

Manual PTSA Meeting Agenda
October 19, 2016, 8:30am, Auditorium

ATTENDING: Kitty Zink, Vidya Ravichandran, Brenda Berry, Ann Schwartz, Missy Smith, Leslye Arnett, Becky Mosley, Beth Brown, Tammy Ackerson, Betsy Johnson, Barb Wainwright, Barbara Coffield, Lisa Becker, Penny Devenuto, Carolyn Judy, Trish Kline, Delene Taylor, Lara Talbott, Elizabeth Straub, Jerry Mayes, Vicki Lete.

CALL MEETING TO ORDER: 8:45 a.m.

INSPIRATION: "Service to others is the rent you pay for your room here on earth."
--Muhammad Ali

REPORTS FROM GUESTS

PRINCIPAL'S UPDATE –

Mr. Mayes: 1) *44 Plays* completed its successful run! 2) Ms. Castro received the University of Chicago Teacher of the Year award. 3) Greg Kuhn will be transitioning to his new role as the Executive Director of the Development Office which provides guidance, resources to Crimson Mission and alumni association and oversees admission. 4) Safety is being monitored around the school; additional security placed by YPAS. 5) Testing for PSAT is going on today. 6) Thursday November 3 is the Open house for 8th graders. 7) Manual has been having the largest number of student shadowing in four years (11-14 kids per day). 8) KPREP made AMO (side note...Manual tests 462 students vs 12 at Brown). KPREP, ACT, and grades at Manual continue to trend upward.

Ms. Lete: Traffic/Carpool. It was recently uncovered that Skip cannot direct traffic anymore because he is not certified. This has resulted in backups in the carpool lines. In the process of finding additional people to help. Please advise your children to leave earlier to avoid the long lines.

SBDM (Site Based Decision Making) -

Shannon Evans sme02@bellsouth.net See my meeting notes below.

This month's SBDM meeting was held on October 5, 2016.

- Azuree Dodson proposed a "Spoken Word Club" along with club sponsor, Becky Slagle. They will meet twice a month, every other Thursday, beginning in November. They will meet in Becky Slagle's room, YPAS Annex 25. The council determined that the club could meet and the club was approved. Mr. Mayes asked them to please remember to go through Ms. Slagle when vetting the poets. They should remember to be sensitive to their

audience and not use poetry/words that would offend or hurt anyone, whether is students or teachers.

- David Richards proposed, “Manual’s Military Mission Club”. The club would have activities where they make homemade items for our troops that are actively deployed. They will send the gifts to them. They will also look into getting donated items and fundraisers on behalf of our active military. The club will meet twice a month in Mr. Richard’s classroom. Mr. Mayes suggested that he get in contact with Mike McDaniels in our Alumni office because he has experience in this avenue as well. The council approved the club and they may begin meeting.
- JCPS requires all schools to now have an anti-bullying policy implemented and on file in their SBDM policies. We are obtaining a policy to review from Dr. Shawna Stenton with JCPS and will discuss in November.
- The council unanimously voted to table the Bylaws revision discussion until the November meeting.
- Mr. Mayes is thankful to the PTSA for the \$4500.00 donation for E-learning funds.

Kent Hall KHall@JeffersonCountyClerk.org

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

- Lisa Becker will lead the meeting; Robin is out of town at a board meeting for another organization.
- Betsy Johnson made a motion to renew the Balfour contract for the 2016-2017 school year. Ann Schwarz seconded. Motion passed.

TREASURER – Beth Brown bethhbrown68@gmail.com

- See Budget Report attached
- Received our last Meijers rebate of \$75 (program now ended) and recorded \$700 in event sales for Chick-fil-A at Open House
- All scholarships now paid
- Membership expenses paid, see discussion under Membership
- Still no definitive word on when the IRS will restore KY PTA organizations to their tax-exempt database

RECORDING SECRETARY – Elizabeth Straub ebalou@aol.com

- Formal approval of September 21, 2016 Board meeting Minutes: Trish Kline made a motion to approve the minutes. Vidya Ravichandran seconded. Motion passed.

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

- Thank you notes to Candyce Clifft and Skip Zwanzig for their help at Manual Open House to drive PTSA Membership sign-ups.
- Founders' Day Awards Criteria. Given for extraordinary service (4 years) to Dupont Manual volunteers. Includes 6 awards: 1 Senior Student, 1-2 teachers, 1-2 PTSA members, 1 other person in the community. Luncheon will be held on Feb 22. If school is cancelled on 2/22, the make-up date is 3/1/17.

Historian – Vaughn Bell Vaughnpbell@att.net

- No Report

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

- In response to requests from individuals/schools who want to collaborate with Manual PTSA on advocacy work, Advocacy Committee Co-Chair Pinky Jackson co-hosted a meeting on Monday (Oct 17) that was the launch of the 15th District PTA local advocacy team.

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

- **NEEDED: Pull tabs** from soda cans for The Red/White Week COLLECTION CHALLENGE with **Male** to benefit Ronald McDonald House Charities in Kentuckiana. Place in bins at all school entrances by **this Friday morning, Oct 21st.**
- Manual's remaining CAP date to work this school year is 1/11/17.
- MCC is in need for women's underwear sizes 5-8.

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

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

- No report

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

Tentative event schedule:

- Thanksgiving lunch in cafeteria (help staff serve students)
- Administrative Soup Luncheon - around Thanksgiving (teachers set up be we help with extra food and setup) Nov 7
- Bus driver treats/gift bags - around Christmas holiday
- Spring Conference dinner for teachers - February 27
- Founders' Day Luncheon - Feb 22
- It was approved for the PTSA to use the senior cafeteria serving area. Working with Ms. Meng on next steps.

Idea Fest Liaison - Vidya Ravichandran vidya@glowtouch.com

- Reminder: March 3 @ Spalding University. Theme: "Connectedness."

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

thehaldersare@gmail.com

- No Report.

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 was well organized and volunteers (led by Laura “Speig” Aaron Morris and the Executive Council) finished by 6:30 p.m. The carnival will be tomorrow, weather permitting, with the PTSA working the “duck pond.”

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

- “What is your story?” is the theme. Manual had 42 entries across five categories (several were displayed at the meeting.) There were 13 special arts entries. The theme for 2017 is “Within Reach.”

Scholarships – Lisa Becker maverick.becker@yahoo.com

- PTSA is now accepting applications from seniors. Deadline is March 17, 2017.

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

- No Report

Wellness & Compassion - Andre Wilson trinitysgace@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

- 2064 members. Membership report and dues were mailed to KY PTA prior to deadline of Oct 15.
- 100% PTSA Board participation
- 100% Teacher participation; \$1118.75 check will be presented to Mr. Mayes for the faculty development fund

Magnet Liaisons

VA Liaison - Brenda Berry berryhousehold@cardsavvy.net

- 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

- Save the date- Please help support the MST magnet and attend our Restaurant fundraiser night at CPK on Monday November 7th. (We are off on November 8th so it is a great night to hang out with your Manual friends!)
- MST parents will be at 8th grade Open House on Nov 3 to help answer questions from prospective families. dMRSF Fundraising Dinner was very successful. Thank you for your support. These funds help run the duPont Manual Regional Science Fair and send students to ISEF, ISWEEP, and other science fair competitions.

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

- An ice cream social was held last Friday for the HSU students and their mentors.

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

- No Report.

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

- Had our first no-cook Restaurant fundraiser at Noodles and Company on October 12th. Successful! Please watch for more nights to be announced in morning announcements.
- J&C is traveling to Indianapolis for the National Scholastic Press Association Fall Conference November 10-13, 2016. Please read about the conference below. J&C students typically win many awards at this national conference. We wish our students the best at the conference!

- National High School Journalism Convention is a semi-annual gathering of high school journalists and advisers sponsored by National Scholastic Press Association and its partner, the Journalism Education Association. The associations partner to prepare nearly 400 practical and professional learning sessions, from high-profile keynotes to specific, problem-solving breakouts, hands-on workshops and discussion groups. Other convention activities include an exhibit hall with vendors who sell to student media, JEA's on-site Write-off contests, NSPA's Best of Show contest, receptions, awards convocations, critiques, career roundtables and evening entertainment.

-Breakout sessions for students from all media types – newspaper, online, broadcast, yearbook and magazine – are planned to meet the publishing and broadcasting needs of all scholastic student media. Some are specifically for advisers, administrators or middle school students. Whether it's ethics and law, technology and design, advertising and business operations, photography and art or just the basics of news writing and reporting, this convention covers the bases.

-With typical attendance of more than 4,000 delegates, the JEA/NSPA convention has become the place to seek solutions to the most challenging publishing and broadcasting problems, share and celebrate success stories, see what's new in the media marketplace, discover trends and network with students and advisers from throughout the United States.

- Please join Publishers for our 2nd annual Trivia Night / Silent Auction scheduled for Saturday, November 19, 2016 at duPont Manual High School in the Freshman Cafeteria! Doors open at 6:15 with the first question read promptly at 7:00. Please watch for more Trivia Night / Silent Auction information coming to you through morning announcements this week. A flier will be attached with all the information about purchasing tickets. See below for a brief description.

Concessions: Chili, Hot Dogs, Pizza, Veggies, Chips, Snacks, Soda, Water, Tea, and Desserts
(No alcoholic beverages or outside food please)

CASH PRIZE of \$100.00 Silent Auction

\$60.00 for a team of 6/ Maximum number is 6 per team. Get your teams together! This is the best deal! OR...\$10.00/person if sign up as an individual through eventbrite or \$12.00 at the door. Or register and pay through eventbrite at <https://publisherstrivia.eventbrite.com>

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

- No Report.

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

- Discussion of funding requests:

Mulch for landscaping beds in front of Sam Meyers Annex Building requested by Mr. Bryan Crady. Mulch will last 12 years. Bids were submitted to Home Depot, Lowes, and Wal Mart. Home Depot came in lowest at \$209.10. A motion was made by Delene Taylor to approve. The motion was seconded by Barbara Wainwright. The motion passed.

There was discussion on how to appropriate money for e-learning funds to which Mr. Mayes referred at the SBDM meeting. Delene Taylor made a motion to approve up to \$4515 to support either ACT Practice tests or the electronic grade cam or a combination thereof. Leslye Arnett seconded the motion and the motion passed.

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

- .Please remember to submit your news to manualptsanews@gmail.com.
- Discussed newsletter options.

ANNOUNCEMENTS:

NEW BUSINESS:

ADJOURNMENT: 10:21 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. 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/>

As of 10/17/16

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

	2016/2017 Budget	2016/2017 Actual
INCOME		
Membership	18,500	20,640
Rebates	745	820
Donations/Sponsorships	2,500	2,711
Event Sales	-	700
Designated Funds Carryover*	5,703	5,703
TOTAL INCOME	\$ 27,448	\$ 30,573
EXPENSES		
Campus Beautification	250	-
College 101	250	-
No Barriers	600	-
College & Career Center	100	15
Hospitality	1,700	100
Welcome Back (Aug)	50	46
Open House (Sept)	50	54
Conference Days (Oct/Feb)	225	-
Bus Drivers/Cafeteria (Dec)	200	-
Staff Appreciation (Dec/May)	500	-
Founders Day Luncheon (Feb)	600	-
PTSA Meetings	75	-
Red and White Week	200	-
Project Graduation	2,000	-
Scholarships	3,000	3,000
Administrative (postage, Quick Books, paper...)	400	330
Honors/Awards Founders Day	500	-
PTSA Membership Expenses	7,929	8,078
PTSA Conference Banquets/Materials	300	-
PTSA State/National Dues	6,475	7,224
PTSA District Dues	517	517
PTSA Insurance	337	337
Membership Drive Expenses	300	-
Memorials	100	25
Wellness & Compassion Fund	750	-
Reflections	250	-
Purchases for School/Student Programs	1,966	-
Purchases for School/Designated*	5,703	735
Staff Membership Fund	1,500	1,119
Bank/Paypal Service Charges	250	195
TOTAL EXPENSES	\$27,447.55	\$13,597.14

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