

Manual PTSA Meeting Minutes
September 21, 2016, 8:30am, Freshman cafeteria

ATTENDING: Tammy Ackerson, Elizabeth Straub, Delene Taylor, Robin Weiss, Beth Brown, Jill Jelsma, Vidya Ravichandran, Tanya Marquardt, Trish Kline, Ann Schwartz, Barb Wainwright, Barbara Coffield, Laura Bollinger, Kitty Zink, Lisa Becker, Betsy Johnson, Vaughn Bell, Leslye Arnett, Missy Smith, Penny DeVenuto, Peggy Loy, Jerry Mayes, Vicki Lete.

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

REPORTS FROM GUESTS

PRINCIPAL'S UPDATE –

- 1) Practice ACT on Thursday 9/29; to be finished by 11:15. Seniors to work on ILPs
- 2) Homecoming on Thursday 9/29 with dance afterwards and Pep Rally at school
- 3) National Merit students – 44
- 4) KPREP scores out; press release next week
- 5) YPAS – construction going well; 44 Presidents starting tomorrow @ UL Playhouse with a series of shows; security guard being hired.
- 6) Some security issues with pickup and drop-off.
- 7) Manual has 100% teacher participation for PTSA.
- 8) According to the Coyote Test, 50 students are not college ready.

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

- No Report

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 “(particularly a SIGNATURE SPONSOR to cover the expenses of stage so all the money raised will go to the students at Manual), auction donations, volunteers, etc. Visit crimsonmission.org or the CM [Facebook](#) and [Twitter](#) feeds. In addition, The Crimson Mission just participated in Give Local Louisville.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Robin Weiss manualptsa@gmail.com

- Vote on Balfour Ring Contract. PTSA does get a rebate. After President Robin Weiss asked for questions, a motion was made by Trish Kline to accept contract. Tammy Ackerson seconded. Motion passed.

TREASURER – Beth Brown bethhbrown68@gmail.com

- See Budget Report attached
- Highlights include payment of three scholarships, district dues and PTSA insurance, and receipt of enough membership and donation funds to meet our budget. Thanks to all who helped with the push at Open House. It exceeded expectations!
- With the additional memberships and donations, the amount we now have to spend on funding requests is approximately \$3300. It is recommended to spend approximately half in each grading period.
- It has come to light that the IRS randomly dropped many of the KY PTA local PTA's off of the group listing for 501 (c) 3 status. This includes Manual PTSA. The state PTA office is working diligently with the IRS to get this fixed, and hope to have the problem solved in a few weeks. In the meantime, if anyone tells you they tried to make a donation and could not, or were told we are not tax exempt, this is why. Once the issue is resolved and we are officially back on the books, I can send thank you letters for the larger donations and file the tax return for last year.

RECORDING SECRETARY – Elizabeth Straub ebalou@aol.com

- Formal approval of August 17, 2016 and September 9, 2016 General Meeting Minutes: Tammy Ackerson made a motion to accept minutes as written. Laura Bollinger seconded. Motion passed.

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

- Farewell note to Kathleen Kronauer and 3 Condolence notes: family of Audrey Adams (YPAS grad), family of Joy Reeves (1956 dMHS grad), and Missy Smith (PTSA Board member).

Historian – Vaughn Bell Vaughnpbell@att.net

- Thanks to Vaughn who has agreed to serve as Historian this year, and welcome!

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

- No report.

Alumni Service Corps – Tony Sweazy tsweazy@gmail.com

- No report

Awards – Tanya Marquardt tanyamarquardt@icloud.com

- Please keep all information in digital form for ease when filling out PTSA Award nomination forms. Be thinking of nominations, see 15th District PTSA website for information & deadlines. We'll begin process after January 2017.

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

- Had a very successful day in August. Manual's remaining CAP date to work this school year is 1/11/17.
- The annual Collection challenge with Male High School for Red/White week **HAS OFFICIALLY BEGUN!** We are collecting pull tabs from aluminum cans to benefit Ronald McDonald House Charities in Kentuckiana. Collect tabs in baggies and place in collection boxes placed at all Manual & YPAS entrances, and various can & bottle recycling sites throughout hallways. **Spread the word** to friends, family and coworkers. Collecting will continued until game day, October 21st.
- A Manual-only collection/drive to benefit CAP or MCC will be announced a few weeks before game day. Need children's clothes (ie boys' pants and sweatpants)

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

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

- Student response to the college rep visits has been outstanding. Additionally, more colleges signing up to book a visit with us than in past years. 72 students attended Vanderbilt University visit, the biggest one to date.
- CCC volunteers will only occasionally take shadow calls as a new online sign up system was implemented recently

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

Tentative event schedule

- 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 –

- It was suggested to use an empty room next to the senior cafeteria as a PTSA room.

Idea Fest Liaison - Vidya Ravichandran vidya@glowtouch.com

- We have secured a venue - Spalding University. Tentative date is March 3rd, 2017 from 8a-2p). Spalding is not charging us for using the space.
- We are in the process of getting submissions for proposals for presentation. Timelines are on the ifjcps.com site

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

- 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

- Decorating will take place on 10/14. Will need to provide food for students (about 100).
- Tuesday 10/18 - Ramstock, musical contest in which different groups will play.
- Thursday 10/20 – Carnival and Powderpuff game.
- Need volunteers. Will distribute via signup genius.

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

- 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. Front office deadline is October 10.
- 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](mailto>manualreflections@gmail.com).

Scholarships – Lisa Becker maverick.becker@yahoo.com.

- Please note change in scholarship chair, listed above.
- Deadline March 17, 2017
- Question - does the No Barriers Scholarship use the same application and scoring process as the PTSA Scholarship? Different application but same deadline. Each are \$600

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

- We have surpassed our goal of 2000 members! Hurray! Payments continue to trickle in from those who signed up online, therefore a more specific membership number will be communicated at next month's meeting. Membership report to KY PTA is due Oct 15.
- 99% of our PTSA Board have signed up to be a member
- 99% of teachers have signed up to be a member; a big shout out to Vicki Lete and Jerry Mayes for their support and assistance with this!
- A huge thank you to Candyce Clift, 15th District Honorary Membership Chair, for speaking at Open House and to Skip Zwanzig for his challenge to the audience to meet a goal of signing up 200 members that evening. The goal was met and Skip dyed his hair red the following Monday at school. Candyce and Skip - you ROCK!

Magnet Liaisons

VA Liaison - Brenda Berry berryhousehold@cardsavvy.net

- 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

- dMRSF Fundraising Dinner went well and helped raise some of the funds needed to host the duPont Manual Regional Science Fair and to send the winners to the International Regional Science and Engineering Fair in May.

- MST teachers have been contacted and asked how the PTSA may be of assistance.
- Both The Catalysts and dMRSF Boards were present at the Open house. Newsletters were distributed, spiritwear was sold, and dMRSF Fundraising tickets were sold.
- 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!)

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

- HSU freshmen/HSU mentor ice cream social is scheduled for Friday, Oct. 14th from 2:30-3:00 pm in the senior cafeteria
- We need parents to chaperone and serve. Email Melissa Mammorella melissa77mamm@gmail.com if you are available to help.

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

- No report.

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

- Had good turnout at ice cream social.
 - Administration hosting a party for alumni Male/Manual game..
 - Nov – National Scholastic Press Association and fundraisers.
 - Spring – Film Festival at Speed Museum

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

- No Report.

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

Discussion of funding requests:

- Tabled from last meeting: \$350 annual membership fee for Best Buddies. Ann Schwartz motioned that we provide \$100. Delene Taylor seconded. Motion passed.
- Connie Wilcox (Humanities teacher) needs iPads (\$210 ea) for three students who do not have access to them. Would benefit the entire YPAS cart. Leslye Arnett motioned to pay for three now @ a cost of \$210. Vaughn Bell seconded. Motion passed. An amendment to the motion was made by Leslye: the money would be taken out of “learning funds.” Beth Brown seconded. Motion passed.

VP/COMMUNICATIONS - **Delene Taylor** dtaylor@dmlo.com

- .Please remember to submit your news to manualptsanews@gmail.com.
- Delene will be researching a new way to do newsletter.

ANNOUNCEMENTS: Pinky Jackson will be co-chair for the advocacy committee.

NEW BUSINESS:

ADJOURNMENT: 10:14 a.m.

ATTACHMENTS: See below

NEXT MEETINGS – Next Meeting October 19.

- **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 9/19/16

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

	2016/2017 Budget	2016/2017 Actual
INCOME		
Membership	18,500	20,320
Rebates - Balfour	745	745
Donations/Sponsorships	2,500	2,671
Designated Funds Carryover*	5,703	5,703
TOTAL INCOME	\$27,447.55	\$29,438.55
EXPENSES		
Campus Beautification	250	-
College 101	250	-
No Barriers	600	-
College & Career Center	100	-
Hospitality	1,700	-
Welcome Back (Aug)	50	-
Open House (Sept)	50	-
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	1,750
Administrative (postage, Quick Books, paper...)	400	350
Honors/Awards Founders Day	500	-
PTSA Membership Expenses	7,929	854
PTSA Conference Banquets/Materials	300	-
PTSA State/National Dues	6,475	-
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	-
Bank/Paypal Service Charges	250	178
TOTAL EXPENSES	\$27,447.55	\$3,891.86

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