

Manual PTSA MINUTES
Monthly Meeting
Monday, March 16, 2015 -- 8:30 a.m. -- Manual Auditorium

CALL MEETING TO ORDER – Pinky Jackson, President manualptsa@gmail.com 8:32 a.m.

ATTENDING: Pinky Jackson, Trish Kline, Delene Taylor, Gloria Manimuthu, Barbara Coffield, Missy Wislocki, Shannon Evans, Tisha Payne, Jerry Mayes, Maria Sorolis, Becky Mosley

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

This inspiration is a great reminder of how important we are as volunteers and yet how hard it can sometimes be to help others. As volunteers we are sometimes weary of speaking up too much but we are not just volunteers; we are advocates for our parents and students so we have an obligation to do so. I think we do a great job for our Manual family!

"Be strong enough to stand alone, smart enough to know when you need help, and brave enough to ask for it." Author unknown

REPORTS FROM GUESTS

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

- Things are going well for Manual. Kids doing well in basketball tournament; Speech & Debate Team did well at state championship; Chess team did well; Idea Festival was a huge success; New Works is fabulous (especially look for a story in the context of 9/11); three band concerts coming up; J&C kids leave tomorrow for NYC for competitions.
 - o Elaboration on Idea Festival and Manual's commitment to do it well, and make it Jefferson County-wide, and not just for Manual. As a result, attendance has gone from about 150 kids two years ago, to 350 last year to about 500 students this year.
- Founder's Day was terrific; the move to the Small Gym was a blessing in disguise: there was movement, and there was more light. The acoustics are not good in that space, but we'll work on that. Heard so many positive comments, including "We're not elbow to elbow."
 - o **PTSA will maintain \$1000 budget for Founder's Day and Mr. Mayes will fund the dividers again next year**
- In other school news:
 - o We're working with the teachers who did Student For a Day on their recommendations. The presentation made a big impact on faculty, and we'll try out the suggestions to see what is beneficial for students.
 - o Put forth a budget request to district to re-do the lights at YPAS, and asked for funding to cover operating expenses. There is a need to invest in an extensive lighting/wiring work on the YPAS stage.
 - o AP testing schedule needs to be reworked because of snow days.
 - o We're working on an issue of field trips vs. instructional time. For example, how do we turn down the opportunity to have 50 kids go to Idea Festival and come up with a breakthrough vs. classes for a day.
 - o I'm trying to be more active with Twitter; Bev Meng is handling it for me.

- o Acceptance letters went out, and rejection letters going out today. One of the strongest HSU classes we've seen in years.

SBDM (Site Based Decision Making) - Tracy Shah shahmom3@gmail.com Polly Labrecque polly.labrecque@gmail.com
Principal's Open forum has been moved to March 25 at 6:30 in the auditorium. Approved the budget.

GUEST: Giselle Danger- Mercaderes JCPS Homeless Education Program

Giselle.danger-mercaderes@jefferson.kyschools.us

Intro: We asked Ms. Danger-Mercaderes to join us as we explore ways to advocate for student success through parent involvement, and because no Board members were able to attend the 3/14/15 event.)

Provided an update of the JCPS Parent Conference event at Gheens Academy held on Saturday, March 14. Next year we'll plan to divide it by elementary, middle or high school students.

At Manual, we currently have 20 students identified as "homeless." Homeless in this context is a bit broader: they may have temporary housing which could be with a grandparent, or some other non-permanent location. Essentially, it means they are suffering a housing disruption. Even if a one day runaway, they are eligible for homeless benefits under the McKinney-Bento Act. If they are identified, they can be provided with several services, including:

- free lunch
- an additional ACT test date
- transportation to school or mileage reimbursement to caretakers
- comparable economic services so they can attend a field trip or whatever might need funding that is part of the academic experience

We can also provide academic support if needed. For example, an ACT preparation workshop, which would be available to all Manual students as well if scheduled to accommodate homeless student/s.

If Manual needs tutors for AEMS, let us know and we can provide assistance. I need to receive the request by April 1, so that it can be addressed in this school year and projected for the next school year.

Information is confidential, and the student is not identified except to the school principal and the nutritional services staff member who inputs the free lunch status.

We are looking for student volunteers to mentor homeless students in need. We're targeting Male and Manual students to mentor students at Rangeland Elementary, Indian Trail or students living at a shelter. We have planned training dates for mentors. The next training date is in mid-April.

- Question about whether training might occur at Male and Manual, perhaps a couple of time options that students from either school can attend.
 - o Will check into whether this can be done.
 - o PTSA: Idea brainstormed that perhaps we can recruit mentors as part of our philanthropy competition during Red/White week. To be counted for the competition, we would need to ensure that mentors complete training.
- Question: Can Manual parents help or advocate for homeless students who do not have a parent available to do so?
 - o At Shaffner Elementary, they have a system that allows parents/guardians of students to request 3rd party help. It may not be the same as what is being suggested for Manual. Giselle will get the form that Shaffner uses so that we can see if it can be applied.

- Question: who can we talk to about improving the Parent Portal?
 - o To provide feedback, contact Helene Kramer of the communications department as they are currently looking for input to improve the portal.

*Attachments: Information for Parents regarding services for homeless children.
Jefferson County Student Residency Form*

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualptsa@gmail.com

- Reminder to 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 copied and pasted into the agenda. Please draw attention to any attachments that you have included.
- **Presentation:** JCPS Idea Fest (IF) - how to support student success via parent involvement. I attended the festival to chaperone and to get an idea of what specific support the organizers were looking for, as we had several requests for help, but none with specifics. It was an incredible event, and the Manual students were particularly outstanding. All Manual students may apply to go, and all magnets were represented, but attendance is capped in order for all JCPS high schools to participate.
 - Manual had 32 attendees plus the student organizers of the event. Mr. Lowber, Ms. Wood, and Mr. Miller were the Manual teachers attending.
 - I spoke with Cindy Perry, who, together with her son Michael, founded IF Manual and then brought it to JCPS, where it is growing but needs sustained organizational support. Manual PTSA is great at that, so I suggest we consider reaching out to the parents of all the students who participated in IF, and ask if for a liaison to PTSA or perhaps IF Co-Chairs.
 - Much like Red/White week is the school-wide spirit week, IF could easily be the district-wide innovation week, with Manual leading the way. PTSA could start with a manageable piece - like we do with Red/White week, allocating a small budget, 2 co-chairs, and 1-2 pieces of the event to help with.
 - However, because we have a lot on our plate already, and more chair positions to fill by fall, and because I think that the families of the students who participated would want to make sure IF is sustained, we might be able to find IF parents who can participate behind the scenes (letting the students continue to be the event organizers) as well as helping parents use online tools. Please take a look at the IF brochures, and watch for a link to presentations. **Next month, let’s discuss support possibilities and see if (IF) we have a proposal for April or May.**
 - We could develop a template that would be shared with other schools so that clarity for excellent execution would be in-hand for all participants. Would include how students can get funding, and where/how to get volunteers.
- Mr. Dillard, “Mr. Kentucky Chess” made a difference in the lives of many Manual students, and especially members of the Chess Club. We’ll look for information about where the family would like donations to be made.
- Outstanding presentation from a Manual student at Idea Festival. She has information I’ve never seen before about American African history. She started a petition about this because a law needs to be changed to improve the situation. This will be shared in the POST.
- APPROVED proposal: “PTSA meetings to be held on the third Wednesday of the month at 8:30am beginning August 2015. Meetings may be held by conference call on the same day and time if school is closed due to weather, etc.” (Wed 8:30am proposed per Feb. discussion and online survey of full board.) Any objections? None. Motion: Trish Kline; 2nd:Gloria Manimuthu. Vote: unanimously approved.
- Agenda for this Wednesday’s PTSA meeting at College 101

- o **4:30-5:20pm:** PTSA Board members needed to welcome guests to auditorium
- o Please put on a "PTSA Volunteer" name tag and have all student volunteers do the same so that those who need help can identify us
- o **5:00-5:25 pm** Auditorium - PTSA General Meeting & How to Navigate Tonight's College Sessions
 - **5:03-5:08pm** ... To further that mission, we need to add a Vice President of Communications to the PTSA Board. Because this is an Executive Board position, we need to vote. Proposed: In order to sustain, improve, and diversify our communications efforts, the PTSA Board proposes the addition of 4th Vice President of Communications to the Executive Board. **We will need 2 people to make the motion/2nd**

NOMINATING COMMITTEE: Trish Kline tkline102@gmail.com I will be with the Robotics Team at a competition Wednesday. Barbara will present the Executive Board slate for a vote. (Barbara is on the nominating committee, but is not on the officer slate for next year.)

- o **5:08-5:11pm BARBARA COFFIELD:** As a representative of the nominating committee, I would like to present the 2015-16 PTSA Executive Board nominees. We will also take nominations from the floor.

President: Pinky Jackson
 2nd VP of Membership, Trish Kline
 3rd VP of Ways & Means, Beth Jolly
 4th VP of Communications, Delene Taylor
 Treasurer, Gloria Manimuthu
 Recording Secretary, Leslie Fowler
 Parliamentarian & SBDM Election Coordinator, Vidya Ravichandran
 The position of 1st VP of Programming is open.

Are there any nominations for any of these positions from the floor?

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. Currently we are looking for nominees for the following positions:

1st Vice President (Programming)
 Membership Co-Chair
 Project Graduation Co-Chair
 Photographer
 Budget Chair
 Social Media Co-Chair (student)
 Newsletter Editor/Writer (student or parent)
 Advocacy Co-Chair

Please contact a member of the PTSA Nominating Committee today to learn more: Trish Kline (tkline102@gmail.com), Barbara Coffield (barbarajbenjamin@gmail.com), or Jennifer Tuvlin (jbtuvlin@twc.com).

ADVOCACY: Maria Sorolis sorolandfamily@gmail.com

- Need a co-chair for next year.
 - o Will co-chair with PTSA President to establish this committee.

- o Have asked Mr. Mayes for an admin rep to this committee. Requested Mr. Kuhn per textbooks and Dr. Kingsley per “The Missing Piece”/CSIP. After Mr. Mayes agreed, asked Mr. Kuhn, who agreed to serve on advocacy cmte and sent a list of observations and obstacles. Next step is to make a list of questions to ask and data to gather when researching schools who have ebooks/online learning. Then, take the list to Mr. Kuhn to see what is missing, what is Manual-specific, and what are priorities. Then, call the schools. Start with Woodford County, KY and those schools Mr. Miller mentioned(see Feb. 16, 2015 meeting minutes.) Recruit vols to help, esp. those who are passionate
- o Advocacy was our theme for our Founders’ Day presentations. Backpack weight, online textbooks, and collaboration with all other entities were featured.
- Here is the link to the [Introduction to Advocacy invitation](http://goo.gl/rXtYj3), which is below. <http://goo.gl/rXtYj3> Space is limited to 15, so please sign up ASAP and then forward it to all parents / grandparents / guardians you know at Manual. Members of PTAs from District 15 will be invited as well.

Introduction to Advocacy
Monday, April 20, 2015
11:00am – 12:30 pm*

“What are the six objectives of parent engagement? How can you use those objectives as you work to include parents in meaningful ways in your school? Once you understand the objectives, I believe that your school can start to engage parents differently in things that are happening in your school and at the district, state, and at the national levels.”

-- Sharon Whitworth

Please join members of the Manual PTSA Board as we learn how to advocate for student success through parent involvement. Our primary presenter will be Sharon Whitworth. Sharon has been an advocate for students for more than 36 years. In 2012, Sharon was among 150 PTA members from across the country honored at the White House as a Champion of Change.

Sharon served as the 15th District PTA President from 1987 to 1989 and Kentucky PTA President from 1993 to 1996. As the the Kentucky PTA legislative commissioner, Sharon worked for issues that affect children in Kentucky and nationwide. Sharon has worked as a JCPS parent relations specialist for the past 23 years, encouraging parents to be involved in their children’s education. She will orient us to the document: *The Missing Piece of the Proficiency Puzzle Recommendations for Involving Families and Community in Improving Student Achievement.*

ACTION ITEM: Reserve your space at **the April 20 advocacy training**. Lunch is provided but space is limited, so RSVP by Wednesday April 15, 2015 at: www.SignUpGenius.com/go/8050A44AEAA28A02-introduction

Tabled for now, as this has gone to committee in the State legislature: **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 The Legislature is done, so it looks like it will be kicked to the next session.

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>

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

We have had a request for a “one stop shopping” submission address/site that will make it easier for members to get their news spread. We now have almost 200 followers on Instagram, and we’ll post notices that this is the final week to be included in the gift certificate drawing.

Thinking about the following Greg and Sudha's example of a google group - Manual-communications...or a google survey like J+C does... we could likely make it work for many of the comm tools. Anyone want to help arrange this?

Magnet Updates for the POST:

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.

RECORDING SECRETARY – Barbara Coffield barbarajbenjamin@gmail.com

- February 16, 2015 Board of Managers Meeting Minutes
 - Draft Minutes sent to attendees
 - Final Minutes sent to Full Board of Managers
 - Posted to Manual PTSA website

Any changes needed? Motion to approve by Shannon Evans; seconded by Maria Sorolis. Approved.

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

- Sent two condolence cards: family of Fenton Kottcamp, and Nadine Brewer. Will send to family of Steve Dillard.
- Correspondence received: thank you cards from Beth Stattoman and Pam Worford, and from the guitar group.
- Founders' Day - [here is the link to the feedback, agenda, notes, speeches document](#) - input welcome. Watch Post for articles about advocacy and honorees

TREASURER – Gloria Manimuthu gloria@cei-engineering.com

- See [attached Budget](#)
- Will be moving to electronic funding requests to Google spreadsheet so that the process is streamlined and have full transparency.

PARLIAMENTARIAN – Tisha Payne tishapayne@yahoo.com

SBDM Elections: We have 2 SBDM Parent Representatives who each serve a 2 year term; the terms are staggered so there is an opening and election held each year. The nominee for the upcoming election must have a child enrolled at Manual for the 2015-2016 AND 2016-2017 school years. Nominations for the Parent Representative (2015-2017) are due March 25, 2015. Contact Tisha Payne (tishapayne@yahoo.com) with any further questions.

The information & nomination sheet has been distributed in the POST & will be in Morning Announcements (email) by meeting date; this was delayed due to me 1st sending to Krista instead of Michelle, snow days & Michelle's days off w/e 3/14. Submission to put on our website (3/11/15) in case anyone ventures there for the information as well.

Three people have contacted me with questions about the position.

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

- **Programs College 101 Night** – Punita Halder thehaldersare@gmail.com and Amy Lapinski adlapinski@gmail.com
College 101 Update 3/11/15

Here are the links to the College 101 [Sessions handout](#), the College 101 [Schedule handout](#), and the College 101 [map handout](#), which are also attached to the agenda email.

All speakers are confirmed for this event and session descriptions and room assignments are finalized. Handouts for the event have been approved by Amy Medley and are attached (see Session Descriptions, Schedule & Map). One change is that John Sands from U Penn can only host one double session. He will need to leave by 6:45 to catch a flight home.

The program has been and will continue to be publicized in The Manual Post, PTSA Facebook, in the morning announcements, on the morning broadcast and on J & C's scrolling announcements. Several emails have also been sent from Krista Just to Manual's entire email distribution list.

Several parents have signed up to volunteer but more are still needed. The Key Club has been contacted for Student Volunteers. Here is the link to volunteer: <http://www.signupgenius.com/go/8050a44aeaa28a02-volunteers>

Project Graduation will raise funds on College 101 Night through concessions. Chick-Fil-A sandwiches will be sold along with donated water and soda.

The \$100 budget for College 101 will be used to purchase \$20 Starbuck gift cards for the visiting speakers.

A feedback survey is being drafted and will be distributed and collected during College 101 Night.

Signage for the event will be posted outside the school's front door and back door located closest to the Auditorium. Session Rooms will also have signage.

- **PROJECT GRADUATION** –Missy Wislocki missywislocki@gmail.com and Teresa Mader Teresa.Mader@pcusa.org
 - On track: have met with Puzzles; met with committee heads; doing pretty well on funding and still actively soliciting donations. Need to raise a total of \$17,000.
 - Will sell Chick fil A at College 101 Night
 - Looking for electronics for prizes. Already have a flat-screen TV donation from Puzzles, and will receive a donation from Bed Bath & Beyond.
 - Graduation date has not been set yet as JCPS School Board will assign it by the end of March. Puzzles will hold the Manual graduation day for us.

- **Volunteer Coordinator** – Tisha Payne tishapayne@yahoo.com
Reminder: The manualpta@gmail.com Sign up Genius account is a resource for your events. Email manualpta@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
NO REPORT
- **Scholarships** – Denise Mallett dmallett26@gmail.com
NO REPORT
- **Campus Beautification** Gretchen Davis gretchenwdavis@yahoo.com
NO REPORT
- **Clothing Assistance Program (CAP)/ Manual Community Closet (MCC) -**
Jill Jelsma jilljelsma@bellsouth.net and Becky Mosley beckster2828@att.net
- Will move our CAP day to April 1 because our original date was March 18, which is College 101 night at Manual.
- **Red/White week** – Leslye Arnett llalouky@gmail.com and Susie Gullett susie@viewlouisvillehomes.com
EVENT COMPLETED
- **College & Career Center** Pam Wolford wolf5345@bellsouth.net and Trish Kline tkline102@gmail.com NO REPORT
- **Awards** – Tanya Marquardt tanyamarquardt@icloud.com
NO REPORT
- **Reflections** – Penny DeVenuto pndevenuto@gmail.com
NO REPORT
- **2nd VP/MEMBERSHIP** – Trish Kline tkline102@gmail.com
- **Membership Report:**
 - 2795 members
 - Award nomination for "Outstanding Membership Campaign" written and sent to Awards Chair Tanya Marquardt.
- **Magnet Liaison reports**
A Magnet Liaison conference call occurred Friday, March 6 to discuss job responsibilities, what did and didn't work well this year, discuss ideas to support all magnets and how liaisons can better serve parent involvement and student success. Formal job descriptions are being written up to better clarify each liaison's role. Here is the link to the full document, which is also included in the appendix of these Minutes: <http://goo.gl/M1AFFg>

- VA Liaison– Caryl Conklin carylconklin@hotmail.com NO ADDITIONAL REPORT
- MST Liaison– Ann Schwartz annmerm@gmail.com NO ADDITIONAL REPORT
- HSU Liaison –JoAnne Taheri euroimport@win.net NO ADDITIONAL REPORT
- YPAS Liaison - Patty Lyvers – lyversfamily@att.net
 - It's time again for New Works Festival!! Original plays, dances, musical productions by YPAS and Manual students start the weekend of 3/13 and continue on 3/20 and 3/21 at 7 pm. You can get tickets on the YPAS website at Vendini link, tickets are \$9 and \$10. Experimental Theater location
 - There are numerous free concerts this month: Jazz ensemble on 3/17 at 7pm; Band ensemble on 3/19; Percussion on 3/24, and Tri M Concert Benefit on 3/28, all at 7 pm. These are on YPAS Mainstage.
 - The vocal department chamber choir performs the weekend of the 14th at KY Center with Bourbon Baroque. You may have seen the big article about the performance of Dido and Aeneas in the Courier Journal on Tuesday. One of the first operas ever performed, featuring dancers, actors, soloists, and a chamber choir-OURS from YPAS, and Bourbon Baroque string orchestra complete with harpsichord, will make for a most unusual and entertaining evening in the Bomhard Theater. Tickets are \$25 dollars at. KY Center.
 - I apologize for my absence again at the PTSA meeting this month, I could not get off work again. We are swamped with patients having surgery!
 - I did email some promising prospects to contribute to the ptsaenews letter in April with YPAS photos and news.
- J+C Liaison– Peggy Loy bloy679382@aol.com NO ADDITIONAL REPORT
- ECE/AEMS Liaison– Judith Bradley blueskymom2@gmail.com NO ADDITIONAL REPORT

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

- **Spirit Wear** - Monica Willis monicawillis@twc.com
NO REPORT
- **Partners in Excellence** Sondra Wojciak sonwojciak@yahoo.com and Rhonda Steinemann rsteiney2@gmail.com
NO REPORT

BUDGET COMMITTEE:
NO REPORT

Beth Jolly 56jolly@gmail.com

ANNOUNCEMENTS NONE
NEW BUSINESS NONE
ADJOURNMENT: 10:32 a.m.

ATTACHMENTS:

Information for Parents regarding services for homeless children.
 Jefferson County Student Residency Form
 Budget update
 Magnet Liaison job description & notes

College 101 Handouts (3)

“Several Ways to Publicize your Manual Event”

NEXT MEETINGS

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>

3/10/2015

du Pont Manual PTSA
Fiscal Year 2014/2015

	2014/2015 Budget	YTD Budget as of 3/10/15	Budget Variance
INCOME			
Membership	24,000.00	28,361.27	(4,361.27)
Student	15,000.00	16,320.00	(1,320.00)
Parent/Guardian/Other	8,400.00	10,622.11	(2,222.11)
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	33,206.39	3,092.61
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	67,928.03	(5,129.03)
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	923.95	635.63
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	559.46	40.54
PTSA Meeting		9.58	(9.58)
Red and White Week	200.00	129.04	70.96
Project Graduation	2,000.00	1,975.00	25.00
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	511.92	(11.92)
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	28,690.00	(8,690.00)
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	48,154.52	(1,654.52)
BALANCE	16,299.00	19,773.51	

*Includes reimbursement to Molly for \$270 founders day expense - KY PTA pins & awards
She is waiting for the KY PTA office to send the receipt to her.

duPont Manual PTSA Magnet Liaison Job Description & Notes

Liaison - a person who helps organizations or groups to work together and provide information to each other (Merriam Webster)

History

In the spring of 2013, the PTSA added magnet liaison positions to its Board. 2013-14 was the first school year that liaisons served, and the following parents blazed the trail: J+C: Peggy Loy; VA: Caryl Conklin; HSU: JoAnne Taheri; MST: Ann Schwartz; YPAS: Patty Lyvers.

We asked each liaison to introduce themselves to the Department Chairs, club sponsors, and any other teachers in the magnet and let them know that they would like to be a bridge between the magnet and the PTSA, so that we could better support student success and parent involvement. Relationship building was the first step, with a plan to let the role develop organically.

We were very fortunate that all of our liaisons re-committed to the roles for the 2014-15 school year. When the school year began, we added an ECE liaison, Judith Bradley, who reached out to that department as well as the AEMS program to see how PTSA might be of assistance.

In March of 2015, the liaisons met with the PTSA President to discuss the role, support one another in finding solutions to obstacles, share best practices, and draft a job description.

Job Description

The liaison role involves, although tasks vary depending upon which magnet or department you are supporting and what structure is in place: (Question: what structure might we help put in place to support more parent involvement in student success?)

1. Act as a liaison between PTSA and the students, teachers, and administrators in regards to the magnet.
2. Establish a relationship with one teacher per magnet (such as the department chair) who will respond to your questions/info, even if you send it to a group of teachers. Stay in touch and get a feel for how to best communicate with them so that you can move forward without waiting for everyone to weigh in.
3. Ask the department chair if you can attend a meeting to introduce yourself to all teachers; get acquainted throughout the year.
4. Send a magnet update to the "agenda call" email each month so that the PTSA is aware of updates, events, fundraisers, or other news that would help us support & celebrate the magnet
5. Attend all PTSA monthly meetings, or try to find a co-liaison, sub, teacher, or student attend to represent the magnet
6. If possible, attend the magnet's booster meeting if it exists (Producer's, Publisher's, VA Parents, MST Parent Committee, HSU committee).

7. Reach out to students, teachers, parents and administrators regarding the 2 magnet spotlights in the Manual POST (PTSA all-school newsletter). Coordinate the coverage and include clubs, competitions, and updates inside the magnet. It is suggested that the liaison give everyone who has content or photos to provide a deadline of 1 week before the POST deadline. Review the data, edit and clarify as needed, and submit to the POST.
8. If possible, develop or maintain separate email lists – one of magnet teachers and one of magnet parents to use as needed. For ECE, ask the department chair to send any communications you may have for parents/students to her contact list, as those names are confidential.
9. Strive to understand and communicate what is pertinent to magnet and PTSA to both groups.
10. Advocate for student success and parent involvement.
11. Help promote the magnet in the school as well as in the community.
12. If financial support is requested, communicate PTSA's funding process and forward the funding request instructions and form. Note that the form needs to be submitted at least 2 weeks prior to the Board meeting, and that you (the liaison) can assist, but not do all the work of get the request completed and presented to the PTSA Board. Suggest that it be a student project if that is appropriate.
13. Give input as requested for new programs that are being considered for the magnet.
14. Attend magnet liaison meetings 2-4 times a year to share best practices and brainstorm solutions. Perhaps at/after July orientation, at mid year review, and then prior to nominating committee launch.

TIMELINE

JULY

Attend the July Board orientation to introduce yourself, your role, and any priorities or questions you may have. Meet with previous liaison if new to the role to review duties.

AUGUST-MAY

Attend monthly PTSA meetings. Bring any magnet updates, special events, or fundraisers.

AUGUST

If possible, help staff the PTSA tables at back to school registration. Volunteers register just prior to the registration doors open so that they can be at their volunteer spot when students and parents come through

SEPTEMBER-MAY

Coordinate the magnet spotlight in the Manual Post for the two issues assigned to the magnet.

FEBRUARY

Help the PTSA Nominating and Board find at least one liaison (preferably a current parent) for the magnet before the end of the school year (preferably by the spring Executive Board elections.)

MARCH

After the 8th grade acceptance letters go out, and preferably before the July Board orientation meeting, see if you can help find an incoming 9th grade parent who would like to serve as co-liaison.

APRIL

Help spread the word to all seniors in the magnet to register for Project Graduation

Help spread the word to all 9th-11th grade parents to sign up to volunteer for Project Graduation Meet with your predecessor/s and successor/s by the end of April. Gather and email all docs, records, photos to manualptsa@gmail.com so they can be uploaded to the PTSA Google drive.

NOTES FROM 2013-15 MAGNET LIAISONS, TO HELP THEIR SUCCESSORS (3-6-2015)

HSU Liaison JoAnne Taheri

- 1) My role was to act as a go between the students, teachers, administrators, and PTSA in regards to the HSU magnet. This includes a supportive role for funding, an advisory role for new programs, and an advocacy role to promote the magnet in the school as well as in the community.
- 2) When Magnet Schools of America recommended the HSU magnet be eliminated, the PTSA (including the president, the advocacy chair, and myself) met with Dr. Rodosky and others to express our concern and to promote the uniqueness and essential need for the HSU magnet. We also presented the opinions of the community, including parents, students, and former students in actual emails that had been written in response to the report.
- 3) There were also several meetings of HSU teachers, parents and students as a committee to come up with ideas to improve the magnet- making it more unique and challenging. Ms. Stottman and Ms. Hunt (the HSU co-chair teachers) were in charge of these meetings and would be good contacts for the next HSU liaison. Mr. Mayes also attended these meetings, and he is always willing to meet with you if requested.
- 4) There were no HSU parent magnet booster meetings. It was suggested that I go to some of the athletic booster meetings, but was not able to attend these.
- 5) These next few years will be exciting for the HSU magnet.
 - a) There are new “majors” that sophomores will declare at the end of their school year. They will be required to complete four elective courses in their area of interest. These majors will lay a strong foundation for advanced studies at the university level.
 - b) A renewed partnership with UofL for dual credit classes (targeted to juniors and seniors) is being planned. There will be a deeply discounted rate (\$134/credit hr) which will be good for night and summer class attendance as well. Students who qualify for free/reduced lunch will receive free tuition.
 - c) A new optional class- AP Capstone which includes two classes – AP Seminar and AP Research will be offered. This is designed to increase rigor of the magnet and also prepare the HSU students for research type college classes as well.

YPAS Liaison Patty Lyvers

The parent should be a member of Producers as well as PTSA, and should attend most meetings of both , so as to understand and communicate what is pertinent to both areas.

(This may be difficult if you are employed full time. I was not able to attend all PTSA meetings because of this.) It is helpful to have access to all teacher email addresses at YPAS., so as to stay in touch with them when need arises. Some teachers attend Producer meetings, especially from dance and musical theater areas. Others can be reached by email or through the Producer reps for their area.

Kathleen Kronauer, asst to principal at YPAS, attends all producer meetings and is very willing and helpful to aid in communications if asked.

MST Liaison Ann Schwartz

Like the other liaison positions, the MST liaison needs to reach out to the teachers in the MST magnet to make sure the needs of the students are being met. I have found that in addition to advocating for the MST magnet, the MST liaison is involved in assisting the math and the science departments which involve all of the students regardless of their magnet. Last year I was involved in purchasing calculators for the math department (covered by a generous grant) and am currently assisting the science department in a request for equipment for their labs. Currently there is the Science Fair Booster Club which runs the Manual/Meyzeek Regional Science Fair and coordinates many fundraisers during the school year to cover their expenses including sending finalist to the Intel International Science Fair. Since the MST magnet is not just the science fair, I am working on forming a MST Committee which will focus on communication with the MST families (using a website, social media, and email communication), community outreach (a Science Olympiad camp will be run this summer by the students, parents, and teachers), and fundraising. I believe it would be beneficial for the MST liaison to be on this committee and to receive feedback from the SF Booster Club.

VA Liaison Caryl Conklin

Here is some information that I hope helps explain the role of the VA Liaison. I think it's a pretty fluid role, the most important component being that the parent is flexible, approachable, and truly a liaison between the department, school, and PTSA. Our goal should be to help make the job of the teachers a bit easier, and to promote the hard work of our talented artists!

1. Projects & events

- developed an email database of VA parents who were interested in helping to prepare for, work at, or promote VA events
- as part of the VA parent/support group, a VA Parent Facebook page was set up by a VA teacher to serve as a means to communicate news, events, etc. (Mr. Mayes insisted that a teacher be in charge of the Facebook page)
- established PTSA communication & rapport with VA teachers
- held a parent meeting to introduce ourselves to one another and the VA teachers, as well as brainstorm ways to help the VA department
- helped organize volunteers to prepare for and work the VA College & Career Day & the VA Student Booth at the St James Court last fall
- Promoted VA Senior Art Shows in the Manual Post and Manual Morning Announcements
- advertised VA students' awards and work in regional exhibitions through the Manual Post
- arranged for the purchase of 29 iMacs to be purchased for the VA computer graphics lab with the PTSA's Partners for Excellence funds (2013-14)

2. What went well

- VA parents were eager to assist at our events, and responded well to the call for volunteers when we asked
- The VA teachers were extremely grateful for the PTSA's interest in the well-being of their magnet
- I received positive feedback from parents about the VA's students accomplishments (which people learned about from the PTSA newsletter)

- The acquisition of industry-standard computers for the VA computer graphics lab was probably the most exciting accomplishment!
- Manual's front office staff (especially Michelle Bynum & Helena McDowell) were EXTREMELY pleasant and easy to work with when I was having delivery issues with the iMac computer shipment!

3. **What obstacles I faced that still need policy/procedures/resources in place to work better next year:**

At least one VA family would like to donate funds for the VA department to use for purchasing supplies and/or equipment, but the VA teachers are unsure of how to handle this, since they are not allowed to handle donations. *Can you tell me how we can accept these funds? Will the \$\$ need to go through the PTSA? Then the VA teacher(s) can submit a funding request, and the PTSA release the money, for example? (See email trail beginning 3-6-15 for solution processing)*

4. **Recommendations to do:**

- All of the above in #1 (except to purchase more iMacs :)
- Have more than one parent meeting
- Develop sub committees of VA parents -- for example, to help with fundraising, volunteer coordinating, Senior Shows, etc.
- Whatever the VA teachers suggest/need
- Have even better/more proactive communication with the VA teachers (example, some of the Senior Shows had to be rescheduled because of snow days, and I didn't get that information right away to advertise)
- It would be nice if a parent could help run (or even be in charge of) the VA Facebook page, since the teachers are already so busy with their jobs.

Background

Prior to having the role of liaison for each magnet on the PTSA Board, we had a teacher representative role and a student representative role. However, for 2 concurrent years, those roles went unfilled. It was difficult to find a teacher and student who could, in the spring of the year before, commit to attending monthly PTSA meetings. When we did have a teacher or student attend, which was very infrequent, they were helpful in informing us of projects they were involved with, but were not always able to give a larger faculty/student body perspective. Since establishing the magnet liaison role, we have found that having the occasional teacher or student guest at the meeting (they are welcome to attend at any time) is a great way to support their initiatives while deepening our understanding of the magnet and the school.

Future Ideas

Will there be, or might we help develop, magnet-wide priorities?

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



Local Liaison Giselle Danger-Mercaderes (502) 485-3650
--

State Coordinator Mary Marshall (502) 564-3791
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If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:
1-800-308-2145 * homeless@serve.org * www.serve.org/nche

Giselle

Jefferson County Public Schools Student Residency Form

This information will be kept strictly confidential. Completion of this form may qualify this student for further educational and financial assistance through Title I - Part A or Title X - McKinney-Vento.

Name of Student: _____ Male Female
Last First Middle

Birth Date ____/____/____ Phone # _____ Emergency Contact Phone # _____

Address of the student _____
Street Address City State ZIP

School Name _____

Part A. Please check yes or no for each of the following questions:

1. Does the above named student lack permanent long-term housing? Yes No
2. Is the student in a temporary living arrangement due to a loss of housing or economic hardship? Yes No
3. Is the above named student living with someone other than a parent or legal guardian? Yes No

If you answered NO to all of the questions above, please stop here and sign the bottom of this form.

Part B. If you answered YES to any of the questions above, check any box that shows your current living arrangements:

- Share the housing of family or friends due to a loss of housing, economic hardship, similar reason; doubled-up.
- Live in a shelter (family shelter, domestic violence shelter, or an emergency youth runaway shelter).
- Live in a hotel/motel, camping ground, or seasonal trailer park due to a lack of alternative adequate accommodations.
- Awaiting foster care placement.
- Have a primary nighttime residence that is a public or private place not designed or ordinarily used for sleeping.
- Live alone as an unaccompanied youth not in the custody of a parent or legal guardian.
- Move from place to place.
- Other – Please describe (displaced due to house fire, flooding, caregiver illness) _____

Part C. Please list all brothers and sisters currently living with the student above.

First	Middle	Last	M/F	Birthdate	Grade	School Name

The person completing this form is the parent/guardian/adult caring for the student OR the student

The undersigned certifies that the information provided above is accurate and true.

Signature of parent/guardian/ unaccompanied youth _____

Date: _____

*You may send this completed form back to the student's school, or mail to:
 Giselle Danger-Mercaderes - Room 212, Dawson Orman Education Center
 900 South Floyd Street, Louisville, KY 40203*

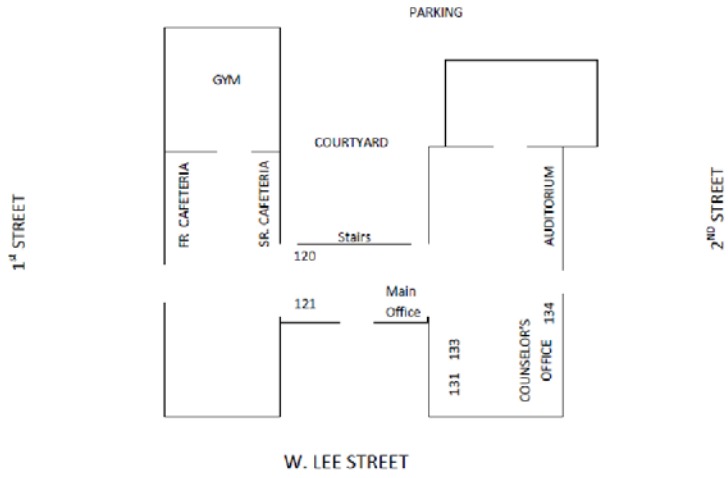
duPont Manual College 101 Night

5:00-5:25 PM General PTSA Meeting				
5:30-6:40 PM		6:50-8:00 PM		
SENIOR CAFETERIA Double Session	John Sands, U of Pennsylvania Admissions at Highly Selective Institutions			
FRESHMAN CAFETERIA Double Session	Gene Weiss, KHEAA Financial Aid		Gene Weiss, KHEAA Financial Aid	
5:30-6:05 PM		6:10-6:45 PM	6:50-7:25 PM	7:25-8:00 PM
AUDITORIUM	Dennis Robinson, (GC) Scholarships: How to pay for College	CCC Office for Q & A	Dennis Robinson, (GC) Scholarships: How to pay for College	Dennis Robinson, (GC) Scholarships: How to pay for College
ROOM 131	Michelle Leslie, (GC) Student Support Resources	Michelle Leslie, (GC) Student Support Resources	CCC Office for Q & A	Michelle Leslie, (GC) Student Support Resources
ROOM 133	CCC Office for Q & A	Amy Medley, (GC) Where do we Start?	Amy Medley, (GC) Where do we Start?	Amy Medley, (GC) Where do we Start?
ROOM 134	Marti Johnson, (GC) Tools for Reaching Your Academic Potential	Marti Johnson, (GC) Tools for Reaching Your Academic Potential	Marti Johnson, (GC) Tools for Reaching Your Academic Potential	CCC Office for Q & A
ROOM 137	Alyssa Murphy, U of L Admission & Competitive Scholarship Interviews	Alyssa Murphy, U of L Admission & Competitive Scholarship Interviews	Alyssa Murphy, U of L Admission & Competitive Scholarship Interviews	Alyssa Murphy, U of L Admission & Competitive Scholarship Interviews
ROOM 121	Annie Murphy, Centre College Selective College Admission Process in KY	Annie Murphy, Centre College Selective College Admission Process in KY	Annie Murphy, Centre College Selective College Admission Process in KY	Annie Murphy, Centre College Selective College Admission Process in KY
ROOM 120	Patty Weigel Educational Resources College Admission Exams	Patty Weigel Educational Resources College Admission Exams	Patty Weigel Educational Resources College Admission Exams	Patty Weigel Educational Resources College Admission Exams

COLLEGE 101 MAP

duPONT MANUAL HIGH SCHOOL

1st FLOOR



College 101 Night, March 18, 2015

Presented by the Manual PTSA and Guidance Counselors

CHOOSE FROM THE FOLLOWING TOPICS FOR 4 SESSIONS

A Manual Counselor will be available in the CCC Office during all sessions to Answer Questions.

Building the Class: The Complex Calculus of Admissions at Highly Selective

Institutions. John Sands, University of Pennsylvania (One Double Session Only) - Senior Cafeteria
What happens when you apply to a highly selective College or University? This conversation will explore the many factors and competing priorities that guide an admissions office as it admits a class.
Recommended for Grades 9, 10 & 11.

Financial Aid: Paying for College. Gene Weiss, Kentucky Higher Education Assistance Authority (Two Double Sessions) - Freshman Cafeteria

General information on the process of investigation of college/higher education, offering more detailed information on the Financial Aid and College search process. The session will include distribution of the agency's College Circuit Brochure and information on various useful websites.
Recommended for Grades 10 & 11.

Selective College Admission in KY: A Demonstration. Annie Murphy, Centre College -

Room 121. How do competitive colleges in Kentucky make choices among a variety of well-qualified applicants? Join this fun and interactive demonstration of how college admissions offices make decisions. *Recommended for Grades 9, 10 & 11.*

College Admission Exams. Patty Weigel, Educational Resources - Room 120

How to choose between the ACT and SAT. How does the new SAT and PSAT differ from past exams? When and how do I start to prepare? *Recommended for Grades 9, 10 & 11.*

Admission & Competitive Scholarship Interviews. Alyssa Murphy, University of Louisville -

Room 137. An interview allows you to show more of who you really are and to express your interest in a college. Get tips on what to expect and how to prepare. *Recommended for Grades 10 & 11.*

Scholarships: How to Pay the Bill For College. Dennis Robinson, YPAS Guidance Counselor –

Auditorium. Unless your last name is Gates or Rockefeller, this is the session for you. We will explore topics such as when and where to start the search for free money and what kinds of scholarships are available and how to apply for them. This session will also provide parents with

enough information so they can have the resources to develop strategies to help pay for a college education beyond the funds that may be distributed from Federal and State Financial Aid Resources. *Recommended for Grades 10 & 11.*

Student Support Services. Michelle Leslie, Manual Counselor - Room 131

Learn ways to reduce your academic stress by establishing good organization and study skills. Get tips on how to integrate rest, exercise and a healthy diet into your everyday student life. *Recommended for Grade 9.*

Where to Start: Navigating the College Application Process. Amy Medley, Manual Counselor - Room 133. Starting with the Red Folder. With over 3000 Colleges and Universities in the United States, where do I start? Learn how to begin your college application process now. *Recommended for Grades 10 & 11.*

Tools for Reaching Your Academic Potential: The My College QuickStart Planning

Tool. Marti Johnson, Manual Counselor - Room 134

Learn how this new, free, online tool, powered by students' responses to the PSAT test, can provide students with personalized information to help them take their next steps toward college. *Recommended for Grades 10 & 11.*

Please visit the DuPont Manual Website,
dupontmanual.org
and click on the Counselor Tab to find many more college and career resources.