran out.
 - Parents liked the Barnes and Noble Booksellers PTSA fundraiser which made textbooks available for sale. However, we need more teacher input for a broader selection.
 - HSS and HES had their back to school events on the same day which made parking along Telegraph Road challenging.
- PTSA Fundraising possibilities during the School Year
 - A restaurant Night at Tropical Smoothie
 - A fall Ford Drive4urSchool event where we earn \$20 per test drive. This may be combined with the Auto Tech class' Classic Car Show in November.

- Coat and Shoe Check at the Homecoming Dance. This will be held on Saturday, October 13, 2018, from 8:00 pm to 11:00 pm. Nohelia will distribute the Sign Up Genius.
- A parent volunteer is needed to act as liaison with the Special Education PTSA.
- Our Webmaster Daria Bergen-Hill has updated the website.
- PTSA may again sponsor a multi-cultural dance/music event in the spring. Last year we sponsored an Ethiopian/Eritrean event.
- Heidi responded to questions from the Members:
 - Restroom cleanliness was discussed.
 - Any evidence of gang culture at HSS was discussed.
 - July and August Treasurer's reports have been submitted.

Heidi announced the following dates for the remaining PTSA meetings for the 2018-19 School Year: October 11, November 8, December 13, January 10, February 14, March 14, April 11, May 9, June 13. All dates are Thursdays unless otherwise noted.

Announcements

- ❖ **Next Meeting: The October 2018 meeting will be held on October 11, 2018, 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. **Elke made the Motion to Adjourn; Maryanne seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 32 – 0. The Meeting adjourned at 8:07 pm.**

Action Items: None at this time.

The Meeting Minutes for the September 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 October 4, 2018 and respectfully submitted to the Executive Board.
- Reviewed by the Executive Board on October 9, 2018 and tabled for the October 11, 2018 PTSA meeting for consideration and approval.
- Minutes Finalized, Reviewed and Accepted by the PTSA: October 11, 2018
- Minutes Forwarded to Web-Master on: October 15, 2018