January 3, 2017

**Members present:** Barbara Elliff, Kristen Capstraw, Fatina Williams, Maureen Osler, Samantha Goldstein, Bethany Kashawlic, Pamela Fine, Anne Charboneau, Trina Estrada-Good, Patti Mosko, Lindsey Olson, Stephanie Schoennauer, Melanie Forshey, Kristen Thompson, Heather Gaillard, Kasondra Milton, Rachel Margolis, Becca Bagley, Alexis O’Neill, Kathy Oliver, Marily Grotz

**Call to Order**

Meeting was called to order at 7:04pm by Barbara Elliff, President

**Welcome / Introductions**

Barbara Elliff welcomed parents to the meeting. Happy New Year and welcome back! Thank you for being here tonight.

**Approval of Minutes**

Barbara asked for a motion to approve the minutes from the November 15 meeting. Bethany Kashawlic motioned to approve. Kristin Capstraw seconded.

**Officer’s Reports:**

President- Barbara Elliff

* We will be holding an Armchair Fundraiser in February, “I (Heart) Hayfield”. The PTA President is responsible for organizing this fundraiser. Barbara will write a letter explaining the fundraiser. It will be sent out in the Thursday Folders. Those families who donate, will return their payment with a colored heart that is part of the letter. These hearts will be displayed in the lobby of the school to show how much we all love Hayfield ES.
* A special Thank You to Candice Goodman and Lisa Warden for pulling off the Holiday Market. It was a great effort and a great success.
* Barbara shared with those present the sad news that one of our PTA board members, Colleen Duffey, passed away during the Thanksgiving break. Barbara asked for suggestions on ways we could pay tribute to Colleen. She was a wonderful woman and an active member of the PTA and Hayfield community. If you are interested in information on carpooling to the memorial service, please contact Barbara.
* Heather Gaillard mentioned that Colleen had asked for donations to Metavivor and Little Pink Houses.
* Trina Estrada-Good shared that Ms. McMullin and Ms. Ribble are planning a heart shaped wreath that would be loaded with gift cards, etc. to give to the family. Trina also mentioned that sometimes the school makes a gesture.
* Kristin Thompson asked about perhaps doing a tie-in in our gardens with a plant or bench because Colleen loved to garden. Plus, Colleen’s children will likely be here at HES for many years.
* Barbara asked all present to keep the ideas coming.

Vice President - Catherine Friend (presented by Barbara Elliff)

* Nothing to report.

Treasurer - Kristin Capstraw

* Reviewed November and December reports which were passed out to all present. Please doublecheck your figures, if you think there is a mistake, please let Kristin know so we do not have surprises at the end of the year. She does not expect there are mistakes because everything is balanced, so that’s good.
* Made a motion to accept the November report as is. Melanie Forshey seconded. All in favor say aye. Report approved.
* Made another motion to accept the December report as is. Patti Mosko seconded. All in favor say aye. Approved.
* Please cash your checks. It makes things a lot easier if there aren’t outstanding checks waiting to be cashed.

Corresponding Secretary - Fatina Williams

* Directories went out before Thanksgiving.
* Going to change the bulletin board (in the school lobby) soon. If you have anything you want posted, please email it to Barbara for approval then send it to Fatina for posting.

Recording Secretary - Maureen Osler

* Nothing to report.
* Commented she thought Fatina did a great job on the directories.

Principal - Samantha Goldstein

* New cafeteria tables should be arriving soon.
* School parking lot is scheduled to be repaved this Summer.
* A storage shed located behind the school was vandalized last Wednesday. Tuesday night someone tried to break the locks. The custodians replaced the locks on Wednesday. The thieves came back Wednesday and ripped the door off the hinges.
* A snow blower and some leaf blowers were stolen. Police were contacted. Detective Burke is assigned to this case. Asking if any neighbors witnessed anything. If so, please call Detective Burke - 703-922-0894.
* Mentioned that we may have noticed FCPS security has been sitting in our parking lot during the evenings since the incident.
* The custodians are looking into a security camera system.
* In the meantime, they will be using the PTA closet to store some items.
* Barbara made a point to say thanks to those folks who had cleaned out the PTA closet last year, so that we can have this space to share.

SCA Representative - Ruth Drickey (reported by Barbara Elliff)

* Not here tonight because she fell over break and broke her wrist. She is recovering.
* Next Spirit Day is January 27 – Jersey Day (any team)
* Canned Food Drive Kickoff also kicks off on the 27th

Enrichment Co-Chair - Heather Gaillard

* Winter enrichment is about to begin.
* 52 kids registered (which is low). Dip in enrollment since we switched to the three sessions. Thinks this is because the sessions are shorter, people aren’t using it as a “day care’ option as in the past.
* January 10 – March 12 – two snow days built in. In the past if we went over snow days you would be refunded. That is not the case this year. Enrichment matters handles this.
* Winter session classes are: Minecraft Modeling, Pottery Around the World, Spanish and Soccer.
* Act it Out and Mad Science were canceled due to lack of interest.
* Registration is closed but, if you are interested in a spot in pottery, Spanish or soccer Heather can do a late add.
* Increase in scholarship requests this year. These are partial scholarships. Discussed some concerns about confidentiality re: requesting assistance.
* Barbara shared that we have a scholarship fund which was a suggestion of a student several years ago. It can cover one class, or partial coverage for the year. Most who request, need a full scholarship.
* Barbara and Heather will look at how to handle this going forward.
* Barbara reviewed the history of Enrichment and the idea for us to outsource the management of our classes to Enrichment Matters. We are always tweaking how we run the enrichment classes, scholarships, scheduling etc.
* Kristin Capstraw asked if we can consider increasing our Scholarship fund.
* A parent suggested the idea that parents might want to sponsor a child if they knew someone wanted to attend but couldn’t due to financial reasons.
* Barbara reminded the board that this is not an area where we profit. It is something we offer for the sake of offering it.
* Heather reminded us that if your child is registered make sure you remind them and put a note in their agenda, especially K and 1st graders, where they’re going so that no child gets “lost” at the end of the day on enrichment days. Kindergartners are escorted to the classes. Not the other grades. So make sure you remind your child that they are staying after school today and where they should be going etc.

Cafeteria Coordinator - Stephanie Schoennauer

* Stephanie asked for an update from Ms. Goldstein on the search for a new cafeteria hostess. Ms. Goldstein said it’s a two-day/ week opening. Please spread the word if you know anyone who might be interested. If we cannot find someone, we will fall back on our parent volunteers and the IAs who are with their classes.

Volunteer Coordinator - Lindsey Olsen

* Scheduling a room parent information meeting for an evening in January.

Reward Programs Co-Chair - Patti Mosko

* Nothing to report.

Staff Appreciation - Melanie Forshey

* We’ve updated the favorite things book for the teachers and staff. Still waiting on a few responses.
* Banner nights are scheduled for the end of April.
* Staff Appreciation is the first week in May.
* Colleen’s mom would like to be involved. And Melanie plans to take people who offered help up on their offer.

Spirit Night Coordinator - Kristin Thompson

* Working on scheduling a restaurant night for the winter.
* Kristin asked for suggestions on restaurant ideas for the rest of the year.
* Confirmed we will have another Chick-Fil-A night.

Social - Trina Estrada & Anne Charbonneau

* Bingo Night is February 10
* Family meal deal $20 – large pizza, 4 drinks, 4 bingo booklets
* Pizza by the slice, drinks, etc. ala carte.
* 8 or so themed raffle baskets – not seeking donations from parents. This is a PTA sponsored event.
* Will plan to offer a volunteer incentive of bingo booklets.
* Not planning to do a PTA perk. Barbara reminded her that we said we would offer one on our enrollment form. Kristin Capstraw suggested free popcorn. Fatina suggested daubers.
* Marily Grotz mentioned that Island Creek sold daubers at their Bingo night last year and it was very popular. She also suggested having gift cards as prizes for every game.
* If you or your spouse have your own company and want to donate to a basket, please let Trina know.

Ways & Means - Pam Fine

* Yankee Candle made just over $6900, after shipping, we netted around $2550.
* This is about (the same amount) we have made with pervious fall fundraisers and it was a lot less work.
* We do have the option to do it all online next year. We did double the amount of sales online vs. catalogue.
* Read-a-thon is set for March. Thankfully spring break is late this year. Read-a-thon will run for the entire month of March (to the last Friday of March). First week only registration will earn a pajama day. Pam has bought die-cut owls, will put each child’s name on an owl when registered and they can turn in to teacher for pajama day. Tape these up outside the classroom. If they want a thermometer poster this year, the teachers should request it from Pam.
* Looking to do the pajama day earlier in the read-a-thon to encourage others to get involved.
* Asked Samantha Goldstein for permission to attend a faculty meeting, right before the read-a-thon so she can review with teachers what information will be going home, and what to expect. Hopes to avoid miscommunications that happened last year.
* Samantha said February 1st is the date of the faculty meeting and Pam is welcome to come present.
* An Instax camera will be the prize for the top fundraiser. Pam will work on other ideas for rewards for other fundraisers and top readers. Ms. Ergler will purchase a book for top reader (using points from Spring book fair).
* Asked for suggestions on prizes.
* Barbara shared what a success last year’s read-a-thon was but also mentioned that we were new to this. Expects we should have success again this year now that we know better what to expect.
* Pam is planning to set our fundraising goal for the read-a-thon at $18,000.

Hospitality - Bethany Kashawlic

* Holiday luncheon was a great success. Thank you to all who donated money and food items.
* Planning something new for February. It will be a breakfast, lunch or maybe a snack break. This event will be held on February 14. Asked for ideas.

**Other items:**Rachel Margolis asked if it’s possible to get email addresses added to the directories. Barbara reviewed that this is either a county or school policy that does not allow this information to be shared. Samantha also mentioned that emails are not part of the system where the directory information is pulled. It was also discussed that a reason for this policy is that phone numbers are public information but emails are not.

Meeting adjourned: 8:05pm by Barbara Elliff, President

Respectfully submitted by Maureen Osler, Recording Secretary