

## Manual PTSA MINUTES

Monday, April 20, 2015

Manual auditorium

CALL MEETING TO ORDER – Pinky Jackson, President [manualptsa@gmail.com](mailto:manualptsa@gmail.com) 8:37 a.m.

ATTENDING: Pinky Jackson, Gloria Manimuthu, Jerry Mayes, Trish Kline, Ann Schwartz, Barb Wainwright, Peggy Loy, Judith Bradley, Patty Lyvers, Molly Wingfield, Delene Taylor, Maria Sorolis, Missy Wislocki, Tracy Shah, Barbara Coffield, Shannon Evans, Joanne Taheri, Greg Kuhn, Tanya Marquardt

INSPIRATION –Shannon Evans, 1<sup>st</sup> VP [sme02@bellsouth.net](mailto:sme02@bellsouth.net)

"To become successful is to recognize every tiny step towards success and then take more of them." — Larina Kase

### REPORTS FROM GUESTS

**PRINCIPAL'S UPDATE** – Jerry Mayes [gerald.mayes@jefferson.kyschools.us](mailto:gerald.mayes@jefferson.kyschools.us)

**Question for Mr. Mayes:** At the last JCPS Board of Education (BOE) meeting, there was discussion of magnet school admissions policies. I heard that there may be a lottery, and I think that would really hurt Manual's student body. What is planned?

Mr. Mayes spoke about admissions procedures under discussion by JCPS and possible implications for Manual. It could be that no changes come of those recent discussions, as the Manual admissions process remaining unchanged (except for making it more transparent) was a well-informed part of the MSA report. However, we are remaining diligent in communicating with the BOE. We have documented our admissions process and presented it to central office staff some months ago. We've laid out everything for the JCPS Board as well, and we are planning to meet with them to share the admissions information. (We found out this morning that the meeting that was to be today had to be postponed.) We also plan to invite BOE members to spend time on campus learning about Manual, our diversity, our needs, and our admissions process. We are gathering information from other districts about different admissions approaches. One of the school systems we talked to is Baltimore County (MD) schools, and one of their learnings is that a lottery significantly hurts diversity.

**Question for Mr. Mayes:** If we, as parents who want the very best for our students and ALL students in the district, want to speak to the BOE at their May meetings, can you please give us updated information on possible admissions changes and any support you need? Several of us are concerned about a lottery because it would hurt MST, and some of the teaching quality at Manual concerns us. I know there are 26 new teachers at Manual this year, but there are still some that are not doing a good job, and I wonder what the BOE is doing to support you, as the Principal, in remedying that situation?

*The PTSA President took a poll among attending PTSA Board members to understand BOE representation: slight majority represented by Stephanie Horne, but all BOE representatives had PTSA board members in attendance as constituents. More broadly, the 2800 members of Manual's PTSA would also have representation among all BOE members.*

- **Suggestion:** If a "Meet Manual Parents" event would be of help with BOE conversations, Barbara Coffield offered to host.

**ASSISTANT PRINCIPAL** Greg Kuhn [greg.kuhn@jefferson.kyschools.us](mailto:greg.kuhn@jefferson.kyschools.us)

The Manual application process has nothing to hide. We've had open-records requests, and we've never had an issue. My desire is for admissions to be completely transparent. Every JCPS HS has to abide by the student assignment rules.

- The zip code is given a classification of 1-3 based on income. We do not have anything to do with this scoring. We want to take students from low economic zip codes.

- Parent input: *I have seen what Mr. Kuhn articulates as “there are students Manual needs and students who need Manual.” We have kids that aren’t meeting a rubric and have abilities that can’t be quantified. We have kids who lack resources and support but have fortitude and have navigated the application process on their own. They don’t meet the criteria, but we want them here. If we take a hard line, then we have a population that won’t meet the criteria.*
- *Parent Question: Is there an ECE rubric?* Mr. Kuhn: I don’t have anything to do with that, and there is no rubric that I know of. Those students don’t apply; they are placed here. Mrs. Strohmayer will know this information.

E-Book Update: Mr. Kuhn spent time with Greg \_\_\_\_\_ at Eastern HS. Eastern is doing the e-book program, so they are a goldmine for how to execute e-books. Right now, there is no way any school could be all e-book because of the cost. The average price from the publisher is about \$9000 per book. These costs are negotiated, but that’s the average. Next year, Eastern will use a Nexus 7 device. Eastern doesn’t have the textbook variety that Manual does. Within Manual, different teachers within the same course will use different textbooks. And we use additional workbooks and reading books. The devices are about \$185 each. We think the best path would be a pilot test for a single course. The most important criterion for selecting that course is an enthusiastic teacher. They will need to keep notes about what’s working and not working, and they’ll need to spearhead the expansion of e-books.

Eastern doesn’t use textbooks for all their classrooms. They encourage teachers to access open source material. They have a very different culture than Manual. They have a large population of students that take the equivalent of our Honors level, so it’s easier for them to adopt a single textbook.

- *PTSA: can the online book be available if we purchase the textbooks? (Seems that’s the approach in Ms. White’s Science class).* Mr. Kuhn will follow-up to see if this could be a viable approach for some classes at Manual.

*Mr. Kuhn’s handout, which includes what he presented at this meeting and the follow up he did with Ms. White and Ms. Robinson, is copied below:*

## **EBook Highlights**

(Mr. Kuhn’s notes from his meeting with Eastern HS ebook coordinator)

### Device:

- Google Nexus 7 (Android device) - \$185 each with a one year warranty.
- Parents are able to purchase an optional insurance policy.

### EBooks:

- Department Chairs negotiate with publishers for purchases, to secure “extra” books to accommodate drop/adds.
- We purchase a license (for one to five years) for each ebook.
- Licenses cost, on average, \$9,000 per year, per book.

### Money:

- Eastern High School, who is using ebooks, does not use textbooks, nor do they have a textbook inventory, like Manual does. Eastern does not use multiple books for the same course, for example. Nor do they have a huge array of singleton courses like Manual. Eastern actively encourages their teachers to use open-source books or original source documents (instead of textbooks). These would be huge changes for our teachers, even if we could agree that such strategies were appropriate for our gifted and talented students.
- Eastern High School’s greatest challenge was getting a large amount of money to get started; Manual’s use of ebooks would require a massive yearly expenditure for licenses.
- Manual’s, and every other JCPS high school’s, entire yearly textbook budget is approximately \$70,000.
- Manual must use the textbook allocation, each year, to adopt new textbooks for one department (on a rotating basis), purchase additional textbooks for courses with expanding enrollment, replace damaged textbooks, and purchase ancillary textbook supplies (like book tape, paper, labels, etc.).
- The yearly textbook allocation is not nearly enough to adopt new textbooks for one department, let alone accommodate the other textbook needs.

- To use ebooks exclusively, even if only in one class or one department, Manual will need to strengthen the wireless system significantly (I am unsure of the cost of this).

## Could Manual Start Moving Toward Ebooks Right Now?

### Proposal #1:

- Federal law states that publishers need to make their ebook available to purchasers of the printed version
- While the ebook made available is sometimes merely a static PDF file, we can have all of our departments insist upon this when ordering textbooks during their adoption year
- Starting next school year, I will ask the Vocational and Practical Living/Computer Education/Health and PE departments to look at moving to ebooks (I will do the same every year after)
- We can have the department try ordering enough books for class sets (and fifty or so extra for students without internet capability at home)
- **If** we can pull the above off, the students affected by the purchase of those new books will need devices they can check out, the wireless internet capacity to facilitate their use, and the capability of storing/powering/repairing the devices.
- The math department is adopting new textbooks this year. Although it is late in the year to spring a full-blown move to ebooks on the math department, they will make sure ebooks are included with their order

### Proposal #2

- We propose to our faculty that students may purchase their own ebook texts and use their own device at school to read them
- This would be a voluntary program, but would allow concerned/interested families to do away with all the heavy books

I see no other way to implement ebooks at Manual now. Proposals #1 and #2 are not mutually exclusive and both would require significant investments from a combination of Manual and the Manual PTSA (if only for devices, device storage/powering/repair, and wireless capacity).

Unfortunately, textbook publishers have no incentive to make it easy or cost-effective for schools to switch to ebooks (unless a school has a very basic textbook inventory or does not rely heavily on textbooks – both of which are characteristics Manual exhibits the polar opposite of).

**SBDM** (Site Based Decision Making) - Tracy Shah [shahmom3@gmail.com](mailto:shahmom3@gmail.com) Polly Labrecque [polly.labrecque@gmail.com](mailto:polly.labrecque@gmail.com)

No one came to the "open mic night" with Mr. Mayes on March 25. We are brainstorming about ways to increase interest. One idea is to change the name to a "state of the school" update or "principal's forum", which might garner more participation. There will be no further forums until next school year.

## REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

**PRESIDENT** – Pinky Jackson [manualptsa@gmail.com](mailto: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.
- ACTION ITEM: Pinky, get Idea Festival suggestions (2015-16 budget request, sign up genius sample, etc to Jerry and submit Manual-specific ones to PTSA)
- ACTION ITEM: Everyone, please mark your calendars for PTSA meetings to be held on the **third Wednesday of the month at 8:30am beginning August 2015.**

**NOMINATING COMMITTEE:** Trish Kline [tkline102@gmail.com](mailto:tkline102@gmail.com)

1. Sent Pinky draft of 2015-16 PTSA Board. All new Board members will be invited to our May meeting to get a preview of how our meetings are run, hopefully meet up with the current chair of the position they are moving into, ask questions, meet other Board members, etc.
2. Positions still OPEN include: Advocacy Chair, 1st VP Programming, Project Graduation Co-Chair, Membership Co-Chair, Newsletter Writer/Editor. Have advertised open positions multiple times via POST, daily announcements, email, and word of mouth.
  - a. Advocacy Chair idea: See if anyone attending Advocacy training on Monday would have an interest in Chairing next year?
  - b. Project Graduation Co-Chair idea: Check with Missy & Teresa to see if there is an underclassman or junior parent heavily involved on their committee who might want to co-chair next year?
  - c. Newsletter Writer/Editor: Check with Amanda, Peggy, and J&C teachers to see if a J&C student can be identified to assist with this?

**ADVOCACY:** Maria Sorolis [sorolandfamily@gmail.com](mailto:sorolandfamily@gmail.com)

- Location change for advocacy training for those who reserved a spot - we will meet in the library on the 2ns floor of Manual. Box lunches from The Cafe and water bottles will be provided. Here is the link to the [Introduction to Advocacy invitation](#)

**COMMUNICATIONS TEAM:** Pinky Jackson [manualptsa@gmail.com](mailto:manualptsa@gmail.com) and Delene Taylor [delene07@hotmail.com](mailto:delene07@hotmail.com)

ACTION ITEM: Amanda, Delene, and Pinky: working on a "one stop shopping" submission address/site that will make it easier for members to get their news spread.

Manual Post remaining magnet spotlights: MST: 5/13/14

ECE (Exceptional Child Education) will be spotlighted upon request.

**RECORDING SECRETARY** – Barbara Coffield [barbarabenjamin@gmail.com](mailto:barbarabenjamin@gmail.com)

March 16, 2015 PTSA Meeting - Minutes Draft sent March 26. Posted to website

Move to approve by Shannon Evans; seconded by Tracy Shah.

March 18, 2015 General PTSA Meeting - Minutes Draft sent March 30. Posted to website

Move to approve by Tracy Shah; seconded by Trish Kline.

Recording Secretary Substitute may be needed for May 18 meeting

I'm having hip replacement surgery on May 6 - yay!!! I should be in good enough shape to be here on May 18, but wanted to get a back-up plan in place if needed. **Please** provide a complete report for the May agenda by Pinky's deadline. Minutes will be so much easier if a sub is needed. 🙄 Any takers to be my back-up?

Reply from Giselle Danger-Mercaderes on 3/31/2015: (our guest speaker at last meeting)

Hello Barbara,

I am sorry it took so long reply. I have been very busy coordinating an spring program in two different locations. It was a pleasure meeting your team. You are doing a terrific job. I have some answers to the questions you have:

1. Parent Portal

Mike Broderick and his team are leading the reorganization of the JCPS website to make it more user friendly but more importantly more parent friendly. We is very approachable and you can contact him at [mike.broderick@jefferson.kyschools.us](mailto:mike.broderick@jefferson.kyschools.us)

He can also be very helpful in other areas such as using the One Call Now Notification System(this is a great resource to reach out to all parents in your school)

[Helene Kramer](#) is over the Communication Department and she supervises Mike Broderick.

2. Mentoring Program

I can provide training anytime. You will just have to let me know when you would want to do this.

3. Question: Can Manual parents support or advocate for homeless Manual students?

Unfortunately the system proposed at Shaffner may conflict with Board Policies so we cannot use it. However you could use a caregiver authorization form in which the parent gives another adult permission to advocate/ support her/his child when needed on her/his behalf. If you want I can give you an example and then you can customize it and we can ask someone in the district to approve its use.

I am here to support you . Thanks !!

**Giselle Danger-Mercaderes, MSSW, CSW**  
**Jefferson County Public Schools**  
**Homeless Education Program Coordinator**

**HISTORIAN** – Tammy Nofsinger [tasnofsinger@att.net](mailto: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](mailto:mollywingfield1@gmail.com)

- Correspondence sent: None
- Correspondence received: None
- Founders' Day - ACTION ITEM - Pinky, submit rest of photos to Post without speeches that have not been received

**TREASURER** – Gloria Manimuthu [gloria@cei-engineering.com](mailto:gloria@cei-engineering.com)

- See [attached Budget](#)
- Please let me know if you have any questions.

**PARLIAMENTARIAN / SBDM Elections Coordinator Tisha Payne** [tishapayne@yahoo.com](mailto:tishapayne@yahoo.com)

[SBDM Parent Representative Nominees & Election](#)

Voting starts & we will have a Facebook (online) forum/Q&A on Monday, April 20. Details sent out as follows:

SBDM Elections will be held online (<https://www.surveymonkey.com/s/T2TQVW8>): Monday, April 20 through Thursday, April 23 at 11:59pm. You may vote if you are the parent, step-parent, foster parent or legal guardian of a student who will be attending duPont Manual High School during the 2015-2016 school year. The CCC will be open for anyone needing to cast their vote, but does not have personal online access. There will also be an opportunity for an online forum through the PTSA Facebook group/page on Monday, April 20, so please bring any questions you may have for the candidates and join us at 6:30pm; the responses will continue through the close of voting on Thursday. Any questions regarding the voting process, please contact Tisha Payne ([tishapayne@yahoo.com](mailto:tishapayne@yahoo.com)). Also, to become familiar with our candidates running for the position, please review the statements of interest and resumes at: [https://drive.google.com/file/d/0B\\_jsc48enlfpmU12LUdaWDBuR1E/view?usp=sharing](https://drive.google.com/file/d/0B_jsc48enlfpmU12LUdaWDBuR1E/view?usp=sharing)

2015-2017 duPont Manual SBDM Parent Representative candidates:

- Mark Cambron - Ellie Cambron c/o 2017
- Shannon Evans - Olivia Evans c/o 2018
- Tricia Lister - Kathleen c/o 2010 & Helen Lister c/o 2017
- Julie Mason - Aurryella c/o 2015 & Zorryonna c/o 2018

**1<sup>st</sup> VP/PROGRAMS** – Shannon Evans [sme02@bellsouth.net](mailto:sme02@bellsouth.net)

I'd like to thank several Programming Chairs this month for their seemingly unending hard work.

- Punita Halder and Amy Lipinski with College 101 Night, did a truly outstanding job. They had over 200 students and family members attending and the feedback that night was amazing. The night was a seamless event and the information provided by the speakers was invaluable. Thank you Amy and Punita!
- Also, Denise Mallett our Scholarships Chair, has been hard at work for our students who have applied for scholarships this year. Our wonderful judges on our board, Barbara Coffield and Ann Schwartz were also very busy judging. Thanks to all of you for volunteering in many facets on our board.

- Tisha Payne has graciously taken over Jennifer Gregg's Volunteer Coordinator position for the remaining of this school year. She stepped into a job that was quiet and coasting along, only to be hit with MANY volunteer requests over the last month. I can't thank her enough for taking on this position and getting everything covered as the requests have rolled in. Tisha, you are superwoman!
- These next two ladies are just magicians. Trish Kline and Pam Wolford. These ladies take care of every aspect of our CCC (College and Career Center). I haven't had one of them ask me a question or need anything at all. They just get in there and get the job done and before anyone can ask if they even need help, poof, they are gone. Trish and Pam, you are wonderful. Thank you for dedicating your time to our students and families.
- I know everyone knows that Jill Jelsma and Becky Mosley are always there to volunteer when CAP needs them. But, when I volunteered at CAP last week, the people there made a point to tell me that Manual is counted on and is always there in full force. This is because of our Chairs, Jill and Becky. You two are fabulous!
- And, last but not least, Missy Wislocki and Teresa Mader. Both of these ladies are in full force as we speak. Project Graduation is right around the corner and they are working around the clock to make it not only a night to remember for our Seniors but a safe night for them as well. Please be sure and support them in their efforts by contributing to their needs. Monetary donations, microwaves, mini fridges, anything that will benefit a college student will be much appreciated. Thank you Missy and Teresa!

Thank you to all of our board for your hard work this year thus far.

Programs College 101 Night – Punita Halder [thehaldersare@gmail.com](mailto:thehaldersare@gmail.com) and Amy Lapinski [adlapinski@gmail.com](mailto:adlapinski@gmail.com)

The event was attended by about 225 parents and students and the comments were all positive. The information shared was practical and helpful. The presenters were all very knowledgeable and informative, and most parents found the information helpful and useful. "Helped make an overwhelming conversation less scary and realistic" to "Every student should hear this conversation" were some of the comments.

This year we gave all the speakers, including the Manual Counselors, a gift card from Starbucks for \$20.00. Ms. Medley had lanyards made for all the outside speakers and we also gave them Manual hats that Amy Lapinski purchased.

We ask that for the 2015-16 year the budget for College 101 be raised to \$200.00 - \$250.00. (*Note from Pinky - this budget request has been sent to Budget Chair; not action needed from Board at April meeting.*) The speakers that come are a wealth of information and a small gesture of appreciation from our part was appreciated.

Thank you and we look forward to doing this again next year. Any comments and suggestions are welcome.

Project Graduation –Missy Wislocki [missywislocki@gmail.com](mailto:missywislocki@gmail.com) and Teresa Mader [Teresa.Mader@pcusa.org](mailto:Teresa.Mader@pcusa.org)

Given the tight schedule for the meeting, I will give a very brief report on PG.

- We (the entire PTSA Board) have been challenged to sponsor the purchase of a bike from Scheller's for Project Graduation. Teresa Mader has been talking with them and "they'll provide a really good deal – a bike appropriate for a college student on campus for around \$250. Wouldn't it be fabulous to toot our own horns? So, if we could all bring cash or checks to the PTSA meeting and pass the hat to support all of our Seniors and our hardworking PG chairs, that would be terrific! If you can't make it to the meeting, you can send donations in to the office.
- We need about \$4000 to reach our goal, and parent involvement has been strong. We have a PauPal issue we're working through and a mailing will be coming out.
- Some of the big ticket items donated are a flatscreen TV, mini fridge, and college logo wear from the top 10 schools our kids go to, gas cards, desk lamp. We'll also have henna tattoos, and are working on a 4th meal delivery from White Castle and Krispy Kreme. Henie Brothers are doing a coffee bar. In general, we're doing very well.

Volunteer Coordinator – Tisha Payne [tishapayne@yahoo.com](mailto:tishapayne@yahoo.com)

**End of Course Exam training** is Monday, April 20 following the PTSA meeting. It will also be offered Tuesday at 2:30pm along with the staff training. Make sure to watch the video prior to attending. Testing dates are 5/11, 5/12, 5/18, 5/21. For more information & to sign-up, please visit: <http://www.signupgenius.com/go/8050a44aeaa28a02-proctors>



**AP Exam Proctors** training is Tuesday, April 28 at 8:00am (approximately 30 min), but if you can't attend, Ms. Leslie can give you the information via email or the phone. Test dates are Monday, May 4 through Friday, May 15. For more information & to sign up, please visit: <http://www.signupgenius.com/go/8050a44aea28a02-approctors>

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](mailto:bloy679382@aol.com) Paula Hutchins [phutch80@hotmail.com](mailto:phutch80@hotmail.com) Barb Wainwright [barb2k@twc.com](mailto:barb2k@twc.com)  
Our next event is May 5th. We will host the Teacher/Staff Appreciation luncheon in the library. Please look for the Sign-Up Genius as we will need gift card donations for attending teachers, food donations, and volunteers to help at the event. We greatly appreciate everyone's help throughout the year!

**Scholarships** – Denise Mallett [dmallett26@gmail.com](mailto:dmallett26@gmail.com)  
Scholarship winners will be announced by April 20. ECE Scholarship info below in ECE Report.

**Campus Beautification** - NO REPORT Gretchen Davis [gretchenwdavis@yahoo.com](mailto:gretchenwdavis@yahoo.com)

**Clothing Assistance Program (CAP)/ Manual Community Closet (MCC) - NO REPORT**  
Jill Jelsma [jilljelsma@bellsouth.net](mailto:jilljelsma@bellsouth.net) and Becky Mosley [beckster2828@att.net](mailto:beckster2828@att.net)

**Red/White week** –EVENT OVER - Leslye Arnett [llalouky@gmail.com](mailto:llalouky@gmail.com) and Susie Gullett [susie@viewlouisvillehomes.com](mailto:susie@viewlouisvillehomes.com)

**College & Career Center (CCC) – NO REPORT** - Pam Wolford [wolf5345@bellsouth.net](mailto:wolf5345@bellsouth.net) and Trish Kline [tkline102@gmail.com](mailto:tkline102@gmail.com)

**Awards** –Tanya Marquardt [tanyamarquardt@icloud.com](mailto:tanyamarquardt@icloud.com)  
Congratulations to our local winners (do Peggy, Penny, Paula, Barb, or Carolyn want to join Jerry, Trish, Maria and Pinky at the awards banquet?)

**Reflections** – NO REPORT Penny DeVenuto [pndevenuto@gmail.com](mailto:pndevenuto@gmail.com)

**2<sup>nd</sup> VP/MEMBERSHIP** – NO REPORT Trish Kline [tkline102@gmail.com](mailto:tkline102@gmail.com)

#### **Magnet Liaison reports:**

**VA Liaison**– Caryl Conklin [carylconklin@hotmail.com](mailto:carylconklin@hotmail.com) NO REPORT

- Funding request attached.

**MST Liaison**– Ann Schwartz [annmerm@gmail.com](mailto:annmerm@gmail.com)

- MST Parent Committee formed; Ann will be President. Still coming up with our name.

**HSU Liaison** –JoAnne Taheri [euroimport@win.net](mailto:euroimport@win.net) NO REPORT

**YPAS Liaison** - Patty Lyvers – [lyversfamily@att.net](mailto:lyversfamily@att.net)

- The theater department's production of HOW NOT TO BE POPULAR will be performed in the Experimental Theater May 7,8,15,16. Seating is limited and tickets can be bought online.

**J+C Liaison**– Peggy Loy [bloy679382@aol.com](mailto:bloy679382@aol.com)

- Made a funding request, See attached.

**ECE/AEMS Liaison**– Judith Bradley [blueskymom2@gmail.com](mailto:blueskymom2@gmail.com)

- No Barriers Scholarship winner selected. (*Initiated by the PTSA*)
- This month is disability awareness month. Ms. Strohmeyer will do events to raise awareness about disabilities.

**3<sup>rd</sup> VP / Ways & Means** - Mike Morgan [mike@vittitow.com](mailto:mike@vittitow.com) NO REPORT

Spirit Wear - NO REPORT - Monica Willis [monicawillis@twc.com](mailto:monicawillis@twc.com)

ACTION ITEM - Pinky, get final copy for Partners banner to Materials & Production

**FUNDING REQUESTS** - Because time is nearly up to spend these funds (We need to present/discuss/possibly approve in April; cut checks/final approvals if needed in May; close books and audit in June), we told all those who asked about possible funding to “shoot for the moon” and we would fund some or all of their projects if we could.)

Because there are no Post issues the Monday before or after spring break, we have not sent these requests out to the broader community to see if anyone would like to help fund them.

As of March 10, we had approximately \$6,268.29 left in school/student programs for 2014-15. However, we need to reconcile YTD budget expenses and confirm any remaining funds available for school/student programs.

Please see the complete funding request documents provided; below are the “amount requested” sections only:

**The Crimson Record: AMOUNT REQUESTED: \$500** (see attached request and bids)

**Guidance Counselors: AMOUNT REQUESTED: \$8,830 total for 3 people.**

Breakdown is: \$4890 registration fee (\$1630 x 3 counselors for registration; includes conference, instruction materials and meals except Wed night dinner) + \$1350 airfare (\$450 x 3 counselors) + \$2590 hotel (\$259/night x 5 nights, double occupancy--2 rooms for 3 people). Cost is \$2080 per person, not counting hotel. Hotel for 1-2 people is \$1295. (This is the hotel where the Institute is held and has a discounted rate. A check of prices at nearby hotels online yielded more expensive rates). Additional \$1295 for another room.

**Alumni Art Exhibit and formal opening of the newly renovated Norma E. Brown Gallery: AMOUNT REQUESTED: \$3,100.00.** Required funds are an estimate for 50 participants due to the fact that it is unknown how many former students will participate at this time. Pricing and costs for the show are: UPS Shipping for return of art works: \$1500.00, Standard operating procedure for works to be returned out of state at the close of the exhibit. \$50.00 per participant (estimate: 30 out of state artists, \$30.00 postage, \$14.00 packing material and \$6.00 insurance cost). Matting of work: \$500.00; Backing and hanging of work: \$300.00; Catering for 250 opening: \$800.00

#### **DECISION – FUNDING PROPOSAL APPROVED:**

Motion by Delene Taylor, seconded by Tanya Marquardt, and approved to fund the following once final remaining PTSA funds are verified. Fund the following (in this order) as funds allow:

- \$3375 for Guidance Counselors to attend Harvard Summer Institute on College Admissions – this amount will allow them to send one counselor to the conference
- \$500 for the Crimson Record (full requested amount)
- Up to \$2100 maximum for VA Alumni Show (\$2,100 of the \$3,100 VA Alumni Art Exhibit / Gallery Reopening request, which gives funding to make the arrangements / deposits / contractual agreements now, but would require J&C to raise the remainder of the funds before the fall event.)

**Total \$5975**

4/22/15 update: Good news, everyone. Ways & Means members Gloria Manimuthu, Beth Jolly, and Pinky Jackson met yesterday and reviewed the entire 2014-15 year of income, expenses, and funding requests. Because of the Board's conservative budgeting, successful membership drive, generous donors, and frugal committee chairs, we had more to spend than we anticipated. Gloria is quadruple checking all the figures on Quickbooks, but yesterday we were confident that we could easily grant all three funding requests. Having no other funding requests submitted, and because of the time urgency, we delivered the following checks yesterday after school:

\$5,455 payable to Harvard University SICA for two Guidance Counselors to attend the national college admissions conference  
\$ 500 payable to Manual High School, memo Crimson Record to fund its production  
\$2,100 payable to VA (Association?) to help fund the Alumni Art Exhibit and Gallery Reopening



There is likely a bit more to spend, so even though the request deadline is passed, I encourage you to have anyone who has a need to submit the attached form by "reply all" (by May 4). Remind them to follow all of the directions on the attached form, INCLUDING adding the name of their request to the funding request doc file name when saving it, and doing the same with any supporting documents.

We do want to spend all available funds to benefit the school/students now, this summer, and early fall before the next budget/income kicks in, so if there is a need that you want to help have considered, please do. This includes things you/ your committee could do to make a difference, so submit one yourself if that is the case.

You are amazing, and we are Stronger Together!

**BUDGET COMMITTEE** - Beth Jolly [56jolly@gmail.com](mailto:56jolly@gmail.com)

Please review your line item in the 2014-15 budget and see if your committee/program needs more or less money next year. Send that and any other budget questions or ideas to [manualpts@gmail.com](mailto:manualpts@gmail.com)

**ANNOUNCEMENTS** None  
**NEW BUSINESS** None  
**ADJOURNMENT:** 10:10 a.m.

**ATTACHMENTS:**

Crimson Record Funding Request - 4 attachments: screen shot, screen shot, invoice, funding request  
Guidance Counselor Funding Request  
VA Alumni Art Show Funding Request  
Budget update  
E-book Highlights – Mr.Kuhn

**NEXT MEETINGS**

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

*June – no meeting*

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

**August 2015-May 2016 - 3rd Wednesdays, 8:30am**

*Generally, Board/Committee meetings are 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>

4/15/2015

**du Pont Manual PTSA**  
Fiscal Year 2014/2015

	2014/2015 Budget	YTD Budget as of 4/15/15	Budget Variance
<b>INCOME</b>			
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	-	-	-
<b>TOTAL INCOME</b>	<b>62,799.00</b>	<b>67,928.03</b>	<b>(5,129.03)</b>
<b>EXPENSES</b>			
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	551.92	(51.92)
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	4,053.56	5,399.44
Staff Development	1,500.00	1,405.72	94.28
Crimson Mission	-	1,000.00	(1,000.00)
Bank Service Charges	40.00	119.00	(79.00)
<b>TOTAL EXPENSES</b>	<b>46,500.00</b>	<b>50,063.37</b>	<b>(3,563.37)</b>
<b>BALANCE</b>	<b>16,299.00</b>	<b>17,864.66</b>	

# FUNDING REQUESTS

DATE: 4/1/2015

REQUEST MADE BY: Grace Roth, Lauren Boots, Avalon Gupta VerWiebe, Amy Ritchie (Advisor)

ARE YOU A DUPONT MANUAL PTSA MEMBER? (If not, join quick as we only fund members. If you are not certain, let us know and we will check our list for you.)

Yes (Amy Ritchie)

MANUAL DEPARTMENT/ORGANIZATION: **J&C Crimson Record student newspaper**

EMAIL ADDRESS: crimsonrecord@hotmail.com

PHONE NUMBER: (502) 485-8719

AMOUNT REQUESTED: \$500

DATE FUNDS NEEDED: May 1, 2015

PURPOSE OF FUNDS: Aid with the costs of printing for future issues of the Crimson Record

WHAT IS THE LINK TO YOUR DONORSCHOOSE.ORG LISTING FOR THIS ITEM?

N/A

MAKE CHECK PAYABLE TO: DuPont Manual High School, Memo: Crimson Record

MAIL CHECK TO (COMPLETE POSTAL MAILING ADDRESS):

DuPont Manual High School  
C/o Crimson Record Rm. 253  
120 W. Lee Street  
Louisville, KY 40208





**Most orders are printed and shipped same day we receive them.  
All prices include UPS Ground Shipping!**

The chart below is for a 11"x17" (Tabloid Size) Black and White Newspaper.

Number of pages	Quantity of papers ordered										Get the full shipping info
	100	200	300	400	500	600	700	800	900	1000	
4	\$145	\$150	\$155	\$160	\$165	\$175	\$185	\$195	\$205	\$215	\$7.50
8	\$168	\$175	\$182	\$189	\$196	\$210	\$224	\$238	\$252	\$266	\$10.50
12	\$221	\$230	\$239	\$248	\$257	\$275	\$293	\$311	\$329	\$347	\$13.50
16	\$254	\$265	\$276	\$287	\$298	\$320	\$342	\$364	\$386	\$408	\$16.50
20	\$290	\$305	\$320	\$335	\$350	\$376	\$402	\$428	\$454	\$480	\$21.50
24	\$333	\$350	\$367	\$384	\$401	\$431	\$461	\$491	\$521	\$551	\$25.50
28	\$384	\$401	\$418	\$435	\$452	\$486	\$520	\$554	\$588	\$622	\$29.50
32	\$427	\$446	\$465	\$484	\$503	\$541	\$579	\$617	\$655	\$693	\$32.50
36	\$469	\$490	\$511	\$532	\$553	\$595	\$637	\$679	\$721	\$763	\$35.50
40	\$512	\$535	\$558	\$581	\$604	\$650	\$696	\$742	\$788	\$834	\$38.50

price includes UPS Ground shipping

Click on chart above for a downloadable PDF of this chart.

For **Full Color Prices** [Click Here](#)  
For **Spot Color Prices** [Click Here](#)

Alternative sizes and paper upgrades also available.

Contact us for more information - 845-297-9900 [info@schoolpaperexpress.com](mailto:info@schoolpaperexpress.com)



Mike Finch 10/20/14  
To: Crimson Record

Taylor,

To answer your question, the charge would be \$355 for 1,000 copies. If you print 1,400 copies, the charge would be \$425.

Following is the price list for school newspapers.  
Mike

School newspaper price list:

Minimum print charge - \$225, includes up to 1,000 copies of an 8-page broadsheet or 16-page tab.

Color - \$65 per spread\* for the first two spreads. All additional spreads \$150 each.

If your paper exceeds 1,000 copies, add \$17.50 per each 100 extra.

If your paper exceeds 8 broadsheet pages or 16 tab pages, additional charges are \$35 per 2 extra broadsheet/4 tab pages or \$70 per 4 extra broadsheet/8 tab pages

\*A color spread means all pages that print on the same set of printing plates. There are 2 broadsheet pages per plate and 4 tab pages per plate.

A 16-page tab or 8-page broadsheet, printing 1,000 or fewer copies with one color spread would be \$290.

Plan on at least a five work days for us to print your job. Because school papers often come in unannounced and are sporadic, we must work them into the print schedule we maintain daily. We do not work weekends and we must send your shipment by UPS, we will deliver free -- but remember that the deliver must be made when we are in your area delivering one of our commercial accounts.

On Oct 20, 2014, at 9:41 AM, Crimson Record <crimsonrecord@hotmail.com> wrote:

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DATE: 4/156/15

REQUEST MADE BY: **Visual Art Department**, contact: Doug DeWeese, Cyndi Young, Wes Curtis

MANUAL DEPARTMENT/ORGANIZATION: Visual Art Department

EMAIL ADDRESS: [douglas.deweese@jefferson.kyschools.us](mailto:douglas.deweese@jefferson.kyschools.us) [cyndi.young@jefferson.kyschools.us](mailto:cyndi.young@jefferson.kyschools.us)  
[wes.curtis@jefferson.kyschools.us](mailto:wes.curtis@jefferson.kyschools.us)

PHONE NUMBER: 485-8241 extension 2353

FUNCTION/USE OF FUNDS: Alumni Art Exhibit and formal opening of the newly renovated Norma E. Brown Gallery at duPont Manual High School, spring 2015.

AMOUNT REQUEST: \$3100.00. Required funds are an estimate for 50 participants due to the fact that it is unknown how many former students will participate at this time. Pricing and costs for the show are listed below:

- UPS Shipping for return of art works: \$1500.00, Standard operating procedure for works to be returned out of state at the close of the exhibit. \$50.00 per participant (estimate: 30 out of state artists, \$30.00 postage, \$14.00 packing material and \$6.00 insurance cost).
- Matting of work: \$500.00
- Backing and hanging of work: \$300.00
- Catering for 250 opening: \$800.00

DATE FUNDS NEEDED: September/October 2015

PURPOSE OF FUNDS: The purpose of this funding is to hold a formal *Alumni Art Show* at duPont Manual's Norma E. Brown Gallery. This school year, the gallery has benefited from a complete and much needed renovation from floors to walls to ceiling and lighting. The visual art department would like to capitalize on the gallery's renovation by hosting an *Alumni Art Show* to showcase the visual art program at Manual.

The student run gallery is located in the Visual Art Annex and each visual art faculty member serves as a show sponsor as senior visual art majors exhibit their works in groups of six to eight for an art exhibit as a culminating project and visual art major requirement. Each senior that has graduated from the Visual Art Magnet has had a senior show experience since the magnet was established.

The highlight of the *Alumni Art Show* is to allow former members to demonstrate how their visual art experience at duPont Manual has influenced their lives and careers. Each exhibitor is invited to the show opening in September or October and will contribute an artist statement, explaining their creative approach to work, career or college experience. This exhibit will demonstrate to current and future students and parents the value of an

education in duPont Manual's Visual Art Magnet. The goal is to increase interest in the Visual Art Magnet Program at this school. We want to encourage our former students to mentor current students about college opportunities and career experiences. Our current students and parents will benefit from the authentic experiences of those who have gone before them in the visual art magnet and are currently "living the dream." In addition to the formal opening, this show will be on view during duPont Manual's College and Career Day event. This event has over fifty college representatives and recruiters from state, national and fine art colleges interviewing all visual art juniors and seniors. During this event, students present their visual art portfolios for review while also inquiring about individual college requirements and benefits. It is the major college preparation opportunity the visual art magnet offers to our students to enhance college and career opportunities.

#### BENEFITS TO STUDENTS:

- Evidence of college experience and opportunities for students in visual art education
  - Showcasing the Visual Art Magnet Program to prospective students, parents, colleges, art professionals and businesses
  - Mentoring of students from experienced professionals
  - Showcasing career opportunities for students and parents
  - Visible evidence of life after Manual
  - Exposure to the methods and procedures of an invitational art exhibition
  - Validates the benefits of a visual art education to the students and the community
- 

DATE: 4/16/15

REQUEST MADE BY: Marti Johnston

ARE YOU A DUPONT MANUAL PTSA MEMBER? (If not, join quick as we only fund members. If you are not certain, let us know and we will check our list for you.)

MANUAL DEPARTMENT/ORGANIZATION: **Manual Guidance Office**

EMAIL ADDRESS: [marti.johnston@jefferson.kyschools.us](mailto:marti.johnston@jefferson.kyschools.us)

PHONE NUMBER: 485-8503

AMOUNT REQUESTED: \$8830 total for 3 people. Breakdown is: \$4890 registration fee (\$1630 x 3 counselors for registration; includes conference, instruction materials and meals except Wed night dinner) + \$1350 airfare (\$450 x 3 counselors) + \$2590 hotel (\$259/night x 5 nights, double occupancy--2 rooms for 3 people). Cost is \$2080 per person, not counting hotel. Hotel for 1-2 people is \$1295. (This is the hotel where the Institute is held and has a discounted rate. A check of prices at nearby hotels online yielded more expensive rates). Additional \$1295 for another room.

DATE FUNDS NEEDED: Registration is currently underway and the application process is competitive. We would like to apply no later than May 1 to improve our chance of getting admitted. A \$300 deposit is required to hold space upon application and full payment is due on May 20. Hotel reservations must be made before May 17 to get the discounted rate.

PURPOSE OF FUNDS: The purpose of this funding request is to send 3 of Manual's counselors to the Harvard Summer Institute on College Admissions. This is the 55th year of the Conference and Manual has never been able to send any counselors because of funding limitations. We have spoken with counselors from Christian Academy who have attended in recent years and found it very helpful. The guidance office has made requests for funding in the past, but funds have not been available. The Institute is competitive and if the PTSA is able to fund this trip, Manual will have to apply and see if we are admitted.

The program is designed for and limited to individuals who are employed as secondary school counselors, and collegiate admissions and enrollment planning staff. (In other words, other colleges attend this event to *learn* how to structure *their* admissions processes.) There are many breakout sessions which would benefit the students at Manual, including one on the redesigned SAT. So many of them are applicable to the student body at Manual that it would benefit the school to send more than one counselor so that we could glean information



from more breakout sessions than just one person could attend. The beneficiaries go beyond even the students at Manual; as a flagship school for the district, our counselors would serve as a resource to counselors at other schools in the district.

Here is a listing of some of the breakouts offered:

- Admissions at the service academies
- Affirmative action
- Alternative evaluation approaches
- Athletics in admissions
- Budgeting and cost analysis
- Case studies
- College affordability
- Direct mail/communications
- Early decision and early action
- Essay writing
- Ethical issues
- Financial aid
- First generation college students
- How admissions decisions are made
- Immigration issues in higher education
- Organizational leadership in admissions
- Organizing the admissions function
- Organizing the guidance function
- Paying for college
- Practical recruiting
- Professional growth
- International admissions
- Legal issues
- Score interpretation
- Secondary school profiles
- Selecting a college
- Social media and admissions
- Standardized testing
- Student retention
- The economy and admissions at public universities
- The redesigned SAT
- Working with non-traditional students
- Writing recommendations

Many faculty from Universities around the country are part of the faculty for the Institute, including most of the Ivy League colleges, service academies, and experts in Disabilities in Higher Education. What the counselors could glean from attending this conference would be beneficial in assisting all of our students who are college-bound. With Manual having the distinction of being a school in the top 50 of the nation, the caliber of our students is very high. As such, our counselors should have the kind of training and expertise that this conference offers in order to best serve the student body of our exceptional school.

WHAT IS THE LINK TO YOUR DONORSCHOOSE.ORG LISTING FOR THIS ITEM? The website with detailed information regarding this Institute is <http://www.fas.harvard.edu/~sica/index.htm>.

MAKE CHECK PAYABLE TO: MAIL CHECK TO (COMPLETE POSTAL MAILING ADDRESS):

The check should be made payable to: **Harvard University–SICA**

The check should be mailed to:

**Judy Kelly  
Administrative Director  
Harvard Summer Institute on College Admissions  
c/o The College Board  
1601 Trapelo Road, Suite 12  
Waltham, MA 02451**