

**Call to Order**

Neetha Rao called the meeting to order at 7:32pm.

**President's Report - Neetha Rao**

Neetha welcomed all attendees to this year's first PTA meeting. PTA Executive Committee stood in turn and introduced themselves by stating their name and position on the board

- Monica Kumar - VP of Curriculum Enhancement
- Neetha Rao - President
- Rachel Hunter - incoming Treasurer
- Heather Kimmel - outgoing Treasurer
- Nicole Cober - President Elect
- Alison Seddon - Secretary
- Alison Symons - Past President
- Karen Leiser - VP of Fundraising
- Katie Pisocky - VP of Social Events
- Kara Licalsi - VP of Community Affairs (unable to attend)

**Secretary's Report - Alison Seddon**

Copies of meeting minutes from the last PTA meeting (June 2016) were available for review. Motion to approve the June 2016 PTA Meeting Minutes:

- 1st - Nancy Trainer
- 2nd - Alison Symons
- All present approved the meeting minutes

**Roopal Saran:** Requested all attendees introduce themselves.

- All members present stated their name and children's grades. Additionally, teachers and Staff present stated their positions at the school. PTA Committee Chairs stated the name of their committees.

**Treasurer's Report - Heather Kimmel**

Heather's report was presented in two parts: Last year's Activity and the 2016-2017 Proposed Budget

Summary of Last Year's Activity 2015-2016

- Notable activities that earned more than the amount budgeted
  - Armchair raised \$44,000
  - Amazon made \$5,000 which the school receives
  - Matching Gifts raised \$1,520. This program is another way the PTA earns money for the school. Your employer may make a match your donation amount. Please work with the Treasurer if your employer requires a form to be completed for the matching gift.
- Notable expenses

- Program expenses and school support expenses
- Largest expense last year was the playground. The PTA donated \$65,000 using \$45,000 raised from the prior year's auction plus a \$20,000 grant from the McLean Community Foundation

Heather thanked the Audit Committee for completing the audit of the 2015-2016 financials.

Motion to approve the 2015-2016 Audit:

- 1st - Sally Johnson
- 2nd - Amy Kales
- All present approved the 2015-2016 Audit

With the 2015-2016 Audit approved, Heather's two year tenure as PTA Treasurer has ended.

Heather introduced the incoming Treasurer Rachel Hunter.

Copies of the 2016-2017 proposed budget were available to all meeting attendees on the table by the attendance sheets. Heather presented the 2016-2017 proposed PTA Budget.

- Explained the budget line items were grouped by income (top of page) and expenses (bottom of page). For each budgeted line item, there is a budgeted amount and an actual amount for school years: 2014-2015, 2015-2016, and 2016-2017.
- During the budgeting process, the Auction projection was lowered to \$20,000
- For School Support items, the PTA writes checks to the school to support these programs, such as the Science Program.
- Some fundraisers we've had in past years have zero budget, because we have new fundraisers planned for this year.

**Alison Symons:** For this year's Auction, the PTA payed the money to rent the venue. Where is this payment reflected in the budget?

- **Heather:** Funds to rent the venue for the Auction are in last year's actuals.

Yearbook sales are negative for this year because the 2015-2016 invoice came on July 17, 2016, which is after the PTA's fiscal year end on June 30, 2016.

**Question:** Box Tops raises funds for the school, why is this program listed under expenses? Funds raised from Box Tops goes directly to the school. The PTA pays for shipping the Box Tops.

**Question:** What is the plan for the 6th grade newspaper?

6th grade newspaper is an expense for the PTA, who pays for printing the newspaper. 2015-2016 budget allowed for \$1,500 for printing. The newspaper was not produced last year.

- **Neetha Rao:** There is a plan to bring back the 6th grade newspaper this school year.

**Nicole Cober:** Recommended families review the budget to get an overview of the PTAs finances and to help new parents pick one or two committees that align with their interest to involved in volunteering.

Motion to approve the 2016-2017 PTA Budget:

- 1st - Karen Leiser
- 2nd - Katie Pisocky
- All present approved the 2016-2017 PTA Budget

**Reminder:** Changes can be made to budgeted expense line items. Any changes to expenses that are \$300 or more will require the general membership to approve the change.

**Neetha Rao:** Thanked Heather for doing a wonderful job for the past 2 years. Heather has helped us understand the budget at the monthly meetings.

**VP of Operations Report - Jessica Davis**

After a brief introduction, Jessica thanked the Audit Committee and the Back to School Folders Committee volunteers: Kate Forrer, Jennifer Zarnowiecki and the team of Haycock student volunteers. Suggested 5th graders could earn community service hours by volunteering for this committee next summer.

**Membership:** Explained the benefits joining the PTA - Members will receive a free copy of the student directory. By joining the Haycock PTA, you automatically become members of the Fairfax PTA and the Virginia PTA. This is important as membership gives your family voting rights on PTA issues.

Discussed ways to join the PTA: Existing families can join using their A to Z account or by downloading the PTA Membership Form from the PTA's website and submitting dues via your child's backpack mail. New families can only join by completing the paper PTA Membership Form. Membership dues are \$10 for an individual membership or \$15 for a joint membership.

**Jayant Reddy:** Will we be notified or receive a confirmation of membership?

**Alison Seddon:** We just received this year's Membership Cards. We will be sending them out soon.

**Question:** Where does the A to Z verification email come from?

The A to Z verification email is sent from A to Z Directory.

**Weekly Hotsheet:** Sent on Tuesdays. This is a good way to find out what is going on at the school and in the community. If you are not receiving the Hotsheet, you can subscribe to the distribution on the PTA's Home page.

If there is information you would like to include on the Hotsheet, please send your information by Sunday 5pm to Alison Seddon at [seddonrowe@hotmail.com](mailto:seddonrowe@hotmail.com).

**Room Parents:** The Room Parent Coordinator works with the room parents to keep activities consistent between the classes, such as donations to the Auction. Jessica will be sending an email to the room parents soon.

**PTA website:** We've added a Contact Us form for you to send your questions, feedback, and ideas to the PTA. We'd love to hear from you!

**VP of Social Report - Katie Pisocky**

This year we are introducing Parent Socials. Our 1st social is at the Open Road on Thursday, September 29th. This is an opportunity to get to know fellow Haycock parents.

**Jayant Reddy:** Is there a place reserved?

- **Neetha Rao:** 1 table has been reserved. When you arrive, ask for the Haycock group. Parent socials are something new we are trying to help build community among the parents. Our goal is to try to meet every 6 weeks.
- **Katie Pisocky:** A possible future Parent get together may be an Art Social.

**Movie Night:** This Friday at Longfellow Middle School. Movie will be shown on the field.

- **Sally Johnson:** Is there a backup plan if it rains? Movie night will be moved inside Longfellow Middle School
- **Sally Johnson:** Will concessions be available for purchase? Yes, there will be items for purchase, such as pizza, water, popcorn. Please bring cash. We will not be able to process credit cards.

**Auction:** Scheduled in March 2017. Roopal Saran is the Co-Chair

- **Roopal Saran:** For 10 years, I have worked for a company that builds playgrounds. The process to build a playground is similar to executing an auction in 6 months.
- **Katie Pisocky:** There are lots of opportunities for helping with the Auction. On 10/4 at 7:30pm, we'll be meeting kick-off planning the Auction. Please come if you are interested in helping.
- **Question:** Where is the auction? At Knights of Columbus

**Next big event:** On 10/29 the PTA will have a Dance/Costume/Karaoke party

- **Question:** Does anyone have a karaoke machine the PTA can borrow? Brynn Hodder may have one.
- We'll need volunteers to help with the party

**VP of Curriculum Enhancement Report - Neetha Rao for Monica Kumar**

After 2 years, the PTA is bringing back ASA (After School Activities). Neetha recognized Monica Kumar and Alison Symons for setting up this year's program.

- **Alison Symons:** Registration for ASA starts tomorrow at 7pm. On the PTA website you will find a class listing that has descriptions for each class. If the vendor is doing their own registration, there will be a link to the vendor's site. The PTA is doing the registration for 3 classes.

**STEM Competitions:** PTA website has been updated. If you contact us, we'll try to respond within 24hrs. Help parents form teams for stem competitions - this is online

- Looking for 1 or 2 chairs to coach Science Olympiad B Team for 6th grade. Please contact Monica at monakumar2@gmail.com if interested.
- Sign up for the lottery is coming for Science Olympiad Division A for grades 3, 4, and 5. Last year 70 students applied, but only 45 could go, so students are selected by lottery. More information is available on the website.

#### **VP of Fundraising Report - Karen Leiser**

**Armchair Fundraiser:** This is our first and one of the largest fundraiser of the school year. Donations are collected throughout the year, though we set a goal to raise \$40,000 in the first 40 days of school. This is an effortless fundraiser where you can sit and relax in your "armchair" and write a check to the PTA. We've already raised \$10,000 in the first week of school.

There are 3 ways to make a donation.

1. Existing families can use A to Z Directory to make a donation with a credit card.
2. Existing and new families can filled out the paper membership form and send in a donation by cash or check.
3. At the bottom of every page on the PTA website, there is a Donate button to make a donation by credit card.

For credit card payments, we use PayPal, which charges the PTA a fee of 2.9% + \$0.30 per transaction. If you prefer for the PTA to retain more of your donation, please consider making your donation by check or cash.

**Matching Gifts:** If you make a donation to the PTA, please check if your employer will match your donation. The PTA is happy to fill out any forms your employer may require for the matching gift.

**Grocery Card Program:** Families can use A to Z to register their Harris Teeter grocery cards. Families will need to register their own cards on Giant's website. Safeway discontinued their grocery card program. [The GC Program is another great way for to raise funds for the school while you shop for groceries. Information is available on the PTA's website for registering your cards. The Giant program lets you link up to 2 schools to your card.]

**Restaurant Nights:** We're scheduling these events now. We'll try to have 1 restaurant nights per month.

**Friends of Haycock:** If you own a business or work for a company that would like to advertise with us, please contact Karen Leiser at [kaleiser@leiserlaw.com](mailto:kaleiser@leiserlaw.com) for more information.

**Box Tops:** We have a new chair, Jennifer Monken, who has a Kindergartener this year. Box Tops information will be included in the Hotsheet, a flyer in the Tuesday folder, and the Box Tops page on the PTA website will be updated. Our goal this year is to collect 30,000 Box Tops, which should generate \$3,000 for the school. The fundraiser is an easy way to support the school and your kids will love finding and collecting the Box Tops.

**Fall Fundraiser:** Square One Art was last year's fundraiser, which we have every other year. This year we're trying Mascot Books. This company will create a custom book based on our mascot. The book can feature annual events unique to our school and tells the story of what the mascot does during the day. The book is written at a 3rd - 4th grade reading level. The PTA is thinking about having a naming contest to name the Cougar for the book. Books should arrive in time for the holidays. A sample book was available to look at.

**Amazon & Shutterfly:** These are ongoing fundraisers that allow families to raise money for the school while shopping. Remember to always use the Haycock link when you shop. Also, please encourage relatives and friends to use the Haycock link when they shop on these sites. We recommend bookmarking Amazon and Shutterfly sites. [The Haycock links are available on the PTA's website Home page.]

#### **VP of Community Affairs Report - Neetha Rao for Kara Licalsi**

We are trying some new things this year.

**Cougar Cares:** We plan to continue participating in Stop Hunger Now and various donation drives. This year's goal is to try to offer service projects every couple of weeks. We're looking into introducing a Random Acts of Kindness program to promote being kindness within our school community.

**Autism Awareness:** The National Autism Walk is on 10/1/2016. There is a Haycock Team. More information is available on the PTA website.

Please let Neetha Rao or Kara Licalsi know about ideas you may have for community affairs projects.

#### **Principal Updates - Mr. Donnelly**

- Last week was the first day of school. The kids are excited to be back in school. Mr. D thanked the teachers for their worked hard getting ready for and executing Back to School Night. You

may have noticed Mr. D visiting different classes with Dr. Brendan Menuey (Executive Principal for Region 2) and Jane Strauss (Fairfax County Board of Education)

- Kindergarten students are learning about colors. Today they wore purple. Tomorrow they will wear orange.
- 10/5 is National Walk to School Day. John Foust (Fairfax County Board of Supervisors) will be at the school to greet walkers in the morning.
- 10/23 is Picture Day. Order forms were sent home in the Tuesday folders this week.

**School Website:** Mr. D has received emails asking why the Haycock school website is outdated. Only one person in the school has the ability to update the website. This person has been on long term disability and has not been able to update the website. As a result, the school has not been able to update content on the website. Mr. D was able to get the calendar on the website updated. Fabio Zuluaga (Regional Assistant Superintendent) was able to get approval for the school to have a staff member trained to update website. Mr. D has also hired a new Technology Specialist, who will be able to update the website. Meetings have already been held to discuss changes. We anticipate having a brand new school website in December. The format will be similar to the FCPS website.

**Renovation:** Renovation continues at the school. New construction for the building is complete. A crew continues to work on the punchlist items. They will be working on teacher work days, so classes are not disrupted. Landscaping is the last phase of the school's renovation. Around the school you may notice some bushes are thriving while others are not. A crew will be coming back to plant more bushes. There will be an orange fence around the field while it is being worked on. Phases to ready the field will be to: 1) till and add topsoil, 2) level the field and let rain fall a few times, 3) then plant grass. The goal to have field ready by spring. No one should be using the field until it is ready in the spring.

**Assistant Principal:** Mr. Brown is the current interim Assistant Principal. 9 potential candidates were interviewed by Mr. D. and an interview committee. Their top 3 candidates were chosen and submitted to Fabio Zuluaga (Regional Assistant Superintendent). There are 2 candidates, who are teachers, who are being considered for the Assistant Principal position. When the offer is made, the chosen teacher will need to give 2 weeks notice at his/her current school. Anticipate the new Assistant Principal will start at the end of this month or early next month.

In closing, Mr. D. thanked the parents for all their hard work and contributions - monetary donations, time volunteers, events, etc. Our school community is fortunate to have a very active PTA.

### **Closure**

**Neetha Rao:** Does anyone have any questions for the PTA and/or Mr. D?

- **Amy Kales:** Are we getting a crossing guard?
  - **Mr D:** No, we'll always have a police officer at the intersection of Westmoreland and Haycock?

- **Question:** Will they be trained? Will it always be the same person>
  - **Mr D:** We cannot always have the same police officer. Family should not be crossing diagonally, but should always cross in the crosswalks. Need to tell the crossing patrols to ensure families are always using the crosswalks.
- With the new dismissal procedures, walkers are able to cross the intersection of Westmoreland and Haycock in about 10 - 15 min. This is a great efficiency for school dismissal procedures.
- **Sally Johnson:** Advised to be mindful of cars turning from the right turn lane (by the kiss and ride) at the intersection of Westmoreland and Haycock. Often cars do not come to a full stop.
- **Question:** When are the PTA meetings? They are held on the 3rd Wed of every month at 7:30pm in the cafeteria
- **Question:** School access to the trail behind the school is blocked from the community during the school hours. Is there another community entrance to the trail? There is a community entrance at the end of Kirby Ct that can be used to enter the trail during school hours.
- **Mr D:** In the Quad, the A/C has not been working correctly. As of today, the A/C has been fixed and is working fine.
- **Minha Kauser:** The playground gets very hot during the day. Suggested putting a shade umbrella over our playground. Can this be done? Mr D can ask staff to look in this.
- **Meals Tax:** Information available states 70% will go to the schools. Will school also get less funding from the General Fund? Is there an updated information?
  - **Nancy Trainer:** Works for the McLean Citizens Association (MCA) - The budget is the budget. It's up to the Board of Supervisors. Annually we need to make an appeal for funding. There is no guarantee we will receive it.
  - **Jayant Reddy:** The Meals Tax is not intended to be a substitute. This should be an additional source of funding.

Neetha Rao announced the next PTA meeting will be held on Wednesday, October 19th at 7:30pm in the cafeteria

Meeting adjourned at 8:37pm.

**In Attendance:** 35