



# Newsletter

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

every child. one voice.®

May 2013

## President's Letter



While in Washington, D.C., this past March for the National Parent Teacher Association (PTA) Legislative Conference, we heard U.S. Secretary of Education Arne Duncan talk about how PTAs are uniquely positioned to advocate for increased family involvement in the educational setting. Advocacy is a role that we all can engage in during every moment of our child's education and does not require a special title. You advocate for your child when you attend parent-teacher conferences or request a certain teacher. By questioning and conversing with your school's teachers, administration, and staff about what your child and other students at the school are engaging in, you are being an advocate. We are all valuable contributors in the educational setting, and parents are important partners in the process.

May is National Physical Fitness and Sports Month. It is a good time to begin some family recreational activities. Take walks after dinner, go on a weekend bike ride, or have contests at a nearby playground. For more fitness ideas, check out [letsmove.gov](http://letsmove.gov) or [fitness.gov](http://fitness.gov).

The weather has warmed up, and school's almost out for the summer, which means kids will be spending more time out-

doors on their own. Give your child a refresher course in safety, whether he or she is bike riding, swimming, or playing indoors on game systems. For more tips, go to [pta.org](http://pta.org) and click on *Topics: Child Safety*.

On **June 13**, we will have our annual Programs/Vendors Fair in Louisville Male High School's small gymnasium, where there will be a variety of programs and fundraising possibilities you can consider for next year. In conjunction with the Programs/Vendors Fair, we will have two General Board Trainings that day. Since most PTAs/Parent Teacher Student Associations (PTSAs) hold their election of officers in May, this is an ideal time to train new officers so they can get off to a good start.

We hope to see all of you at our Awards Banquet, where we can celebrate your accomplishments and share ideas with each other. You have worked hard this year, and we want to recognize that hard work. For more information about the banquet, please see the reminder on this page.

*Cherie Dimar*

Cherie Dimar, President

## Things to Do in May

- Attend the 15th District PTA Awards Banquet on **May 7**.
- Make sure officers for the coming year are elected, according to your bylaws.
- Make sure your Procedure Books are completed and passed on to the new officers.
- Inform the new board of the Programs/Vendors Fair and General Board Trainings on **June 13**.
- Send the names and contact information of your newly elected officers to the 15th District PTA Office as soon as possible.
- Appoint a financial review committee to review your treasurer's books.
- Make plans to attend the Kentucky PTA Convention.

## Awards Banquet

Please join us for the 15th District PTA Awards Banquet on **Tuesday, May 7**, at 6:30 p.m. at the Ramada Plaza located at 9700 Bluegrass Parkway. Celebrate all of your PTA/PTSA accomplishments for the year along with the voting in of our new 15th District PTA Board. Reservations are available until **May 6** contact Heather Wampler at **671-9451** or [hkwampler@gmail.com](mailto:hkwampler@gmail.com).

### PTA Vision

Making Every Child's Potential a Reality

### PTA Mission

PTA is:

- A powerful voice for all children.
- A relevant resource for families and communities.
- A strong advocate for the education and well-being of every child.



# Completing the Financial Review Form: *Before, During, and After*

**Why:** Kentucky PTA Bylaws require each local unit to complete and submit to Kentucky PTA a financial review each year. A financial review is required to be completed each year even if the current treasurer has been elected for another term and/or if you have two-year terms.

**When:** The financial review should be completed after end of fiscal year (**June 30**) and received by Kentucky PTA by **August 15**. A financial review should also be completed if your treasurer resigns or is removed. The incoming treasurer should **not** accept/receive the checkbook and records. A financial review may also be performed any other time that is deemed necessary.

**Purpose:** To certify the accuracy of the books and record of the treasurer and to assure the membership that the association's resources/funds are being managed in a businesslike manner within the regulations established for their use.

## **Before (Preparation)**

Before the end of the fiscal year, the treasurer should put in order the following items in preparation for the financial review and deliver them to the Audit Committee at the end of the fiscal year. The time period for the records/documents will typically be July 1 to June 30 unless a financial review was performed in between. In that case, the documents/records needed will be from the time of the last financial review report.

- A copy of the last financial review report
- Checkbook, cancelled checks (most bank statements have the cancelled checks on them or they can be found online), and voided checks
- Bank statements (all pages) and deposit receipt records
- Treasurer's binder, book, or ledger (should include check requests, supporting documentation for checks written, deposit summary forms, and supporting documentation for deposits)
- Year-end treasurer's financial report
- Copies of all monthly treasurer's reports
- Copies of board, Executive Committee, and organization minutes for initial budget approval and any amendments that were approved
- A copy of the approved current year's budget and any amendments that were approved during the year
- A copy of current bylaws and standing rules
- A copy of the last filed tax return

- Any other information requested by the audit committee
- The current financial review form for the committee to complete (This can be found online at [www.kentuckypta.org](http://www.kentuckypta.org))
- A copy of this article so that they have guidelines to complete the financial review

**Note:** The outgoing treasurer cannot write any checks or pay any bills after the books are closed for financial review. The incoming treasurer may only make deposits into the PTA/Parent Teacher Student Association (PTSA) bank account. No expenditures should be made from the PTA/PTSA account until the financial review is completed.

## **During (Review)**

The process for selecting a Financial Review Committee is in the PTA/PTSA's bylaws, Article VII, Section 1. The number of committee members should be odd, and the committee generally consists of three members. Anyone who is approved to sign checks may **not** serve on the Financial Review Committee.

Once the Financial Review Committee has been selected and has received the documents/records from the treasurer, it can begin the review. The financial review should be completed as quickly as possible. All members of the committee should be present during the review.

- 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 (expenses and deposits). Typically 10 to 20 percent is a good sample base. 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. Here are 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 written in sequential order

- All invoices/expenses paid by check and not cash
- Make certain that 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 the 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. The committee chair signs and dates the ledger using a different color ink: "Examined and found correct. (Name) (Date)"
- If all is in order, the review committee should prepare and sign the financial review form provided. Make copies of the form for the incoming treasurer and president. If additional copies are needed, they can be found at [www.kentuckypta.org](http://www.kentuckypta.org). The financial review form must be mailed to Kentucky PTA and received by **August 15** each year, to remain a unit in good standing.
- The 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 **485-3535**.

## **After (Approval)**

The financial review report must be presented at the first general meeting of the year, must be officially adopted/approved by the general membership, and must be 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 an audit or an independent CPA may be engaged to conduct an audit.

As always, the entire 15th District PTA Board and I are here to serve and assist you. Please don't hesitate to contact us.

*Theresa Mayfield, Treasurer*

# Required 2012-2013 Financial Review Form (formerly Audit Report Form)

**Deadline: August 15, 2013\***

**ALL PTAs/PTSAs MUST FILE WITH THE IRS - E-MAIL IRS Form 990 N DUE by 11/15/2013  
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 11/15/2013**

**If your income is over \$200,000 complete 990 with Schedule A and Schedule B, if  
necessary, DUE to IRS by 11/15/2013**

**Mail this Financial Review Form to Kentucky PTA, P. O. Box 654, Frankfort, KY 40602-0654**

\*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 2012-2013 fiscal PTA/PTSA year.

(For most PTAs/PTSAs this will be July 1, 2012 through June 30, 2013. 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 2010-2011** 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.**



## National PTA Convention

The 117th National PTA Convention will be held **June 20 to 23, 2013**, at the Duke Energy Convention Center in Cincinnati. This convention will offer a wide variety of high-quality workshops with valuable information, ideas, and resources for PTA members to take back to their schools and communities. Registration is now open at [www.pta.org](http://www.pta.org). We hope to see you there!

## KY PTA Convention

Join us for the Kentucky PTA Convention July 18 through 20 at the Crowne Plaza (formerly Executive West). Registration is \$150. If two or more people from a school send in their registrations together, the second, third, fourth, etc., are \$125 each. This price is good until July 8. After that date (including on-site registration), registration will be \$200. On Thursday, registration begins at 4 p.m., with a Rachel's Challenge presentation beginning at 5 p.m. This is open to everyone. Our Welcome Banquet and General Meeting I begin at 6:30 p.m. Awards presented on this evening will be Outstanding Educator, Outstanding Classified Personnel, Outstanding Volunteer, and Volunteer Participation. On Friday, there will be a light breakfast in the hospitality room and another outside presentation by Watch Dogs beginning at 8:45 a.m. There will be workshops on Officer Training (president, treasurer, and secretary), Membership, Programs, Gaming, Insurance, and Leadership Styles as well as a National PTA Rep workshop. Our Luncheon and General Meeting II will celebrate our membership winners. After lunch, you will have time to visit exhibitors and network. Then we will come back together for an outside presenter, A School-Community Approach to Wellness. Saturday, we will have workshops on Working With Taxes, Cyberbullying, Male Involvement, KCAS, Bylaws, Diversity, and a National Rep workshop. Before lunch, we will have someone from KDE give a presentation dealing with the Redbook. Our Luncheon and General Meeting III will be a presentation of the Paul Mason Award, Newsletter/Programs and Projects/Web site/ Publicity Books, and Kentucky Kids' Day Banner. We will also have the installation of new officers. After lunch, there will be a presentation on safety by an outside presenter.

We have condensed the number of workshops and brought in some powerful outside presenters. We look forward to seeing all of you for a wonderful Convention/Leadership. A registration form will be forthcoming on our Web site in May. This is a great way to get the 2013-14 school year off to a great start.

Rose Babiak

## The Redbook

There are some new guidelines from the Kentucky Department of Education (KDE) that are contained in a document called the *Redbook*, which will affect all booster organizations and external support groups in schools. Organizations, such as Beta Club, cheerleaders, the Class of 2015, and PTAs/PTSAs, are also included. These guidelines state that no one employed by the school district can be a check signer or handle money for that external support/booster organization. School employees can, however, serve on these boards in other capacities, as long as they don't handle money. This could affect some PTAs/PTSAs and may present a challenge for some units. These new guidelines will be enforced beginning **July 1, 2013**. If you have any questions regarding this, please call our office at **485-3535**.

## Programs/Vendors Fair and General Board Training



Our annual Programs/Vendors Fair will have a new date and a new venue this year. It will be on **Thursday, June 13**, at Louisville Male High School in the small gymnasium. We will be open from 9 a.m. to 3 p.m., and you can come and go as you please. There will be a variety of programs and fundraising

possibilities you can consider for your school/organization. If you have any questions, contact Richard Gardner at [mrhgent@yahoo.com](mailto:mrhgent@yahoo.com) or **485-3535**.

On **June 13**, we will also have two General Board Trainings for new officers at Louisville Male High School. The morning training will be from 9 to 11 a.m., and the afternoon session will be from 1 to 3 p.m. Since most PTAs/PTSAs hold their election of officers in the spring, this is an ideal time to educate new board members about such topics as officers' responsibil-

ities, PTA bylaws, and parliamentary procedure. This training session will also provide opportunities for you to obtain answers to any questions concerning these and other topics. Experienced board members are welcome to attend. If you are interested in attending one of the training sessions, let us know which session and how many will be attending from your PTA. Please contact Cherie Dimar with this information at [cbcdimar3@aol.com](mailto:cbcdimar3@aol.com) or at **693-8104**.

Richard Gardner and Cherie Dimar

# Kentucky PTA Delivers Action on Capitol Hill

The same teamwork honored at the National PTA Legislative Advocacy Conference made it possible for Kentucky's grassroots advocates to deliver the National PTA's public policy priorities to the state's members of Congress. From juggling "fluid" congressional meeting schedules to sharing the 15th District's successful community outreach on the Common Core State Standards, Kentucky was well represented on Capitol Hill at the 2013 National PTA Legislative Conference in Arlington, Virginia.

Over the three-day event, the Kentucky delegation of 15th District and state PTA leadership had the opportunity to meet, learn, and share with other advocates in discussions about PTA's public policy priorities through interactive workshops. They heard from keynote speakers and panelists and participated in advocacy workshops. Guest speakers included U.S. Secretary of Education Arne Duncan, Assistant Secretary Deborah Delisle, and a panel of school safety experts, including Bill Bond, former principal of Paducah's Heath High School.

After a full day of riding the Metro, jumping in and out of taxis on Capitol Hill, and standing in long security lines to enter congressional office buildings for meetings with members of Congress, Kentucky's PTA delegation was honored at the PTA Advocacy Awards Luncheon. 15th District PTA leaders received the 2013 PTA Outstanding Local Advocacy Award for educating some 11,000 parents on the importance of the Common Core Standards in Kentucky.

Before the delegation boarded its flight from Louisville, members briefly engaged Third District Congressman John Yarmuth while he waited to board the same flight. The following day, Congressman Yarmuth's scheduler called to confirm he would now be joining the group's meeting in person. Thanks to the patient efforts of Sharon Whitworth, meetings were successfully scheduled with every member but one of Kentucky's federal delegation.

Tight congressional schedules limited the length of the meeting's agenda, but Kentucky's PTA advocates were well prepared to deliver the key points supporting the National PTA public policy priorities. The issues were complex but manageable when divided among Kentucky PTA advocates, with one member designated as the meeting's facilitator. Each advocate took turns briefly outlining his or her key area to the members of Congress (or their staff) and answering questions.

The National PTA's 2013 Public Policy Agenda focused on key policy areas:

- General education (reauthorization of Elementary and Secondary Education Act—No Child Left Behind [NCLB])
- Special education (ESEA—NCLB and implementation of the Individuals with Disabilities Education Act [IDEA])
- Child health and school nutrition programs
- School safety needs



Kentucky PTA Delegation with Representative John Yarmuth



Representative Brett Guthrie discussing items with the Kentucky PTA delegation.

Even with the full-day training agendas and scheduled meetings, there was time for entertainment from the School of Rock performers and time to meet and share with other PTA grassroots advocates and volunteer leaders from across the association. One of the most encouraging and empowering take-aways from the National Legislative Conference was that we are stronger together and united to ensure a better future for our nation's children. More detail on National PTA Legislative Advocacy is available at [www.pta.org](http://www.pta.org).

Scott Wegenast, Legislative/Advocacy Chairperson

## Diversity on Capitol Hill

On March 14, diverse groups of PTA leaders had an opportunity to attend the PTA Legislative Conference in Washington, D.C. The conference was an opportunity to learn about issues related to education funding, health, nutrition, and safety. PTA leaders learned how to become involved with advocating for issues that affect diverse PTA families. PTA leaders, regardless of their diverse backgrounds and cultures, were able to come together to advocate for maintaining the educational well-being of "every child with one voice." Throughout the conference, powerful

words from focus groups resonated with the diverse group of attendees, encouraging them to come together to have their voices heard to support every child.

Here are some ways that diverse PTA leaders can continue to work to advocate for children and be a unified voice for all youth:

- Understand that anyone can advocate for the well-being of children by knocking down the stereotype that only a significant few are capable.
- Understand that we all have similarities

that can bring us together to bring about positive change.

- Become a unified PTA body that can advocate for change by coming together instead of working against one another.
- Embrace the benefits of having a diverse PTA team with different qualities. Doing so can bring an array of rewards to your entire community.

Continue to take the PTA Diversity Challenge. See what rewards it can bring you and how your PTA can become an even better advocate for all children.

Aneeka Ferrell  
15th District PTA Diversity Consultant

# Officers for the 2013-14 School Year

Name of PTA/PTSA: \_\_\_\_\_

**Name of President:** \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Name of First Vice President:** \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Name of Second Vice President:** \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Name of Third Vice President:** \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Name of Fourth Vice President:** \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Name of Secretary:** \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Name of Treasurer:** \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work 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, KY 40203, or send it via the Pony or e-mail to [sharon.whitworth@jefferson.kyschools.us](mailto:sharon.whitworth@jefferson.kyschools.us)



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

[www.15thdistrictpta.org](http://www.15thdistrictpta.org)



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## 15th District PTA Board of Directors

President  
Cherie Dimar  
**693-8104** (cell)  
**485-3535** (office)  
[cbcdimar3@aol.com](mailto:cbcdimar3@aol.com)

First Vice President  
Heather Wampler  
**671-9451** (cell)  
[hkwampler@gmail.com](mailto:hkwampler@gmail.com)

Second Vice President  
Eddie Squires  
**930-3516** (cell)  
[edwardsquires2013@yahoo.com](mailto:edwardsquires2013@yahoo.com)

Third Vice President  
Richard Gardner  
**499-9779** (home)  
[mrhgent@yahoo.com](mailto:mrhgent@yahoo.com)

Fourth Vice President  
Autumn Neagle  
**718-2590** (cell)  
[autumn@argo-networks.com](mailto:autumn@argo-networks.com)

Fifth Vice President  
Rose Babiak  
**648-3698** (cell)  
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Secretary  
Kathleen Helm  
**290-7363** (home)  
[schaffnerpta@yahoo.com](mailto:schaffnerpta@yahoo.com)

Treasurer  
Theresa Mayfield  
**689-2227** (cell)  
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Awards Chairperson  
Heather McGovern  
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(CAP) Director  
Paula Wolf  
**485-7062** (CAP Office)  
**767-3769** (cell)  
[pwolf@svdplou.org](mailto:pwolf@svdplou.org)

Diversity Consultant  
Aneeka Ferrell  
**445-2656** (cell)  
[aneeka.ferrell@yahoo.com](mailto:aneeka.ferrell@yahoo.com)

Exceptional Child Education (ECE)  
Chairperson  
Nikki Hockman  
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[drhockman@yahoo.com](mailto:drhockman@yahoo.com)

Family Resource and Youth  
Services Center (FRYSC)  
Chairperson  
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Hospitality Chairperson  
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Legislative Chairperson  
Scott Wegenast  
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Male Involvement Chairperson  
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Chairperson, and Common Core  
State Standards (CCSS) Project  
Lead  
Sharon Whitworth  
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PTA Liaison  
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Recycling Chairperson  
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[mrhgent@yahoo.com](mailto:mrhgent@yahoo.com)

Safety Chairperson  
Susan Gardner  
**499-9779** (home)  
[slg203@yahoo.com](mailto:slg203@yahoo.com)

Scholarship Chairperson  
Barb Fischer  
**969-8371** (home)  
[b1u3fisch@gmail.com](mailto:b1u3fisch@gmail.com)

Web Master Consultant  
Brian Wampler  
**671-9450** (cell)  
[bwampler68@gmail.com](mailto:bwampler68@gmail.com)

## PTA Contact Information

15th District PTA  
[www.15thdistrictpta.org](http://www.15thdistrictpta.org)  
Phone: **485-3535**

Kentucky PTA  
[www.kypta.org](http://www.kypta.org)  
Phone: **226-6607**

National PTA  
[www.pta.org](http://www.pta.org)  
Phone: **(703) 518-1200** or  
**800-307-4PTA (4782)**

Facebook—Get Connected!

15th District PTA  
[www.facebook.com/group.php?gid=113211276603](http://www.facebook.com/group.php?gid=113211276603)

Kentucky PTA  
[www.facebook.com/?sk=2361831622#!/group.php?gid=116874298952](http://www.facebook.com/?sk=2361831622#!/group.php?gid=116874298952)

National PTA  
[www.facebook.com/parentteacherassociation](http://www.facebook.com/parentteacherassociation)

For additional information about the PTA, please go to Kentucky PTA at [www.kypta.org](http://www.kypta.org) or National PTA at [www.pta.org](http://www.pta.org).