

# Hayfield Secondary PTSA Meeting

## Meeting Minutes

Thursday, February 13, 2020

President Heidi Frego called the meeting to order at 6:35 pm in the HSS Library. This was the fifth meeting of the School Year and the primary purpose of the meeting was to hear from representatives of the HSS Student Services Office and to form the PTSA Nominating and Scholarship Committees. **The Agenda is included as Attachment # 1 to the Minutes.** By the end of the meeting, 21 members had been in attendance (17 parents, 1 student and 3 faculty) 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.** Heidi welcomed all new and returning PTSA members.

### **Administrative Items**

Recording Secretary Robert Williams reported that the Minutes from the January meeting **(included as Attachment # 3 to these Minutes)** had been reviewed by the Executive Board and all corrections made. Tammy Grunkemeyer asked that the Minutes be changed to reflect that she had been in attendance at the January meeting. After giving the Members an opportunity to review the Minutes, **Robert called for a vote to approve the Minutes as amended. Jenn Benecke made the Motion; Marlow Townes seconded the Motion; it was approved by a vote of 21-0.**

**Student Government Association (SGA).** Student Syeirra (last name not used due to privacy concerns) provided the following report:

- The major upcoming event is International Night on March 12, 2020. This will include a talent show, fashion show, multi-cultural expo and concessions. Cost of admission will be \$3 by pre-order and \$5 at the door. Proceeds will go to the nonprofit organization *Doctors without Borders*. Students who work the event are allowed to earn service hours credit. PTSA assistance is needed to sell tickets and monitor wristbands from 5:00 pm to 8:30 pm.

**Principal's Report.** Mr. Grimm was out of town so Acting Associate Principal Ms. JoVon Rogers was representing the Administration. However, she waived her time in order to accommodate the guest speakers.

**Guest Speakers.** Ms. Crowley (HS Student Services) and Mr. Hopkins (MS Student Services) made the following presentation:

- Developing a Master Schedule:
  - Main Factors in scheduling: (1) student requests; (2) resource management; (3) needs of school (e.g., teacher collaboration time, room sharing)
  - Misc. Factors: (1) Special Education; (2) new curriculum projects; (3) graduation requirements; (4) mobility rate (e.g., teacher transfers and retirements)
  - Generally, teachers teach five sections with two sections for planning/grading

- Schedule Change Requests: (1) generally do not approve immediately to allow for settle-in time; (2) easier to transfer down to easier track than up to harder track; (3) incorporates student, teacher, and counselor inputs.
- Academic Advising: (1) counselors meet with students individually and in groups; (2) teacher recommendations affect placement; (3) course schedule inputs due March 6<sup>th</sup>; (4) HSS has open enrollment for Honors and AP classes (except Math 7 Honors); (5) recognize that sports and ECAs affect study time
- Responses to Parent Q&A:
  - Factors in determining student priorities for sections: (1) grade level; (2) prereqs; (3) priority to upperclassmen; (4) required courses vs. electives
  - Late enrolling students: (1) ideally, sections have room for growth; (2) late students can fill in behind students who drop out; (3) mid-semester transfers, the counselors try to match old classes as close as possible
  - Parental review & approval: (1) tentative schedules are online; (2) paper copies are mailed out and should be signed and submitted by June 1<sup>st</sup>; (3) final schedules are distributed at Hawk Flight
  - Edison and West Potomac Preparatory Academies: (1) include medical/dental, veterinary, law enforcement, personal care, physical therapy, culinary arts, Information Technology and performing arts; (2) most are two credits so with travel time can account for 3-4 classes per academy day; (3) students can visit at annual open houses

### Officer Reports

**President** – Heidi made the following report:

- On February 20, 2020, there will be a Wellness Conference at 6:30 pm in the MS Lecture Hall on topics such as resiliency, wellness, managing one’s home life, mindfulness, stress, anxiety and depression. **Attachment 4 is the flyer for this event.**
- A nominating committee will be formed comprised of Tammy Grunkemeyer, Jenn Benecke and Trina Estrada-Good. All five Executive Board members are stepping down. Of the current members, Maryanne has volunteered to be Corresponding Secretary and Robert has volunteered to be 1<sup>st</sup> Vice President or Treasurer, if called upon by the Membership.

**Treasurer** – Rosalynd Keys made the following report:

- Rosalynd presented the monthly financials for January 2020. The PTSA account balance on January 1, 2020 was \$17,588.50. Income this month was in the amount of \$278.77. Expenses this month were \$3748.77 including \$2992.48 in Mini-Grant awards. The PTSA account balance on January 31, 2020 was \$14,118.40. **Her PTSA January 2020 monthly report is included as Attachment # 5 to these Minutes.**

**1<sup>st</sup> Vice President (High School)** – Maryanne had nothing significant to report.

**2<sup>nd</sup> Vice President (Middle School)** – Nohelia Lewis had nothing significant to report.

**Corresponding Secretary** – Karen Harrell had nothing significant to report.

**Recording Secretary** – Robert had nothing further to report.

### **Committee Chair Reports**

**Volunteer** – The Committee Co-Chair, Summer Von Stein, reported that volunteers were needed to staff International Night on March 12, 2020.

**Reflections** – The Committee Chair, Tammy Grunkemeyer, reported that the recognition ceremony for Reflections participants would be held at the March 19, 2020 PTSA meeting.

**Hospitality** – Hospitality Co-Chair, Marlow Townes, reported that the Science Fair Breakfast on February 1, 2020, went very well. The next major Committee event will be a Teacher Appreciation Lunch on April 27, 2020. Volunteers are needed to provide fruit and water and gift cards to local businesses. The event will be held in the MS Lecture Hall.

**Membership** – The Committee Co-Chair, Dallas Moore, reported that our current roles were 309 parents, 224 students and 127 faculty for a total Membership of 660 members. This is compared to 567 members by the end of the school year last year. To date, we had received \$2075.00 in donations and \$7875.00 in dues for a total Membership collection of \$9950.00.

**Legislative Liaison/Military Families Connect** – Jenn Benecke reported on behalf of Committee Chair, Julie Shepard, that State PTA representatives met with Virginia legislators on January 20<sup>th</sup>. The State PTA reported on their concerns and the legislature was receptive to them. Julie had attended as a FCPS Council of PTAs representative and is sponsoring a resolution on remote enrollment for military children. On March 18<sup>th</sup>, FCPS School Board Member Tammy Kaufax will host a meeting on Special Education issues at the John Marshall Library at 5:30 pm. The entire School Board will host a PTA Advocacy Night on March 31<sup>st</sup> at the Fairfax County Government Center. The National PTA will hold its annual meeting in Washington DC on March 11<sup>th</sup>. Finally, FCC PTA is looking for a new Reflections Committee Chairperson.

**Special Education PTA (SEPTA) Liaison** – The Committee Co-Chair, Jenn Benecke, reported that on February 25<sup>th</sup> at The Gatehouse, FCPS SEPTA will host a seminar on vacationing with special needs children. On March 18<sup>th</sup>, the FCPS SEPTA will host its annual meeting on Special Education.

**Communications** – The Committee Chair, Heather Bennett, was not present and Heidi had nothing significant to report on her behalf.

### **Boosters (names are listed on Attachment # 1)**

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

**Fundraising** – The Committee Co- Chair, Gwen King reported that PTSA will hold a restaurant night at Dickey’s BBQ Pit on February 25<sup>th</sup>. We will earn 20% of the sales from dine-in and carryout customers. **The flyer for this event is included as Attachment # 6 to these Minutes.**

**CFC** – Heidi reported the annual Combined Federal Campaign has closed for the season. Maryanne will be taking over the Committee from Paul Otto, the outgoing Committee Chair.

**eScript & Box Tops for Education** – The Committee Chair, Alisa Biache, was not present so Heidi reported on her behalf that the deadline for the spring turn-in will be March 21<sup>st</sup>.

**Scholarships** – The Committee Chair, Kim Torrance, was not present so Heidi reported on her behalf that the application notice has been promulgated and the deadline for seniors to submit applications for one of the PTSA’s \$500 scholarships is April 17<sup>th</sup>. **The application form is included as Attachment # 7 to these Minutes.**

**ANGP (2020)** – The Committee Chair, Dahlia Graham, reported that the Countdown to Graduation meeting will be held on February 18<sup>th</sup> in the HSS Library. **She also briefed the current budget report for the Committee which is included as Attachment # 8 to these Minutes.** The Committee account balance on January 1<sup>st</sup> was \$3676.32; there was fundraiser income in the amount of \$890.49; there were no expenses this month; and the January 31<sup>st</sup> Committee balance was \$4566.81. Ticket sales have commenced and early bird pricing (\$80) ends on March 31<sup>st</sup>; after that and until May 31<sup>st</sup> when sales end, the price will be \$110. So far, the Committee has paid approximately \$2750 to the bus charter company and \$1000 to Adventure Park. Dahlia reported that the Committee still needs to earn approximately \$8000 to hold a successful event. Heidi reviewed the mission of the ANGP concept.

**Old Business:** The only item of Old Business that was discussed was the fact that the Reflections Competition participant recognition will be held at the March 19, 2020 PTSA meeting.

**New Business:** Heidi reviewed the workings of the Scholarship Committee introduced above. She also explained that the PTSA needed to form a Nominating Committee to select the slate of next year’s officers for election. Tammy Grunkemeyer, Jenn Benecke and Trina Estrada-Good (who volunteered at the meeting) have volunteered to form the Committee. **Heidi made a Motion to accept the Nominating Committee; Marlow seconded the Motion; it passed by a vote of 18-0.** Heidi concluded by soliciting volunteers for International Night on March 12<sup>th</sup>.

**Action Items:** All outstanding action items from the January meeting have been closed.

### **Announcements**

- ❖ **Next Meeting: March 19, 2020 at 6:30 pm in the HSS Library.**
- ❖ **Upcoming dates are listed on Attachment # 1.**

**Adjournment:**

Heidi solicited inputs for any other announcements or new business. None were forthcoming.

**Rosalynd made a Motion to Adjourn; Dahlia seconded the Motion. The Membership in Attendance approved the Motion by a Vote of 18 – 0. The Meeting adjourned at 7:52 pm.**

The Meeting Minutes for the February 13, 2020 Hayfield PTSA Meeting have been submitted by the Recording Secretary – Robert A. Williams

The Minutes are recorded as a Draft Submission until the Membership Accepts the Minutes.

- Completed on March 8, 2020 and respectfully submitted to the Executive Committee.
- Reviewed by the Executive Board on April 24, 2020 and tabled for the April 30, 2020 PTSA meeting for consideration and approval.
- Minutes Finalized, Reviewed and Accepted by the PTSA:
- Minutes Forwarded to the Communications Committee on: