

Manual PTSA Board Meeting Minutes November 15, 2017, Senior Cafeteria

ATTENDING: Serena Hirn, Delene Taylor, Trish Kline, Lisa Becker, Debbie Rowe, Catherine Arnold, Barbara Coffield, Tammy Ackerson, Vidya Ravichandran, Shelley Thomas, Elizabeth Milliken, Laura Bollinger, Kate Chandler, Beth Brown, Vaughn Bell, Kent Hall, Sara Holland, Shannon, Evans, Lara Talbott, Jane Crowley, Becky Mosley, Jenny Mercer, Betsy Johnson, Lynn Deveaux, Robin Weiss, Jennifer Hummel, Kim Williams

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

INSPIRATION -

- “Be excellent to each other.” - Bill S. Preston, Esq. (from Bill and Ted’s Excellent Adventure)

REPORTS FROM GUESTS -

- None

PRINCIPAL’S UPDATE – (Mr. Mayes)

- Thank you to PTSA for the Soup luncheon, the Faculty Development Fund donation, and support during recent events.
- Mr. Mayes spoke at the 15th District PTSA meeting; came away with ideas for advocacy.
- Crimson Hour went well. Some adjustment for students to having control over their time. Cafeteria went smoothly; activity was light. May do for multiple days during exam week. [See survey results under President’s Report].
- Mr. Mayes will find link for mid-year review and get to Robin to share with the Board.

SBDM (Site Based Decision Making) -

Kent Hall Kenttimothyhall@gmail.com, **Jennifer Tuvlin** jbtuvlin@twc.com

- Club Approval: TED Ed. was approved. Will meet bi-weekly on Wed. Goal is to practice presenting skills, provide opportunities for science fair participants to present; all speakers will be students. Future Physicians of America has morphed into HOSA which encompasses all health professionals. Meets twice a month on Tuesday. All other clubs were not approved either because they were duplicative or seemed more of an event than a sustaining club.
- Crimson Hour: Pilot program this year. Once in fall/once spring. Opportunity for students to meet with teachers, group projects, or simply relax for an hour.
- Culture and Climate Committee, Mission and Vision Statement Committee and Technology committees have all met.
- Kent Hall stated that issues related to Black Student Union and transgender students have not been brought to the SBDM. They are open to playing a role in that discussion.

CRIMSON MISSION - Tammy Ackerson tammyackerson@gmail.com

- No report

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Robin Weiss manualpts@gmail.com

- Crimson Hour Survey Results: Received over 600 survey responses from students, parents and teachers.

- 92% Strongly agreed or Agreed that Crimson Hour was beneficial. Very high from students; high from teachers.
 - Some students weren't sure what to do, how to handle discretionary use of time. Will come with practice.
 - Share better information on teacher office hours next time.
 - Do more often!
 - Most students used the time for group work, research, meeting with teachers, socializing and eating lunch. Only 1% slept.
 - Some unexpected uses of the time: working on college apps, music practice, make-up tests. Need to communicate with teachers that students determine how to use their time, rather than have teachers dictate what students should do.
- **Special General Membership Meeting:** General Membership meetings are usually held at Open House in the Fall and College 101 in the Spring. A General Membership meeting now could be helpful to allow parents' concerns and thoughts to be heard. An outside facilitator would be valuable in managing the process in a productive and inclusive way. Robin will be talking with Marian Vassar from UofL about facilitating. She is also a JCPS parent. At this time, we are not able to hold this meeting at Manual; please contact Robin with possible venues. [Note: This changed after the meeting.] PTSA role is to support the school and the students, not any one person. We will need to communicate expectation and purpose of meeting clearly. May need funding for facilitator and/or space. **It was moved by Barbara Coffield and seconded by Shannon Evans that the PTSA convene a General Membership meeting for the purpose of hearing member thoughts and concerns about recent events and the current school culture and climate. Motion passed.**
 - Issues to consider in planning:
 - Childcare?
 - Multiple ways to publicize - not everyone is on Facebook
 - Possible way to submit emails and/or remain anonymous
 - This will not be the last or only way to express concerns
 - Doing it right vs. doing it quickly
- **Culture/climate audit** being conducted at school by JCPS: This was scheduled prior to current situation arose. This is not a survey about any one person, but will focus on curriculum and classroom issues. Seventy-five parents and 150 students have been randomly selected to participate. Millenium is the company who has been contracted to conduct the audit.

TREASURER – Beth Brown bethbrown68@gmail.com

- See budget report below
- There has been minimal activity. Only funding request to date is for tablecloths, requested by administration.
- To turn in receipts for reimbursement, please complete the request form, found on the website, in the box in the office, or from Beth.

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

- No funding requests
- Magnet Liaisons- please reach out to the teachers, staff, and magnets and see if there are any needs the PTSA can assist with.
- Manual PTSA honored on October 24, 2017 at the JCPS Board Meeting as a Kentucky PTA "Linda Gardner Honor Roll" Award Recipient

Nominating Committee - Kate Chandler katecchandler@gmail.com

- No report

Recording Secretary – Lynn Deveaux ldeveaux@aol.com

- It was moved by Trish Kline and seconded by Catherine Werner that the October meeting minutes be approved. Motion carried.

Corresponding Secretary - Catherine Arnold cgarnold@me.com

- Correspondence Sent: Condolence card sent to Delene Taylor (duPont Manual PTSA).
- 2018 Founders' Day will be February 21, 2018 (school cancellation date February 28, 2018). Nomination request from the PTSA Board will be sent out after Thanksgiving.
- Shared thank you note from a teacher for the Soup Luncheon (especially the brownies!)

Historian – Jenny Mercer jmercer@humana.com

- Please share your photos! You can upload here: <https://goo.gl/photos/6B6mVgCvRjQZpzyK8>

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

- No updates until mid-Spring

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

- As always, many thanks to all of the chairs who do a fantastic job!

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

- <http://dupontmanual.com/manualptsa/advocacy-update-nov-2017/>

Alumni Service Corps – Jennifer Hummel jchummel71@gmail.com

- Met with Manual Alumni Director, Mike McDaniel. Question about shared closet between PTSA and Alumni Association. Some confusion over which closet. We are in the process of clearing clothing out of current PTSA/Admin closet.

Awards – Meredith Lambe mapplegault@att.net

- No report

Beautification - Lara Talbott ltalbott@bellsouth.net

- No report

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

- Collection challenge with Male during Red White week brought in almost 3,000 pairs of new socks for CAP. Committee chairs and a couple of GCGP members delivered to CAP..
- Manual work day at CAP is next week, Tuesday Nov. 21, 10am-1pm. Volunteer and bring a friend even for an hour or two.
- Unnecessary clothing in current closet will be delivered to CAP on the next work day.

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

- College rep visits winding down
- Thank you to all volunteers who helped with AP exam fee collection
- Distributed “red hots” candy snack to all Manual/YPAS employee mailboxes with label stating “Manual Teachers & Staff are RED HOT!! Thank you for supporting our CCC!”

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

- No report

Idea Fest Liaison - Vidya Ravichandran vidya@glowtouch.com

- Event set for Feb 28th. Preparations are underway in collaboration with JCPS administration.

College 101 Program - 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

Red/White Week – Missy Smith missyky@twc.com, Shelley Thomas shelley.thomas@louisville.edu, Catherine Werner catherine.werner@geappliances.com

- No report

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

- Please go to this link to see the Manual POST regarding the Reflections Art Contest for this year. This was a very successful year for entries.
<http://dupontmanual.com/manualptsa/2017-18-dmhs-reflections-award-winners/>
We will be distributing all Manual prizes to 1st place winners and certificates, awards ribbons, etc., between 11/15 and 11/17.

Scholarships – Lisa Becker maverick.becker@yahoo.com

- Working to distribute final 2017 scholarship. Ready to roll out application for 2018 scholarships.

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

- Just a reminder to give at least 24 hours for requests...may not be necessary but sometimes I am traveling and can't get access right away.

Wellness & Compassion - Andre Wilson trinitysgrace@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

- No report

Magnet Liaisons

VA Liaison - Brenda Mills bamills0409@gmail.com

- The **first VA Senior Show "Chromatic" opening reception** is today **Wed. Nov 15 from 2:30-5:30**. Featuring the artwork of Lilly Kass, Gabriella Rivera, Mahamud Osman, Megan Tyrrell, Bree McWhorter, Jonah Gelhaus, Mac Daum, Aditi Kannan, and Claudia Pham. The show runs 11/15 - 12/01. All are invited to attend.
- We are still trying to gather parents to build the newly founded enVision Parent Group. Anyone interested in support of the VA Magnet can reach out to dmhsva@gmail.com.

MST Liaison - Debbie Rowe theredsoxwin@yahoo.com

- The Selective Colleges MST Fundraiser was well attended and successful with alumni representatives from Harvard, Yale, MIT and Penn.

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

- I heard back from Ms. Kederis (not Starling or Williams) after reiterating my offer of help. She doesn't need anything at this time.

YPAS Liaison - Melissa Chastain mchastain@spalding.edu

- No report

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

- Compiling list from teachers of needed supplies for our fundraising focus as discussing possibilities of increasing scholarship amounts given by Publishers
- Doing a membership drive through student drawing for a gift card through the end of the semester
- Working on trivia night planning for February or March
- Students leave for Dallas journalism conference next week

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

- No report

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

- Thank you for the card and to everyone who came to the visitation, sent messages, or otherwise cared for me during my recent loss. I'm so proud to serve with such a caring group.
- Meeting with potential digital news coordinator this week.
- Thank you so much to Shannon for helping manage our Twitter feed, and to Barbara for contributing content.

Content Contributor - Barbara Coffield barbarajbenjamin@gmail.com

- Please send ideas for POST articles about our students, faculty or school community.
- Article in NY Times on student stress/wellness. Would like to focus on this topic in blog, Post, Crimson Hour activities, etc. after the holidays. Suggestions such as Yoga, Mindfulness minute, stress reduction tips, etc. were offered.

ANNOUNCEMENTS: (Robin Weiss)

Thank you to Trish and Beth for cleaning out the PTSA mailbox in the office.

Last year when incoming 9th graders were taking math placement tests, many parents ended up milling around in the halls. This is a great opportunity to talk to them about our Magnet parent groups.

The December meeting will be held at a restaurant. Date TBD.

The meeting was adjourned at 9:50am.

NEXT MEETINGS

- PTSA Meetings are open to all and are generally held on the 3rd Wednesday of the month at 8:30am in the senior 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>

ADDENDUM TO NOVEMBER MEETING MINUTES
Memorandum for Record

An email motion was made on November 15, 2017 by Vaughn Bell, and seconded by Barbara Coffield, that we approve \$500 to hire Marian Vassar to facilitate a special listening session of the PTSA General Membership. The purpose of this meeting will be to hear concerns from parents and students about current climate and culture issues at Manual.

This motion was approved by an email vote, with 36 yea votes and 0 nay votes received.

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

	2017/2018 Budget	2017/2018 Actual
INCOME		
Membership	20,750	22,570
Rebates	800	800
Donations/Sponsorships	2,500	1,990
Event Sales	-	120
Designated Funds Carryover*	3,459	1,167
TOTAL INCOME	\$ 27,508.55	\$ 26,646.67
EXPENSES		
Campus Beautification	250	
College 101	250	
No Barriers	600	
College & Career Center	100	73
Hospitality	1,700	50
Welcome Back (Aug)	50	
Open House (Sept)	50	50
Conference Days (Oct/Feb)	300	
Bus Drivers/Cafeteria (Dec)	200	
Staff Appreciation (Dec/May)	500	
Founders Day Luncheon (Feb)	600	
PTSA Meetings	-	
Red and White Week	200	
Project Graduation	2,000	
Scholarships	3,000	2,400
Honors/Awards Founders Day	500	
PTSA Membership Expenses	8,680	8,774
PTSA Conference Banquets/Materials	300	
PTSA State/National Dues	7,263	7,875
PTSA District Dues	415	415
PTSA Insurance	337	337
Membership Drive Expenses	365	147
Memorials	100	
Wellness & Compassion Fund	600	
Reflections	250	
Administrative (postage, Quick Books, paper...)	120	26
Communications	598	398
Purchases for School/Student Programs	3,052	
Purchases for School/Designated*	3,459	1,167
Staff Membership Fund	1,500	1,500
Service Charges	550	559
TOTAL EXPENSES	\$27,508.55	\$14,946.44

As of 11/14/2017