

Manual PTSA Meeting Minutes
August 17, 2016, 8:30am, Senior cafeteria

ATTENDING: Robin Weiss, Beth Brown, Elizabeth Straub, Delene Taylor, Missy Smith, Ann Schwartz, Lisa Becker, Kitty Zink, Barbara Coffield, Shannon Evans, Trish Kline, Betsy Johnson, Lisa Hamilton, Becky Mosley, Aly Goldberg, Jane Crowley, Judith Crowley, Tammy Ackerson, Leslye Arnett, Jerry Mayes, Vicki Lete

CALL MEETING TO ORDER: 8:30 a.m.

INSPIRATION: *“Great leaders don’t set out to be a leader, they set out to make a difference.”*

REPORTS FROM GUESTS

PRINCIPAL'S UPDATE – Jerry Mayes gerald.mayes@jefferson.kyschools.us

Manual is over its projection of 1,900 students on the 5th day count; 1,875 is typical.

Dr. Hargens came to YPAS on the first day of school and was very impressed.

Manual had a 100% graduation rate last school year - the only high school in Kentucky. Top Two Goals: 1. Be the best four years of the students' life. 2. CANI: Constant And Never-ending Improvement.

YPAS –

*Construction is behind.

*Kathleen Kronauer left to work at The Louisville Ballet. Out of 63 applicants, Melissa Case, an elementary school teacher from Elizabethtown, was chosen to be her successor.

*Hired a new dance teacher.

\$6,400 was collected for the teachers' fund.

No data collected from on-line scheduling yet; mixed reviews.

SBDM (Site Based Decision Making) - Shannon Evans sme02@bellsouth.net, **Kent Hall** KHall@JeffersonCountyClerk.org

I will update the PTSA in the agenda request before the September meeting. I'd like to welcome Mr. Kent Hall to the SBDM board at duPont Manual HS.

- Anyone wishing to make a policy request to the SBDM should type up the request and submit it to the SBDM secretary, currently Ms. Laura Spiegelhalter, for consideration. Currently reviewing the by-laws and comprehensive school plan. .

CRIMSON MISSION - Sondra Wojciak crimsonmissioninc@gmail.com

- The 2nd annual *Growing the Mission* Gala is set for Saturday, March 4, 2017 at the Henry Clay. Seeking sponsors, auction donations, volunteers, etc. Visit crimsonmission.org or the CM [Facebook](#) and [Twitter](#) feeds.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Robin Weiss manualptsa@gmail.com

- Standing Rules continue to be updated. [Please go here](#) to review and add any policies, procedures, operational tips, etc. that you/your committee use.
- The meeting location for the regular PTSA meetings will be moved to the freshman cafeteria for the entire 2016-17 school year, except December, which is TBD. Parking passes will be distributed for future meetings. The Learning Lab (Lisa Stephenson) would like some snacks for its students. Judith Bradley will coordinate.
- 11/3 is Open House for middle school students.
- Robin shared with the group the PTSA awards that Manual received which includes several state awards and one for membership.

TREASURER – Beth Brown bethhbrown68@gmail.com

- See proposed Budget Report attached
- We are not making our membership numbers due to not being able to include student memberships on registration form. Have reduced membership income and purchases for school programs.
- Discussed how to release cash flow funds and e-learning funds. Will look at the wording from partners excellence for what the funds are earmarked for.
- Delene Taylor made a motion to: 1) reduce beautification to \$250; 2) eliminate advocacy in the amount of \$150; 3) eliminate Idea Fest in the amount of \$125 4) change the line item, “flower/gifts/memorials” to “memorials”; 5) change the line item of “staff development” to “staff membership fund.” Shannon Evans seconded the motion. Motion passed.

RECORDING SECRETARY – Elizabeth Straub ebalou@aol.com

- May 2016 and August 2, 2016 meeting minutes were presented; any edits or changes? No changes; Barbara Coffield made a motion to approve and Delene Taylor seconded.

Corresponding Secretary - Barbara Benjamin-Coffield

barbarajbenjamin@gmail.com

- Condolence notes to family of Terry Ann Kidd (YPAS grad), and Mr. Zwanzig (dMHS teacher). Memorial donation made on behalf of PTSA to Mr. Zwanzig's mother's charity of choice: Hosparus.
- Six welcome notes were sent to new teachers.

Historian – Vaughn Bell vaughnpbell@att.net

- Please submit photos

PARLIAMENTARIAN/SBDM ELECTIONS – Vidya Ravichandran

vidya@glowtouch.com

- No Report.

1st VP/PROGRAMS – Lisa Becker maverick.becker@yahoo.com No Report.

Advocacy – Judith Bradley blueskymom2@gmail.com

- Students have completed 150 individual educational plans and 50 504 plans.

Alumni Service Corps – Tony Sweazy tsweazy@gmail.com No report.

- No Report

Awards – Tanya Marquardt tanyamarquardt@icloud.com

- No Report

Beautification - Gretchen Davis gretchenwdavis@yahoo.com Lara Talbott

ltalbott@bellsouth.net

- No Report

Clothing Assistance Program (CAP) / Manual Community Closet (MCC) - Jill

Jelsma jilljelsma@bellsouth.net, Becky Mosley beckster2828@att.net, Betsy

Johnson betsy_h_johnson@yahoo.com

- Manual's dates for CAP for 2016-17 are 8/18/16 (Five people attending 9:30-3:30) and 1/11/17.
- The annual Collection challenge with Male High School during Red/White week will be in October. Suggestions for a worthy organization or group we can collect items for are wanted. Please contact CAP committee members with ideas.

College & Career Center (CCC) – Trish Kline tkline102@gmail.com,

Kelly Seiler kelly.seiler@twc.com, Jane Crowley je_crowley@bellsouth.net

- New volunteer 1 hour training in CCC room Aug 23rd 9:30 a.m. & Aug 24 1 p.m. New volunteers only need to attend 1 session.
- 1 slot open - 2nd Friday of every month from 8-10 a.m. - please email Trish if you are interested or know of anyone who might be.

- College rep visits begin Aug 30th (Kelly S to cover this one) with the rest of the CCC volunteers starting up in September.

Hospitality – Barb Wainwright barb2k@twc.com, Lisa Hamilton lhomanzi@aol.com, Kim Williams williamsx4@twc.com

Tentative event schedule

- Open House dinner for teachers - September 8
- Fall Conference dinner for teachers - October 4
- Thanksgiving lunch in cafeteria (help staff serve students)
- Administrative Soup Luncheon - around Thanksgiving (teachers set up be we help with extra food and setup)
- Bus driver treats/gift bags - around Christmas holiday
- Spring Conference dinner for teachers - February 27
- Founders' Day Luncheon -

Idea Fest Liaison - Vidya Ravichandran vidya@glowtouch.com

- No Report

Programs - Amy Lapinski adlapinski@gmail.com, Punita Halder thehaldersare@gmail.com

Tentative Date for College 101 is Wednesday, March 15th, 2017. This is during the University of Louisville's Spring Break which frees up more parking for attendees of the event.

Project Graduation - Jill Lauroesch jlauroesch@yahoo.com, Stephanie Bedell sbedell@outlook.com, Karen Kiesel kkiesel@twc.com

- No Report

Red/White Week – Leslye Arnett llalouky@gmail.com, Missy Smith missyky@twc.com, Rosalie Rosenthal rosalierosenthal@gmail.com

- Decorating will be on 10-14. Red/White Week – week of October 21.

Reflections – Penny DeVenuto pndevenuto@gmail.com, Carolyn Judy dcajudy@yahoo.com

- For the PTSA Reflections Program, students choose the arts categories that they are interested in (literature, music composition, visual arts, photography, dance choreography, or film production), and create an original piece of artwork based on the theme: "What is Your Story?" Entries are eligible for school, district, state and national recognition. Students may enter as many times as they wish in multiple categories.
- For more information, contest rules and registration forms, please see www.kypta.org/programs/reflections. Entries are due in early fall - deadlines to be announced. For questions, please email manualreflections@gmail.com.
- Due date for school – 10/18. Due date for district - 12/15

Scholarships – Laura Ospital laura.ospital@icloud.com

- No report

Volunteer Coordinator - Laura Bollinger lbollinger@x-gen.us

- No report

Wellness & Compassion - Andre Wilson trinitysgrace@hotmail.com, Paula Hutchins phutch80@hotmail.com

- No report

2nd VP/MEMBERSHIP – Trish Kline tkline102@gmail.com

Membership - Kitty Zink kz@iglou.com, Amy Squires jasquires@twc.com

- Goal: 2,000 members
- Theme - PTSA Membership: \$10, PTSA Value: PRICELESS
- Link to online sign up form: <http://bit.ly/ManualPTSA2016>
- Registration sign up went fairly smoothly - some computer difficulty obtaining wifi access but managed to connect with internet via multiple phone hotspots so that data input could occur “on the spot”. Had plenty of volunteers and all did a fabulous job! Thank you to all who helped!!
- Online registration reduces the need for committee chairs to input data into the membership spreadsheet, however, the use of Google sheets creates a few obstacles
 - Paypal is not linked automatically to the form, so when members sign up online, sometimes they forget or maybe don't realize they need to click on Paypal link to actually pay. Some also forget to drop off check or cash at Registration table. So now, they are listed as members, but have not paid. This results in a discrepancy between the \$\$ we have collected and # of members signed up.
 - Google sheets places member #2,3,4 names horizontally across columns (i.e. my husband and kids are listed BESIDE my name in columns) instead of preferred method of listing each UNDERNEATH my name in rows. It is preferable to have each individual member listed in a row to make totaling easier.
- Approximately 1,600+ members, with 350+ still to go to make our budget goal. Plan to advertise on daily announcements next week and continue posting on social media. Pinky helping to recruit alumni to sign up - thanks Pinky!! Also will have a table at Open House on Sept 8.
- Approximately 70 teachers and staff are signed up - mostly from Welcome Back Breakfast event. Awaiting final faculty list from office to identify total number of employees this year. Dropping membership forms and treats in teacher's lounge this week. The following week, membership forms will be placed in every teacher/staff mailbox of anyone who has not yet signed up. By Sept. 1, signs

displaying our theme will be placed outside of every teacher/staff's door of those who have signed up - on display for all prior to Open House Sept 8.

- # Board members signed up: 43/53. Still need 10 board members (3 are students) to sign up.

Magnet Liaisons

VA Liaison - **Brenda Berry** berryhousehold@cardsavvy.net

- The enVision Group met on Weds the 27th and set in motion a plan to get the group up off the ground.
- Regular Meetings will be held the 4th Wednesday of every month from 6:30 - 8. We are looking into an alternative more central location.
- There is a Board in place and we are working to start finalizing/establishing the ByLaws and Standing Rules
- Next Meeting is August 24th @ 6:30pm.
- Important Dates: Given to Parents at registration. Most events will need lots of parent volunteers.
 - Chili Supper Fundraiser - September 17
 - James Art Fair VA Booth - September 30, October 1 and 2
 - Senior Portfolio Review before St. James - Date TBD
 - College and Career Day - October 28th with setup October 26 and 27
 - Showcase of Schools - October 28 and 29
 - 8th Grade Open House - November 3
 - Beginning of Year Cookout - Date TBD

MST Liaison - **Ann Schwartz** annmerm@gmail.com

- dMRSF (Science Fair Committee) will be having their dinner on Thursday, September 15th at the Mellwood Arts Center. Two Manual Graduates, Dr. Josh Denny ('94) and Allan Hsiao ('09), will speak at the dinner. Dr. Josh Denny is currently an Associate Professor of Biomedical Informatics at Vanderbilt University and Allan Hsiao graduated from Harvard University and is enrolled in a Ph.D. program in Economics at MIT. It will be a great evening. Please attend and support sending our students to the International Science and Engineering Fair!

HSU Liaison - **Melissa Mammorella** melissa77mamm@gmail.com

- No report

YPAS Liaison - **Lisa Hamilton** lhomanzi@aol.com

- Theatre under construction.
- Lisa distributed the season schedule of the YPAS Fall productions.

J+C Liaison - **Peggy Loy** bloy679382@aol.com

- No report

ECE/AEMS Liaison - **Judith Bradley** blueskymom2@gmail.com

- No report

3rd VP / WAYS & MEANS - Tammy Ackerson tammyackerson@gmail.com

Discussion of funding requests. A request of \$350 was submitted by Ms. Robinson for a membership fee; the request was tabled until October.

4th VP/COMMUNICATIONS - Delene Taylor dtaylor@dmlo.com

- Photographers **Joe Wilson** nurhyme@gmail.com, **Andre Wilson** trinitysgace@hotmail.com, **Elizabeth Milliken** e.milliken@twc.com, and **Kris Gamertsfelder** kris.rn.01@gmail.com will be capturing our events throughout the year. Please make sure you notify us if you have events or activities to document for our digital scrapbook, on social media, etc.
- Please review FB group join requests

ANNOUNCEMENTS:

NEW BUSINESS:

ADJOURNMENT: 10:20 a.m.

ATTACHMENTS: See below

NEXT MEETINGS

- **PTSA Meetings** are open to all and are generally held on the 3rd Wednesday of the month at 8:30am in the freshman cafeteria or on the stage of Manual auditorium. We hold a lunchtime meeting in December at a local restaurant, and evening meetings at Open House and on College 101 Night
 - Rather than an end time, we get through the agenda as quickly as possible, with a “soft closing” at 9:30am announced by the Parliamentarian for those who need to depart. Everyone is welcome to arrive when you can, leave when you need to, and stay afterwards for any discussion / assistance.
 - 2016-17 PTSA meeting dates can be found here:
 - <http://dupontmanual.com/manualptsa/news-minutes/minutes/>

du Pont Manual PTSA
Proposed Budget for Fiscal Year 2016/2017

| | 2016/2017 Budget | 2015/2016 Actual | 2015/2016 Budget |
|---|--------------------|--------------------|--------------------|
| INCOME | | | |
| Membership | 20,000 | 26,119 | 24,000 |
| Clothing and Merchandise | - | 710 | 250 |
| Rebates - Balfour | 745 | 894 | - |
| Donations/Sponsorships | 3,000 | 4,022 | 2,000 |
| Grants/Donations for Programs | - | 1,043 | - |
| Elearning (Partners Funds Carryover) | 4,725 | 4,725 | 4,500 |
| TOTAL INCOME | \$28,470.00 | \$37,513.15 | \$30,750.00 |
| EXPENSES | | | |
| Campus Beautification | 1,200 | 183 | 1,500 |
| Community Closet | - | - | 25 |
| College 101 | 250 | 243 | 250 |
| No Barriers | 600 | - | - |
| College & Career Center | 100 | 103 | 100 |
| J & C Publications | - | - | 20 |
| Hospitality | 1,700 | 1,886 | 1,700 |
| Welcome Back (Aug) | 50 | 82 | 50 |
| Open House (Sept) | 50 | - | 50 |
| Conference Days (Oct/Feb) | 225 | 240 | 150 |
| Bus Drivers/Cafeteria (Dec) | 200 | 242 | 200 |
| Staff Appreciation (Dec/May) | 500 | 421 | 500 |
| Founders Day Luncheon (Feb) | 600 | 860 | 600 |
| PTSA Meetings | 75 | 41 | 150 |
| Red and White Week | 200 | - | 200 |
| Project Graduation | 2,000 | 2,000 | 2,000 |
| Scholarships (4 @ \$600 & No Barriers \$600) | 3,000 | 2,500 | 3,000 |
| Administrative (postage, Quick Books, paper...) | 400 | 438 | 300 |
| Honors/Awards Founders Day | 500 | 149 | 500 |
| PTSA Membership Expenses | 8,437 | 10,717 | 9,737 |
| PTSA Conference Banquets/Materials | 300 | 280 | 300 |
| PTSA State/National Dues | 7,000 | 9,041 | 8,400 |
| PTSA District Dues | 500 | 559 | 600 |
| PTSA Insurance | 337 | 337 | 337 |
| Membership Drive Expenses | 300 | 500 | 100 |
| Flowers/Gifts/Memorials | 100 | 225 | 150 |
| Wellness & Compassion Fund | 750 | 641 | 1,000 |
| Idea Fest | 125 | - | 250 |
| Advocacy | 150 | 41 | 250 |
| Reflections | 250 | - | 250 |
| Purchases for School/Student Programs | 2,333 | 8,998 | 3,398 |
| Purchases for School/Elearning | 4,725 | - | 4,500 |
| Staff Development | 1,500 | 1,369 | 1,500 |
| Bank Service Charges | 150 | 171 | 120 |
| TOTAL EXPENSES | \$28,470.00 | \$29,664.66 | \$30,750.00 |
| BALANCE | \$0.00 | \$7,848.49 | \$0.00 |