



Newsletter

15th District Office • 319 South 15th Street • Louisville, KY 40203 • (502) 485-3535

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August 2014

President's Letter

Welcome back to another school year! Here are a few suggestions to help get the year off to a great start:

- ⇒ _____ Turn in your 2014-2015 Officers List to 15th District PTA AND Kentucky State PTA Office
- ⇒ _____ Have your financial books audited as soon as possible. Complete the Financial Review Form and file a copy with Kentucky State PTA, 15th
- ⇒ _____ Pick-up your Leaders' Packet from 15th District PTA. (Call 485-3535 to make arrangements). We must have a complete officers list for you to receive your Leaders' Packet.
- ⇒ _____ Order your unit's Official Back-to-School Kit from National PTA. (Go to the National PTA website at www.pta.org/officialkit)
- ⇒ _____ Schedule a board training by emailing Cherie Dimar, 5th Vice President three good dates and times.
- ⇒ _____ Have your entire board identify goals for the year, develop a budget based on those goals, and prepare to fundraise to meet those goals.
- ⇒ _____ Establish standing committees to help you meet your goals.
- ⇒ _____ Recruit volunteers.
- ⇒ _____ Check to see if your bylaw are up to date.
- ⇒ _____ Start your membership campaign (all kits are sent to the principals of each school in early August).
- ⇒ _____ Contact your principal and board to set dates for your monthly board meetings and the association (general) meetings.
- ⇒ _____ Attend the Back-To-School Back-To-PTA Conference in Wednesday, September 24th.

AND IF YOU NEED HELP STARTING A BOARD FOR 2014-2015 YEAR, we are here to help you get one started! Remember that the 15th District PTA Board is only a call or email away. We look forward to assisting you with any PTA questions or concerns.

Heather Wampler, President
(502) 671-9451 cell
15thDistrictPTA.President@gmail.com

Tips for a Successful PTA Membership Campaign

Membership growth is a sign that your PTA is doing well and displays the PTA's importance to the school, community, students, and families. If the goal of your PTA is to be effective in developing good relationships with students, families, schools, and the community, then begin by laying the groundwork that helps foster respect and enthusiasm in being a part of the association. This can be done by providing a foundation for your PTA's success by doing the following:

- Set a membership goal. Start by increasing last year's membership numbers by 40 members, which represents the 40th awards banquet.
- Create a theme. The 15th District PTA's theme is "Building the Future One Child at a Time." Display the theme, goals, and benchmarks on a visual aid for everyone to see your PTA's accomplishments.
- Start with your PTA Board by seeking its full support of the membership campaign by attending membership campaign events/activities. This shows that you lead by example.
- Have a table at school functions and events, especially at the beginning of the school year (e.g., registration/orientation/open house/family fun nights).
- Have membership cards/envelopes/pens/and a smile ready to greet potential members.
- Prepare membership forms, take-home fliers, and promotional signs for distribution to the school, community, and businesses.
- Send letters to last year's members asking them to join again.
- Ask your PTA Board to explain to potential members what your PTA does for the students and community when they seek to increase membership. This demonstrates that your PTA is more than just a fundraising association.

To help your PTA stay on track, maintain good membership record-keeping and be in compliance throughout the membership campaign:

- Find out how your treasurer would like to handle the collection and deposit of membership fees.
- Make sure the memberships of PTA Board members are current.
- Remember that membership campaigns never end. Your PTA should always be encouraging potential members to join the PTA. Your PTA should always ensure that you have:
 - ◆ Determined whether your PTA/PTSA is meeting the needs of your members and community.
 - ◆ Aligned your PTA's goals with the needs and interests of your members and community.

Reflections

As you start to develop your projects and programs for the next school year, don't forget to include the Reflections Program as one of your projects. This is a National PTA Arts in Education Program. Its purpose is to provide all children and youth with an opportunity to experience the self-fulfillment of creative expression through the arts. The primary goal of Reflections is for all children and youth to have the opportunity to participate. Although it is a program with recognition and awards at the local, district, state, and national levels, the importance of participation should be emphasized over winning an award. Students may submit entries in the areas of music, photography, visual arts, literature, dance choreography, and film/video production.

Each year, there is a different theme for the program. For the 2014-15 school year, the theme will be "*The world would be a better place if...*"

Each student may enter one time for each of the following six art areas:

Special Artist students can enter in each area in the Special Artist category.

- Literature
- Musical Composition
- Photography
- Visual Arts
- Dance Choreography
- Film/Video Production

Each student enters in one age category:

- Primary—Preschool through grade two
- Intermediate—Grades three through five
- Middle/Junior—Grades six through eight
- Grades nine through twelve
- Special Artist—Ungraded

This is the third year in which the National PTA has included a Special Artist division in their judging, so please don't forget to include those students also.

The local PTA can submit entries to the district by October 24. Entry is limited to one entry for each grade in each category (e.g., music, photography, visual arts, literature, dance choreography, and film/video production).

Example: A PTA can enter one entry in third grade, fourth grade, and fifth grade (which is the Intermediate category) in the category of Music. They can also enter one entry in the category of Music in preschool, kindergarten, first grade, and second grade (which is the Primary category) and so forth.

What to Do

- Familiarize yourself with the materials in the Kentucky PTA Leaders' Notebook for PTAs/PTSAs. Reflections Chairperson Sharon Whitworth (485-7450) has sent out information packets through the Pony to PTA presidents, principals, art teachers, music teachers, physical education (PE) teachers, Family Resource and Youth Services Center (FRYSC) coordinators, and literature teachers. All of these people should serve as a committee to develop your program.

- Develop a Reflections Program planning calendar using the District PTA deadline (October 24, 2014) as your guide. Set interim deadlines and identify key steps to meet your calendar deadlines.
- Establish a budget for your school's Reflections Program. Use this budget to prepare informational materials, to encourage student participation, to promote the Reflections Program with parents and community members, and to fund a recognition event for student winners at the local school level.
- Publicize the Reflections Program and "*The world would be a better place if...*" theme in your school or PTA/PTSA newsletter.
- Select impartial, qualified judges. Inform judges of the criteria to be used in evaluating/judging Reflections Program entries. (Refer to the rules for each category.) Inform all participants that the judges' decisions are final. **Important:** Ensure that all students' personal information (names, addresses, etc.) is hidden from judges' view.

The Reflections Program is structured for PTAs to recognize students at the local, district, state, and national PTA levels. Remember to coordinate your Reflections Program with your English, music, art, and PE teachers. Please work together to provide this wonderful opportunity for your students.

If you need additional information, please contact Sharon Whitworth, 15th District PTA Reflections chairperson, at **485-7450** or at sharon.whitworth@jefferson.kyschools.us

SBDM

Check to see if your school's parent representative election for the School-Based Decision Making (SBDM) Council takes place in the fall or spring. If your school elects parents in the fall, appoint a chairman and start the process. See the Kentucky PTA Parent SBDM Handbook for more information.

What's Happening in Your PTA/PTSA?

We would love to hear about your PTA/PTSA! We want to toot your horn and share your excitement about your membership drives, successful programs, etc. Please send us the particulars so that we can share them in future newsletters. Please type your story/news in a Microsoft Word document using Times New Roman font, and e-mail it as an attachment to Autumn Neagle at autumn@argo-etworks.com. If you have photos to share with your story, please send them in JPEG format. We are looking forward to hearing from you and sharing your many good ideas and successes!



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"Building The Future One Child At A Time"

Back-to-School/Back-to-PTA Conference
Wednesday, September 24, 2014, from 9:00am am to 3:00pm

Register now for the 15th District PTA Back-to-School/Back-to-PTA Conference, which will be held on Wednesday, September 24, 2014 at **Gheens Academy**. The sessions will be from 9:00 am to 3:00pm. Join us for a full day of workshops that are designed to help get you prepared. Over 30 vendors will also be at the conference, so if your school is looking for a fundraiser, we have the people here for you to talk to.

Workshops topics will include three tracks. One just for Presidents, one just for Treasurers and a mix track of Membership, Programs, Parent Engagement, Reflections, and more!

We hope that all officers and chairs, both new and returning, will attend. The cost is \$10 a person (\$15 at the door), which includes registration, conference materials, and meals (light breakfast and lunch). This is a legitimate PTA expense and can be included in the budget. The reservation form and a check made payable to 15th District PTA is due by September 14, 2014.

Questions:
15th District PTA
(502) 485-3535 Office

Send Reservations To:
15th District PTA
C/o: Back-to-School/Back-to-PTA Conference
319 South 15th Street
Louisville, KY 40203

Name of PTA/PTSA:

Total Number of Guests: X \$10.00=

Names of attendees:

Contact Person:

Phone: Email:

The 411 on Completing our Financial Review: Why...

WHY?

Kentucky PTA Bylaws requires every local unit to complete a Financial Review and submit completed form to Kentucky PTA. A Financial Review must be completed every year even if the current treasurer has been elected for another term and/or if you have 2-year terms.

The purpose is to certify the accuracy of the books and records of the Treasurer and to assure the membership that the association's resources/funds are being managed in a businesslike manner with-in the regulations established for their use.

WHEN?

ANNUAL REVIEW: Financial Review must be completed after the end of the fiscal year (June 30th). The completed form must be received by Kentucky PTA, 15th District PTA, School Principal and PTA/PTSA Treasurer by August 15th. The incoming Treasurer should NOT accept/receive the checkbook and records until a Financial Review has been completed and he/she has been given a copy of completed form.

CHANGE OF TREASURER: A Financial Review should also be completed if your Treasurer resigns or is removed. Contact the he 15th District PTA to complete this review.

REQUEST MADE/CONCERNS EXPRESSED: A Financial Review should also be performed any other time that is deemed necessary or if concerns or request is made by PTA member to board or 15th District PTA.

HOW?

Committee Selection

The process for selecting a financial review committee is in the PTA/PTSA's bylaws, Article VII, Section 1. The committee should be an odd number and generally consists of 3 members. Anyone who was a check signer for fiscal year being review and/or upcoming fiscal year may NOT serve on the financial review committee.

Treasurer Duties

The time period for the records/documents is the most recent fiscal year (2013-14). For most PTAs/PTSAs the fiscal year is July 1st through June 30th, check your bylaws to confirm fiscal year dates.

The Treasurer should gather the following items in preparation for the Financial Review; then deliver items to the financial review committee as soon after end of the fiscal year as possible.

copy of the Financial Review form for previous fiscal year (2012-13).

If there was more than one Financial Review completed, provide a copy of all forms.

checkbook: to include all unwritten checks, copies of all cleared checks (most bank statements have the cleared checks on them or PTA can print online), check stubs, and all voided checks

bank statements (all pages) and deposit receipt records
treasurer's binder, book or ledger (should include check requests, supporting documentation for all expenditures, deposit summary forms, funds received forms, and supporting documentation for deposits)

check register/ledger listing all transactions

year end Treasurer's financial report

copies of all monthly treasurer's reports

copies of board, executive committee and organization minutes for meeting when initial budget was approved and for when any amendments that were approved

copy of approved current fiscal year's budget and any approved amended budgets (if any). All budgets should be signed by Treasurer and should reflect dates when approved by board and general membership.

copy of current bylaws and standing rules

copy of last 990 tax return filed or if filed online, provide evidence of acceptance by IRS

any other information that treasurer feels would be helpful to the audit committee

the current financial review form for committee to complete (can be found online at www.kentuckypta.org)

copy of this article so they have guidelines to complete the financial review

NOTE: No checks should be written after June 30th as the books are closed for financial review. The incoming treasurer may make deposits only into the PTA/PTSA bank account. No expenditures should be made from the PTA/PTSA account until the financial review is completed. This still applies even if the treasurer is continuing on as treasurer.

DURING (Review):

Once the financial review committee has been selected and the committee has received the documents/records from the treasurer, they can begin the review. The financial review should be completed as quickly as possible. All members of the financial review committee should be present and complete the review together.

Start the review with the records posted after the last financial review.

Check and confirm that the amount shown on the bank statement corresponds to the starting balance recorded in the checkbook, treasurer's report and budget.

Do a sample of transactions (expenditures and deposits). Typically 10-20% is a good sample base. If there are no concerns or need to review complete records, then, using bank statements and treasurer reports, complete the financial review form and have all committee members to sign form. If mistakes are found, the sample should be broadened to take in more transactions. At some point it may be deemed necessary to review all the transactions of a PTA/PTSA. Some items to look for:

Monthly bank reconciliation

Unexplained reconciling items

Disbursements not supported by invoices or other documentation

Blank checks secured in a safe place

Deposit ticket dates timely with dates received by bank

Timelines of deposits based on known dates of events

Checks are written in sequential order

All invoices/expenses were paid by check and not cash

Make certain state and national portions of the membership dues have been kept separate from other receipts and forwarded immediately to the Kentucky PTA office

Make certain that money collected or donated for a specific purpose has been so disbursed.

Check treasurer's monthly reports and year-end annual report for accuracy.

After any errors have been corrected by the Treasurer and the President is satisfied that the financial accounts are correct, draw a line across the ledger and checkbook register where the financial review concludes and committee chair to sign and date the ledger using a different color ink: "Examined and found correct. (Name) (Date)"

If all is in order the review committee is to prepare and sign the financial review form provided. The financial review form must be mailed or faxed to Kentucky PTA and received by August 15th each year, to remain a "unit in good standing".

Also make copies of the completed and signed form and give to 15th District PTA, school Principal, incoming treasurer and president. If additional blank copies of the form are needed, they can be found at www.kentuckypta.org.

The review committee must also submit a report in the event that there are not adequate records available to conduct a proper accounting of the PTA/PTSA's funds. This report should indicate the information that is needed to complete a proper review.

If during the financial review the committee has questions or needs assistance, contact the 15th District PTA at 502-485-3535. We are always here to assist you!

AFTER:

The financial review report is to be presented at the first general meeting of the year and must be officially adopted/approved by the general membership and included in a completed annual report covering the PTA/PTSA's entire fiscal year.

If there are questions or concerns about the validity of the financial review report, the PTA/PTSA may contact the 15th District PTA to perform a financial review.

As always our entire 15th District PTA Board are here to assist you. Please don't hesitate to contact us.

Theresa Mayfield, Treasurer

15thDistrictPTA.Treasurer@gmail.com

Required: 2013-2014 Financial Review Form (formerly Audit Report Form)

Deadline: August 15, 2014*

ALL PTAs/PTSAs MUST FILE WITH THE IRS - E-MAIL IRS Form 990 N DUE by 11/15/2014 if your income is normally less than \$50,000

If your income was \$50,000 to \$200,000 complete 990-EZ, with Schedule A and Schedule B, if necessary, - DUE to the IRS by 11/15/2014

If your income is over \$200,000 complete 990 with Schedule A and Schedule B, if necessary, DUE to IRS by 11/15/2014

Mail this Financial Review Form to Kentucky PTA, 148 Consumers Lane, Frankfort KY 40601

*Kentucky PTA and local unit bylaws require all PTAs and PTSAs to file a Financial Review Form with Kentucky PTA by August 15, each year, to remain a "unit in good standing."

Financial Review Report Form for the Local PTA/PTSA

Name of PTA/PTSA _____ PTA District _____ County _____

This financial review is for the 2013-2014 fiscal PTA/PTSA year.

(For most PTAs/PTSAs this will be July 1, 2013 through June 30, 2014. Check your bylaws if unsure.)

- 1. Beginning Balance (as of last date covered by last financial review) \$ _____
- 2. Receipts (total receipts from the beginning to the end of the period covered by this financial review) _____
- 3. Total Cash Available (add number 1 and number 2) _____
- 4. Disbursements (total disbursements from the beginning to the end of the period covered by this financial review) _____
- 5. Ending Balance (subtract number 4 from number 3) _____
- 6. Bank Statement Balance (for last month covered by this financial review) _____
- 7. Checks Outstanding _____

Total Checks Outstanding \$ _____

8. Bank Account Balance (Subtract number 7 from number 6) \$ _____

Date of financial review: _____

We have examined the books of _____ PTA/PTSA for the financial year 2013-2014 and find them to be:

(Please choose one) Correct Substantially Correct Incomplete Incorrect

Substantially correct with the following adjustments: _____

Comments: _____

Signatures: Financial Review Committee Chair (or professional auditor) _____

2. (member) _____ 3. (member) _____

This Financial Review information should be presented to the PTA/PTSA at its first general meeting

after the completion the financial review.

Remember to mail this report to Kentucky PTA and keep copies for your records

CAP Schedule

Each local PTA is asked to send volunteers to work at CAP twice a year. Volunteers are asked to work 2-3 hours between 10am-1pm on their assigned days. It is critical we have schools send volunteers, as CAP is solely run by volunteers and we need everyone to make this program successful.

CAP is located at 319 South 15th Street. Going west on Muhammad Ali, take a right onto 15th Street and our entrance is at the end of the football field fencing before the next intersection. If you have any questions contact us at 485-7062 or jepscap@jefferson.kyschools.us.

August

8/13 – Fern Creek HS,
8/14 – Atherton HS, Phoenix School of Discovery
8/19 – Brown School, Cochrane ES, Thomas Jefferson
8/20 – Anchorage School, Carrithers MS, Central HS
8/21 – Greenwood ES, Bowen ES, Crosby MS
8/26 – Seneca HS, Wheeler ES, Wilder ES
8/27 – Lincoln ES, DuPont Manual HS, Fairdale ES
8/28 – Auburndale ES, Cane Run ES, Lassiter MS,
8/29 – Coral Ridge ES

September

9/02 – Dunn ES, Roosevelt-Perry ES, Wilt ES
9/03 – Frayser ES, Audubon Traditional ES, Kenwood ES
9/04 – Academy at Shawnee, Bloom ES, Chenoweth ES
9/09 – Jefferson County Traditional MS, Norton ES
9/10 – Foster ES, Minors Lane ES, Tully ES
9/11 – Frost MS, Maupin ES, Zachary Taylor ES
9/16 – Rangeland ES, Slaughter ES
9/17 – Carter Traditional ES, Jeffersontown HS,
9/18 – Barret MS, Bates ES,
9/23 – McFerran ES, Fern Creek ES, Meyers MS
9/25 – Atkinson ES, Field ES, Moore Traditional HS
9/30 – St. Matthews ES, Watterson ES, Sanders ES



Thank you to all the volunteers who helped prepare CAP for Blitz week. We had so many volunteers – we can't begin to show them all. Here is a picture of all the boxes that these Eastern High School JROTC students carried up to a 3rd floor for storage area for the Clothing Assistance Program.

Board Trainings

Board trainings are one of the most valuable resources that the 15th District PTA offers your PTA. We will come to your school at a time that is convenient for your PTA and assist you in getting off to a good start. We will present a general overview of the roles and responsibilities of the officers, help you understand your by-laws, and address membership and fund raising issues. Perhaps your PTA would like suggestions about recruiting volunteers and involving more parents in the school. To schedule a PTA board training, contact Cherie Dimar at 693-8104 or 15thdistrictpta.5thvp@gmail.com. Please provide three possible dates that are convenient for your board and let us know if you want any special topics covered. We look forward to hearing from you!

Cherie Dimar,
5th Vice President, Board Trainings

Kentucky PTA Kids' Day

Kentucky PTA Kids' Day is on **Tuesday, September 23rd**. This special day was created in 1985 by the Kentucky PTA to celebrate our students. This is a wonderful opportunity to show that each student is unique, special, respected, and loved. We encourage the PTA in your school to do something special for your students. Here are a few ideas:

- Pat on the Back—Have students make construction paper handprints. Tape the handprints to their backs with masking tape. Everyone receives a pat on the back because every student is special!
- Go Hollywood—Students arrive at school to walk the red carpet into school and to be met by the PTA paparazzi taking their picture (or just have flashes going off). Have a contest in which students decorate classroom doors with movie themes. Volunteers dressed like movie stars could visit to read to classes, or local TV celebrities could talk to middle and high school students about careers in the industry. PTA volunteers could approach students in the lunchroom for their autographs. To remember the day, use the autographs and pictures of the day to make a Kentucky Kids' Day at My Elementary School book.
- Have students plant spring bulbs on school grounds and have a party to celebrate in the spring. Remind the students that they are like the flowers and grow (bloom) with love and attention.
- Put a mirror in the front hall. "The most important person in this school is looking at you" can be written above or below the mirror.

You can find more ideas at www.15thdistrictpta.org or at www.kypta.org

If you do something different, make sure you apply for an award from the Kentucky PTA and the 15th District PTA.

Autumn Neagle
4th Vice President of Communications

OFFICERS FOR THE 2014-2015 SCHOOL YEAR

Name of PTA/PTSA _____

Name of President _____

Address _____ Zip Code _____

Telephone _____ E-mail address _____

Name of 1st Vice President _____

Address _____ Zip Code _____

Telephone _____ E-mail address _____

Name of 2nd Vice President _____

Address _____ Zip Code _____

Telephone _____ E-mail address _____

Name of 3rd Vice President _____

Address _____ Zip Code _____

Telephone _____ E-mail address _____

Name of 4th Vice President _____

Address _____ Zip Code _____

Telephone _____ E-mail address _____

Name of Secretary _____

Address _____ Zip Code _____

Telephone _____ E-mail address _____

Name of Treasurer _____

Address _____ Zip Code _____

Telephone _____ E-mail address _____

Please submit these names so that your officers can receive the district newsletter, and other important information. List any other Executive Board members (elected officers) on a separate page. Please send this form to the 15th District PTA, 319 S. 15th Street, Louisville, Kentucky 40203, or send it via the Pony or e-mail to Sharon.Whitworth@jefferson.kyschools.us

15th District PTA
319 South 15th Street
Louisville, KY 40203

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15th District PTA Contact List

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4th VICE PRESIDENT

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5th VICE PRESIDENT

Cherie Dimar
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TREASURER

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15thDistrictPTA.Treasurer@gmail.com

SECRETARY

Barbara Fischer
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15thDistrictPTA.Secretary@gmail.com

AWARDS CHAIRMAN

Heather McGovern
485-8300
heather.mcGovern@jefferson.kyschools.us

DIVERSITY CHAIRMAN

Kim Stevenson
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kim.stevenson@jefferson.kyschools.us

ECE/BYLAWS CHAIRMAN

Will Calabro
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FRYSC DIRECTOR

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HEALTH/SAFETY CHAIRMAN

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LEGISLATIVE/WEBSITE CHAIRMAN

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PARLIAMENTARIAN, SPECIAL PROJECTS/KCAS CHAIRMAN

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iheartpta@yahoo.com

SOCIAL MEDIA CONSULTANT

Jason Hardy
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jason@thehardyfamily.com

STUDENT REPRESENTATIVE

Kassidy Helm
290-7363 home or 432-8359 cell
iheartpta@yahoo.com

Calendar of Events

August

- 1st – CAP Blitz
- 13th – 1st Day for JCPS Students
- 15th – Kentucky Membership Payment Due & Mandatory Financial Review Due to KY PTA

September

- 15th – Kentucky Membership Payment Due
- 23rd – Kentucky Kids Day
- 24th – Back to School/Back to PTA Conference

October

- 15th – Mandatory Kentucky PTA Membership Dues
- 17th – 19th – JCPS Showcase of Schools Middle/High
- 21st – 15th District PTA School Board Candidates Forum

PTA Contact Information

15th District PTA
www.15thDistrictPTA.org
Phone: 485-3535

Kentucky PTA
www.kypta.org
Phone: 226-6607

National PTA
www.pta.org
Phone 800-307-4PTA