

Manual PTSA MINUTES
January 12, 2015

CALL MEETING TO ORDER – Pinky Jackson, President manualptsa@gmail.com 8:48 a.m. (*Note from Pres.: Because of heavy traffic delays, most Board members had called to say they were running late, so we waited until we had 12 people in attendance before starting. Mr. Mayes arrived on time as always, so we had nice chatting beforehand. SOO important to take time to visit.*)

ATTENDING: Pinky Jackson, Jerry Mayes, Becky Mosley, Judith Bradley, Patty Lyvers, Sondra Wojciak, Ann Swchartz, Molly Wingfield, Gloria Manimuthu, Barb Wainwright, Maria Sorolis, Delene Taylor, Peggy Loy, Tammy Nofsinger

Partners in Excellence - Sondra Wojciak sowojciak@yahoo.com and Rhonda Steinemann rsteiney2@gmail.com

Partners is in a good spot. Donors are getting their thank-you letter within a few days of receiving their gift. I'm contacting donors from last year that have not yet donated this year. We're at about \$26,000 raised, need \$12,000 and we have only three weeks left. The following are planned:

- Next week will be \$10 campaign – if every family donated \$10, we'd hit the goal.
- Ask all PTSA Board members to donate and spread the word. We brainstormed together and will send a message of sending to 10 friends to donate \$10 each for the 10 days. If we need to go to \$5 after that, we will.
- Will have brief message in Manual morning news.
- Will consider putting a banner together with all donor names.
- Will request that a Partners-only email be sent to all families from the school via the OneCall system that Ms. Michelle uses for morning announcements.
- Mr. Mayes will mention to J&C to consider as a news piece.
- *Two PTSA Board members will also mention it at the Producers meeting, girls lax, and at Wrestling team.*

The next item to be funded is teacher training for the AP Seminar/Research Capstone course. Capstone has been approved at only 4 schools in KY, and Manual is the only JCPS school to get it.

Partners is changing, and will not be part of PTSA next year. We have seen an increase in donors, and we're changing the structure to match the opportunity. It will be a 501(3)c organization with its own board. We'll pull the fiscal development part out of the PTSA.

REPORTS FROM GUESTS

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

Partners in Excellence: We are the only JCPS school to do Capstone. It's limited to 4 school districts in Kentucky. We have to have the proper training since the program is only two years old. Oldham County has had Capstone for two years, and didn't invest in the training, and we're going to learn from their mistakes, and invest in our staff.

- Sondra Wojciak has made the Partners opportunity happen. She has made me realize that we have development opportunity.
- Thanks to Partners, we'll now have parking lot security cameras, and we're adding them to the courtyard too. We're also having signs printed up that say "you're under 24 hour surveillance" to help deter issues.

Principals meeting at Shawnee last week. Cardinal Success Program is providing counseling for kids with U of L students who need intern hours. We're going to try and bring the program here to address student stress.

Homework Discussion in SBDM: Had a lively SBDM meeting. Spent two hours on the homework topic; there's a lot of input and energy around this. Asking questions and discussing the Homework load has raised awareness. We need to be careful that the message isn't that we want teachers to be less rigorous. Policy revision recommendation came out of

this SBDM meeting, and the 3 faculty members on the SBDM will present the recommendations to the faculty tomorrow. I've been thinking about what the sensitivity is about, and what occurred to me is that the classroom is the teachers' domain, and it may feel like we're being intrusive.

- We have 7 teachers signed up for "Be a Student." We're looking at doing it next week. We have teachers from each magnet. They will report their experiences back to the faculty. *PTSA Board Member question: are any of the teachers active on social media? Teachers can post their experiences on Twitter, Instagram or other PTSA social media.*

Other School Items:

- Will find another date for a Parent Forum (with Principal) this semester.
- We're talking about proficiency assessments by JCPS. I'm going to convince teachers tomorrow that it's a diagnostic. Two years ago JCPS mandated to me that Manual would do this.
- Starting teacher observations, so your kids may say that there are a lot of teachers observing. These are not evaluative, they are peer mentorship.
- We've been making a big push for AP sign-ups.
- For the kids that are not career ready, phone calls will be made to their homes.
- I'll be taking 3 kids to the Louisville Forum this week.
- The Manual Application deadline was last Friday, so the review process is underway.

SBDM (Site Based Decision Making) - Tracy Shah shahmom3@gmail.com

Polly Labrecque polly.labrecque@gmail.com

No report; Mr. Mayes covered part of the last meeting in his update.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualptsa@gmail.com

- Nominating Committee needs to be activated. Elections for Executive Board are generally done at College 101, which will be in March. As of now, need two Executive Board members: Recording Secretary and Parliamentarian, as Barbara and Tisha will have schedule changes that preclude them from attending meetings. They do intend to remain on Board in other roles.
 - **ACTION ITEM: Board members, please add/correct your info on the attached 2015-16 PTSA Board DRAFT list and offer any other suggestions you may have (did not attach that, will send separately)**
 - **ACTION ITEM: Can you serve as Nominating Committee Chair? Last year's chair, Trish Kline, has offered to orient the new chair.**
 - 2 or more committee members needed. President cannot serve on this committee, per our by-laws.
 - **ALL: Please help by forwarding names to the Nominating Committee.**
- Thank you all for your "end of semester" written reports – the December 2014 Minutes will be a great resource for next fall's activities.
- The manualptsa@gmail.com Sign up Genius account is a resource for your events. Please keep your events on there. Add any notes you would like to help recall details. Duplicate, change date, and make changes you recommend for next year.

ADVOCACY: Maria Sorolissorolandfamily@gmail.com

- I'll be attending a Legislative Rally at Westport Middle School on 1/15. There hasn't been much communication from District PTA.
- We did not develop an Advocacy Training for today because there was one scheduled by state, but it got cancelled. We are looking into other resources for training.
- February 12 is Child Advocacy day, and we'll go to Frankfort and go to each state legislator's office advocating for education funding. I'll be going, and welcome anyone to join me.

- For the Homework committee, teachers have been relatively accepting. There has been some push back. One of the ideas was to have teachers grade homework that was assigned. Another topic was having homework assigned during exam week and/or due after holiday break. If your student had such assignments, please let Mr. Mayes know.
- One of the reasons that we are moving Partners to an all-school team is so that we can focus on our mission, which is advocacy

COMMUNICATIONS TEAM: Pinky Jackson manualptsa@gmail.com

- Greg Carnes has volunteered to join team and help respond to Mr. Mayes' request for announcement access in the YPAS buildings.
- [Here is the link to "Several Ways to Publicize your Manual Event"](#)

SOCIAL MEDIA LeslieStumlsstum@gmail.com and Delene Taylor delene07@hotmail.com

- Delene has been working with Mr. Dallman to get Wordpress arranged for our site edits. Mr. Dallman thought he could have students migrate our site to Word Press. I plan to meet with him in the next few weeks. He also set up the Word Press account and sent me the log-in information.
- **Your PTSA is now on Instagram - follow @ManualPTSA** PTSA members (Board, teachers, students, parents, etc.) who are active on Instagram and post something relevant to the PTSA like pictures of events or activities - **please add @ManualPTSA** in the text of your post so it tags us and helps get the word out. Any questions, just ask me or your student :-). For those who don't have Instagram, here's what it looks like on a laptop: <http://instagram.com/manualptsa/>

WEBSITE – NO REPORT

Greg Schwartz greglacrosse@gmail.com and Sudha Srinivasan pat.sudha@gmail.com

POST - Reminder: Magnet Liaisons are asked to recruit a parent, teacher, and student to contribute articles, info, photographs for their magnet's spotlights in the Post. Submission deadlines are:

J&C: 9/3/14 and 1/7/15 [Peggy Loy, PTSA Liaison to J&C](#)
 VA: 10/8/14 and 2/11/15 [Caryl Conklin, PTSA Liaison to VA](#)
 HSU: 10/22/14 and 3/11/15 [JoAnne Taheri, PTSA Liaison to HSU](#)
 YPAS: 11/19/14 and 4/15/15 [Patty Lyvers, PTSA Liaison to YPAS](#)
 MST: 12/10 /14 and 5/13/14 [Ann Schwartz, PTSA Liaison to MST](#)
 ECE (Exceptional Child Education) will be spotlighted when they are ready.

ALUMNI SERVICE CORPS – NO REPORT Tony Sweazytsweazy@gmail.com

SECRETARY– Barbara Coffield barbarajbenjamin@gmail.com

- **Minutes - December 15, 2014** Draft sent 12/18/2014; Revised Minutes sent 1/9/2015(Attached). No edits suggested Move to approve Minutes by Maria Sorolis; seconded by Tammy Nofsinger. Approved by all.
- **Mail Distribution**
- **Review of electronic editing and approval of meeting minutes:**
 1. Draft sent to attending meeting members
 2. 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.
 3. Final version posted to PTSA page on Manual website ASAP
 4. Formal approval for Board minutes occurs at next monthly meeting

Historian – Tammy Nofsinger tasnofsinger@att.net

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

CORRESPONDING SECRETARY - Molly Wingfield mollywingfield1@gmail.com

- Correspondence sent: none
- Correspondence received: none
- **Founders' Day** will be celebrated at Manual on **Wednesday, February 18, 2015 at lunchtime on the stage**. Please save the date and **watch for the Sign Up Genius – we will need volunteers and you will really enjoy this event**. Founders' Day is when we celebrate the legacy and work of our founders—Alice McLellan Birney, Phoebe Apperson Hearst and Selena Sloan Butler—to better the lives of every child in education, health and safety. It is a time to reflect and take pride in our achievements, and renew our commitment to be a:
 - powerful voice for all children;
 - relevant resource for parents; and
 - strong advocate for public education.

TREASURER– GloriaManimuthugloria@cei-engineering.com

- Budget as of 1-10-14 is attached

PARLIAMENTARIAN – Tisha Payne tishapayne@yahoo.com

No report

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

I hope everyone had a wonderful break from school and a memory filled Holiday with your families.

At our December meeting we discussed getting information regarding helping our students and faculty move towards online text books. This will help with the seriously heavy back packs our kids carry everyday. It has many other benefits as well. We all understand that there will still be a need to have some books on hand for students that do not have computers or internet service in their homes.

I volunteered to contact my daughter's science teacher, Mrs. White because she does use online text books. I felt that I could at least pick her brain regarding where to begin the process, possible costs, benefits, and even struggles with the process. She was happy to offer her help and is excited to get with me so she can help move us forward. We have a meeting scheduled for January 15th. After we meet, I will get her information together and get it to our Executive Board for review.

College 101 Night– PunitaHalderthehalderare@gmail.com and Amy Lapinskiadlapinski@gmail.com

- Starting to get planning underway; meeting with Guidance Counselor.

Project Graduation– Missy Wislockimissywislocki@gmail.com and Teresa MaderTeresa.Mader@pcusa.org

NO REPORT

Volunteer Coordinator– Jennifer Gregg jenn@jennifergregg.com

ACTION ITEM: Jenn is moving to Boston in January, so this position will be opening. Please let Shannon know if you know someone who may be willing to help.

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

- Starting to plan Founder's Day; discussing food, lights, and floorplan.

Scholarships– DeniseMallettdmallett26@gmail.com

NO REPORT

Beautification - Gretchen Davis gretchenwdavis@yahoo.com

NO REPORT

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

Jill Jelsmajilljelsma@bellsouth.net and Becky Mosley beckster2828@att.net

- **This Wednesday is Manual's volunteer day and we need at least 4 more helpers.** A Sign-up genius message will go out today. <http://www.signupgenius.com/go/8050a44aeaa28a02-clothing>
- When we did the Manual/Male challenge, the donations went to the Center for Women & Families, and they showed a picture in their newsletter. (Center for Women & Families Newsletter passed around)

Red/White week – Leslye Arnett llalouky@gmail.com and Susie Gullettsusie@viewlouisvillehomes.com

EVENT COMPLETED

College & Career Center(CCC) –Pam Wolford wolf5345@bellsouth.net and Trish Kline tkline102@gmail.com

NO REPORT

Awards –Tanya Marquardt marquardt5@twc.com

Starting to send out information for awards.

Reflections– PennyDeVenuto pndevenuto@gmail.com

EVENT COMPLETED

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

No Report

Magnet Liaisons

- **VA Liaison**–Caryl Conklin carylconklin@hotmail.com

The January VA Senior Exhibition opens tomorrow! See details below and stop by the Norma E. Brown Gallery whenever you are in the building -- it's a real treat to see these students' work!

January Visual Art (VA) Senior Exhibition

The January VA Senior Exhibition will kick off this Tuesday afternoon! Artwork of VA seniors **Darren Aponte, Cassidy Meurer, Cassie Taylor, Riley Whelan, Alisa Morozova, Sarah Carlee Priddy, Tram Nguyen, and Peyton Froula** will be featured. The faculty sponsor is Ms. Alford.

The opening reception for this month's exhibition will be held on Tuesday, January 13, 3-6 pm in the Norma E. Brown Gallery on the first floor of the VA Annex, and is open to all students, faculty, and parents. The exhibition runs from 1/13-1/28, and visitors are welcome throughout this time. Please stop by to view the artwork of our amazingly talented VA students!

- **MST Liaison**– Ann Schwartz annmerm@gmail.com

Amanda Tu did a wonderful job on the MST profile in the December POST.

- **HSU Liaison** –JoAnne Taherieuroimport@win.net

NO REPORT

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

Please come and support the Vocal Department at YPAS at their biggest fundraiser of the year this weekend. The **Vocal Variety Show** is Friday and Saturday, January 16th and 17th at **7 p.m** and features YPAS choral ensembles, band and orchestra students, vocal alumni and special guests. Tickets are \$5 and \$10 and can be bought from any vocal student or by calling [502-485-8355](tel:502-485-8355). See you at the main ypas theater! Includes desserts/refreshments

Also, I was asked to ascertain whether the YPAS annex received their computers yet. I enlisted Kathleen Kronauer to help me find this information. She has the IT specialist looking into it. She thought that the computers had been delivered, but I have not received final confirmation as of yet.

Producers at YPAS meeting is tonight, after PTSA meeting instead of before for just this month. I hope to

perhaps get more info at the meeting regarding academic needs at YPAS as it is on the agenda for tonight's discussion.

- **J+C Liaison**– Peggy Loy bloy679382@aol.com NO REPORT
- **ECE/AEMS Liaison**– Judith Bradley blueskymom2@gmail.com
Tutors needed: Do you know anyone who might be available to tutor Manual students in math or English during the school day? AEMS, Manual's program for academic enrichment is seeking tutors to help provide extra support for students who just need a little extra help occasionally.

Here is the text and the link to share: <http://www.signupgenius.com/go/20f0d45a4a928a7ff2-volunteer>
to anyone you know who might be willing to donate an hour or two to our amazing students to help ensure that each & every Manual student leaves high school 100% prepared to pursue their dream!

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

BUDGET COMMITTEE - Beth Jolly 56jolly@gmail.com NO REPORT

- **Spirit Wear** - Monica Willis monicawillis@twc.com
Next Pop up Store will be in conjunction with 8th grade welcome letters going out (March?)

ANNOUNCEMENTS? None

NEW BUSINESS? None

ADJOURNMENT 10:25 A.M..

ATTACHMENTS:

Budget Update as of 1/10/2015

NEXT MEETINGS

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

February 17 – set up for Founders’ Day (just set up volunteers needed)

February 18 – Founders’ Day Luncheon

March (date TBD) is College 101 / General Meeting of the PTSA / Executive Board Elections

March 16 at 8:30am on stage in Manual auditorium

April 20 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.