

**Manual PTSA Meeting Minutes
August 2, 2016, 1:30pm, Senior Cafeteria**

ATTENDING: Robin Weiss, Andre Wilson, Judith Bradley, Beth Brown, Kim Williams, Jill Lauroesch, Vidya Ravichandran, Kitty Zink, Trish Kline, Anjali Chadha, Greg Schwartz, Ann Schwartz, Dacia Berry, Brenda Berry, Elizabeth Milliken, Jill Jelsma, Becky Mosley, Tammy Ackerson, Lara Talbott, Barbara Benjamin-Coffield, Nicole Finley, Leslye Arnett.

CALL MEETING TO ORDER: 1:35 p.m.

INSPIRATION: “Coming together is a beginning, staying together is progress, and working together is success.” **Henry Ford**

REPORTS FROM GUESTS

PRINCIPAL'S UPDATE – No report.

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

- Our first SBDM board meeting will be held on Wednesday, August 3, 2016 at 3:00pm in Mr. Mayes office. 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.

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. Looking for students to put together a video.

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.

TREASURER – Beth Brown bethhbrown68@gmail.com

- See proposed Budget Report attached
- After our last Board meeting in May, two additional funding requests were submitted: The first two are from MST (Mr. Zwanzig) although it was indicated this equipment would be shared with the rest of the science department:
 - 1) one class set of 5 gas pressure sensors for Quest2 labs @ \$83 each = \$415 + \$30 shipping
 - 2) 10 temperature probes @ \$29 each = \$290

These requests are to replace outdated/malfunctioning equipment.

The third is from our own PTSA historian, Laura Bollinger:

3) up to \$250 to update and print the membership drive tri-fold PTSA board with picture overlay and Velcro backing.

We utilized our process of electronic approval to vote in favor of all three requests. Requests approved unanimously on 5/26/16. Voting members were Leslie Fowler, Beth Brown, Pinky Jackson, Gloria Manimuthu, Beth Jolly, Ann Schwartz, Trish Kline, Judith Bradley, Shannon Evans, Tanya Marquardt, Laura Bollinger, Leslye Arnett, Vidya Ravichandran, and Preston Terry.

RECORDING SECRETARY – Elizabeth Straub ebalou@aol.com

- Formal approval of May 2016 meeting minutes
- Approval of May 2016 minutes was tabled until August 17, 2016 meeting.

PARLIAMENTARIAN/SBDM ELECTIONS – Vidya Ravichandran

vidya@glowtouch.com

- SBDM Elections are at the end of May. Will be following online procedures.

1st VP/PROGRAMS – Lisa Becker maverick.becker@yahoo.com

Advocacy – Judith Bradley blueskymom2@gmail.com

- Working on a plan for the year.

Alumni Service Corps – Tony Sweazy tsweazy@gmail.com

- 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 and 1/11/17. Sign up genius going out .
- 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**

- Schedule is completed. A one-hour training will be offered.

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

Kim Williams williamsx4@twc.com

Tentative event schedule:

- Teacher Back to School Breakfast - August 9, 7:00am (watch for Signup Genius)
- 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

- IdeaFest will be JCPS wide on March 3.

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

- Tentative date 3/15.

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

- PG 2017 committee will be meeting in the next week or two to lay out plans for the year, including finding two other venues (besides Puzzles) since we have to submit bids this year.
- This year not only do we have 3 co-chairs (Karen Kiesel and Stephanie Bedell will be joining me, Jill), but some of the committee members from last year have also indicated that they would be interested in working on PG again this year, including Sally Harper who plans to return as treasurer, and Penny DeVenuto and Cindy Durst. It will be nice to be starting off this year with an actual committee!

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

- Will be week of October 17.

Reflections – Penny DeVenuto pndevenuto@gmail.com, Carolyn Judy dcajudy@yahoo.com No Report

- 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.

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: 2000 members
- Theme - PTSA Membership: \$10, PTSA Value: PRICELESS!

- New communication this year: Membership video & powerpoint slideshow
- Increased emphasis to sign-up using online form
- New method to track memberships: Google spreadsheet (last year used Excel)
- New credit card swiper: Paypal (last year used Square)
- Registration Day incentive: Sign up 3 or more people, receive a free duPont Manual bumper sticker
- 8/1/16 Regis Day total: 711 members signed up (Seniors & Juniors)

Magnet Liaisons

VA Liaison - Brenda Berry berrhousehold@cardsavvy.net

- There will be a dMHS enVision Group Table at Registration
- 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. Currently the meetings are being held at Mark's Feed Store in Fern Creek but we are looking into an alternative more centralized site.
- 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

- The Catalysts have a table at registration to collect MST family emails, hand out newsletters, sell MST spirit wear, and answer any questions the families and students may have.
- dMRSF (Science Fair Committee) will be having their dinner on Thursday, September 15th. 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 Mammarella melissa77mamm@gmail.com

- No report

YPAS Liaison - Lisa Hamilton lhomanzi@aol.com

- No report

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

- No report

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

- Encouraging tutors for over 50 ESL Students.

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

- Revised Funding Request Guidelines and Funding Request Forms can be found on the website. Forms have been updated to suggest that additional funding sources such as Donors Choose be used although the requirement has been deleted. The process has been revised with hopes that this reduces delays in submission of requests and provides a less cumbersome process. An email will be sent to magnet liaisons on process.

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

- Thanks to VA sophomore **Dacia Berry**, and J+C junior **Olivia Evans**, we have a fantastic new PTSA flyer and video to kick off our 2016-17 membership theme: *PTSA Membership \$10, PTSA Value: PRICELESS!* HSU senior **Austin Kline** has also done an amazing job on a new PowerPoint which will be on display during registration.
- All committee chairs and board members that have content to share at some point during the year are invited to use our easy and efficient blog forum to submit your news, events, requests, announcements, etc. If you have a dedicated space on the website (such as Reflections, Project Graduation, College 101, etc.) - please make sure you provide up-to-date information to the communications team.
- Great news: former President **Pinky Jackson** has agreed to join the communications team as a consultant to help out where needed, since we don't have a Chair of this committee
- Student communications team members **Greg Schwartz**, **Macy Shah**, **Anjali Chadha** and **Allison Tu** will be working with me in various ways to create/edit blog posts, prepare the Manual POST (weekly digest by email), and update our Twitter and Instagram pages. While we hope many of you will submit your info directly via the blog platform as mentioned above, those who are not set up to do this may submit to our shared email account: dmhsmedia@gmail.com. Magnet coverage will be as follows: Greg - MST, Macy - YPAS, Anjali - J+C, Allison - HSU, and Delene will cover VA and ECE. Our focus will be on the Club Spotlights at the beginning of the year to help students get involved with an activity.
- Photographers **Joe Wilson** nurhyme@gmail.com, **Andre Wilson** trinitygrace@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.

Historian – **OPEN**

- Thanks to outgoing Historian Tammy Nofsinger for her work on getting our trifold updated before her departure!
- If you know someone who would enjoy this role, please have them contact me! Here is the description: *Keeps a history of the PTSA for the school year by taking pictures and collecting materials *Records the history by completing a digital scrapbook containing pictures and materials of the PTSA *Is readily available to attend PTSA functions *Submits digital scrapbook to District PTA Awards Chair

Corresponding Secretary - Barbara Benjamin-Coffield barbarajbenjamin@gmail.com

- No report

ANNOUNCEMENTS:

NEW BUSINESS:

ADJOURNMENT: 3:02 p.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 cafe. 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