

Manual PTSA Meeting Minutes
August 23, 2017, Senior Cafeteria

ATTENDING: Tammy Ackerson, Lisa Becker, Jennifer Hummel, Shelley Thomas, Andre Wilson, Catherine Arnold, Kim Williams, Barbara Coffield, Debbie Rowe, Ann Schwartz, Delene Taylor, Serena Hirn, Trish Kline, Robin Weiss, Lynn Deveaux, Jenny Mercer, Vidya Ravichandran, Judith Bradley, Shannon Evans, Sara Holland, Jiapeng Huang, Becky Mosley, Catherine Werner, Betsy Johnson, Lara Talbott, Kate Chandler, Vaughn Bell.

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

Inspiration: *As long as you are going to be thinking anyway, think big.*

(Shared by Lisa Becker - a great way to start off the year!)

REPORTS FROM GUESTS -

- Ms. Lete:
 - Thank you from the staff for the Breakfast the day before school started. It was greatly appreciated!
 - The community closet needs to be cleared out. A trap door to the pipes underneath is located in the floor and needs to be accessible.
- Mr. Klingenfus: No report

PRINCIPAL'S UPDATE – (Mr. Mayes)

- Thank you for staff breakfast and kick-off.
- Suicide prevention education held at beginning of the year, with follow-up around holidays.
- Thank you for the eclipse glasses (purchased with Crimson Mission and the school). Approximately 500 students were out that day.
- *Raisin in the Sun* is the Fall play; opens Sept. 24th.
- *Sophisticated Ladies* will be the Fall musical, to open in November.
- Guidance office is fully staffed: Amy Medley, lead and college info; Amy Meeron, FR/Soph and ECE/504s; Marti Johnston, Jr/Sr; Michelle Leslie, Fr/Soph; Scott Carmony, Edgenuity, college readiness and truancy; Kevin Fowler, YPAS. A retired counselor will be conducting a building assessment.
- Shared the story of Quentin Hammond, a Manual student and football player who was killed 20 years ago. Mr. Mayes attended memorial remembrance.
- ISEF team to be honored by the Governor for awards received.
- Smooth opening so far. 1,922 students, including ECE.
- Process has started for new Superintendent search. Suggestion to invite Mr. Pollio to PTSA meeting prior to Open House.
- Earl Sims, new KY Charter School Director, is a Manual alum.

SBDM (Site Based Decision Making) - Kent Hall Kenttimothyhall@gmail.com,

Jennifer Tuvlin jbtuvlin@twc.com

- Grading Policy. SBDM was advised by JCPS that the amount of time a teacher has to enter a grade is a contract issue and not a SBDM issue. JCTA gives a teacher 3 weeks to enter a grade. The teachers will be asked to enter grades as soon as they can so students have a better sense of their overall grade.
- YPAS Seat Contract. SBDM was advised by JCPS this is not a SBDM issue. Trying to prevent seats being reserved and classes/schools not showing up. Will be monitored by school.
- Average ACT score has improved to 27.5
- New hires: Security. Now there are 2 at Manual and 1 at YPAS. ECE assistants. YPAS community liaison.
- In August there were 1,912 students.
- Cell phone policy was changed by JCPS. A school may not keep a student's phone overnight.
- Dress code was not formally amended. School measures from top of thigh (not hip).
- Next meeting Wed. Sept. 6.

CRIMSON MISSION - Tammy Ackerson tammyackerson@gmail.com

- Working with Diana Tutaro, the new CM President, to enhance lines of communication and process re: funding requests. Ann Schwartz (Ways and Means VP) will communicate directly with CM to simplify communications. While CM does focus on larger projects, including capital expenses, they are open to all kinds of requests.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

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

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

- Mr. Morris and Mrs. Spiegelhalter will continue to be our teacher reps this year.
- Plans are to decorate the school Friday Oct 13th. Several volunteers needed. Also need 11 ft ladders and snacks.
- Ramstock is Monday Oct 16th. PTSA to provide popcorn/snacks. Several volunteers needed.
- Oct 18th at Manual stadium they are hoping to do a field day/carnival with food trucks. Will need a lot of volunteers that day from setup to cleanup.
- Community service event collection - they would like to see more of a concentrated effort that week. Also, needs to be advertised to the student/faculty using different types of media to get the word out. Will coordinate collection with CAP Committee.
- Watch for requests for volunteers and donations - especially snacks. Suggestion to set up Amazon Wish List and have items delivered to the school.

PRESIDENT – Robin Weiss manualptsa@gmail.com

- Asked for three companies to submit for bids for junior ring sales. Have only heard from Balfour (% of ring sales and donation to Project Graduation), and Jostens/Neff (Banner and % of sales; fewer lower end choices). **Motion made by Barbara Coffield to approve contract with Balfour. Second by Vaughn Bell. Motion passed.**
- Carpet has been ordered for the teacher's lounge via JCPS, as required. There is currently a backlog and we are on the waiting list. Building modification request has been submitted.
- PTSA parking passes were distributed at the meeting. IDs will only be issued for the Exec Board and those board members (like Hospitality) who need to be in the school frequently.

TREASURER – Beth Brown bethhbrown68@gmail.com (Ann Schwartz presented budget on behalf of Beth, who was absent).

- Main changes to budget: Increased Membership Budget, PTSA State/National Dues, and Service Charges (Paypal fees) to more accurately reflect expected activity (way to go membership team!). Decreased Communications to \$598 as we don't need the largest MSA package this year. This item will be reflected in Membership expenses in the future. Membership funds include purchase of tablecloth to use at events.
- Decreased donations by \$500 as we are significantly behind where we were last year at this time. Increased designated funds by \$670 in both income and expense to cover our portion of the eclipse glasses. This money will come from our bank account surplus, not this year's income. Cost of glasses was split with Crimson Mission and the school. Overall, the changes from the July budget to the 8-20 budget basically balance each other out, leaving our purchases for school programs at over \$3,000.
- (5) \$600 scholarships are budgeted; (1) is designated for ECE students.
- **Shannon Evans moved, and Judith Bradley seconded, motion to approve Budget for the 2017-2018 school year. Motion passed.** Budget will be presented to the full membership at Open House.

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

- Request for \$1,200 for Manual AM (morning streaming) will be used (follow up to discussion from last year). No need for a vote, because funding was approved last fiscal year, pending research on options.
- Good Clothes for Good People (student created organization) requested \$150 for paint to decorate donated dumpsters to collect clothing to distribute through Wayside Mission. Not yet an official school club; must go through that process first. How will this coordinate with our CAP collections already in place? Decision to place on hold for now.
- Microwave for Teachers' Lounge (submitted by Denee Walsh). We have \$100 left in Google Express #ThankaTeacher funds. An additional \$50 or so is needed to cover cost and shipping. Also suggested we could solicit a donation for this. **Motion was made by Shannon Evans and seconded by Catherine Arnold, to allocate up to \$50 for purchase of microwave, if donation request is unsuccessful. Motion passed.**

Nominating Committee - Kate Chandler

- No report

Recording Secretary – Lynn Deveaux lideveaux@aol.com

- Motion made by Delene Taylor, and seconded by Lisa Becker to approve the July meeting minutes. Motion passed.

Corresponding Secretary - Catherine Arnold cgarnold@me.com

- Correspondence sent: Condolence card to Ms Marti Johnston and family (duPont Manual Counselor), congratulations card to Ms Amy Medley (duPont Manual Counselor), congratulations card to Marty Pollio (Interim JCPS Superintendent), duPont Manual new staff welcome cards to Ryan Hite – Spanish, Heather McCall – Math, Jennifer Powell – Science, Keri Polevchek – Science, Michael Starling – Science, Alexis Rich – Science, David Wallace – ECE, Jacob Jury - Art/Math, Amy Meeron - Counselor, Kevin Fowler - Counselor

Historian – Jenny Mercer jmercerc@humana.com

- Please share your photos! You can upload here: <https://goo.gl/photos/6B6mVgCvRjQZpzyK8>
- Jenny will create new folders for each event, so photos may be posted to the appropriate folder. Vaughn will work to finish posting last year's photos from J+C.

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

- No report

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

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

- KDE is formulating charter school regulations and processes.
- Judith will work to determine status of audit process.
- Will update website re: advocacy issues.

Alumni Service Corps – Jennifer Hummel jchummel71@gmail.com

- No report

Awards – Meredith Lambe mapplegault@att.net

- No report

Beautification - Lara Talbott ltalbott@bellsouth.net

- Courtyard has been weeded and manicured. Need to mulch beds and around trees. Have quotes from JCPS (\$1,400 for a truckload, blown not spread), and Frank Otte (\$470 delivered; would need to be spread).

- Vaughn Bell raised the idea of purchasing from the Baseball team during Spring mulch fundraiser. Could perhaps have baseball team assist with spreading.

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

- 2017-18 dates to work at CAP: 11/21/17 and 3/29/18.
- **CAP is currently in need of boys and girls clothes in all sizes, all sizes of men's clothes and new or gently used socks.** Drop off items in CAP bins located at front lobby of school.
- The committee will begin planning Red/White week collection challenge with Male. Effort will be coordinated with the Red/White week committee.
- MCC will be cleaned out/cleaned up by the committee this fall.

College & Career Center (CCC) – Trish Kline tkline102@gmail.com, **Kelly Seiler** kelly.seiler@twc.com, **Jane Crowley** je_crowley@bellsouth.net

- All slots are filled. Training dates for new volunteers are Aug 23 & 24. CCC shifts will officially begin in September.
- First college rep will be here August 29th.
- Gomanualgo.weebly.com is new website for college visits and other student information. Check it out!

Hospitality – Barb Wainwright barb2k@twc.com, **Gila Jones** gmj4jesus@gmail.com, **Jennifer Tuvlin** jbtuvlin@twc.com, **Kim Williams** williamsx4@twc.com

- Welcome Back Staff Breakfast was a huge success. Staff commented that this is usually their favorite hospitality event. Thank you to the board members that helped out in any way. We so appreciated the help. Next event will be the Chili and Soup Open House Dinner Sept. 7th.

Idea Fest Liaison - Vidya Ravichandran vidya@glowtouch.com

- Preliminary discussions held around next year's IF.

Programs - Amy Lapinski adlapinski@gmail.com, **Punita Halder** thehaldersare@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** krod0003@hotmail.com

- No report

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

- The Reflections Art contest theme this year is “*Within Reach*.” The school due date is October 4th. The District due date is October 20. Working on getting information out, using past ideas (previous Chair is a great resource!) and Reflections toolkit, as well as social media sites, announcements, etc. Also distributing information via English, YPAS, J+C and VA teachers, requesting they give extra credit for participating. There is also a Special Arts Division for ECE students. Info sheets will be in the office, and Chairs will be at all lunches for two days in Sept.

Scholarships – Lisa Becker maverick.becker@yahoo.com

- No report

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

- No report

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

- Meeting soon with Mr. Kuhn to make plan for the year.

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

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

- Membership report sent in prior to “Back to School” August 15th deadline. 1,981 members as of August 10th (that includes summer sales, 2 registration days, and make-up day). We are now ~2,060 members. This is a tremendous accomplishment, especially considering that we switched to a new software program My School Anywhere this year. Special thanks to all who helped out at registration!
- Faculty sign ups are at 50%. Several signed up at the Welcome Back Staff Breakfast. A link to our online store was sent out Sunday, Aug 20th to all non-member faculty and parents reminding them to sign up.
- Crimson Crew logo signs saying “2017-18 PTSA member” will go up on teacher and staff doors later this week.
- We are ALMOST at 100% membership on our Board - only 2 PTSA Board members remain!
- Only 42% of our enrolled students are members to date; however this is a huge increase over last year. We are promoting a friendly competition between classes, and are considering a photo booth or other incentive during Red/White to increase student signups. (Robin won 2-hour photo booth at a PTSA event!)
- A blue duPont Manual PTSA tablecloth was purchased by membership to help clearly identify our table at all PTSA events.
- Membership will be set up at Open House. PTSA will sell Chik-fil-A. We made \$700 last year. Need volunteers to sell who are not participating in classroom open house

activities. Will reach out to alums. Vidya pointed out that a significant percentage of our families are vegetarian.

Magnet Liaisons

VA Liaison - Brenda Mills bamills0409@gmail.com

- The enVision Group is looking for additional Board Members to help support the VA Magnet. We are in need of a VP of Communications and a Treasurer.
- **SAVE THE DATE!** for our enVISION Field Day – Sep 16th 4-8pm at the Woodland Pavilion at Broad Run Park. We are also looking for Volunteers.

MST Liaison - Debbie Rowe theredsoxwin@yahoo.com

- Will meet in early September.
- Meeting 8/24 re: Science Fair, with Meyzeek.

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

- Still no teacher coordinators for HSU. I have sent Ms. Stottman and Ms. Hunt an email asking if there is anything I can do to continue their work, but have not received a response.

YPAS Liaison - Melissa Chastain mchastain@spalding.edu

- No report

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

- Annual Ice Cream social is Tuesday August 29 at 7. This is for all JC students to review publications and go over events including our two journalism conferences and meet the teachers.
- New officers are still moving all accounts and email and mailing addresses to them from previous leadership since this is the first major change over in several years - to me as President and Matt G. as Treasurer.
- Reviewing some additional teacher needs for magnet specific requests including supplies and memberships.

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

- We working to have a role in hiring process for new JCPS ECE Director.
- We will be present to meet families at Open House and try to get contact info for future activities. First one may be a "Back to School" Ice Cream Social for ECE students, staff, and families.
- Mr. Wallace is the new teacher for the Social Communication Program; Coach Vaughn has moved to another role within the department at Manual.

- Will work to increase presence of Disability Services at College 101 and when college reps visit Manual.
- Judith will update blog and submit for newsletter.

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

- 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 anjalichadha11@gmail.com
Please copy Delene as well dtaylor@dmlo.com
- Working on transitioning from MailChimp newsletter format to MySchoolAnywhere.
- If you plan to volunteer at events, remember we have Crimson Crew shirts available. You can purchase in a variety of women/men/youth sizes and colors on Amazon (Prime eligible) for \$14, of which \$2 goes toward PTSA programs: <http://a.co/7jzMzCv>

POST Content Contributor - Barbara Coffield barbarajbenjamin@gmail.com

ANNOUNCEMENTS:

The meeting was adjourned at 10:20am.

The next meeting will be a General Membership Meeting, to be held Thursday, September 7th at 6pm in the Auditorium. Schoolwide Open House immediately to follow.

The next Board Meeting will be Wed., September 20th at 8:30 in the Senior Cafeteria.

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 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>

Proposed as of 8/20/17

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

| | 2017/2018 Budget | 2017/2018 Actual | 2016/2017 Actual |
|---|---------------------|---------------------|---------------------|
| INCOME | | | |
| Membership | 20,750 | 19,780 | 20,750 |
| Rebates | 800 | 800 | 820 |
| Donations/Sponsorships | 2,500 | 1,930 | 3,202 |
| Event Sales | - | | 700 |
| Designated Funds Carryover* | 3,459 | | 5,703 |
| TOTAL INCOME | \$ 27,508.55 | \$ 22,510.00 | \$ 31,174.49 |
| EXPENSES | | | |
| Campus Beautification | 250 | | - |
| College 101 | 250 | | 204 |
| No Barriers | 600 | | - |
| College & Career Center | 100 | 73 | 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 | 1,200 | 3,000 |
| Honors/Awards Founders Day | 500 | | 415 |
| PTSA Membership Expenses | 8,680 | 7,391 | 8,772 |
| PTSA Conference Banquets/Materials | 300 | | 225 |
| PTSA State/National Dues | 7,263 | 6,934 | 7,259 |
| PTSA District Dues | 415 | | 517 |
| PTSA Insurance | 337 | 337 | 337 |
| Membership Drive Expenses | 365 | 120 | 434 |
| Memorials | 100 | | 125 |
| Wellness & Compassion Fund | 600 | | 300 |
| Reflections | 250 | | 170 |
| Administrative (postage, Quick Books, paper...) | 120 | 26 | 371 |
| Communications | 598 | 398 | - |
| Purchases for School/Student Programs | 3,052 | | 3,930 |
| Purchases for School/Designated* | 3,459 | | 5,460 |
| Staff Membership Fund | 1,500 | | 1,119 |
| Service Charges | 550 | 476 | 283 |
| TOTAL EXPENSES | \$27,508.55 | \$9,563.73 | \$27,915.88 |

*Designated funds are \$2546 for prior year approved funding requests, \$670 for eclipse glasses
\$242.55 donation for homeless student needs