

Manual PTSA Meeting Minutes
July 17, 2017, 11:30 am, Bravo's at 206 Bullitt Lane

ATTENDING: Shelley Thomas, Missy Smith, Serena Hirn, Kate Chandler, Jennifer Hummel, Jennifer Tuvlin, Lisa Becker, Elizabeth Milliken, Jenny Mercer, Barb Wainwright, Kim Williams, Vidy Ravichandran, Robin Weiss, Beth Brown, Delene Taylor, Gila Jones, Melissa Chastain, Sandy Metel, Lara Talbott, Kelli Rodman, Ann Schwartz, Laura Bollinger, Betsy Johnson, Trish Kline, Catherine Werner, Lynn Deveaux, Olivia Evans, Shannon Evans, Sara Holland, Jane Ernst Crowley

CALL MEETING TO ORDER: at 11:35a.m.

An inspiration was given.

Don't be afraid of new beginnings. Don't shy away from new people, new energy, new surroundings. ---Billy Chapata livehappy.com

The meeting began with introduction of new and returning board members to kick off the year.

PRINCIPAL'S UPDATE – (Mr. Mayes)

- Highlighted staff changes and additions:
 - Two new counselors are on staff: Kevin Fowler (from Butler) for YPAS, and Amy Meeron (from Ballard) who will focus on ECE students. While counseling staff is full, the trade off was not rehiring Instructor 5s.
 - Will have 2 FT security guards at Manual and 1 at YPAS.
 - Reorganizing the stadium manager position.
- We are participating in the Superintendent transition process and working closely with Mr. Pollio, interim superintendent.
- 4 staff went to training at NASA/Cocoa Beach. Reorganizing MST to STEM, with balanced emphasis on all areas. Looking at creation of small learning communities within the magnet.
- SBDM is streamlining the committee structure, focusing on keeping those committees required by the state.
- Dress code clarification re: girls short length (below finger tips) before start of school.
- New windows being installed on the VA wing. Working on 2-year renovation plan for the building.
- Mr. Mayes highlighted ISEF participation, and Vidya pointed out that Manual was one of the top awards recipients.

SBDM (Site Based Decision Making) -

Kent Hall Kenttimothyhall@gmail.com

Jennifer Tuvlin jbtuvlin@twc.com

- Jennifer Tuvlin, new SBDM parent rep, was introduced. First meeting will be in August. Thank you to Shannon Evans for her service on SBDM the past 2 years.

- There was discussion of the dress code, potential issues and how parents can impact the process. Jennifer will gather input from PTSA board to take to committee. There is need for parents to serve on SBDM committees to ensure representation.

CRIMSON MISSION - Tammy Ackerson tammyackerson@gmail.com

- No report

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Robin Weiss manualpts@gmail.com

- All of the funds from the PTA #ThankATeacher fund were spent. The remaining funds purchased snacks which are being stored in the PTSA room to dole out to the various lounges throughout the year, or as long as they last.
- Requests were sent for proposals for the Senior Class Ring Sponsors.
- Request for new carpet in the teacher's lounge has been made.
- Volunteers are needed to serve on a short-term adhoc group re: PTSA social media presence.
- PTSA would like to host a virtual book club and is seeking a coordinator for the project.
- We are looking at the process to be designated a National PTA School of Excellence.

TREASURER – Beth Brown bethbrown68@gmail.com

- Yearly audit performed on July 5, 2017 and required financial review form was mailed to KY PTA and emailed to the principal. Many thanks to Sara Holland, Lynn Deveaux and Jane Crowley for performing the audit this summer.
- The budget for the 2016-17 school year has been finalized and emailed to the principal. See June 30, 2017 budget at the end of the agenda.
- Discussion of proposed budget for FY2017-2018:
 - Designated Funds Carryover = Funds already approved but not yet dispensed. (Carpet, microwaves, Manual AM)
 - Communication expense is a new item: online based membership and volunteer program. See discussion under Membership.
 - Service charges = PayPal service fees.
 - Final draft will be emailed to board with changes made during meeting.
- Forms for both reimbursement for budgeted items and funding requests are available on the website. The PTSA mailbox also has blank forms, and is an effective way for passing things between board members.

3rd VP / WAYS & MEANS - Ann Schwartz annmerm@gmail.com

- Funding request [guidelines](#) and [form](#) can be found on the PTSA website under links/forms. Please note: typically requests will not be voted on until the 2017-2018 PTSA budget is passed.

Nominating Committee - Vidya Ravichandran, Trish Kline, Laura Bollinger

- Board members were reminded to coordinate with incoming or outgoing chairs to ensure smooth transition to 2017-2018 board year.

Recording Secretary – Lynn Deveaux ldeveaux@aol.com

- Trish Kline moved to approve the May meeting minutes. Motion was seconded by Jane Ernst Crowley seconded. Motion passed.

Corresponding Secretary - Catherine Arnold cgarnold@me.com

- Correspondence Sent: Get Well notes to Francoise Farman (retired dMHS teacher), Lynn Deveaux and Missy Smith (PTSA Board members). Condolence card to Pinky Jackson and family (former PTSA President).

Historian – Jenny Mercer jmercerc@humana.com

- No report

Parliamentarian/SBDM Elections – Vidya Ravichandran vidya@glowtouch.com

- We had 4 candidates that ran for the SBDM spot vacated by Shannon Evans. Jennifer Tuvlin won the election and will join Kent Hall. She will serve until June 2019.

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

Advocacy – Judith Bradley blueskymom2@gmail.com, Pinky Jackson pkjackson9@gmail.com

- November 3rd will be PTA state advocacy training. Info to follow.

Alumni Service Corps – Jennifer Hummel jchummel71@gmail.com

- No report

Awards – Meredith Lambe mapplegault@att.net

- No report

Beautification - Lara Talbott ltalbott@bellsouth.net

- Will check on urns and courtyard prior to registration days.

Clothing Assistance Program (CAP) / Manual Community Closet (MCC) - Becky Mosley beckster2828@att.net, Betsy Johnson betsy_h_johnson@yahoo.com, Sandy Metel sandrametel@yahoo.com

- Volunteers needed for Back to School Blitz Week @ CAP, July 31-Aug 5. CAP is located at 319 S.15th Street(under Central HS stadium). To volunteer, RSVP to 485-7450. Lunch and refreshments provided. For more information or to RSVP online: https://metrounitedway.org/Volunteer/VolOpInfo.jsp?hnbr=353E4D4550285F643C677E3E*0

- 2017-18 dates to work at CAP: 11/21/17 and 3/29/18.
- We will also be holding a collection for shoes.

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

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

- Kelly, Jane, and Trish are meeting on July 17th to discuss and plan out the upcoming year. We definitely NEED more volunteers, so please get in touch with one of us if you have a potential person who would be a good fit for this. It's a 2 hour shift, once a month. No experience required. It's an excellent opportunity to learn more about what happens in the counseling office, gain access to college search books and scholarship info, interact with students, see how the college rep visitation program works, etc.

Hospitality – Barb Wainwright barb2k@twc.com, Gila Jones gml4jesus@gmail.com,

Jennifer Tuvlin jbtuvlin@twc.com, Kim Williams williamsx4@twc.com

- Budget was increased to reflect Teacher Appreciation lunches on 2 conference days.
- Back to School breakfast for teachers will be on August 8th.

Idea Fest Liaison - Vidya Ravichandran vidya@glowtouch.com

- Preliminary discussions held around next year's IF. More work will be done after school begins in August.

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

Debbie Rowe theredsoxwin@yahoo.com

- No report

Project Graduation - Jill Lauroesch jlauroesch@yahoo.com, Karen Kiesel kkiesel@twc.com,

Sara Holland sfgholland@yahoo.com, Kelli Rodman kr0d0003@hotmail.com

- Noted that they would like to increase involvement of ECE students in the event.

Red/White Week – Missy Smith missyky@twc.com, Shelley Thomas

shelly.thomas@louisville.edu, Catherine Werner catherine.werner@geappliances.com

- The 125th Anniversary of The Old Rivalry will be celebrated during the 2017-18 school year, during the week leading up to the Male-Manual football game and Homecoming. Looking for historic information and archives on the rivalry.
- A small “museum” has been created in the anteroom to the auditorium, highlighting the school's history.

Reflections – Lara Talbott ltalbott@bellsouth.net, , Shannon Evans sme02@bellsouth.net

- We are due to receive our “PTA Reflections Toolkit” in August for this upcoming school year's rules, due dates, etc.

Scholarships – Lisa Becker maverick.becker@yahoo.com

- No Report

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

- Volunteer sign-up will no longer be done through Sign-Up Genius, but will be done through My School Anywhere (see discussion under Membership).

Wellness & Compassion - Andre Wilson trinitysgace@hotmail.com, **Jiapeng Huang**
jiapenghuang@yahoo.com

- No Report

2nd VP/MEMBERSHIP – Serena Hirn serenahirn@gmail.com

Membership - Trish Kline tkline102@gmail.com, **Melissa Carpenter**
melissa4carpenter@gmail.com

- BIG changes coming to membership this year. We are beta testing a new software program called My School Anywhere (MSA). Last year's method of online membership signups using Google Forms was not effective and could not be continued this year. My School Anywhere offers membership tracking, directory capabilities, email sending with no limitations on # sent, volunteer sign ups (i.e. like sign up genius), and more. We are in a trial period now, but need to decide soon whether to officially sign up or not. Tentative cost is \$598 yearly (cost is dependent on number of families that sign up). Using this new program, we will not have to pay for Mailchimp or Sign Up Genius separately.
- Theme is Crimson Crew (analogous to a race track pit crew where everyone pitches in to create a smooth running entity)
- Artwork created by VA Junior Dacia Berry



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- 2 sets of wristbands have been ordered and received for Registration incentives
- Might offer Crimson Crew t-shirts for folks to buy/wear at Registration - Delene looking into this.
- Serena, Trish, and Melissa to meet July 21 at Manual to review materials needed for Registration.
- Main goal for Registration (Aug 2 & 3) is to sign up everyone ONLINE via computer stations at PTSA table. Hopefully most folks will have already done this BEFORE Registration (will start to advertise this shortly on our FB page, Twitter, via Krista Just email, on Manual's website, etc). However, if folks do not have time to do this, a few paper copies will be available for them to fill out (although it is preferable for folks to sign up themselves online due to the directory opt in/out info). Additionally, business cards

have also been made up to hand out with a QR code and a hyperlink address to the MSA membership sign up page. 200+ members have signed up already!

- Registration Day volunteer sign up is ready to go in the MSA system, however, in order to access the sign up, one must sign up for an account in MSA first, receive their login credentials, then go in and sign up to help with Registration.
- We will be discontinuing our Silver status in Sign Up Genius (annual \$100 fee), but will still have a basic account so we can access our previous templates. Volunteers at Registration will be able to go through the line FIRST and receive their student's schedule ahead of everyone.
- Link to create an MSA account and sign up for your PTSA membership is: <http://bit.ly/JoinManualPTSA>.
- Membership team looked at options for managing PTA membership and determined this was best option for our size and value for the cost. Motion by Delene Taylor to approve up to \$800 to cover the cost of purchasing and implementing My School Anywhere. Second by Catherine Werner. Motion carried following discussion of programs used by other schools, accounting component, and tech support.

Magnet Liaisons

VA Liaison - **Brenda Berry** bamills0409@gmail.com

- No report

MST Liaison - **Debbie Rowe** theredsoxwin@yahoo.com

- No report

HSU Liaison - **Elizabeth Milliken** e.milliken@twc.com

- There is currently no teacher leads for HSU.

YPAS Liaison - **Melissa Chastain** mchastain@spalding.edu

- No report

J+C Liaison - **Vaughn Bell** vaughnbell@att.net

- No report

ECE/AEMS/LEARNING LAB Liaison - **Judith Bradley** blueskymom2@gmail.com. **Lynn Deveaux** ldeveaux@aol.com

- Coach Vaughn, Social Communication Program teacher, has taken another position within the ECE department at Manual. He is being replaced by Mr. Wallace, an experienced ECE teacher.

4th VP/COMMUNICATIONS - Delene Taylor dtaylor@dmlo.com
Communications Chair - Melissa Chastain mchastain@spalding.edu

- Please review all sections of our website relevant to your role, and notify our Website Coordinators of updates:
Greg Schwartz greglacrosse@gmail.com
Anjali Chadha anjlichadha11@gmail.com
Please copy Delene as well dtaylor@dmlo.com
- Subscribe to weekly Manual POST Mailchimp newsletter [here](#). The **POST Blog** feeds in to newsletter. Delene will edit/format submissions (images must be sent to her via email) before they are posted live on the blog.

ANNOUNCEMENTS:

NEXT MEETINGS

- **NOTE: Next meeting will be held on August 23rd at 8:30am, since the regular meeting date falls on the first day of school.**
- 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 PTSA room. 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.
- PTSA meeting dates and minutes can be found here:
<http://dupontmanual.com/manualptsa/news-minutes/minutes>

Meeting was adjourned at 1:20pm

As of 6/30/17

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

	2016/2017 Budget	2016/2017 Actual
INCOME		
Membership	18,500	20,750
Rebates	745	820
Donations/Sponsorships	2,500	3,202
Event Sales	-	700
Designated Funds Carryover*	5,703	5,703
TOTAL INCOME	\$ 27,447.55	\$ 31,174.48
EXPENSES		
Campus Beautification	250	-
College 101	250	204
No Barriers	600	-
College & Career Center	100	93
Hospitality	1,700	1,674
Welcome Back (Aug)	50	46
Open House (Sept)	50	54
Conference Days (Oct/Feb)	225	201
Bus Drivers/Cafeteria (Dec)	200	200
Staff Appreciation (Dec/May)	500	532
Founders Day Luncheon (Feb)	600	566
PTSA Meetings	75	75
Red and White Week	200	-
Project Graduation	2,000	2,000
Scholarships	3,000	3,000
Administrative (postage, Quick Books, paper...)	400	371
Honors/Awards Founders Day	500	415
PTSA Membership Expenses	7,929	8,772
PTSA Conference Banquets/Materials	300	225
PTSA State/National Dues	6,475	7,259
PTSA District Dues	517	517
PTSA Insurance	337	337
Membership Drive Expenses	300	434
Memorials	100	125
Wellness & Compassion Fund	750	300
Reflections	250	170
Purchases for School/Student Programs	1,966	3,930
Purchases for School/Designated*	5,703	5,460
Staff Membership Fund	1,500	1,119
Service Charges	250	283
TOTAL EXPENSES	\$27,447.55	\$27,915.88

*Designated funds are \$4725 elearning, \$735 for prior year approved funding request, \$242.55 donation for homeless student needs

Approved 16-17 funding requests to be marked as designated:	2546
Carryover of homeless student designated:	242.55
Expenses including designated for next year:	<u>\$30,704.43</u>

Proposed as of 7/17/17

**du Pont Manual PTSA
Budget for Fiscal Year 2017/2018**

	2017/2018 Budget	2016/2017 Actual
INCOME		
Membership	20,000	20,750
Rebates	800	820
Donations/Sponsorships	3,000	3,202
Event Sales	-	700
Designated Funds Carryover*	2,789	5,703
TOTAL INCOME	\$ 26,588.55	\$ 31,174.49
EXPENSES		
Campus Beautification	250	-
College 101	250	204
No Barriers	600	-
College & Career Center	100	93
Hospitality	1,700	1,674
Welcome Back (Aug)	50	46
Open House (Sept)	50	54
Conference Days (Oct/Feb)	300	201
Bus Drivers/Cafeteria (Dec)	200	200
Staff Appreciation (Dec/May)	500	532
Founders Day Luncheon (Feb)	600	566
PTSA Meetings	-	75
Red and White Week	200	-
Project Graduation	2,000	2,000
Scholarships	3,000	3,000
Honors/Awards Founders Day	500	415
PTSA Membership Expenses	8,352	8,772
PTSA Conference Banquets/Materials	300	225
PTSA State/National Dues	7,000	7,259
PTSA District Dues	415	517
PTSA Insurance	337	337
Membership Drive Expenses	300	434
Memorials	100	125
Wellness & Compassion Fund	600	300
Reflections	250	170
Administrative (postage, Quick Books, paper...)	120	371
Communications	800	-
Purchases for School/Student Programs	3,078	3,930
Purchases for School/Designated*	2,789	5,460
Staff Membership Fund	1,500	1,119
Service Charges	400	283
TOTAL EXPENSES	\$26,588.55	\$27,915.88

*Designated funds are \$2546 for prior year approved funding requests,
\$242.55 donation for homeless student needs