

**Manual PTSA Board Meeting Minutes**  
**May 16, 2018**  
**Senior Cafeteria**

**ATTENDING:** Lynn Deveaux, Serena Hirn, Barbara Coffield, Laura Bollinger, Andre Wilson, Jim Cabral, Marian Vasser, Shannon Frey, Shelley Thomas, Robyn Senn, Ann Schwartz, Pinky Jackson, Becky Mosley, Betsy Johnson, Delene Taylor, Shannon Evans, Judith Bradley, Jane Ernst Crowley, Gila Jones, Jennifer Tuvlin, Kim Williams.

**CALL MEETING TO ORDER:** at 8:30 a.m by President Robin Weiss. The meeting opened with the introduction of current and incoming board members.

**INSPIRATION** - For those of you opening new doors as this school year ends, a quote from J.K. Rowling:  
*"Anything's possible if you've got enough nerve."*

**REPORTS FROM GUESTS** (Ms. Lete)

- Thank you from the staff for the luncheon, as well as snacks for testing.
- Significant (3.6) increase in gap math scores.
- KPREP last week; make-up by next week.
- 27.8 ACT average for the Junior class.
- Civics test starting with Junior class. Need 60% to graduate. Test is available to study online.

**PRINCIPAL'S UPDATE** (Mr. Mayes) –

- Congratulated PTSA on awards received at annual District PTSA banquet. He expressed pride in our hard work.
- Graduation is confirmed for June 1 at 9am.
- Currently in the middle of AP testing. Approximately 3,200 tests will be taken this year, up 300 from last year.
- HVAC system will be a major renovation for the 19/20 school year, including a/c for the gym. May need advocacy support for that. VA wing will be getting windows and roof replaced this summer.
- May request volunteers to answer phones in Guidance Office. Trish Kline suggested CCC volunteers may be able to assist.
- Monitoring safety issues. Cafeteria in the mornings is a hot spot due to the number of students in one place. They've opened the whole building earlier in the mornings, but kids continue to stay in the cafeteria.
- Security incident in office involving a student assaulting a staff member. Admin is reviewing protocols to make any changes.
- The state Board of Education has proposed a state takeover of JCPS. 5/29 is the deadline for the JCPS board to appeal. Stay informed and involved.
- Puppy Day was 5/15. Seniors will be going to King's Island. 5/17 is YPAS Senior Night. Ms. Benedict (theater teacher) is retiring; currently have 4 candidates.
- Kudos to Jennifer Tuvlin and Kent Hall for work taking parent concerns to SBDM.

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

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

- Civics test now required for graduation (2019 and after) will be given 2x per year. Once you pass, don't have to take it again; even if pass as a Freshman.

- Manual sent a team to study Thomas Jefferson HS in Alexandria, VA. Top STEM school. Will try and implement many of their successful programs and security features.

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

- No report

**REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS**

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

- A new collaboration, OurJCPS, has been formed by several organizations and is dedicated to issues related to the proposed state takeover of JCPS. Their website and Facebook page (OurJCPS.org) are great resources for up to date information. Please email, write or call KY Board of Education members to voice your concerns.
- The issue of the PE graduation requirement was raised at a community engagement meeting. Students in YPAS, marching band, or with other heavy curriculum requirements may find it difficult fulfill this requirement. The summer school option costs \$. The Health component may be completed online through eschool. Any alternate course needs to be at least 67 hours, have a certified teacher, and follow the required curriculum. Judith pointed out that an individual plan option does exist as part of the ILP process.
- Barbara Coffield shared that Trish Kline received the MOVE award for Outstanding Manual Volunteer Extraordinaire. This is only the second time it has been awarded.

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

- 5/14/18 Requested an update regarding the culture & climate audits and investigation. Response from Brad Weston, Asst Superintendent Area 2: “The final interviews are being conducted and the investigation will be closing upon the completion of those interviews. At that point, next steps will be determined based on the findings of both the Culture/Climate Audit and the investigative report.” We are advocating for transparency and communication.
- 5/14/18 Robin Weiss hosted a postcard writing gathering to help members address the KY Department of Education regarding potential state takeover of JCPS vs state assistance of JCPS.
- 3/1/18-present: team members participated in various emails, meetings, and dialogue regarding a variety of advocacy issues. See Manual PTSA Advocacy group page on Facebook for some information
- Jane Walsh is serving as the Advocacy Team’s representative to school and district administration on safety issues.
- Emphasized that PTSA represents ALL students. We must keep our hearts and minds open and focus on the students.

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

- See budget report at bottom of agenda
- Need 3-4 volunteers for the Audit Committee, which is due July 15. It requires approximately 1.5-2 hours to complete. Jane Crowley and Betsy Johnson volunteered.
- Microscopes have been purchased and delivered
- Invoice for APHG service tracking software has just been received and will be processed this week
- After review of the budget and discussion with committees on future expenses, there is \$3,350 available to be spent on current funding requests

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

- Current Funding Requests
  - Library computers- \$542 per computer (appreciate 1-20)
  - Guitar/YPAS- \$160 for metronome
  - Guitar/YPAS- \$287 for tuners and strings
  - Technology/MST- \$178 for tablets (as many as can get up to 30)
- Ms. Causey noted that about half of current computers (24) are 7 years old, 15 are 5 years old and 10 were new last year. Ann also noted we have supported the Guitar program in the past, with supplies and assistance with field trip. Following discussion, motion made by Pinky Jackson to fund 5 tablets (\$890), 4 computers (\$2,168), metronome (\$160) and partial guitar supplies (\$132), for a total of \$3,350. Motion passed.
- We need to work with magnet parent groups to coordinate funding as appropriate.

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

- Welcome all new Board members for the 2018-19 school year! All outgoing board members, please get together with your replacements to hand off information to ensure a seamless transition for next school year. We have a handful of remaining openings: Alumni Service Corps, Reflections Co-Chair (1 of 2 open), Scholarship Chair, and Communications Co-Chair (digital).
- Delene Taylor moved and Gila Jones seconded a motion to approve the proposed slate of officers for the 2018-2019 school year:
  - President, Robin Weiss
  - 1st VP, Tammy Ackerson
  - 2nd VP, Serena Hirn
  - 3rd VP, Ann Schwartz
  - 4th VP, Jim Cabral
  - Secretary, Beth Brown
  - Treasurer, Lynn Deveaux
- Motion carried.

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

- Ann Schwartz moved and Laura Bollinger seconded to approve minutes of April 2018 meeting. Motion passed (Pinky Jackson abstained).

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

- Correspondence Sent: Cards sent to Catherine Werner (duPont Manual PTSA Board) and Neville Wintergerst-Burch and family (Founders' Day award recipient and PTSA member).
- Please reach out via email or phone us over the summer if you learn of any correspondence to be sent.

**Historian – Jenny Mercer [jmercer@humana.com](mailto:jmercer@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 report

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

- No report

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

- No report

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

- Submitted applications to Ky PTA in March. We should know results in July.

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

- Front urns have been refreshed with arborvitae trees and accented with flowers and ivy. These are evergreens, therefore they will not need to be seasonally replaced.

**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)

- CAP continues to need **all sizes of pants** for boys & girls. Place in CAP bins.
- The front office is always in need of all sizes of new women's **underwear** and all sizes gently used adult **sweatpants**. Drop off items to office.

**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)

- AP testing continues through May 18th. Still need many more volunteers, especially for APHG exam on the morning of Friday 5/18 at the Expo Center. Sign up: <http://bit.ly/dMHSVolunteerSignUp>.
- Volunteers have been recruited for next year.

**Hospitality** – Barb Wainwright [barb2k@twc.com](mailto:barb2k@twc.com), Gila Jones [gmi4jesus@gmail.com](mailto:gmi4jesus@gmail.com), Jennifer Tuvlin

[jbtuvlin@twc.com](mailto:jbtuvlin@twc.com), Kim Williams [williamsx4@twc.com](mailto:williamsx4@twc.com)

- After Derby Luncheon for Manual Teachers and Staff was a success. Thank you to all the volunteers that contributed and helped with set up, clean up and serving. Ms. Raley's class did an exceptional job with the food. Gila Jones and I are looking forward to working with our two new committee members. All hospitality events were so appreciated by Manual teachers and staff this year, it is our hope to continue in the footsteps of the hospitality committees before us.

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

- No report

**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)

- Feedback for College 101 was very positive but not overwhelmingly abundant. Attendees found the sessions to have more varied content than last year. Participants enjoyed the raffle tickets, which was new this year. Lots of favorable comments on the University of Chicago sessions. Several commenters suggested adding a second College 101 night in Fall.

**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 [krod0003@hotmail.com](mailto:krod0003@hotmail.com)

- Planning and donations are on track. Volunteers still needed!

**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)

- Decorating Oct 14 with game on the 21st
- Teacher volunteers: Laura Spiegelhalter and Aaron Morris are returning to head up Red/White week.

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

**Shannon Evans** [sme02@bellsouth.net](mailto:sme02@bellsouth.net)

- I have asked Delene to put a small congratulations piece in the next POST regarding our state honorees and those going on to nationals. This is the list below.
- The names who will be honored at the state level are:  
Faith Evanson  
Reilly Summer  
Haylee Richter\*  
Avery McGhee  
India Smith\*  
Kylie McGuffey  
Mackenzie Smith\*  
Sneha Patil  
Sofia DeVenuto

\* These names were at the top of their divisions and will progress to nationals. Congrats.

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

- If anyone is interested in an independent volunteer project that is not a huge time commitment, this job is for you! Contact me and I'll give you the details.
- The following PTSA members from the Class of 2018 each earned a one-time \$600 award: Trinity Wilson, Ryan Kline, Catalina Mansilla, Johanna Murray, and Greg Schwartz.
- Scholarships were presented at Manual Senior Night. Thank yous received were shared.

**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)

- No report

**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)

- We won Outstanding Membership Campaign this year at PTA awards dinner AND we are the largest PTA in Kentucky with 2,345 members! Next year's membership committee to meet in June to plan out campaign for 2018-19.
- Robin thanked the Trish and her team for the extra work involved in switching to My School Anywhere. Membership sign-up should be much easier next year!
- As the largest PTSA in KY, we are in a strong position to advocate for students.

## **Magnet Liaisons**

**VA Liaison** - Sonia Keeling [keeliso2@gmail.com](mailto:keeliso2@gmail.com)

- No updates

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

- Twelve students from Science Fair moved on to ISEF, four to the National Symposium and 50 to KJAS.
- MST has launched an updated website, including a link for students to receive pre-approval on Science Fair projects for 18/19.

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

- No report

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

- No report

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

- No report

**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)

- Neither JCPS nor the state have a process for ECE students to participate in extra-curricular activities with accommodations. A complaint has been filed, and Judith asked SBDM for the school's policy.
- Working on dual credit program. Currently students must give up their IEP to participate in UofL courses.

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

- I am excited to report that Jim Cabral has agreed to serve as our 4th VP-Communications next year!
- We are still looking for a Co-Chair (Digital) to coordinate and help Barbara and Derry with the weekly POST blog and e-newsletter - currently utilizing WordPress / MailChimp.
- Welcome to new team members Carolyn McLean (advisor), Lindsey Brown Ronay and Gila Jones (Facebook group moderators), Kim Ryan (Twitter), India Smith, HSU junior and Emma Keeling, VA sophomore (Instagram), and Jane Walsh (Advocacy & Safety liaison).
- We were recognized last week at the 15th District PTA Banquet with the *Outstanding Website* award - thanks to Mr. Dallmann and our student volunteers who have helped when needed.

**Content Contributor** - Barbara Coffield [barbarajbenjamin@gmail.com](mailto: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 9:55am.

## **NEXT MEETINGS**

- Next meeting will be held in July in a more informal, social setting. The August meeting is scheduled for the first day of school, and will be changed to August 22nd (the 4th Wednesday).
- 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>

<b>du Pont Manual PTSA</b>		
<b>Budget for Fiscal Year 2017/2018</b>		
	2017/2018 Budget	2017/2018 Actual
<b>INCOME</b>		
Membership	20,750	23,450
Rebates	800	800
Donations/Sponsorships	2,500	2,335
Event Sales	-	120
Designated Funds Carryover*	3,459	1,167
<b>TOTAL INCOME</b>	<b>\$ 27,508.55</b>	<b>\$ 27,871.67</b>
<b>EXPENSES</b>		
Campus Beautification	250	
College 101	250	210
No Barriers	600	
College & Career Center	100	113
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	481
PTSA Membership Expenses	8,680	9,246
PTSA Conference Banquets/Materials	300	140
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	2,735
Purchases for School/Designated*	3,459	1,167
Staff Membership Fund	1,500	1,500
Service Charges	550	592
<b>TOTAL EXPENSES</b>	<b>\$27,508.55</b>	<b>\$23,111.52</b>

\*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. Scope of \$242.55 has been widened to include ACT, SAT and AP testing for those students on F/R lunch.

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

Budget as of 5/15/18

**Memorandum for Record**  
**July 16, 2018**

Summary of request for funding and vote via email:

Ann Schwartz, 3rd VP, shared a funding request submitted by Mr. Miller for the J&C magnet. They need a broadcast editing device (Tricaster) to send the CSPN-TV broadcast to the classroom TV's and to stream online. This would be used by the whole school for morning announcements and scrolling announcements. The request is for \$5,300. Manual and The Publishers have already said they will assist with funding but we do not know the amount they are giving. Crimson Mission has also be asked to assist with funding but we do not know if it has been approved.

A motion was made by Laura Bollinger and seconded by Gila Jones to allocate \$1,000 for this project.

Discussion:

- Vaughn Bell stated Publishers was contributing \$2,000.
- Beth Brown, Treasurer, clarified that money will come from bank account carryover, not new annual budget.

Motion carried, with 26 members responding, and 26 Yes votes.