

## Manual PTSA Board Meeting Minutes

February 7, 2018

Senior Cafeteria

**ATTENDING:** Delene Taylor, Debbie Rowe, Laura Bollinger, Gila Jones, Sandy Metel, Beth Brown, Trish Kline, Kent Hall, Robin Weiss, Serena Hirn, Pinky Jackson, Andre Wilson, Barbara Coffield, Jane Ernst Crowley, Monique Tilford, Kate Chandler, Catherine Arnold, Lara Talbott, Barb Wainwright, Lynn Deveaux

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

**INSPIRATION** - In honor of Martin Luther King Jr Day, a favorite quote by him:

*"I have decided to stick with love. Hate is too great a burden to bear."*

### REPORTS FROM GUESTS -

- Marian Vasser ([Here is the link to the Compression Planning powerpoint report prepared by Marian Vasser](#)), presented in person at today's meeting.

### PRINCIPAL'S UPDATE – Ms. Lete

- Comprehensive survey is up and posted
- Louisville Academy: have 20 spots in Manual/UofL program; 6 are currently filled. Applications due March 16. Dual enrollment program, \$54/credit. Issue of financial aid raised.
- Testing:
  - EOC field tests, all online: Biology, English, Algebra II. 75 minutes, in class.
  - Ordering chromebook carts
- Piloting new Civics test. 100 questions; need 60% to pass. Will roll out in the Spring. Teachers will review and prep students. Study guide available online.
- ACT March 20. 470 students will be testing (all Juniors). PTSA will provide snacks. Freshmen and Sophomores will have practice ACT that day, and Seniors will participate in a Day of Service. Last block that day will be scheduling.
- KPREP: Juniors will have Writing on Demand on May 10.
- KOSSA - Tech
  - Points for college/career readiness
  - Last 2 weeks in March
  - 60 students taking
- Kicking off partnership with UPS. Women in STEM program with Engineering pathway. Will have internships. Piloting at Eastern Fern Creek and Manual. Internships could be a semester or "gap year".
  - Discussion re: how to target recruitment of ECE students, who may be eligible for job coaches for internships and/or Summer Works program jobs.
- March 15-16 Greg Goddard, motivational speaker, will be presenting during study skills. Sponsored by the Alumni Association.
- The Manual Academic Center (MAC) is in Room 113.
- Planning another Crimson Hour. Dept. chairs or reps will be working to set mission and vision.

## **SBDM (Site Based Decision Making) -**

**Kent Hall** [Kenttimothyhall@gmail.com](mailto:Kenttimothyhall@gmail.com), **Jennifer Tuvlin** [jbtuvlin@twc.com](mailto:jbtuvlin@twc.com)

- Engineering Pathway approved. Courses spanning four years. Open to entire school, not just MST. Manual has four teachers on staff that can teach engineering. Money from JCPS and grant money will pay for this.
- HSU majors are becoming broader to offer more flexibility, plus you can design your own. Manual appealed JCPS and obtained approval to give social studies credit for African American History.
- After school security was addressed. Designing policy so that only doors 3, 22 and 1 will be used after school as those have cameras. Clubs/teachers have to limit guests allowed into school. Determining how to enforce.
- Personnel: All positions filled.
- Determining projections for next year's student body.
- Issue raised of club oversight and process to become approved club. How many are actually viable and what are the standards to be active? Discussed possibility of having a club fair during Crimson Hour.
- School safety issue: students opening doors for strangers, allowing unescorted access after school.

## **CRIMSON MISSION - Tammy Ackerson** [tammyackerson@gmail.com](mailto:tammyackerson@gmail.com)

- Growing the Mission Gala
  - Saturday, March 10th at the Mellwood Arts and Entertainment Center
  - Tickets can be purchased at [Crimsonmission.org](http://Crimsonmission.org). Early bird price on table for 8 ends FEB. 10th!
  - List of sponsors on website It's not too late to become a gala sponsor.
- Founders' Day plaques
  - \$1,000 each; goal to raise \$125K for 125th anniversary of school.
  - Memorialized forever in center hall
  - [Crimson Mission.org](http://CrimsonMission.org) to purchase
- Fundraising projects
  - Go to [Crimsonmission.org](http://Crimsonmission.org) to see the large fundraising projects that Crimson Mission is working towards. As always, they will continue to accept requests from faculty, staff and students.

## **REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS**

**PRESIDENT – Robin Weiss** [manualptsa@gmail.com](mailto:manualptsa@gmail.com)

**Advocacy – Judith Bradley** [blueskymom2@gmail.com](mailto:blueskymom2@gmail.com), **Pinky Jackson** [pkjackson9@gmail.com](mailto:pkjackson9@gmail.com)

### **January Report:**

Ad hoc Advocacy Team for responding to members' concerns about school climate and culture members are Issue Facilitator Marian Vasser, Data Consultant Shelley Thomas, President Robin Weiss, Volunteer Lynn Deveaux, and Chairs Pinky Jackson & Judith Bradley

Work to date includes

- work sessions in November, December, and January
  - compilation of draft notes of questions, learning, and ideas
  - reports of progress in PTSA Facebook groups
  - a joint meeting with communications team
  - gathering and review of online input
  - request and pre-plan PTSA meeting with Diane Porter, Manual's JCPS Board of Ed rep (we are awaiting scheduling confirmation per snow delay and Ms. Porter's schedule)
  - completion of compression planning report
- We met on January 29 to draft next steps proposal for PTSA Board. See link to Feb report:

- <https://drive.google.com/file/d/1h9Z81k0uOSHUiHBO5sunkQOWegYzxlR2/view?usp=sharing>

### **School Culture & Climate Issues - our process and work thus far:**

**11/20/17-12/7/17:** Responded to members' questions and concerns via a variety of communication channels

1. directed members who wanted to process this issue on social media to the Manual PTSA Advocacy Facebook group and moderated that discussion
2. articulated our [guidelines in order to set standards for respectful discourse](#)
3. had individual online sessions with members who needed that
4. posted updates to the Advocacy Facebook group page

**11/27/17:** Processed questions about 11/28 PTSA meeting being only for members and concerns about excluding those who could not afford the \$10 dues.

1. clarified that we are a membership organization
2. confirmed that we have a process for accommodating those who wish to join but need assistance
3. accepted a member's offer to fund memberships for anyone who wanted to attend the 11/28 meeting but needed a dues sponsor
4. learned that there were no requests at the meeting check in table for dues sponsorships

**11/28/17:** General Meeting of the PTSA included a "Compression Planning" session to process issues that are affecting the culture and climate of our school.

- a. The session was facilitated by Marian Vasser, Director of Diversity Education and Inclusive Excellence for the University of Louisville.
- b. [Minutes of the meeting are here.](#)

**11/28/17:** Communicated that while 2,000+ PTSA members certainly have their individual views, the PTSA as an entity takes a neutral stand on issues of this nature. Our job is to support student learning by advocating for and helping provide good process and effective communication.

**11/28-12/7/17** Committee members met with individual PTSA members upon request to allow them to express their concerns and to solicit their input on what process steps we might take to ensure that the views of students and other members who do not attend monthly meetings are included

**11/30/17:** Student Phoebe Monsour reported on the [compression planning meeting](#) for Manual Redeye

**12/1/17-12/6/17:** Manual PTSA members who did not attend the PTSA meeting on 11-28-17 were invited respond via an online survey.

**12/1/17:** In response to our members' questions regarding the investigation, we sent [a letter to Acting Superintendent Dr. Marty Pollio](#), copied to Board of Education Chair Chris Brady.

**12/4/17:** Response received from Dr. Pollio; [it can be found here.](#)

**12/5/17:** Members received copies of both letters (above) via MySchoolAnywhere.

**12/5/17:** Committee members contacted by district's investigator participated in individual interviews

**12/13/17:** Sent the following request to the investigator: "... If you would please add a note about your firm's service to JCPS, that would be helpful as well. We are striving to answer every question we can so that our

*members understand the process and can support its development.”* No information has been received as of 2/3/18.

**12/2017:** Ms. Vasser requested of JCPS administration that the PTSA be given process/details/timeline of the investigation for distribution to its membership. No information has been received as of 2/3/2018.

**12/19/17:** Ms. Vasser asked Diane Porter (Manual’s representative on the JCPS Board of Education) to speak to the PTSA. Ms. Porter agreed. We are working to find a meeting date that she can attend and will notify members as soon as it is set.

**12/?/18- 1/?/18:** Marian Vasser, Shelley Thomas, Robin Weiss and Judith Bradley reviewed the responses received via the online survey.

1. They are trained in data collection and inter-rater reliability techniques.
2. They considered how the online data might be included in the Compression Planning Report.
3. They shared the online data with Advocacy Co-Chair Pinky Jackson
4. Together, we concluded that because the online responses did not have the same time limit, space limit, and especially because they did not have the compression planning work done in community groups as we did at the 11/28 meeting, those responses could not be included in the Compression Planning document. (See more details about this in 1/29/18 meeting).

**12/13/17** Committee sent the following questions to the attorney JCPS has engaged to investigate the school culture and climate issues in relationship to school leadership:

Are students from all magnets being interviewed?

Are ECE students being interviewed?

All faculty from all departments being interviewed?

Have emails been reviewed?

What is the investigator’s relationship to JCPS, Manual, and/or Mr. Mayes?

**12/15/17** Committee [received a response from Brad Weston](#), Assistant Superintendent Area 2 (which includes Manual)

**1/29/18** Committee requested list of training sessions that Manual staff have/will receive. Marian Vasser provided the following:

- Sept 26, 2017 - Sharing Our Cards: This session is designed to build community and set the stage for future dialogues surrounding issues of diversity, inclusion, equity, and social justice.
- Oct. 24, 2017 – Implicit Bias: Becoming aware of hidden and unconscious biases that often affect our engagement with others
- Nov. 14, 2017 – Microaggressions in the Classroom and Beyond
- Jan. 23, 2018 – When Silence Isn’t Golden: Exploring effective ways of interrupting oppressive language and behavior
- March 27, 2018 – School to Prison Pipeline
- April 24, 2018 – You Belong: Equity Envisioned at Manual
- There was an open dialogue session held with the Black Student Union (per BSU request)
- There is an upcoming one taking place with the Young Democrats (date tbd).

**1/29/18:** Advocacy ad hoc team for School Culture & Climate (Lynn Deveaux, Barbara Coffield, Shelley Thomas, Robin Weiss, Judith Bradley, Marian Vasser, Pinky Jackson) met:

1. reviewed Marian's powerpoint report, which she will share with PTSA Board at the February 7, 2018 meeting (January meeting was snowed out)
2. offered edits to make more of a "stand alone" document for members who are unable to attend Marian's presentation
3. discussed online input information
  - a. There were 170 respondents out of which 128 completed the survey. There are 28 pages of responses.
  - b. We do not know who the respondents are, whether individuals responded more than once or whether some responded both at the 11/28 meeting and online. However, we knew that going in, as it was a way for us to ensure anonymity and work within our resources.
4. Reviewed recommendations from data team

Because the online input was not compressed using the same model as the 11/28/18 in-person meeting, we cannot include it in that synopsis. The two sets of data (or responses) are not equivalent, and therefore should not be combined in a report.

So, how do we organize the input received online, and can we even distribute it? We do not yet know. We do not have a process for responding to an issue like this, and we are struggling with how best to serve our members.

The biggest obstacles are that some names and other identifiers are used; incorrect information is stated as fact; and some of the data is quite raw, emotionally. We would be in violation of our own respectful discourse guidelines if we published it.

So we are having to seek advice as to whether or how to publish it. We have state PTA resources, but anyone who has experience in this field is willing to volunteer, please contact [manualptsa@gmail.com](mailto:manualptsa@gmail.com).

**12/2017 and 1/2018:** Asked, reviewed and developed [POLICY QUESTIONS / POSSIBILITIES FOR SCHOOL POLICY DEVELOPMENT](#)

**1/2018:** Reviewed [questions for JCPS District](#)

**12/2017 - 1/2018:** began collecting [VISIONS OF GREATNESS](#)

**Next Steps, provided volunteer resources are available:**

- 1) Present report from Marian Vasser to PTSA Board (Marian plans to present a powerpoint in person at February 7, 2018 meeting)
- 2) Recommend additional actions for staff that consultants have offered
- 3) Document and highlight student-directed initiatives
- 4) Request volunteers to continue work on a list/timeline of the processes for the investigation, Culture & Climate Study, State Audit, and any others.

**Suggestions that members have brought forth regarding what Manual can do to lead the way in improving school culture and climate:**

- Manual staff and PTSA Board attend cultural sensitivity, diversity, and equity training/PD every year.

**QUESTIONS FOR PTSAs REFLECTION, CONTINUOUS IMPROVEMENT / CLARIFICATION, &/OR IMPROVEMENT** (again, work on these is volunteer dependent, so step up if you are willing to contribute your time)

1. What steps can we take to clarify and communicate our mission, operating policies and positions on various issues?
2. Is PTSA Board's neutral position on some issues fully developed and communicated?
3. Are PTSA communications tools well moderated?
4. What can we do to make the PTSA Board more reflective of student diversity? What help do we need to do that?
5. Might we develop a checklist of flow chart for how we process concerns that are brought to us or complaints that need a non-employee to respond to?
6. How can the PTSA advocate for and facilitate greater transparency and making documents, policies available?

**TREASURER – Beth Brown [bethbrown68@gmail.com](mailto:bethbrown68@gmail.com)**

- See budget report below
- Funding request of \$500 paid to Marian Vassar for special meeting facilitation/training
- Funding request of \$616.88 paid to Manual towards the purchase of Ultrafit table throws for school
- Please turn in all outstanding receipts and reimbursement forms by March 17. Next month I will start looking at what is leftover in current budgets to determine what can be used for funding requests in April/May.

**3<sup>rd</sup> VP / WAYS & MEANS - Ann Schwartz [annmerm@gmail.com](mailto:annmerm@gmail.com)**

- Magnet Liaisons- please reach out to the teachers of your magnet to inquire if the PTSA may assist with funding.
- Beautification committee request for 130 bags of mulch for the courtyard area. Obtained 3 quotes; lowest was from the Baseball team annual fundraiser, for \$583.70. Mulch to be delivered 3/17. Motion by Pinky Jackson and seconded by Delene Taylor to approve request. Motion carried.

**Nominating Committee - Kate Chandler [katecchandler@gmail.com](mailto:katecchandler@gmail.com)**

- The nominating process for next year is beginning. Please let Kate know whether or not you'd like to continue in your current role or not for the 18/19 school year. This will help determine which openings we have as we begin the board recruitment process. You may do so following the meeting or via email.

**Recording Secretary – Lynn Deveaux [ldeveaux@aol.com](mailto:ldeveaux@aol.com)**

- Gila Jones moved and Trish Kline seconded motion to approve November meeting minutes. Motion passed.
- Barbara Coffield moved and Andre Wilson seconded motion to approve November General Meeting minutes. Motion carried.
- December meeting was social only; no business to record, so no minutes.
- Please contact me directly with any questions or comments about the minutes prior to the meeting, to allow time to make changes and ensure minutes are accurate.

**Corresponding Secretary - Catherine Arnold [cgarnold@me.com](mailto:cgarnold@me.com)**

- Correspondence Sent: Card sent to Missy Smith (duPont Manual PTSA).



- 2018 Founders' Day will be February 21, 2018 (school cancellation date February 28, 2018).
- Invitations were sent 1/31/18 to PTSA Board members, past honorees, JCPS Board members, duPont Manual administrators, and community members. If you received an invitation, please RSVP by 2/12/18.
- Trish Kline and Delene Taylor are being honored at Founders' Day event.

**Historian – Jenny Mercer** [jmercerc@humana.com](mailto:jmercerc@humana.com)

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

**Parliamentarian/SBDM Elections – Vidya Ravichandran** [vidya@glowtouch.com](mailto:vidya@glowtouch.com)

- No updates until mid-Spring

**1<sup>st</sup> VP/PROGRAMS – Lisa Becker** [maverick.becker@yahoo.com](mailto:maverick.becker@yahoo.com)

- I am working part time and can't get away for PTSA meetings. I'll still send you an inspiration every month and I'll coordinate the PTSA scholarship. Email me if you have any questions.

**Alumni Service Corps – Jennifer Hummel** [jchummel71@gmail.com](mailto:jchummel71@gmail.com)

- No report

**Awards – Meredith Lambe** [mapplegault@att.net](mailto:mapplegault@att.net)

- Sent out full listing of PTSA awards on 1/3/2018 to full board; all applications due 3/1/2018
- Ask that any application be submitted to me first then I will forward on to appropriate contact
- Have not received any applications to date
- A full listing of awards can be found at <http://15thdistrictpta.org/programs/awards/>

**Beautification - Lara Talbott** [ltalbott@bellsouth.net](mailto:ltalbott@bellsouth.net)

- I've submitted a funding request for 130 bags of mulch for the courtyard area at Manual. The bid I would like to use would benefit the duPont Manual Baseball Boosters and includes delivery and spreading of mulch into all of the flower and tree beds as well as the area with benches and memorial plaques. Approved under Funding Requests.

**Clothing Assistance Program (CAP) / Manual Community Closet (MCC) - Becky Mosley**

[beckster2828@att.net](mailto:beckster2828@att.net), **Betsy Johnson** [betsy\\_h\\_johnson@yahoo.com](mailto:betsy_h_johnson@yahoo.com), **Sandy Metel** [sandrametel@yahoo.com](mailto:sandrametel@yahoo.com)

- Next work day at CAP is March 28.
- Cleaning out closet at Manual today (February 7).

**College & Career Center (CCC) – Trish Kline** [tkline102@gmail.com](mailto:tkline102@gmail.com), **Kelly Seiler** [kelly.seiler@twc.com](mailto:kelly.seiler@twc.com),

**Jane Crowley** [je\\_crowley@bellsouth.net](mailto:je_crowley@bellsouth.net)

- We've hosted 89 college/business representatives to date.
- Scholarship opportunities continue to flow in. We encourage seniors to check them out.

**Hospitality – Barb Wainwright** [barb2k@twc.com](mailto:barb2k@twc.com), **Gila Jones** [gmj4jesus@gmail.com](mailto:gmj4jesus@gmail.com), **Jennifer Tuvlin** [jbtuvlin@twc.com](mailto:jbtuvlin@twc.com), **Kim Williams** [williamsx4@twc.com](mailto:williamsx4@twc.com)

- We will be providing soups on February 26 for teachers during conferences.

**Idea Fest Liaison - Vidya Ravichandran** [vidya@glowtouch.com](mailto:vidya@glowtouch.com)

- JCPS IF will be held on Feb 28th at the Kentucky Center. Estimated attendance of 550 students from various JCPS school. Atleast 10 high schools participating this year.

**College 101 Program - Amy Lapinski** [adlapinski@gmail.com](mailto:adlapinski@gmail.com), **Punita Halder** [thehaldersare@gmail.com](mailto:thehaldersare@gmail.com),  
**Debbie Rowe** [theredsoxwin@yahoo.com](mailto:theredsoxwin@yahoo.com)

- Manual's College 101 Night will be held on March 14th from 5pm-8pm. Learn from experts about the Application, Admission & Testing Process, Financial Aid Options, Interviews, Scholarships and More. All Parents & Students Welcome! This year we welcome representatives from U Chicago, Centre College, WKU and more
- Will need volunteers. Project Graduation will sell Chick-Fil-A meals.
- Counselors will handle ACT/SAT information.

**Project Graduation - Jill Lauroesch** [jlauroesch@yahoo.com](mailto:jlauroesch@yahoo.com), **Karen Kiesel** [kkiesel@twc.com](mailto:kkiesel@twc.com), **Sara Holland** [sfgholland@yahoo.com](mailto:sfgholland@yahoo.com), **Kelli Rodman** [kr0d0003@hotmail.com](mailto:kr0d0003@hotmail.com)

- Committee will be meeting at Malibu Jacks this evening for a tour.
- Committee meeting at Main Event on 18 Jan at 6PM for a tour. We put a hold on two days but they didn't have 25 May (current projected graduation date) open.
- We have a bid from Puzzles Fun Dome.
- Announcements have begin to appear in Manual POST and daily emails to "save the date" graduation night.
- It's never too early to think about donations! When Kroger runs their 4X fuel points specials, grab a gift card for Project Graduation!

**Red/White Week – Missy Smith** [missyky@twc.com](mailto:missyky@twc.com), **Shelley Thomas** [shelley.thomas@louisville.edu](mailto:shelley.thomas@louisville.edu),  
**Catherine Werner** [catherine.werner@geappliances.com](mailto:catherine.werner@geappliances.com)

- No report

**Reflections – Lara Talbott** [ltalbott@bellsouth.net](mailto:ltalbott@bellsouth.net), **Shannon Evans** [sme02@bellsouth.net](mailto:sme02@bellsouth.net)

- I will get together a piece for the Manual POST within the next few weeks that will showcase all of our wonderful student winners from the district level and who moved on to State and Nationals. We have such talented young ladies and gentlemen.

**Scholarships – Lisa Becker** [maverick.becker@yahoo.com](mailto:maverick.becker@yahoo.com)

- Applications due March 18, 2018
- To access the application, enter this in your search bar: <http://goo.gl/zp1CKF>

**Volunteer Coordinator - Laura Bollinger** [lbollinger@x-gen.us](mailto:lbollinger@x-gen.us)

- No report

**Wellness & Compassion - Andre Wilson** [trinitysgrace@hotmail.com](mailto:trinitysgrace@hotmail.com), **Jiapeng Huang** [jiapenghuang@yahoo.com](mailto:jiapenghuang@yahoo.com)

- On Thursday, March 29th, 2018 we will have a Health Fair for the staff from 7:00 am - 3:30 pm.
- Focusing on prevention and wellness (mind and body): massage, yoga, accupuncture, etc.
- Dr. Kuhn aka the Laugh Dr. will be featured throughout the day promoting the many benefits of health through humor and Harry Pickens (jazz musician) will present "Renewing your Brain for Inner Peace - No Matter What's going on Around You" from 2:30-3:30 pm. Sessions open to both staff and students.
- More to come and volunteers are welcome.



- March 13 will be a Stamina conference for students, put on by the Prichard Committee.

**2<sup>nd</sup> VP/MEMBERSHIP – Serena Hirn [serenahirn@gmail.com](mailto:serenahirn@gmail.com)**

**Membership - Trish Kline [tkline102@gmail.com](mailto:tkline102@gmail.com), Melissa Carpenter [melissa4carpenter@gmail.com](mailto:melissa4carpenter@gmail.com)**

- 39 new members added bringing the grand total up to 2,289; report sent to KY PTA
- Working on application for Outstanding Membership Campaign award

**Magnet Liaisons**

**VA Liaison - Brenda Mills [bamills0409@gmail.com](mailto:bamills0409@gmail.com)**

- enVision meeting for parents, students to discuss how to move the group forward on Jan. 18th

**MST Liaison - Debbie Rowe [theredsoxwin@yahoo.com](mailto:theredsoxwin@yahoo.com)**

- The Catalysts are hosting a Trivia Night on Friday, February 9th, beginning at 7:00 P.M in the school cafeteria. All proceeds will help to fund a new engineering pathway at Manual. The engineering classes will be open to all students. Tickets for the fundraiser can be purchased at <https://msttrivianight.eventbrite.com>.
- The Catalysts will be hosting a Pi Day to be held on Wednesday, March 14th. Please consider donating a pie for Manual teachers and staff to enjoy.

**HSU Liaison - Elizabeth Milliken [e.milliken@twc.com](mailto:e.milliken@twc.com)**

- I've sent another email to the HSU teachers offering help. I also wrote to them about Robin's idea to have a Q & A for the parents while the 8th graders take their placement tests this spring. I told them I would be happy to take charge of this but wondered if they had any ideas or wanted to participate. None of the 3 have responded to my emails.

**YPAS Liaison - Melissa Chastain [mchastain@spalding.edu](mailto:mchastain@spalding.edu)**

- No report

**J+C Liaison - Vaughn Bell [vaughnbell@att.net](mailto:vaughnbell@att.net)**

- J+C teacher James Miller has been selected one of the four Distinguished Advisers in the 2018 National High School Journalism Teacher Awards competition of the Columbia Scholastic Press Association.
- Publishers will host its annual Trivia night fundraiser on Saturday March 3rd at the Lebanese American Club at 6:30pm.
- The journalism student conference in San Francisco is coming in April.
- Publishers is finalizing a list of supplies to be purchased per the teachers requests this year including new media equipment.

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

- No report

#### **4<sup>th</sup> VP/COMMUNICATIONS - Delene Taylor [dtaylor@dmlc.com](mailto:dtaylor@dmlc.com)**

- Team now includes:
  - Robin Weiss**, President (oversees/approves all communications)
  - Jim Cabral**, father of YPAS freshman Juliette and HSU junior Victoria
  - Derry Smith**, mother of HSU junior India Smith
  - Barbara Coffield**, mother of MST junior Rachel
  - Lindsay Brown Ronay**, mother of VA freshman John
  - Shannon Evans**, mother of J+C senior Olivia Evans
  - Kent Hall**, father of HSU junior Chloe
  - Greg Schwartz**, MST senior and **Anjali Chadha**, MST junior serve as Website Coordinators
- Facebook group admins are me, Robin, **Trish Kline**, mother of HSU senior Ryan, and **Pinky Jackson**, alumni mom
- Working on PTA award nominations for newsletter, website, etc.
- Discussion of how all board members can support efforts to get information from board meetings/ agenda to the POST and other communications.

#### **Content Contributor - Barbara Coffield [barbarajbenjamin@gmail.com](mailto:barbarajbenjamin@gmail.com)**

- Contributed content. Please provide story ideas and contacts to highlight student and staff contributions to dMHS.

#### **ANNOUNCEMENTS:**

##### **2014 Graduate**

The meeting was adjourned at 10:00am

#### **NEXT MEETINGS**

- **Next meeting will be March 21 at 8:30am**
- 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/manual/ptsa/news-minutes/minutes>

	2017/2018 Budget	2017/2018 Actual
<b>INCOME</b>		
Membership	20,750	22,890
Rebates	800	800
Donations/Sponsorships	2,500	1,990
Event Sales	-	120
Designated Funds Carryover*	3,459	1,167
<b>TOTAL INCOME</b>	<b>\$ 27,508.55</b>	<b>\$ 26,966.67</b>
<b>EXPENSES</b>		
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	300
PTSA Membership Expenses	8,680	8,910
PTSA Conference Banquets/Materials	300	
PTSA State/National Dues	7,263	8,012
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	36
Communications	598	398
Purchases for School/Student Programs	3,052	1,117
Purchases for School/Designated*	3,459	1,167
Staff Membership Fund	1,500	1,500
Service Charges	550	571
<b>TOTAL EXPENSES</b>	<b>\$27,508.55</b>	<b>\$16,521.10</b>

duPont Manual Budget for Fiscal Year 2017/2018  
As of 2/6/18