**June 5, 2018**

***Transition Meeting***

Trina Estrada-Good’s Home

**Members present:** Jessica Lewis, Trina Estrada-Good, Ashely Forster, Katie Jarvis, Flor Philips, Patti Mosko, Julie Davidson, Fatina Williams, Maureen Osler, Becca Bagley, Rachel Margolis, Sara Yezefski, Mary Margaret Sprinkle, Jennifer Weronski, Kristin Capstraw, Lindsey Olsen, Candace Goodman, Stephanie Schoennauer, Alan Davidson, Melanie Forshey

**Call to Order**

Meeting was called to order at 7:22pm by Lindsey Olsen, Vice President.

**Welcome / Introductions**

Trina thanked those present for all their help this past year, as she embarked on this new role of President.

**Approval of Minutes**

Trina motioned to approve the minutes from the May 1st meeting. Fatina Williams seconded. Trina asked for any discussion. No discussion. Trina called a vote: all in favor; none opposed. Motion on the floor passed. Minutes approved.

**Officer’s Reports:**

**Jessica Lewis, Principal**

* Echoed Trina comments on a great year. Thanked the PTA for all the volunteering and fundraising completed this year. Really amazed by the fundraising. With the funds raised by the PTA, the administration could buy lots of learning materials for the school. There is always a need for learning materials. Especially, a growing need for technology based materials. 64 laptops were purchased this year. This is a huge help to the staff at HES as more testing and assessments are computer-based or done online. The staff is also very grateful for the amount of volunteering from the PTA members and HES community as a whole. The people who show support through chaperoning field tips, stuffing Thursday folders, acting as room parents and more. Thank you!
* Looking to next year: The NEST (**N**urture, **E**ducate, **S**oar, **T**hrive) mission statement will continue. This 3-year plan was created last year. Just finishing year 1. This statement has placed an emphasis on project based learning, which will continue. In year 2, the administration is looking to develop a school-wide kindness campaign. Ms. Lewis is working with the school counselors to develop what this will look like. Early idea is to have a kick-off assembly and monthly themed lessons/days to create a caring culture.
* Reported upcoming staff moves. (Commented that HES is lucky to retain quality staff and maintain a good working environment. It has been Ms. Lewis’s experience that move are the result of relocations out of the area or to pursue new learning opportunities within FCPS versus wanting to leave HES.) Moves: Nicole Hesari (3rd) is moving back to NY. Laura Ribble (1st) is becoming an ESOL teacher at Clermont ES. Debbie Purcell is moving to an opportunity with Hybla Valley. Rachel Dillon (4th) is moving to Georgia. Bree Ross (K-IA) is moving to Washington. Jennifer Van Zetta is taking a year off.
* Reported on new hiring: HES has been able to find people already in the FCPS to take positions. Look forward to introducing these new staff in the fall.
* Reported on internal moves: Jessica Jeffries (K) is moving to 1st. Sharon Blandford (4th) is moving to 2nd. This is because 2nd grade is back up to 5 classes. [Meredith Budniewski](https://hayfieldes.fcps.edu/staff/meredith-budniewski) (4th) is moving to Kindergarten. Carrie Endicott (3rd) is moving to 4th.
* Potential classes and class sizes for next year K, 1, 2 = 5 classes; 3-6 = 4 classes each. Class sizes: 20 – 29 based on level. These numbers could change through summer right up to first week of school.

**Trina Estrada-Good, President:**

* Thanked the board again– so appreciate everyone’s help this year. Couldn’t do it without you.
* Reported new Executive Board members: Teresa Archer, Treasurer; Karina Agudelo, Corresponding Secretary; Julie Davidson, Recording Secretary. These positions were voted in at the Blacktop Bash on June 1.
* Reported on Board Openings that were filled: Sara Yezefski is taking over Library Chair. Social is being taken on by Mary Margaret Sprinkle. Ashley Forster will stay on as Volunteer Coordinator until a replacement can be found. Webmaster co-chair, Alan Davidson. Enrichment Matters still needs a co-chair, Heather Gaillard is stepping down.

**Lindsey Olson, Vice President:**

* Thanked everyone for their efforts this year.

**Kristin Capstraw, Treasurer:**

* Reviewed April Treasurer’s Report. Read-a-thon, spirit nights, were income coming in. Nothing out of the ordinary going out. Made a motion to adopt the report as is. Fatina Williams seconded. Trina asked about refund checks for CAPs. Kristin stated that will be reviewed and discussed with May’s Treasurer’s Report. Trina asked for discussion. No discussion. Trina called for a vote. Motion approved.
* Reviewed May Treasurer’s Report. International day assembly performer had to cancel. We received this refund in May. More income from Read-a-thon donations, Spirit wear clean the closet sales, came in.
* Reported due to changes in how FCPS handles money coming in checks coming would be processed through the office. That is no longer the case. PTA will act as a facilitator for these transactions. Kristin suggested having a line item in our budget to act as this conduit. (A place to put the money and take the money out basically.) Total donations to the school this year was $36,142. $142 was the new ice machine for the teacher’s lounge. Waiting on a report from the office on how the $36,000 was spent. This breakdown will show up on the June Treasurer’s Report.
* Made a motion to adopt the report as is. Jen Weronski seconded. Trina asked for discussion. No discussion. Trina called for a vote. Motion approved.

**Fatina Williams, Corresponding Secretary:**

* Asked who will collect contact info for next year’s PTA roster. Suggested sharing this info with Karina in June, so the new PTA board can be communicating over the summer.

**Maureen Osler, Recording Secretary:**

* Thanked Julie Davidson for taking over this position.

**Melanie Forshey, Staff Appreciation:**

* Grateful for a lot of volunteers and donations. This was very helpful. Burton’s lunch was well received. Manchester bagels were donated. Smoothie (Maui Wowie) bar was awesome. Trina mentioned she has received a lot of thank you notes and emails from HES staff who were so appreciative of all the details Melanie and the PTA put together. The message is they feel appreciated. Fatina congratulated Melanie on an incredible job planning and executing Staff Appreciation Week. Kudos to Melanie.
* Reminded those present that the Staff Appreciation committee always needs more members. Please consider joining Melanie next year.

**Rachel Margolis, Rewards:**

* Keep clipping box tops. Will have a submission the fall.
* Keep sending in Tyson’s labels.
* Requested to have Rewards placed back on volunteer request form. Need 10-15 people per submission. Lindsey Olsen said it was taken off this form because so many people would volunteer for that and not other volunteering needs.
* Pleased with school community using the CertifiKid promotion. Will continue this next year. Starting June 16th, the CertifiKid spending requirement will be lowered to $20.  Previously, with the $30 requirement, promo code ("HAYFIELD") users got a $5 discount and the PTA got $5.  The spending requirement will be reduced and the PTA still gets $5, but the user no longer gets a $5 discount.  The promo code can now be used an unlimited number of times.
* Please continue to use Amazon Smile through the summer. Link: <https://smile.amazon.com/ch/51-0167294>

**Patti Mosko, Library:**

* Handed off responsibilities to Sara Yezefski.

**Julie Davidson, Legal:**

* Trina and Julie reported a tab on Hayfield PTA site will replace this position. This will help remove any personal opinion being shared along with the information.

**Flor Philips, Ways and Means:**

* Chipotle coupons from Read-a-thon have come in. They will go home in Thursday folders.
* Fun Run will take place in early October. Julie Doyle has volunteered to be the hawk again!

**Ashely Forster, Volunteer:**

* Field Day today went well. Plenty of volunteers.
* Will have a booth at the back-to-school extravaganza about the room parent program. Will work to clarify what people are signing up to do. Trina suggested included a “rookie’s guide” to help explain what is involved in being a room parent. Will work to keep improving this role. Fatina congratulated Ashley on the work to completed already to bring this program to this point.
* Hopes to schedule a room parent meeting as early as possible in the school year.

**Stephanie Schoennauer, Cafeteria:**

* Nothing to report.

**Katie Jarvis, Spirit Wear:**

* Will work on new items for next year’s inventory to keep things fresh.
* Reusing the square again next year. Will continue paper sales.

**Anastasia Roze, Spirit Nights:**

* Will opt to only do one Chick-Fil-A night per year. Ended up donating a lot of leftovers from the spring event to the school staff. Will plan one for the fall in coordination with the spirit wear sale.
* Always open to other restaurant ideas.

Meeting adjourned at 8:10pm.

Respectfully submitted by Maureen Osler, Recording Secretary