

Manual PTSA Board of Managers MINUTES
February 16, 2015

Snow Cancellation Day: PTSA Board of Managers meeting conducted via CONFERENCE CALL due to JCPS snow day.

CALL MEETING TO ORDER – Pinky Jackson, President manualptsa@gmail.com 8:30 a.m.

ATTENDING Mike Morgan, Shannon Evans, Barbara Coffield, Pinky Jackson, Delene Taylor, James Miller, Trish Kline, Amy Lapinski, Tisha Payne, Sondra Wojciak, Beth Jolly, Denise Mallett, Maria Sorolis, Molly Wingfield, Amy Ritchie, Paula Hutchins, Jerry Mayes, Peggy Loy, Erick Austin Collings (J&C Student)

INSPIRATION –Shannon Evans, 1st VP sme02@bellsouth.net

“Success seems to be connected with action. Successful people keep moving. They make mistakes, but they don’t quit.” -Conrad Hilton

REPORTS FROM GUESTS

Mr. James Miller James.Miller@jefferson.kyschools.us

J+C Department Chair, who participated in “Student for a Day”, presented the findings from this initiative, which the PTSA supported by funding the substitute teachers for 2 days (a red and a white) from the School/Student Program budget. **The link for the presentation is here** <https://docs.google.com/presentation/d/1GWJ7ajtO4OPf8CjZkf8Z2ANEY4B8CxPwnB6wyuTu-bs/edit#slide=id.p>

and a more detailed document shared with the faculty and staff is here

https://docs.google.com/document/d/1F4PmiHplQ0Eaj8AWbdyyAGsac_ZnzcxnHPp7pH-BN7s/edit

- *Question:* What was the Staff/Faculty reaction? *Mr. Miller:* It was a fairly lengthy presentation. The response was generally positive. A couple of teachers said they were aware of what was shared, but there are institutional pressures (teach to the test, required material, etc.).
- *Question:* How do we enforce a 15 minute break? *Mr. Miller:* it would benefit us to talk to these other schools (Palo Alto HS and Thomas Jefferson MST in Virginia; mentioned in the presentation). During the break, the students have to be somewhere (classroom), so the re-directing would be similar to when students go to or from lunch.
- *Question:* How can the PTSA help the recommendations get traction? *Mr. Miller:* there are no specific proposals to SBDM yet. If the PTSA formed a sub-committee to help with some of these things like talking to Eastern High School about their e-books program, or talk to Thomas Jefferson about their breaks. This will be a long-term project and everyone can help.

- *Question:* Was there resistance to e-books? *Mr. Miller:* We may need a survey on this. Some teachers are all for e-books, and others are concerned that we're not going to save much money. A turn toward e-books would allow us to cut down on paper usage and not have to pass out paper packets to each class. Discussion point: it was shared that there are many costs associated with traditional textbooks, and that PTSA is clear that it is to advocate for decreased backpack weight, online access to materials, and more updated use of technology, in addition to possible price savings for textbooks themselves.
- *Question:* Can a homework schedule be used more widely? It helps students who have activities. *Mr. Miller:* We stayed for at least one afterschool activity. We haven't talked about the possibility of doing a homework schedule, but I do think a lot of teachers would find it difficult to stick to a homework schedule. For example, in my classes, it's been clear that students had mastered a concept, so we skipped ahead, and in other cases, we stayed with material longer to get mastery. The dynamic and unpredictable nature of the classroom would make it difficult to put out a homework schedule at the beginning of the semester and make it stick. *Comment:* Ms. Brennan publishes a homework schedule for the entire year at the beginning of the semester,, and then uses Edmodo to communicate changes to the schedule.

Discussion: We would help make progress on these goals through the advocacy committee, so if you'd like to help, please contact Maria Sorolis. There are obstacles as Mr. Miller discussed, and there isn't a single pedagogical to which all teachers subscribe, so there will not likely be a one-size-fits-all solution. This is where our long-term commitment is needed to provide the long term resources and advocacy needed.

- Volunteers to help: Shannon Evans, Pinky Jackson and Maria Sorolis. Others welcome.

Crimson Mission Sondra Wojciak sonwojciak@yahoo.com

Over the last few years, it's apparent that Partners in Excellence has engaged parents in giving. Over the last few months, I've been meeting with Mr. Mayes and Diana Tufaro to talk about how we might address the huge gap between the state and federal funding, and the needs we have at Manual.

The Crimson Mission is a newly constructed Board (separate from PTSA and duPont Manual) whose sole purpose is to raise funds for the students and staff at duPont Manual High School to fill the gap between State and Federal funding and actual school needs. The Crimson Mission is an entity that will engage the entire Manual Community – students, staff, current parents, former parents, community leaders, and our alumni – to honor the past, empower the present and ensure the future – of duPont Manual High School.

The Crimson Mission Board is a group of people that have significant ties to Manual. The Board will facilitate and maintain donors and sponsors of the Crimson Mission. The Board will work continuously to engage donors year round and to create an atmosphere of continual giving, legacy giving via trust funds and wills, corporate sponsorship and matching gifts, etc.

<u>Name</u>	<u>Role</u>
Sondra Wojciak	President. Current Parent – Humana Inc./Paralegal

Diana Tufaro	Vice President. Current Parent – Real Estate
Eric Burse	Alumni, Class of 2009 – Courier Journal Engagement Editor
Carole Haddad	Former JCPS School Board Rep. Former Manual parent & grand-parent
Beverly Keepers	Dean of College of Education Spalding University – Former Manual Principal
Jane Long Kentucky (LMICK)	Current Parent - VP, Claims Counsel at Lawyers Mutual Insurance Company of
Brad Smith	Partner, Mountjoy Chilton, Medley LLP
Bill Routh	Alumni, Class of '65; Retired CPA and JCPS
Ian Ramsey	Partner, Stites & Harbison, PLLC.
Mike McDaniel	Executive Director of Manual HS Alumni Association, Inc.

Mr. Mayes is our liaison to Manual, but JCPS employees will not be board members.

The main fundraising event for the Crimson Mission will be the **Growing the Mission Gala** which will be held in (tentatively) February, 2016, and each year thereafter. A separate planning committee (aligned by the Crimson Mission Board) for this prestigious night will handle the details of this event. The push for the Growing the Mission Gala will begin on October 1. The Growing the Mission Gala will support capital improvements, scholarships and academic resources needed for the Manual community. It will be a night for alumni, parents, former parents, and friends of Manual to gather as a community and enjoy an evening of dinner, games, auctions, raffles and entertainment. We are hopeful to include honoring inductees to the Manual Hall of Fame at this event. Hall of Fame members are currently inducted at a luncheon, and we'd like to give them more visibility.

The Crimson Mission Board will not be a specific fundraising campaign leader. Once we have secured financial donations to the Mission, the Board will accept funding requests from the Manual community. The Crimson Mission Board will review all requests and will vote as a group as to which funding requests will be honored.

The Crimson Mission is still in the development phase. The Crimson Mission is not accepting funding requests at this time. A launch date will be provided in the near future.

Another goal of the Crimson Mission is also to engage our Alumni, and make sure we maintain our connection with them.

The Crimson Mission will be announced to the Manual community when we have more loose ends tied up.

PRINCIPAL'S UPDATE – Jerry Mayes gerald.mayes@jefferson.kyschools.us

I apologize for being late. I was halfway to work when I got the message from my boss that I couldn't come to the building (per snow closing), so I had to turn around.

- Crimson Mission: it is very exciting. I made mention of it in the newsletter article I sent in to the Alumni Association. We want to make sure we develop support the Association and its work. Most of the people we've told are excited. Starting the Crimson Mission has already paid dividends: a gentleman made a donation to enable our Speech & Debate team to travel to Penn. Our kids got pretty far in the competition,

so they're a bit disappointed they had to leave early (because of the forecasted significant weather issues), but safety is paramount and everyone is home safely.

- Other news and updates:
 - We had 4.5 pages of kids recognized for academic achievement. We just broke a record for National Merit Scholar Finalists: 34!
 - Swimming team just won Regionals, and we are sending a large group to state for wrestling. Our girls bowling team qualified for state, and we had the first runner –up.
 - We funded Student for a Day, and it was presented very well to the Faculty by Mr. Miller and his group. The best thing was that it was teachers explaining to teachers, and not administrators or other non-teachers.
 - We're in budget time right now with the district, and trying to sort out staffing. I've made several funding requests: one for YPAS lighting, additional support for Career Pathways class, additional help for AEMS, YPAS seating, and increasing YPAS operating budget from 1980s levels.
 - You may have seen the WDRB piece with Mr. Kuhn; it was handled very well.

Ms. Amy Ritchie [_amy.ritchie@jefferson.kyschools.us](mailto:amy.ritchie@jefferson.kyschools.us)

J&C Magnet teacher and advisor of two publications (One Blue Wall which has 25 students, and the Crimson Record Newspaper). Let me give you some context for One Blue Wall and the funding request:

- About 5 years ago I was new to the J&C magnet, and a student, Sadie Birchfield, approached me about resurrecting the literary magazine. Sadie was inspired at a national scholastic press competition to get our literary magazine active again. It was originally a spiral-bound, photocopied magazine, and she wanted to make it look like what she saw at competitions, which were slick magazine-like publications.
- We've decided to put out two this year. We've done research, and found out that Materials & Production at JCPS can do what we want, and it is a lot cheaper. The October issue cost about \$780. We have about \$1200 to fund the spring issue, and join some press publications and conferences.
- One Blue Wall (Spring, 2013 edition) has just been nominated for a Crown Award, which is like a junior Pulitzer prize.
- Mr. Mayes expressed an interest in helping to fund this through the school, and will meet with the J&C teachers and/or students for a few minutes as soon as we're back in school.

SBDM (Site Based Decision Making) – Tracy Shah shahmom3@gmail.com Polly Labrecque polly.labrecque@gmail.com

No Report

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualptsa@gmail.com

- Regarding working to have YPAS receive online and hopefully PA announcements, Mr. Mayes requested that Pinky connect Greg Carnes, James Miller, and Bryan Crady to move this forward (done).

- Regarding the Agenda, please reply to each month’s specific “agenda call” email with plain text that is in the body of your email so that your report for the meeting can be included. Please do not send attachments or images. If you have a separate document that you have created for your work/files, please copy and paste the text only into the body of the reply email so that I can simply do the same for the agenda. Thank you for helping me decrease the amount of time needed to create the agenda.
- **DISCUSSION: Shall we change our meeting day from the third Monday of the month to the third Tuesday or Wednesday?** Incoming Executive Board members, who have to be at the meetings, and other Board members who would like to join us, have obstacles on Mondays, Thursday, and Fridays.
 1. Would Tuesday or Wednesday meeting times work better?
 - Mr. Mayes: On the first Wednesday, there is a standing Principals’ meeting, so the third Wednesday would be fine. The second Tuesday is for faculty meetings, so the third Tuesday would work for me as well.
 2. Would an earlier start time at 8:00 work better than 8:30?
 - Pro: don’t have a long wait after dropping off Manual students.
 - Con: traffic a bit easier for 8:30 start. If kids at elementary school, 8:00 is too early.

Next Steps:

1. Pinky will send a google survey out with specific choices to the full Board and new members who have committed for next year, to see if we can find a day that works for most. The options will be based upon Executive Board availability, as they need to be at all/most meetings. (done; response deadline March 11)
2. Propose and vote at our March meeting
3. Help spread the word far and wide to help everyone get accustomed to this change

NOMINATING COMMITTEE: Trish Kline tkline102@gmail.com

Focus is to fill Exec Board (Officer) positions in time for the March 18 elections. Executive Board will then appoint/elect other Board positions, for which nominating committee is also trying to find qualified applicants. Current officer openings are 1st VP and Recording Secretary, though we do have someone interested in Recording Secretary.

Proposed slate of officers, in process is:

President - Pinky Jackson
 1st VP Programming - (open)
 2nd VP Membership - Trish Kline
 3rd VP Ways & Means - Beth Jolly
 4th VP Communications (position proposed) - Delene Taylor
 Recording Secretary - Leslie Fowler
 Parliamentarian/SBDM Elections Coordinator - Vidya Ravichandran

ACTION ITEM: Need HELP from current Board members - please email Trish with recommendations of persons you feel would be terrific assets to next year's Board. **This can include current 8th grade parents who are still waiting to hear about acceptance.**

The Executive Board slate will be voted on at College 101 Night on March 18. They will then appoint/elect the rest of the Board,

ADVOCACY: Maria Sorolis sorolandfamily@gmail.com

- **ACTION ITEM:** Ask your state representative to support House Bill 4, which saves our teacher's retirement system. You can email or call. Leave a message for your Representative at (800) 372-7181
- Click here to find who your legislator is <http://www.lrc.ky.gov/Find%20Your%20Legislator/Find%20Your%20Legislator.html>
- Learn more about KTRS and the solution HB4 offers <http://www.kea.org/uploads/files/IssuesAction/KEAstatementKTRsfundingfinal02122014.pdf>
- The PTA's history of advocacy and our upcoming plans will be shared at Founders' Day in an interactive way.

COMMUNICATIONS TEAM: Pinky Jackson manualpta@gmail.com and Delene Taylor delene07@hotmail.com

- **Proposed:** Adding the position of VP of Communications to the Executive Board. (If approved by the Board, this will need to be voted up during PTSA elections at 5:00 p.m on March 18, 2015 (College 101 Night). This VP will oversee and support the Communications Team to maintain and update our communications tools. S/he will work closely with the President, who is responsible for ensuring that all communications accurately reflect National, State, District, and Local PTA policies and standards. Delene Taylor is willing to serve as Communications Team Chair, or VP of Communications if that position is approved.
- **Website:** Delene has met with Mr. Dallman to revise the school website, and he has provided the several students with the opportunity to work on this.
- Here is the link to "[Several Ways to Publicize your Manual Event](#)" Leslie Stum ismstum@gmail.com will continue to co-chair Social Media, and we are looking for a co-chair, preferably a student who has time to help keep our accounts active and interesting to students.
- Delene took the initiative to execute an incentive program for new PTSA social media followers and got support from individual Executive Board members for gift card prizes
- Delene and Pinky met to review the great new site design Delene is developing. Manual PTSA google drive access is allowing Delene to locate info easily. The four pillars (Communications & Camaraderie, Caring for our Community, College & Career Readiness, Celebrating our Crimson) will be used to organize data on the site. Blog posts are being planned to keep the site as current and informative as possible.
- **POST - Reminder:** Magnet Liaisons are asked to recruit a parent, teacher, and student to contribute articles, info, photographs for their magnet's spotlights in the Post. Submission deadlines are:
 - J&C: 9/3/14 and 1/7/15 [Peggy Loy, PTSA Liaison to J&C](#)
 - VA: 10/8/14 and 2/11/15 [Caryl Conklin, PTSA Liaison to VA](#)

HSU: 10/22/14 and 3/11/15 [JoAnne Taheri, PTSA Liaison to HSU](#)
YPAS: 11/19/14 and 4/15/15 [Patty Lyvers, PTSA Liaison to YPAS](#)
MST: 12/10 /14 and 5/13/14 [Ann Schwartz, PTSA Liaison to MST](#)
ECE (Exceptional Child Education) will be spotlighted when they are ready.

ALUMNI SERVICE CORPS – Tony Sweazy tsweazy@gmail.com

Tony has been helping plan Founders' Day and was a huge help to the Manual Wrestling team as it hosted two back to back tournaments! Maria Sorolis and Risa Koby also helped with the tourneys. Our alumni rock!

RECORDING SECRETARY – Barbara Coffield barbarajbenjamin@gmail.com

January 12, 2015 PTSA Board of Managers Meeting Minutes:

- Draft Minutes sent to attendees 1/12/2015
- Final Minutes sent to Full Board of Managers 1/20/2015
- Posted to Manual PTSA website

No edits or additions to the January Minutes, and there were no objections to adopting the Minutes. A move to adopt the Minutes was made by Maria Sorolis, and seconded by Tisha Payne.

Mail Distribution: (check PTSA box, everyone, please). It is in main office. One is for PTSA, and one is for PTSA Treasurer, just look for your name on any mail that you may need to address.

Review of electronic editing and approval of meeting minutes:

- Draft sent to attending meeting members
- 3 days to provide input (changes/edits) or object. Please indicate if more time needed. Three days is to maximize PTSA impact; not to rush you.
- Final version posted to PTSA page on Manual website ASAP
- Formal approval for Board minutes occurs at next monthly meeting

HISTORIAN – Tammy Nofsinger tasnofsinger@att.net

No report, but If anyone captures nice video footage or photos, please be sure to share them with me for our digital scrapbook.

CORRESPONDING SECRETARY - Molly Wingfield mollywingfield1@gmail.com

- Correspondence sent: Two messages sent.
- Correspondence received: none
- Founders' Day will be celebrated at Manual THIS Wednesday, February 18, 2015 at 11:30am on the stage. We (Molly, Tony, and Pinky) will begin set up at 3:00pm on Tuesday (if school is open on Tue.) We could use 1-2 more helpers on Tuesday at 3:00pm. If school is closed Tue 2/17 but open on Wed 2/18, we will need to do all the set up beginning at 8:00am, and will need several more helpers.
- **Snow date is NEXT Wednesday, February 25 at 11:30am.** We need more students and Board members to attend, please. The event is during W3 and some of W4 (approx 11:30am-1:30pm), but you do not need to stay the whole time. 11:45-12:45 is likely the best hour if you can only do one. Please have your child/ren, and other students who have study skills, aide, or other classes that they AND their teachers think they can miss please RSVP to manualptsa@gmail.com or tell Ms. Michelle in the office.

- You and they will really enjoy this event, and will be a great opportunity to meet JCPS Board members and distinguished Manual staff and alumni.
- Also, we need to borrow several backpacks, email manualpts@gmail.com.
- Founders' Day is when we celebrate the legacy and work of our founders—Alice McLellan Birney, Phoebe Apperson Hearst and Selena Sloan Butler—to better the lives of every child in education, health and safety. It is a time to reflect and take pride in our achievements, and renew our commitment to be a powerful voice for all children; relevant resource for parents; and strong advocate for public education.
- 6 people will be receiving awards, and it will be exciting as the winners don't know who they are.

TREASURER – Gloria Manimuthu gloria@cei-engineering.com

- *See attached Budget 2-13-15.* Please let me know if you have any questions.

Pinky led discussion for Gloria, and walked us through the 2014-2015 budget documents and Partners in Excellence funding and expenditures spreadsheets and pie charts (attached).

Partners in Excellence had a surplus because Mr. Mayes funded an item. See the Partners in Excellence section, below for the proposal that was voted upon.

PARLIAMENTARIAN – Tisha Payne tishapayne@yahoo.com

- **SBDM Elections** - Online voting will be similar to last year w/Survey Monkey. Decided best location for voting at Manual is Collge & Career Center (for those w/o internet access at home/work). This location will not interrupt any student activity that could be occurring in the library. Very few, if any, are expected to use this resource as was evident in last year's manual voting station open all day on campus. There were some questions brought from the district SBDM rep. about this online option, but as we did our due diligence last year to explore all available options for increasing voter turnout, our response needs to be reoprint on the large increase in voter turnout experienced last year with this option and asking that they refresh their information, not that we revisit our well-processed decision.
 - *Tentative dates set:* Nomination deadline is March 25 & (online) voting open April 20-23 (11:59pm). SBDM Parent Reps have received the information & nomination form that will go to parents so they can review prior to distribution.
- A question has come up regarding having a Meet & Greet for the candidates. We don't have another meeting which would we could do this, but if more than one candidate is on the ballot, we will request that they consider this
 - suggestion made to have our electronic communication vehicles to share the information and a picture.
- *Question:* are we reaching all of our families regardless of socio-economic status?
 - we talk about this frequently, and the key is we don't know. We use several communication channels so that we reach all families.
 - students at Manual have online access, and we can say "Students, help your Parents vote".
 - we could host a Facebook chat with the nominees, and since it's a closed group, that could be a venue for interacting with the nominees.

- we would check with the candidates to make sure they are willing to participate. Will ask our SBDM rep Tracy Shah for her recommendation about this.
- Do we have communication for our incoming freshman regarding how to vote?
 - send this directly to Mr. Kuhn, and let him know I asked you to do this. (done)
 - if there's no room on the school letter, we can attach it to the PTSA letter. (done)
- Note that the voting period is shortened because the voting activity fell off so quickly. Does anyone have objections to shortening the voting period?
 - **No objections to shortening to voting period to three days.**

Partners in Excellence - Sondra Wojciak sonwojciak@yahoo.com & Rhonda Steinemann rsteiney2@gmail.com

PARTNERS FOR EXCELLENCE CAMPAIGN – FINAL NUMBERS - THANK YOU! The duPont Manual Community is what making a difference looks like! Once again, the duPont Manual community has shown that we support our students and staff and we are all Partners for Excellence! A sincere THANK YOU to all that contributed to the Partners for Excellence Campaign! Your donations have already been put to good use.

Our goal was to raise \$36,299.00 to fund various projects:

- \$12,350.00 to add an AirPhone Security System to our YPAS main building and the YPAS annex. DONE!
- \$9,700 to fund two additional security cameras for our main parking lot and an Interlogix NVR to network existing security cameras. DONE!
- \$8,749 to purchase 10 new digital keyboard (pianos) for the YPAS Music Department. (Mr. Mayes got that DONE himself and those students had those keyboard before the 2014 winter holidays!)
- \$5,500 for faculty training to deliver an Advanced Placement Seminar/Research Course. DONE!

Below is a breakdown of the campaign results. Look for the banner in the main office which will list all of our generous donors in the coming weeks.

- \$10,202.98 in online Paypal donations
- \$21,564.00 in cash and checks
- \$31,766.98 total raised

The total amount raised for the Partners for Excellence Campaign was \$31,766.98. Because Mr. Mayes was able to find school funds for the piano keyboards, we met all our goals and have a small surplus. Proposed use for \$4,216.98 surplus:

DECISION: The following proposal was voted upon and approved for the surplus Partners funding:

- 1,140.00 to donate to school for cost of the 3rd & 4th security cameras which were also installed in the main parking lot
- 1,000.00 to donate to the new fundraising board (Crimson Mission) for use at its discretion

- 2,076.98 plus any additional Partners 2014-15 donations to start a fund, to be held in reserve by PTSA, for online learning/ebooks

There were no questions regarding the additional funding suggestions.

APPROVED: Fund the above projects with the Partners for Excellence surplus. Move to approve the proposal by Mike Morgan, and seconded by Beth Jolly.

(Voting roll call was taken since we were on a conference call and had to make sure we had a 10 person quorum): Pinky Jackson, Mike Morgan, Molly Wingfield, Trish Kline, Tisha Payne, Amy Lapinski, Maria Sorolis, Beth Jolly, Shannon Evans, Barbara Coffield and Delene Taylor

1st VP/PROGRAMS – Shannon Evans sme02@bellsouth.net

College 101 Night – Punita Halder thehaldersare@gmail.com and Amy Lapinski adlapinski@gmail.com

We met with Amy Medley on February 4th to continue planning the program. Due to scheduling conflicts, it was determined that a Saturday date in March was no longer an option. The event is now scheduled for **Wednesday evening, March 18, 2015 from 5-8 p.m.** This is during the University of Louisville's Spring Break which will alleviate parking concerns on the night of the event.

Sessions will run for 35 minutes each. Two of the presenters will be offered double sessions based on high attendance numbers and feedback from previous years. The schedule will be as follows:

- 5:00-5:20pm PTSA brief meeting: logistics for the evening, elections, communicate regarding Project Graduation, comments from Mr. Mayes
- 5:30-6:05pm Session 1
- 6:10-6:45pm Session 2
- 6:50-7:25pm Session 3
- 7:25-8:00pm Session 4

Proposed speakers and topics are as follow:

- Gene Weis: KY Higher Education Assistance Authority (**double session**) : Financial Aid: The FAFSA,
- John Sands, University of Pennsylvania (**double session**): TBD (but maybe "Ivy-Wise Strategies")
- Alyssa Murphy, University of Louisville: Admission & Competitive Scholarship Interviews
- Annie Murphy, Centre College: Selective College Admission Process in Kentucky: A Demonstration
- Patty Weigel, Educational Resources, College Admission Exams: Overviews of the ACT and the new SAT & PSAT
- Amy Medley, Guidance Counselor: Where do we start? Navigating the College Application Process
- Michelle Leslie, Guidance Counselor: Student Support Resources: Tips for Today's High School Student About How to Manage Rest, Diet, Stress, Study Skills and Organization
- Dennis Robinson, Guidance Counselor: Scholarships: How to pay for College
- Johnson, Guidance Counselor: New! Tools for Reaching Your Academic Potential: My College Quickstart

Invitations have been extended to all proposed speakers. Each Manual guidance counselor will present at only three sessions instead of four. The Counselors will rotate being available for questions in the Guidance Office during each session.

Other items for College 101 Night:

- The Auditorium, Senior Cafeteria and Freshman Cafeteria, along with six first floor classrooms have been requested for College 101 night.
- Following each session, a Feedback Survey will be distributed by volunteers. Volunteers will be recruited from the PTSA, the National Honor Society and the Student Ambassador Program. Adult volunteers will make announcements, introduce speakers, collect feedback surveys and count attendees. Student volunteers will distribute programs, direct people to the appropriate classrooms and assist speakers with handouts.
- Once a flyer/poster is drafted and approved, it will be displayed in several areas of the school. Announcements will be made in the PTSA newsletter, daily school emails, and on the school website. Teachers will be notified and asked to incent students to attend (either with extra credit or a free homework pass).
- A small fundraiser for Project Graduation (tbd) will be organized for the evening.
- College 101 Night will use its \$100 budget to purchase thank you gifts for the speakers.

Project Graduation –Missy Wislocki missywislocki@gmail.com and **Teresa Mader** Teresa.Mader@pcusa.org

The importance of Project Graduation was shared. Graduation night is the most dangerous for our seniors, and this event keeps them safe as well as happy. All students can attend the same event, rather than driving from one party to the next, or not being able to do their own party, or not being invited to the same parties as others. Although senior parents help plan it, 9-11 grade parents need to staff it on graduation night (Project Graduation night) because senior families need to focus on graduation, guests, etc.

Promotions upcoming via newsletter, website

Need paypal button?

Visit with Puzzles

Volunteer meeting set - Feb. 26 at 5:30 pm at Puzzles

Advertising for donations: Asking to donate in some way

- Prize donations have included things such as: flatscreen tvs, mini fridge, gaming systems, iPad, dorm room items, gift cards

ALL: please help get the word out. If you are a current Manual family, please volunteer. Senior families can't volunteer as they're hosting visitors and celebrating. Missy will need sub-committee chairs, so if you can help, please reach out to her.

Volunteer Coordinator – Tisha Payne tishapayne@yahoo.com

The Executive Board has appointed Tisha to fill this position for the remainder of the 2014-15 school year, as Jennifer Gregg has moved to Boston.

- **The manualptsa@gmail.com Sign up Genius account is a resource for your events.** Email manualptsa@gmail.com for the password. Past and current volunteer lists are maintained on that account, and are categorized by availability, so review all groups names to choose the one that fits your committee's needs. Please keep all PTSA events on there. You can transfer them from your personal account if necessary. Add any notes

you would like to help recall details. Duplicate, change date, and make changes you recommend for next year.

Hospitality – Peggy Loy bloy679382@aol.com Paula Hutchins phutch80@hotmail.com Barb Wainwright barb2k@twc.com

- Founders' Day is February 18, 2015 11:30 a.m., with a Snow Date of February 25 (same time; same location)

Scholarships – Denise Mallett dmallett26@gmail.com

- I need 3 volunteers to be reviewers of the PTSA Scholarship applications. The deadline for submission by the students is March 25th. After the 25th I will submit the redacted applications to the reviewers. Please let Denise know if you would like to be a Scholarship Application reviewer.

Campus Beautification - NO REPORT Gretchen Davis gretchenwdavis@yahoo.com

Clothing Assistance Program (CAP)/ Manual Community Closet (MCC)

Jill Jelsma jilljelsma@bellsouth.net and Becky Mosley beckster2828@att.net

ACTION ITEM: several more volunteers are needed for March 18 at CAP:

<http://www.signupgenius.com/go/8050a44aeaa28a02-clothing3>

ACTION ITEM: new underwear, sweatpants, and deodorants are needed for the MCC. These are needed all year long, and we're running low on all of them.

Red/White week – Leslye Arnett llalouky@gmail.com and Susie Gullett susie@viewlouisvillehomes.com
Event completed

College & Career Center (CCC) –Pam Wolford wolf5345@bellsouth.net and Trish Kline tkline102@gmail.com
NO REPORT

Spirit Wear - Monica Willis monicawillis@twc.com

- Holiday sales of new items were lackluster; however, we did meet a minimum for the athletic duffel bags, which benefit cross country.
- Spring Store will be open the month of March. A flyer has been formatted and sent to Manual administration for inclusion in welcome letters. Cross country will once again sponsor the athletic bag as they feel they can advertise a little better. Track will be sponsoring the Under Armour performance shirts.
- An e-mail was sent to update the PTSA website .
- A communication blast will go out end of February/beginning of March to advertise the store (twitter, fb, email blast, Manual communications).
- We hope sales will be a little more brisk with new families and additional advertising by track and cross country. Let me know if you have any questions or suggestions. As I have started a new job, I will not be available Monday mornings any longer.
- The next pop-up store will be in conjunction with 8th grade welcome letters going out.

Awards – Tanya Marquardt tanyamarquardt@icloud.com

- The deadline for 15th District PTA Award nominations is approaching - March 1, 2015. In order to review completed forms & get signatures from Pinky, please submit completed nomination forms for review by 2/23.
- Please take a moment to review the following Awards below. If you have any suggestions for nominations, please let me know. I will walk you through the steps that need to be taken thereafter (filling out a nomination form , etc.). All Award forms can be found on 15thdistrictpta.org. Any questions, contact Tanya Marquardt at tanyamarquardt@icloud.com

<u>Award</u>
Outstanding Classified Personnel
Hall of Fame Educator
Outstanding Male Involvement/Participation
Outstanding Membership Campaign
Outstanding Local Unit Social Media
Outstanding Local Unit Newsletter
Outstanding School Nurse
Outstanding Volunteer
Outstanding Local Unit Website
Volunteer Participation
Special Projects/Programs

Reflections – Penny DeVenuto pndevenuto@gmail.com

Hi all, unfortunately I have a work conflict Monday morning and will not be able to attend the meeting. There is nothing new to report for Reflections. Please let me know if any other PTA projects need assistance I'd be happy to help.

2nd VP/MEMBERSHIP – Trish Kline tkline102@gmail.com

Membership Report: Added 2 new members bringing our grand total to 2795 members.

Magnet Liaisons

- **VA Liaison**– NO REPORT Caryl Conklin carylconklin@hotmail.com
Position open for next year
- **MST Liaison**– NO REPORT Ann Schwartz annmerm@gmail.com
- **HSU Liaison** –JoAnne Taheri euroimport@win.net

Sorry I can't make it to the meeting. I'm scheduled to work that day. I met w/Ms. Stottman and Ms. Hunt regarding a new partnership with U of L. Would like to put

something in the PTSA newsletter last of February or first of March if possible.

Position open for next year

- **YPAS Liaison** - Patty Lyvers – lyversfamily@att.net

I will not be able to attend Monday meeting, Feb16 due to work commitment that day. My news is:

- Thanks to all who attended the Vocal Variety Show in January. It was a wonderful and entertaining performance and our most successful show of its kind at YPAS. Sold out for both performances!
- Next up is the Dance department with their production of Sculpted Spaces, on Feb 27 and 28 at 7:30 pm and March 1st at 2 pm. Look for the flyer on ptsaenews soon. Always is a fabulous performance showcasing our talented YPAS student dancers and choreographers.
- **J+C Liaison**– NO REPORT Peggy Loy bloy679382@aol.com
- **ECE/AEMS Liaison**– Judith Bradley blueskymom2@gmail.com –
 - **Tutors needed:** Do you know anyone who might be available to tutor Manual students in math or English during the school day? AEMS, Manual's program for academic enrichment is seeking tutors to help provide extra support for students who just need a little extra help occasionally.
 - **Here is a link to sign up for volunteering:**
<http://www.signupgenius.com/go/20f0d45a4a928a7ff2-volunteer>
 - Please share it with anyone you know who might be willing to donate an hour or two to our amazing students to help ensure that each & every Manual student leaves high school 100% prepared to pursue their dream!

3rd VP / Ways & Means - Mike Morgan mike@vittitow.com

Funding Request from One Blue Wall - Developed by Shannon Evans:

I have received the information needed from our Treasurer regarding the funds we have on hand and would have left if we choose to approve this funding request. The Executive board has a majority vote of yes, to bring this request before the full board for discussion and vote.

I'm proposing to fund One Blue Wall, \$784.08 to help with the creation of their magazine's Spring issue. Below you will find the information from Gloria regarding the PTSA's available funds before and after One Blue wall funding(if voted a majority yes) and I'm also providing One Blue Wall's funding request and their three quotes for the printing of the magazines.(These will be handouts at the board meeting on 2/16/15).

Below is the information from Gloria/Treasurer:

School Student Program Budget \$9453.00

Approved Funding Requests:

- Stage Lighting (\$897.00)
- 2 TV's (419.74)
- Student for a Day (\$1268.00)
- Michael Kagan - 3 Guitars (\$600.00)
- 2TV's, antennae and mounting brackets (\$600.00)
- Advocacy Training committee budget (\$250.00)

Balance on hand now \$5418.26

- One Blue Wall Quote 3 – (\$784.08)

Total balance after funding one blue wall \$4634.18

Further information about One Blue Wall from Ms. Richie and PTSA Board Members' questions are in the Appendix.

Move to approved One Blue Wall funding by Mike Morgan, and seconded by Tisha Payne. No objections.

APPROVED

Voting Members: Pinky Jackson, Mike Morgan, Molly Wingfield, Trish Kline, Tisha Payne, Amy Lapinsiki, Maria Sorolis, Beth Jolly, Shannon Evans, and Barbara Coffield; Delene Taylor, Amy Ritchie and Eric Austin Collings

- **Eric Austin Collings will let the One Blue Wall staff know that it is funded.**

Awaiting receipt &/or completion of paperwork and Ways & Means processing of:

- \$1,500 for academic enrichment / technology / clickers in math dept? See comment below regarding clickers
- \$1,000 donation to YPAS Producers for academic enrichment.
- \$? updated software for the MST/VA 3D printer

BUDGET COMMITTEE - Beth Jolly 56jolly@gmail.com

ANNOUNCEMENTS

FROM: Cindy.Perry@choosebroadspire.com Feb 14, 2015 **RE:** **IdeaFestival Manual HS now JCPS**

I wanted to extend an invite to members of PTSA for Manual to attend the event. It is March 13, 2015 at Durrett Auditorium 8:30 to 1:30. The program has expanded from being started at Manual to now district-wide. Students from various schools are now taking leadership roles for the production of the event. For example, PRP will be doing the brochures for the event and Fern Creek will film the event. So the goal of expansion is underway. We had an offer from Science Center to host the event in 2016. That is exciting. The pamphlet is under production starting Monday and we need to get that to you for members. I would love to extend an invite to other schools and particularly the PTA of the district.

NEW BUSINESS:

Question about the "ramp door" to the gym being frequently left open after school. When the ramp door is open, anyone can walk in the school and the locker rooms. If the students are on the court, their items are in the locker room. Pinky: we can start with Mr. Mayes and ask what the current policy is, and whether we need to update or change it. Comment: there has to be a way for parents to get in after the office is closed, and kids are doing sports, so they're not on their phones. Who can be on the Airphone? **Shannon and Delene will work together on questions for Mr. Mayes and lead this.**

ADJOURNED: 11:02 a.m.

ATTACHMENTS:

Regarding PTSA Meetings

One Blue Wall Communication: Ms. Ritchie and PTSA Board members

February 13, 2015 budget update

NEXT MEETINGS

February 16 at 8:30am via conference call (Snow Day!)

February 17 at 3:00pm set up for Founders' Day (just 1-2 more set up volunteers needed)

February 18 at 11:30am Founders' Day Luncheon

February 25 at 11:30am - Snow Day for Founders' Day Luncheon

March 18, 5:00-5:20am General Meeting of the PTSA / Executive Board Elections followed by College 101 Night

April 16 at 8:30am on stage in Manual auditorium.

May 18 at 8:30am on stage in Manual auditorium.

June – no meeting

July – Board meeting, potluck social, and planning for Registration Week

Generally, Board/Committee meetings are the 3rd Monday of the month (August-May) from 8:30-9:30am in PTSA room @ Manual or on the stage of the Manual auditorium. 3 general meetings are held per year, one at Open House in the auditorium (evening), a December (noontime) meeting (location TBD) and a (breakfast) meeting at 8:30 am, locations TBD. Members are encouraged to stay after 9:30am for further discussion if they are interested and their schedules allow. Meeting dates change as holidays, etc. dictate.

Regarding Manual PTSA Meetings

The Executive Board has been brainstorming ways to shorten our monthly meetings. We have also been working with committee chairs to accomplish tasks and make decisions in between our meetings so that, when we are all together, we are primarily reporting, approving proposals that have already been processed in committee, and hearing the “state of the school” from Mr. Mayes. We want to leave room for individuals to be heard, and community to be built while also adjourning at a reasonable time.

Here's the plan:

- Everyone is asked to please read the full agenda in advance.
- One or more members of the Executive Board will be available from 8:00-8:30am on each meeting day for Board members who wish to arrive early to discuss their projects, get more information, or request agenda time. Non-Board members need to request agenda time 10 days prior to the meeting.
- Executive Board members will share just the highlights of their committees' reports (such as goals & accomplishments, action items for Board, and volunteer needs.)
- Committee Chairs/Liaisons who wish to share their report / add anything to what they emailed for the agenda are welcome to do so.
- Clarification questions will be fielded and discussion will be held as needed, but we will all need to be mindful of the time. We want to balance letting everyone share their input and all of us enjoying the camaraderie of such a great Board with the need to have an efficiently run meeting.

- Chairs will verify in advance with their VP if Board input or approval is required so that additional agenda time can be allocated if necessary. Again, we need to balance the committees' freedom to proceed according to their mandates and budgets with their need to get input and support from other members. We also need to discern what can be discussed offline.
 - Any reports not received by the agenda call deadline will be listed as "NO REPORT" and skipped for that month.
 - However, new business / additional reports will be added to the agenda after the soft closing, if time allows.
 - One or more members of the Executive Board will remain after the meeting if possible to field questions, discuss projects, and provide support.
 - Everyone is asked to review the current and previous meeting minutes, as they are chock full of info. They are all archived online at:
<http://www.dupontmanual.com/ptsa/Minutes.php>
-

One Blue Wall Communication

Emails with information regarding One Blue Wall from Mrs. Ritchie with J&C for our board's review.....

I wanted to jump in and say "Thank You" for everything that you do to "look out" for all our groups here at Manual, but of course, especially for the support you have shown for our literary magazine. We have had past student staffers and editors go on to college to receive prestigious scholarships and accolades as a direct result of the experience they have had on staff of One Blue Wall. Last year's Editor In Chief, Christina Rucinski, is studying at Ithaca College in the Park Scholar's program this year, and is doing very well. You are changing lives!

Some staffers at OBW attended a PTSA meeting in October where they spoke about needing funding for printing the magazine this year. We recently checked-in, and they commented that they had yet to hear word on whether or not that would happen. Last year the PTSA was generous in providing funding for our one magazine, and this year we have two magazines to think about!

I cannot say enough about our "youngest" publication and its staff members. They are vigilant about maintaining the quality and integrity of the One Blue Wall "revamp", which came about three years ago after it had fallen into a defunct state for a couple of years (maybe due to lack of funding by the school, which I believe used to provide some money for printing). The students of One Blue Wall have maintained a fiscally responsible attitude and ethic this year, making sure not to disturb any funds left in the account from the previous year as a "prudent reserve". They have devised and hosted several fund raising events and have been able to create and print an issue already this year, One Blue Wall "Labyrinth".

Also of note is that since the revamp in 2011, One Blue Wall has consistently swept Best in Show awards in the Literary Magazine categories at national conferences held by both the National Scholastic Press Association and the Columbia Scholastic Press Association, including a FIRST PLACE award in Design from the NSPA. Currently, OBW is a finalist for the prestigious Crown Award at Columbia. At the New York CSPA Convention in March, they will be the recipients of either a Silver or a Gold Crown. In addition, the

magazine has received the highest honor of "All American" after being critiqued by the NSPA and the "Gold Medalist" Critique by the CSPA.

On the business and PR end, Carmichael's Book Store is currently selling copies of our magazines, which they bought outright from us. This is directly due to the innovations of our Public Editor, Anna Seiler. We have also enjoyed a continuing relationship with Heine Brothers, who donates coffee for us to serve at our large Literary Night and Open Mic events a few times a year.

One Blue Wall provides an artistic and literary outlet which features and benefits the entire school community at duPont Manual, while giving J&C students the opportunity to have real world experience in editing, leadership, design, art curation, business, event planning, and public relations. We are very proud of what we're doing and how we're growing, and we hope to continue this wild streak of success!

Thank you so much for your consideration,
Amy Ritchie

Questions, comments, concerns, and suggestions from the PTSA board.....

- I'm also happy to bring this to a vote at our next PTSA meeting. I think voting on a single request is very reasonable but we should also be prepared to discuss and/or just convey the objectives for the remaining \$5418. Perhaps an email with some thoughts regarding this is a good place to start: We can continue to solicit funding requests and evaluate them individually as they come in as we are doing currently (or) 1. We could put the remaining money toward the Partners Campaign which already has spending priorities assigned 2. We could divide the remaining money by academic department (or Magnet if that makes more sense) and allow those entities the opportunity to prioritize their own spending. I personally favor one of these two options over our current funding request method because I struggle with feeling like I am being fair with all of the students (maybe I should just get over that and go on but consider these two examples): I have enjoyed learning about One Blue Wall and it looks like a really neat project. As I learn about many of the exciting programs and opportunities at Manual I get excited about almost all of them and it would be easy for me to favor funding just about any of them. It becomes difficult for me to know which ones to choose and how to be equitable to all. Conceptually this request is probably the easiest for me to want to fund and I certainly appreciate their efforts to get the funding, but I also worry that if we continue to fund it they may not become financially sustainable. I would be in favor of funding at least half of the request if not all for this year, but only with the clear understanding that we would not be able to donate to it next year -- in fairness to other groups there are many more that we have not funded at all. I hesitate to share my experience with one of our other funding requests but it does demonstrate a good point -- \$1,500 for Math Clickers. Having a math kid at Manual this one was easy for me to get behind and support :). During one of our meetings this fall we discussed funding several projects and this one seemed to fit. I didn't know the specific details of this request when we discussed it at the board meeting which highlighted our need for a more formal request procedure. (Pinky got that in place quickly, THANKS!!!) After realizing we needed a better understanding of the expense I met with Dr. Kingsley and he was not aware of the request for the clickers and was concerned if the software that supported them would still be available next year. He did not think it was the best investment at that time. This made me wonder if administrators may have better perspective in setting spending priorities. Perhaps both of these examples are a testimony to a system that works and we want to continue to evaluate these requests one at a time and just be as fair as we can but I think it is worth a big picture discussion. Perhaps we can discuss via email the direction we want to go with the remaining 5418 this year and save the votes of individual specific items for the meetings. Again I want to thank Shannon for getting the ball rolling on this one and I appreciate the opportunity to serve with such a fine board.
- If we decide to move it forward, the full Board and all PTSA members present at the meeting are eligible to vote. Decisions needed in between meetings can be done via email to the full Board. Sondra has been asked for a full Partners report.

- It looks like we have the funds to cover it, but I'd also like to make sure we bring all ideas to the table regarding what to do with our remaining funds for the year. One idea that has been discussed is providing seed money to the new Partners in Excellence organization. As I'm so committed to e-books, I'd like to make sure this is considered. I'm not aware of other ideas, but am sure there are other worthy ones out there. Just want to make sure we have anticipated all we can.
- I'm ok with bringing this up for a vote, however I'd like to review the financials first and hear an update on how we did with Partners (i.e. did we meet our goal and did everything on our list get funded???).
- Sounds like a good investment but I, too, would like to hear updates regarding Partners and our other upcoming financial plans.

2/13/2015

du Pont Manual PTSA
Fiscal Year 2014/2015

	2014/2015 Budget	YTD Budget as of 2/13/15	Budget Variance
INCOME			
Membership	24,000.00	28,351.27	(4,351.27)
Student	15,000.00	16,320.00	(1,320.00)
Parent/Guardian/Other	8,400.00	10,612.11	(2,212.11)
Teacher	600.00	1,419.16	(819.16)
Clothing and Merchandise	2,000.00	2,334.95	(334.95)
Partners for Excellence	36,299.00	21,564.00	14,735.00
Rebates - Balfour/Meijer	-	990.42	(990.42)
Donations/Sponsorships for Operations	500.00	3,035.00	(2,535.00)
Grants/Donations for Programs	-	-	-
TOTAL INCOME	62,799.00	56,275.64	6,523.36
EXPENSES			
Beautification	250.00		250.00
Community Closet	25.00		25.00
College Night Programs	100.00		100.00
College & Career Center	100.00		100.00
J & C Publications	20.00		20.00
Hospitality	1,550.00	401.45	1,158.13
Welcome Back (Aug)	50.00		50.00
Open House (Sept)	50.00	106.92	(56.92)
Conference Days (Oct/Feb)	150.00	21.20	128.80
Bus Drivers/Cafeteria (Dec)	200.00	168.35	31.65
Staff Appreciation (Dec/May)	500.00	58.44	441.56
Founders Day Luncheon (Feb)	600.00	36.96	563.04
PTSA Meeting		9.58	
Red and White Week	200.00	129.04	70.96
Project Graduation	2,000.00	(25.00)	2,025.00
Scholarships (2 @ \$500)	1,000.00	940.00	60.00
Clothing and Merchandise	25.00		25.00
Administrative (incl. postage)	300.00	33.99	266.01
Honors/Awards Founders Day	500.00		500.00
PTSA Membership Expenses	9,137.00	10,191.19	(1,054.19)
PTSA Conference Banquets/Materials	300.00	(35.00)	335.00
PTSA State/National Dues	7,800.00	9,782.50	(1,982.50)
PTSA District Dues	600.00		600.00
PTSA Insurance	337.00	337.00	-
Membership Drive Expenses	100.00	106.69	(6.69)
Flowers/Gifts/Memorials	150.00	50.00	100.00
Partners for Excellence Administration	150.00		150.00
Partners for Excellence Purchases	20,000.00	27,550.00	(7,550.00)
Purchases for School/Student Programs	9,453.00	3,184.71	6,268.29
Staff Development	1,500.00	1,405.72	94.28
Bank Service Charges	40.00	119.00	(79.00)
TOTAL EXPENSES	46,500.00	43,980.10	2,529.48
BALANCE	16,299.00	12,295.54	

* Partners - Paypal being transferred 10202.98 (not added to Partners Income Yet)