**November 14, 2017**

Hayfield Cafeteria

**Members present:** Trina Estrada-Good, Lindsey Olson, Kristin Capstraw, Fatina Williams, Maureen Osler, Jessica Lewis, Pam Fine, Julie Doyle, Ashley Forster, Maryanne Fitzgerald, Candice Goodman, Marily Grotz, Laura Giacobi, Chole Burke, Jen Weronski, Bethany Kashawlic, Amanda Belt, Rachel Margolis, Becca Bagley, Stephanie Schoennauer, Flor Philips, Maria Evans, Julie Davidson, Stacie Harris

**Call to Order**

Meeting was called to order at 7:07 pm by Trina Estrada-Good, President

**Welcome / Introductions**

Trina welcomed members to the meeting and thanked them for coming. Introduced the Executive Board and Administrative personnel.

**Approval of Minutes**

Trina motioned to approve the minutes from the October 3rd meeting. Kristin Capstraw 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:**

**Trina Estrada-Good, President:**

* October was busy. Hawktoberfest was a successful event. Continuing to work towards making this event more social and not fundraiser so prices were lower. We were still able to cover our expenses. Thanked the 6th grade team who ran the wax museum. Thanked all the volunteers who helped make this event run. Asked for feedback on changes this year. Food trucks were great. Liked having little kids in the cafeteria. Giant Jenga built by Mr. Ken Ward was a big hit. K-3 is our largest population so it just made sense to have their games in the cafeteria. Magician was great; balloon animals were great; really impressed with face painters. Asked for feedback on monster dance replacing the inflatables? Well received. Lindsey gave a big KUDOS to Trina for planning Hawktoberfest. Reminded those present that we need to have a committee in place next year to plan this event.
* Veteran’s Day Thanksgiving Lunch: lots of volunteers; well-run event. Good flow. Ms. Lewis commented there was concern about how it would go since the school did not offer pre-sale tickets this year but, this event went very smoothly. Ashely Forster reported that all volunteers showed up. Cafeteria staff was happy. Trina reiterated how quickly Facebook posts can reach a lot of people. I.e. when you are looking for volunteers. Ashely Forster reported that all volunteers showed up. Cafeteria staff was happy.
* Book Fair is off to a great start. Runs all this week.
* Teacher’s Wish List: this was published in the November 9th Hawk Talk. Results are in. Trina reported that even before the results came in…Pam Fine and Flor Philips were able to respond to one of the wish list items by arranging for a company to donate pods for the Keurig coffee machine. The company donated 1500 pods. Votes are in: #1 most voted for item was for an ice machine. Ms. Lewis is happy to have the PTA fulfill this wish list item. Second most wanted item was the electronic reader board. Box will go back out in January for teachers to add new items.

**Jessica Lewis, Principal:**

* Ditto on Trina’s reports.
* Hopefully you are aware FCPS has put out their options for the 2018-19 calendar. There are 4 options to look at. At their December 14 meeting they will vote to approve one of these options. Some calendar options have us starting earlier in August. Stephanie Schoennauer discussed there is an online survey. Marily Grotz asked what is prompting this change. Ms. Lewis responded that FCPS is trying to better align the school calendar with the state testing schedule. This would allow more curriculum to be covered before the SOL, window determined by the state, and have less time in school after SOLs are completed. Marily asked for clarification on state’s requirements for how many days or hours we must be in school. Ms. Lewis reminded that we are operating under a waiver due to number of snow days missed in previous years that we are working towards minutes vs. days.

**Lindsey Olson, Vice President:**

* Membership Update: 163 family memberships; 62 staff memberships. Reported these numbers are lower than last year at this time. Reminded board members to join tonight if you have not already joined. Have been working with the website; if you have received an email from Lindsey you need to JOIN.

**Fatina Williams, Corresponding Secretary:**

* Student Directories are completed. These were sent home in last week’s Thursday Folders. If you did not receive it, please check this week’s Thursday Folders.
* Did add email addresses to the directories this year.
* Have not received any negative feedback so far.
* Kudos to administration for actively publishing the need to opt out if you did not want your information included.
* Directories are a PTA membership perk.
* Copies for non-PTA members are available for sale in the front office.
* Marily Grotz asked what happens if you opt out. Fatina reported the student names appear but all other info is x’d out. A lot more people have opted out this year than previous years. Fatina thanked the administration again for getting the information out to parents.
* PTA board members are listed with email addresses in the directory.

**Kristin Capstraw, Treasurer:**

* Reviewed October Treasurer’s Report. Kristin made a motion to approve as stated. Ashley Forster seconded. Any discussion. Trina called for a vote. Report approved.
* Reported our bank fees are very minimal; however, that is because we do not have many transactions. October is a month that has a lot of transactions and our bank fee is much higher. Statements must have cancelled checks printed which we pay more for this service, but this allows us to be compliant. Therefore, if you can combine reimbursement check requests or deposits that would be helpful to keep bank fees down.
* Pam Fine asked for clarification on how to handle this for the Read-a-Thon. How often should she deposit checks? Kristin asked her to continue handling deposits as she has in the past because they are large enough and parents are asking if their check has been cleared.
* Pink and blue sheets are REQUIRED for every transaction. They are in the PTA closet. Reminded procedures for using envelopes to leave items in the safe.
* Tax return has been filed.
* We are in good standing thanks to Hawktoberfest and Fun Run.

**Maureen Osler, Recording Secretary:**

Nothing to report.

**Committee Spotlights:**

**Spirit Night/Restaurant Night, Anastasia Roze:**

* Huge turn out for Ledo’s spirit night. $447 earned. Offered 3 pizza parties for Ms. Ribble’s class, Ms. Mc Mullin’s class and Ms. Luther’s class.
* December spirit night is Panera – December 7th, 4pm-8pm.
* Considering Paesano’s for spirit night on Tuesday, November 21 or Wednesday, November 22.
* Reported about an online fundraiser with Honeybaked Ham. You can buy a gift card on the website and it can be used anywhere in the U.S. Gift cards do not expire. We would get 20% back. Trina is not keen on this because it is labeled as a fundraiser. Trina asked that this be pushed to the spring near Spring Break.

**Rewards Program, Rachel Margolis & Becca Bagley:**

* Please check Campbell’s products in your pantry for “Labels for Education” because this program is ending. These labels must be turned in by December 13th.
* Reminder to use amazon smile when you shop amazon.com.
* Box tops were submitted. We made just over $1,100, part of this was because Becca won a $500 sweepstakes.

**Spirit Wear, Julie Doyle:**

* Online sale has wrapped up. Also offered paper order forms this time. Paper order forms were more successful. Earned a little over $5,100.
* Pulled from current inventory to cover some orders.
* Hope to have orders fulfilled before Thanksgiving.
* Will have a table at the Holiday Market – will sell items currently in inventory; water bottles; headbands; footballs, etc.

**Holiday Market, Candice Goodman and Jen Weronski:**

* Scheduled for December 1st.
* Jen explained how this event is run. Tables in cafeteria filled with items to buy. Kids shop without their parents; helped by Girl Scout troop; will need volunteers to help too. Teachers (who have a side business) will have an opportunity to sell their crafts in the library. Will be advertising this so parents know to bring cash 😉
* Sign-up Genius will be sent out for volunteers.
* Fliers about this event will go home in this week’s Thursday Folders.
* Trina asked that a solution be made for their parents to be more comfortable and not have the library be so crowded.

**Hospitality, Stacie Harris and Maryanne Fitzgerald:**

* Will be providing refreshments in the library for parents during the Holiday Market. Ways & Means has made suggestions for how to get donations for the refreshments. If not, look for a sign-up genius to donate desserts.
* Scheduled a teacher luncheon for December 14th; looking for donations from sponsors. Will send a sign-up genius for desserts.
* Maryanne reported about gift card donations for teachers. Fliers will go in Thursday Folders.

**Reflections, Amy Phillips (not present)** reported by Trina Estrada-Good:

* The Reflections are all in and have been judged by local judges. The first place winners of each category and age division were taken over to the Fairfax County drop off. We will send an announcement to the news show for the first place winners. Medals for all the participants will be ordered
* In the past the principal or assistant principal has done something fun for all the participants of Reflections so maybe they can do that again this year. Ms. Lewis agreed this is the precedent and would be done again this year.

**Library, Patti Mosko, Chair (not present)** reported by Trina Estrada-Good:

* Book Fair started Friday, Nov 10. Lots of purchases by parents!
* Volunteers have stepped up to fill spaces but still have a couple if anyone would like to take a shift during the school day. Sign-up s posted on the HES PTA Facebook page.
* Thursday night is Family Night if you want to shop with the kids.

**Enrichment Matters, Heather Gaillard and Kasondra Milton (not present)** reported by Trina Estrada-Good:

* Registration for the Winter classes starts November 30th and goes to December 11th at midnight. A list of the classes being offered, and registration can be found on the HES PTA website.

**Announcements/Q&A:**

* No PTA meeting in December.
* Asked for Questions or comments. None.

Meeting adjourned at 8:01pm.

Respectfully submitted by Maureen Osler, Recording Secretary