



YORKTOWN PTA MEETING AGENDA
Monday, September 14, 2020, 7:30 – 9:00 p.m.

I. Welcome and Introductions: Dana Milburn, PTA President

Ms. Milburn welcomed all to the meeting. Each Board Officer introduced themselves. Ms. Milburn provided the email addresses of the officers plus her personal email address in case the PTA president email does not work. Ms. Milburn also presented a new email for general questions: info@yhspta. In addition, Ms. Milburn provided the PTA's website address (www.yhspta.org) and suggested that PTA members review the website for helpful information.

II. Principal's Report: Dr. Kevin Clark, Principal

Dr. Clark welcomed everyone back to school. He reported that Yorktown held a virtual back to school assembly earlier today. He thanked all parents for their patience and support during the challenges of the first week of school. Overall, Dr. Clark feels that it has been a good start to the school year. He also thanked the Board for rolling out the PTA fall grants early this year to support student learning at home.

Dr. Clark suggested that if parents have missed any information regarding the start to this unique school year they can find a variety of information on the Yorktown High School website including all the School Talk messages and the videos of the Town Halls held in August.

Dr. Clark proceeded to describe the daily schedules. YHS will have four synchronous learning days on a block schedule. Tuesdays and Thursdays will include Periods 1, 3, 5, and 7 and Wednesdays and Fridays will include periods 2, 3, 4, and 6. Since period 3 meets all four days, that class will be 50 minutes long with 30 minutes of synchronous learning and 20 minutes of asynchronous learning. The other block periods will meet every other day for 95 minutes with 50 minutes of synchronous learning and 45 minutes of asynchronous learning. Asynchronous time is meant for students to work on assignments independently, however, teachers will be available throughout the block. Dr. Clark indicated that they have told teachers that they can have some flexibility on how the teachers break up the block, for example, they may choose to spend 30 synchronous minutes to start, have 45 asynchronous minutes in the middle, and then return to another 20 synchronous minutes at the end of class. Currently, teachers and students are working through the process to determine the best approach. Dr. Clark was asked if teachers are allowed to teach synchronously for the full 90 minutes of a block period and he responded that they have been asked to keep as close to the 50 minutes as possible for synchronous learning. Kids should have about 30 minutes of asynchronous work per class on Mondays.

Dr. Clark also provided an explanation of the structure for Mondays. It is expected that the students will have approximately 30 minutes of asynchronous work for each class to complete on Mondays. He also explained that teachers will hold office hours to meet with students as needed on Monday mornings and afternoons. Attending teacher office hours is not required, but may be helpful if students have any questions. In addition, there will be a Patriot Period held on Mondays from 12:00-12:30 PM. All students are required to participate in this. They will each be assigned a Patriot Period teacher and the students will spend this time focusing on building relationships and addresses other social emotional issues that may be presented through the challenges of distance learning.

Dr. Clark discussed the emphasis that will be placed on activities for this year. Although all clubs are currently virtual, the clubs will provide an opportunity for students to connect over their interests outside of the classroom. The clubs can be found on Canvas and all sign-ups to participate are available there. As for sports, VHSL provided a plan to hopefully return to sports in December with the winter season beginning then. The fall sports will begin in February and the spring sports will begin in April. All three seasons will be abbreviated, but, hopefully, students will at least get to participate for a portion of the year. Green days and conditioning will begin in October with all practices held outside with appropriate social distancing in place. Dr. Clark encouraged parents to download Team App which is where all announcements for Yorktown sports can be found. Once you download the app, simply search for Yorktown High School and the team/sport in which your student would like to participate.

Dr. Clark reported that the school is still finalizing some student's schedules and that the master schedule for classes this year might require some adjustments to students' classes. This is due to the need for keep the hybrid option in mind as YHS tries to divide the students into reasonable class sizes. Some classes still have too many students in them, but the school is working to ensure all classes are an appropriate size. If parents have any questions regarding their student's schedule, they should ask their student's counselors for assistance. If any students are having technology difficulties, they should reach out to Mr. Wightman.

Dr. Clark announced that YHS is arranging for an SAT to be administered for seniors only on October 27th. It is not clear yet whether or not Yorktown will be able to host the SAT scheduled for November. A parent asked Dr. Clark if the PSAT would be happening this year for sophomores and juniors, but, he has not heard any information about this yet. Ms. Milburn indicated that there is a parent in the PTA that will be scheduling a mock SAT and ACT for juniors (and interested sophomores/freshmen), but, the dates are not identified yet.

Parent Questions:

Dr. Clark was asked if teachers were covering information from the 3rd and 4th quarters of last year. Some students seem to feel that new material is being covered as review instead of being taught for the first time. Dr. Clark said that the faculty has worked to incorporate material that should have been presented to students last spring, but, that in some cases, this material will be incorporated later in the school year depending upon how it will best fit into this year's material. He also stated that some pre-assessments are being completed now to determine what material may not have been covered last year. Dr. Clark asked that we tell our students to inform the teacher (or counselor or administrator) if they feel that something is being treated as review that has not yet been taught.

Another question presented to Dr. Clark was how will the school handle a situation in which an inappropriate event happens during a class. Dr. Clark answered that YHS has asked that students do not provide a class link to anyone outside of the school or class. If a student is involved with an inappropriate event during an online class, YHS will use the same disciplinary approach as has been used in the past for inappropriate behavior at school. In addition, YHS has established settings for teachers to be able to control who is logging into a class. All names are displayed in the class, so, hopefully that should help prevent inappropriate incidents.

There was a question to see if the school had any resources for eye strain; Dr. Clark responded that he had heard of some items such as glasses that can help with eye strain when using computers.

In closing, Dr. Clark reminded parents that Back to School Night is next week on September 23rd from 7:00-9:00 PM. It will be virtual, but similar to our previous Back to School Nights. Teachers

will provide a 10-minute presentation for each class and parents will have 5 minutes in between each presentation. The classes will be accessed via a link and these links will be emailed to all parents next Monday, September 21st.

III. Approval of March 2020 Meeting Minutes: Berrin Ozbilgin

Ms. Ozbilgin presented the minutes from the last meeting of the 2019-2020 school year. The last in person meeting was March 9th due to the closure of all schools for the year in March. Ms. Ozbilgin reported that the only PTA business that was worked on following that meeting was electing new officers which was completed by an electronic survey in June. All results from that survey were emailed to parents shortly thereafter.

Ms. Milburn asked for the approval of the minutes and they were unanimously approved.

IV. YHS PTA 101: Dana Milburn and PTA Board

- a. **What the PTA does:** The PTA connects parents to the school and community; and serves the national PTA mission of advocating for the well-being of all children.

PTA Mission at YHS: Through funding and volunteers, the PTA supports our students, parents, and staff, via a broad range of offerings, including parent/family events/programs; expert speakers; teacher/staff grants (our largest single expenditure), concentrating this fall on ways to enhance virtual learning; student events/activities; grocery card and coat drives for those suffering financial hardship; the graduation/boat party; and teacher/staff appreciation. We have committee chairs for each of these above events/programs.

Every Voice: This year, a new PTA dues scholarship is part of the proposed budget, as well, so that any financial difficulty will not be a barrier to membership for *anyone*, whether families or faculty/staff.

How We Operate: The PTA meets the 2nd Monday of most months, and funds its work through dues, grocery receipts, and the annual No Frills Fundraiser.

V. Financial Reporting: Dan Sennott, PTA Treasurer

- a. **Vote on Audit of 2019-20 Budget**

Mr. Sennott presented the audit of last year's budget. The Financial Review Committee met on July 27th and consisted of Mr. Sennott, Ms. Milburn and Ms. Sheehy from the PTA Executive Board. Mr. Sennott thank last year's treasurer, Jenn Vogel, for her meticulous maintenance of the PTA financials. He reported that the Financial Review Committee reviews several different components of last year's financials. First, they reviewed the treasurer's records which evaluates how the records were maintained. The second part for review is the budget and any questions about it including how it was presented to the general membership and how it was updated throughout the year. The next section to the audit is bank reconciliations and controls, followed by insurance information, IRS returns, and fundraising and corporate sponsorship. Mr. Sennott reported that everything looked very appropriate and asked if any PTA members had any questions. There were no questions, so, the Financial Review Committee recommended the adoption of the audit.

Ms. Milburn presented the survey for member to vote and the PTA members voted to approve the audit with 29 members voting to approve the audit and 0 members voting to not approve.

b. Vote on proposed 2020-21 Budget

Ms. Sennott presented the proposed 2020-2021 school year budget for review and adoption by the general membership of the PTA. Mr. Sennott reported that due to the uncertainty of COVID, the Board agreed that we may see a lower amount of incoming funds. Therefore, this year's budget has lower amounts budgeted for the no-frills fundraiser, membership and student social receipts. Our total income is expected to be Would make our total income \$35,500.

Mr. Sennott reported that again, due to COVID, our expenses are also reduced because it is unlikely that we will be able to hold many events this year. However, we did add in a line item for PTA membership scholarships to ensure that anyone wanting to be a member can.

Mr. Sennott also reported that the Board had agreed to add in a PTA Board discretionary account because of the unknowns of this year. However, the financial controls over this account will be that if we spend anything greater than \$300 from this account, we will come back to general PTA membership for approval.

The total expenses for this year are anticipated to be \$53,975, which ends up being a net expense of it ends up being a net expense of \$18,475. However, the discrepancy should not be a problem since the PTA came in well under budget for expenses due to the shortened school year.

Mr. Sennott asked for any questions regarding the proposed budget. With no questions, he recommended approval of PTA 2020-2021 School Year Budget.

Ms. Milburn presented the survey to vote upon the budget and it was approved with 27 votes to approve and 0 votes to not approve.

VI. Key PTA Objectives for 2020-21 School Year: Dana Milburn and PTA Board

a. Our theme: Working together to build on the wonderful efforts of the past and those of the whole YHS community, to continue connecting and building a strong, caring, supportive, inclusive, and resilient YHS community, now despite the challenges presented by Covid-19 and its effects on our community and its members.

b. Providing opportunities for all in our community:

- i. To connect with others and with the community as a whole
- ii. To provide support and/or be supported
- iii. To find/receive helpful and needed information
- iv. To have fun

c. PTA is "both a noun and a verb" and we hope for your help with:

- i. Graduation Party Committee members, and decisions
- ii. Chair needed for No Frills Fundraiser
- iii. Some committees can still use members

- iv. On-line event/discussion ideas needs/ideas
- v. Thoughts on further additions/improvements to website – Ms. Milburn shared updates on the PTA website. She walked members through the various features on the website and where families can find information on the website.
- vi. Thoughts on how else we as a PTA can be of help in this unusual year

VII. PTA Board Members' Reports

Akisha Burgett, Communications VP asked members to let her know if they see anything in the newsletter that they have questions about or would like to see presented differently. She indicated that members can send any information for the newsletter to the following two emails: news@yhspta.org and yhsptanews@gmail.com . Also, if you have any news to be shared, please provide the information to Ms. Burgett by Friday at 12:00 PM for it to be included in the newsletter the following Monday.

VIII. Committee Reports:

a. Staff Appreciation: Rabia Oubenadi and Lori Stultz

Ms. Milburn reported for the committee chairs. To start the year, Dr. Clark coordinated with the Staff Appreciation Committee to purchase gift cards for the staff to use on a small snack or lunch to welcome them back to school. The PTA contributed \$5.00 and YHS contributed \$2.50 to total \$7.50 for each gift card.

b. Family Network: Royce Sherlock and Dianne Vandivier

Ms. Sherlock reported that they have many good ideas from the community for programs and events this year. Due to the situation with COVID, they are trying to think differently since any events will likely need to be virtual. In past the Family Network has brought in a few speakers to Yorktown each year. Some thoughts for this year include presentations on distance learning, programs on mental health/ resiliency, and college testing in age of COVID. Another suggestion made to the Family Network was to organize a book club using a book that was read on the County level addressing racism. The name of the book is "Me and White Supremacy" by Layla F. Saad. Ms. Sherlock stated that other thoughts for this year are to find ways for parents to continue to connect with other parents as they typically would at sporting events and other activities at the school.

Ms. Vandivier reported on some other ideas including looking into some online content that already exists in helping children and families with resiliency and other mental health issues during this time. Information on some free online offerings were provided in today's newsletter. One is a series of webinars created by INOVA and Fairfax County Public Schools and the other consists of two sessions on mindfulness and self-care presented by Our Minds Matter.

Another program under consideration by the Family Network is to have Dr. Ken Ginsburg present to the YHS community. Dr. Ginsburg is a pediatrician in Philadelphia who has a program on resiliency, however, he charges \$2500 for his program and it is possible that the Family Network may be able to find similar programs that are either free or at a more reasonable price.

Finally, Ms. Sherlock and Ms. Vandivier may ask Ann Dolin of Educational Connections to return this year to present on taking the SAT/ACT and finding the right college.

Ms. Sherlock and Ms. Vandivier stated that they may prepare a survey for the YHS community to see which of the above items may interest the Yorktown families. They also said that if anyone has any other ideas, they would love to hear from them and would love any offers of help to plan some of these events.

c. Grants: Jennifer Gold and Meg Sharp

Ms. Gold gave history of what happened last spring. In March, the Grants Committee met to select grants to be awarded, but, once schools shut down, it didn't make sense to award those grants because they wouldn't be used. As a result, the PTA did not use up the full amount of funds allocated for teachers' grants last year. Instead, the committee met during the summer to and agreed to open up a request for grant applications for a two week period in late August/early September so that teachers could request items that may help them with distance learning this fall. Applications were due September 4th and the Grants Committee met September 9th to discuss the grant requests. They received 12 requests, though, one was for a request that will be used in the spring, so, that request will be granted in the spring session. Ms. Gold and Ms. Sharp met with Dr. Clark on September 10th to ensure that none of the requests would overlap with items already provided by Yorktown. Currently, based on the submitted requests, we will be providing just over \$5,000 in grants to teachers at this point. The Grants Committee will be notifying the teachers tomorrow that their grants have been awarded and that they can purchase the items requested.

Ms. Gold stated that they will likely do a second round of grants later this fall if there seems to be interest from the teachers. Ms. Sharp explained that the grants are really for items that are above and beyond what APS or Yorktown is providing to the teachers in support of their teaching.

IX. Announcements:

a. Reflections coming up: Mary Cantwell and/or Dana Milburn

Ms. Cantwell reported that the Reflections contest is still on for this year. The theme this year is "I Matter Because..." and the submission deadline is October 22nd. If an item is large and cannot be submitted electronically, Ms. Cantwell asked that the student contact her to arrange for getting the item submitted in person.

b. Grocery Cards: Dana Milburn

Ms. Milburn asked that families register their grocery/loyalty cards and accounts to Yorktown HS PTA. Currently YHS has programs with Harris Teeter, Amazon Smile, and EScrip.

X. Adjourn: Dana Milburn

With no further business, Ms. Milburn adjourned the meeting.