

Manual PTSA Board Meeting Minutes
April 18, 2018
Senior Cafeteria

ATTENDING: Robin Weiss, Beth Brown, Trish Kline, Ann Schwartz, Delene Talor, Gila Jones, Laura Bollinger, Kate Chandler, Shelley Thomas, Shannon Frey, Serena Hirn, Catherine Arnold, Tammy Ackerson, Vidya Ravichandran, Catherine Werner, Debbie Rowe, Barbara Coffield, Lynn Deveaux

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

INSPIRATION - *"No Winter lasts forever. No Spring fails to come."* -As seen on the Dunn marquee, where I've gotten many inspirations this year. I thought I wouldn't be using this one, yet our March meeting was cancelled due to snow and there were snow squalls off and on all day Monday. Come on Spring! Don't fail us!

PRINCIPAL'S UPDATE –

- No report

SBDM (Site Based Decision Making) -

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

- April 11 was the second reading of the new Club Proposal policy. It is now being sent to JCPS. The new policy was created to aid in supervision, address student involvement, and to give power to the duPont Manual Student Senate to have a say in which clubs are approved.
- Security is continuing to be addressed. Mr. Mayes has had many experts come assess the building/procedures to ensure a safe school.
- Every SBDM policy is being reviewed to make sure all are still relevant.
- SBDM Elections will be held in the next few weeks. Kent will be going off the committee, and Jennifer will remain. Election will be held for 1 position.

CRIMSON MISSION - Tammy Ackerson tammyackerson@gmail.com

- No report

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Robin Weiss manualptsa@gmail.com

- Results of the Culture/climate audit have been distributed in several ways: email, Facebook, etc. PTSA has offered to support any after actions as a result. There is a committee already in place, the PTSA is not formally involved in the follow up. Mina Todd is heading this committee.

- One idea is for PTSA to offer training for students, staff and members in skills and knowledge to manage situations in diverse settings. Green Dot training (or bystander training) is one option. Training can include the role of social media and online bullying. This could be a good use for the PTSA project funds. We will continue to look for opportunities to engage.
- A personnel decision is expected to be announced soon regarding the Principal. PTSA will have communications templates drafted to release for various scenarios. We will be ready to support the school, students and staff regardless of the outcome. PTSA is a neutral organization and will continue to work to make Manual the best it can be.
- Received request for ACT fee for a fee waiver student who cannot afford to retake ACT. Discussed mechanism for donations of this type, which could include AP exams, college applications, etc. To date, requests have been handled through individual donors. Could also be a role for the magnets; enVision has discussed this previously.

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

- **Jane Walsh** is serving as the Advocacy Team's representative to school and district administration on safety issues.
- The School Culture and Climate advocacy team, chaired by Judith Bradley & Pinky Jackson, has several outstanding members who have been meeting via email and occasionally in person to get updates for our members regarding the recent audits and investigations.
 - Updates have been posted to the duPont Manual PTSA Facebook group as well as on the Manual PTSA Advocacy group page, where deeper discussions about advocacy issues are held.
 - A report after our recent meeting with Dr. Pollio was also sent out to our membership via MySchoolAnywhere.
 - The advocacy committee would like to encourage everyone to ensure their PTSA membership is current so that they can support our work with their names on our rolls, as well as get the benefits of membership, which includes participation in our online forums.

TREASURER – Beth Brown bethbrown68@gmail.com

- See budget report at bottom of agenda
- Based on current projections, we should have about \$3,900 available for funding requests for the rest of the year.
- Because we have been under budget for the last few years, a surplus has built up. Beth recommended exploring funding a PTSA project in the \$5,000 range.
- We have worked to streamline the process as much as possible. Link to the request form is in the minutes and on the website. While 3 bids are generally desired, it is not an absolute requirement, depending on circumstances and request.

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

- Funding requests:
 - Science Department \$1,034.94
10 monocular microscopes. Current scopes are old and falling apart.
We have not spent on the Science Department since 2015, though we funded an MST purchase in Spring 2016.
Moved by Laura Bollinger and second by Gila Jones that we approve this funding request in the amount of \$1,034.94. Motion passed.
 - APHG (Ms. Hunt and Ms. Robinson) \$250 yearly fee
Program/app to track service hours electronically in a program that reports to Parchment.
Discussed MobileServe program through JCPS, which was locally developed.
Unsure if this connects to Parchment.
Vidya will connect MobileServe with the teachers to determine if it will work for APHG.
Motion by Gila Jones to fund program for \$250 if local program does not work. Laura Bollinger seconded. Motion passed.
- Please reach out to your committee/group/magnet and ask if the PTSA can assist financially. The [funding request form](#) and [funding request guidelines](#) can be found on the Manual website on the PTSA page under forms.

Nominating Committee - Kate Chandler katecchandler@gmail.com

- Openings for the 18-19 school year have been shared with interested incoming freshmen parents. They will also be shared on the announcements starting later this week. Please let me know if you'd like any additional responsibilities next year and want to know what's available.

Recording Secretary – Lynn Deveaux ldeveaux@aol.com

- The Agenda for March meeting will be submitted as a memorandum for record, since the meeting was cancelled due to inclement weather. This will ensure valuable information in agenda is captured and available for reference.
- Since Lynn was not at the March General Meeting at College 101, she will work with board members to create minutes.

Corresponding Secretary - Catherine Arnold cgarnold@me.com

- Correspondence sent: Cards sent to Ann Schwartz and Lynn Deveaux (duPont Manual PTSA).
- 2018 Founders' Day was held February 21, 2018 with ~75 guest in attendance. The PTSA honored the following dMHS Faculty, PTSA leaders, community leader, and student: Michelle Bynum, Kris Tatro, Delene Taylor, Trish Kline, Dean Walker, and Neville Wintergerst Burch.
- Special thanks to Robin Weiss, Kim Williams, Barb Wainwright, and Gila Jones for all of their help with planning, set up, and delicious food!

Historian – Jenny Mercer jmercerc@humana.com

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

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

- Information is under SBDM

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

- No report

Alumni Service Corps – Jennifer Hummel jchummel71@gmail.com

- No report

Awards – Meredith Lambe mapplegault@att.net

- 15th District PTSA awards banquet is set for May 10th. Manual submitted for awards for membership, newsletter, website, volunteer participation, and special projects (Project Graduation).

Beautification - Lara Talbott ltalbott@bellsouth.net

- The campus looks fantastic! The Baseball Team mulch arrived, and the Talbots worked to get it all down. Many thanks!

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

- Seven Manual volunteers worked at CAP on March 28.
- CAP continues to need **all sizes of pants** for boys and girls.
- The front office is always in need of all sizes of new women's **underwear** and all sizes gently used adult **sweatpants**. Drop off donations to office.

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

- AP exam volunteer proctor sign up has gone out. AP testing occurs May 7-18. The school needs many volunteers to make exam weeks go smoothly. Per Ms. Leslie, we will be administering 3,200 AP tests.
- CCC is conducting an AP book drive for guides and manuals. This provides a great reference for our students.

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

- Teacher Appreciation week is in May.

- Robin noted a couple of new recognition weeks we may want to attend to next year: Asst. Principal week, and School Counselor week.

Idea Fest Liaison - Vidya Ravichandran vidya@glowtouch.com

- Will not need the \$100 allocated in the budget. Larger IdeaFest has been cancelled, so future of JCPS/Manual event is uncertain.

College 101 Program - Amy Lapinski adlapinski@gmail.com, **Punita Halder** thehaldersare@gmail.com, **Debbie Rowe** theredsoxwin@yahoo.com

- Event was very well attended. Conducted a survey to get feedback for future events. This was done electronically for the first time.

Project Graduation - Jill Lauroesch jlauroesch@yahoo.com, **Karen Kiesel** kkiesel@twc.com, **Sara Holland** sfgholland@yahoo.com, **Kelli Rodman** kr0d0003@hotmail.com

- Committee is selling signs recognizing graduates as a fundraiser for PG.
- Amazon wish list has been created for items needed, from snacks to prizes.
- PG donations are coming in to PTSA box, but funds are not funneled through the PTSA accounts.

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

- No report

Scholarships – Lisa Becker maverick.becker@yahoo.com

- Need 2-3 PTSA board members to review scholarship applications ASAP. It will take about 60-90 minutes to read applications and complete a score sheet. Contact me at the above email address if you can help and you do not have a senior. Thank you!

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

- No Report

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

- Health Fair for staff went really well. Several staff members had medical risks identified. Staff would like 2 events next year. \$600 budgeted; spent \$825, but got \$300 in donations.

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

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

- Signed up 48 new members this past month mostly due to incoming freshman families. Sent membership report to KY PTA. New total: 2,345 members

Magnet Liaisons

VA Liaison - Sonia Keeling keeliso2@gmail.com

- SCAD is visiting Art Club this Wednesday (4/18 @ 2:20-3:30)
- The last Senior Art Show will be taken down on Friday the 20th to make way for the Photo II Show opening on Thursday, May 3
- All AP Studio work is due May 1 (includes AP 3D, Drawing and Painting, as well as 2D)
- Please congratulate the students below were finalists in the 2018 KyAEA All State High School Art Competition. Their work is on display April 8-22, and they will be recognized at an Award Ceremony at the Hellman Creative Center, Covington KY, Sunday, April 22, 11:00 AM.
 - Emmanuelle Kronenberg
 - Destiny Ca'Mel
 - Claudia Pham
 - Grace Bradley
 - Aditi Kannen
 - Ashton Jones
- Please congratulate these VA students that have been accepted into the 2018 Governor's School for the Arts Summer Program:
 - Sam Adams, Sandra Temgoua, Zachary Boucher, Kathryn Coughenour, Zachary Boucher, Zoe Krizan, Lisa Pham, Edison PleasantsAlso, these VA students have been accepted as alternates into the 2018 Governor's School for the Arts Summer Program:
 - Savannah Wilkinson, Molly McGregor, Maddie Mattheu

MST Liaison - Debbie Rowe theredsoxwin@yahoo.com

- Need a few parent board volunteers for Catalysts

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

- No report

YPAS Liaison - Melissa Chastain mchastain@spalding.edu

- No report

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

- No report

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

- Best Buddy walk is scheduled for April 21. Several Manual students, parents and teachers will be participating.

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

- See March memorandum

Content Contributor - Barbara Coffield barbarajbenjamin@gmail.com

- Content provided for the POST. Please forward information about student or teacher recognition, and club / magnet news.

ANNOUNCEMENTS:

The meeting was adjourned at 9:30am.

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>

As of 4/17/18

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

	2017/2018 Budget	2017/2018 Actual
INCOME		
Membership	20,750	23,450
Rebates	800	800
Donations/Sponsorships	2,500	2,335
Event Sales	-	120
Designated Funds Carryover*	3,459	1,167
TOTAL INCOME	<u>\$ 27,508.55</u>	<u>\$ 27,871.67</u>
EXPENSES		
Campus Beautification	250	
College 101	250	
No Barriers	600	
College & Career Center	100	73
Hospitality	1,700	1,238
Welcome Back (Aug)	50	
Open House (Sept)	50	50
Conference Days (Oct/Feb)	300	330
Bus Drivers/Cafeteria (Dec)	200	181
Staff Appreciation (Dec/May)	500	222
Founders Day Luncheon (Feb)	600	455
PTSA Meetings	-	
Red and White Week	200	
Project Graduation	2,000	2,000
Scholarships	3,000	2,400
Honors/Awards Founders Day	500	400
PTSA Membership Expenses	8,680	9,106
PTSA Conference Banquets/Materials	300	
PTSA State/National Dues	7,263	8,208
PTSA District Dues	415	415
PTSA Insurance	337	337
Membership Drive Expenses	365	147
Memorials	100	
Wellness & Compassion Fund	600	825 **
Reflections	250	96
Administrative (postage, Quick Books, paper...)	120	110
Communications	598	398
Purchases for School/Student Programs	3,052	1,701
Purchases for School/Designated*	3,459	1,167
Staff Membership Fund	1,500	1,500
Service Charges	550	592
TOTAL EXPENSES	<u>\$27,508.55</u>	<u>\$21,605.63</u>

*Designated funds are \$2546 for prior year approved funding requests, \$670 for eclipse glasses \$242.55 donation for homeless student needs; as of 4/17/18, \$1730 in prior funding requests have not been requested.

**\$300 donations given for W&C related to the Health Fair

