



**Westfield High School PTSA  
Board Meeting Minutes  
August 19, 2004**

The PTSA business meeting was called to order by President Dana Cimino at 7:25pm. There were 22 members present.

There were no minutes from the previous PTSA meeting to review. They will be available at the next meeting.

**Treasurer's Report- Edie Walker**

Forms for reimbursements and deposits will be in the PTSA hanging folders in the main office. Edie will also email them to people as needed. There are changes in the Tax Exempt letter, which the VA PTA has yet to send out to its schools. The old letter will be used until the current one is available. Michele Jarman conducted an audit of the PTSA financial records and found them to accurately reflect the financial activity of the PTSA. A motion was made and passed to accept the audit of last year's financial records.

There have been some changes to the PTSA budget including auditing fees, and minority achievement. The figures were based on the numbers from last year. Quicken computer software program will be used.

The budget will be sent out in the newsletter.

**President's Report- Dana Cimino**

The PTSA By-Laws are up for revision in August or September 2005. Destiny Burns agreed to coordinate a PTSA Basket for the Bulldog BBQ. The need for volunteers for the BBQ and envelope stuffing was discussed. Dana will send out email these needs/requests.

**Principal's Report- Mike Campbell**

An update on the AP and SOL scores was given. Changes in the school organization were discussed. There will be 6 sub-schools instead of 4, and 2 counselors for every sub-school. Sub-schools 1-3 are on the 1<sup>st</sup> floor, while sub-

schools 4-6 are on the 2<sup>nd</sup> floor. New sub- school principals include: Holly Messinger, from Woodson, Harry Van Trees from Irving High, and Brian Grainer from Marshall. Rob Yarborough will be the new Director of Guidance.

There will be 220 teachers. Tim Thomas is the Lead Assistance Principal, and Jennifer Carlson is with the guidance department. There will be an additional School Resource Office to total 2, along with 2 security guards. There is a new pilot program called the Summit program for about 20 students and another program for team teaching of 60 freshman students. More lockers (300) were installed to accommodate the larger number of students.

There will be 4 lunch periods, with approximately 800 students at each period. There will be at least 2 administrators and a SRO at each lunch.

Each year there are 3 days given for staff development. On November 11<sup>th</sup>, will be reserved for conference days. Classes will start at 11am after students are allowed 8-minute conferences with their teachers from 7:30-10:30am. Teachers will have business cards and will be required to have Blackboard.com.

Aerospace Geosystems will be moved into an area of the school library to free up classroom space. Placement of the additional 12 trailers in front of the school was discussed. There will be resulting changes in the Kiss & Ride area and parking entry for faculty and students. Visitor parking will be decreased. Cars can park at the bus facility across the street. Cars out front of the school will need to be moved by 1pm for the busses.

Leslie Churn will be working for the school full time in an office next to Mike Campbell's. She is from Alcohol and Drug Services of FCPS.

FCPS School Superintendent Jack Dale and School Board Chairperson Kathy Smith toured the school in August. Superintendent Dale expressed the desire to push the construction deadline of Westfield's addition to 12 months.

Testing results were discussed and can be accessed at the VA Department of Education Website: <http://www.pen.k12.va.us/VDOE/src/index.shtml>.

## **Committee Reports**

**All Night Grad Party-** No report

**BITS-** A flier will go out, pending approval at the Bulldog BBQ.

**Bulldog BBQ-** Nancy Hutchison reported that over 40 items will be available at the Silent Auction and 7 items will be at the live auction. Tim Thomas will be the auctioneer.

**Minority Achievement** –Mark Richardson reported that the October and March dates for the parents' coffee are forthcoming.

**Dog Dish Café-** Linda Nicklyn had no report.

**5 K Race** – Laurie Horstmann reported that the run has been moved to homecoming weekend next year. The money for this year was already raised this past spring.

**Hospitality** –The teacher welcome back lunch, with sub sandwiches, is on September 1<sup>st</sup>.

**Landscaping-** Mona Miller has scheduled the following clean up days: 9/11, 9/25, 10/9, and 10/23. The time is 8am-12 noon.

**Newsletter-** Michele Plymyer reported that the next issue is done and ready to go.

**Program Planning-** Nancy Bennett is working on a half-day conference, Teen Species for 11/13 from 9am-1pm at WHS. There will be a planning meeting on 9/8, 9:30 at Nancy's house. There also will be a parent program at the 10/14 PTSA meeting for Drug Awareness, done by Leslie Churn and P.D. O'Keefe. Discussion continued and agreement made about placing a Parent Agreement from the Westfield Coalition in the school packing. A motion was made and passed (none opposed) to place an asterisk in the school directory next to names of families that turn in the signed Parent Agreement form.

**Reflections-** Lynne Swartz reported that the theme this year is, "A Different Kind of Hero." There were 40 entries last year. She hopes to receive more this year.

**Kid-to- School Connection-** Meg Lawless brought up the idea to change this board title from Sick Child Liaison to Kid-to School. Everyone was agreeable on this issue.

**Special Education-** Karen Freiberg has schedule a parent informational meeting on 10/19 at 7:30 in the Lecture Hall. Centreville and Chantilly High Schools are also invited. The Parent Resource Center staff, Tim Thomas, and an ombudsman

from Cluster 7 & 8 will be among the panelists for the presentation. She asked that monies be set aside in the upcoming budget to accommodate scholarships for 1 or 2 Special Ed students.

**Volunteer Coordinators**- Heather Grayson & Claire Girard

Volunteer day is scheduled for 8/31 to stuff envelopes. On 8/24, 8 volunteers are needed to help with the guidance forms. On 8/26 from 9-3, 8 volunteers are needed to send out the schedules and Emergency Care Forms. The Volunteer Form will be updated to include Special Ed and another category Kid-to-School Connection.

There being no further business to conduct, the meeting was adjourned at 9:34pm.

Respectfully Submitted,

Jennifer Campbell