

Manual PTSA Minutes  
Board of Managers Meeting  
October 15, 2012

**ATTENDING:** Pam Wolford, Kolleen Oney, Tara Childress, Sandra Hubbard, Kim Wells, Jane Roth, Colleen Beach, Diane Fowler, Jennifer Calleja, Sondra Wojack, Patty Kannapel, Kelly Higdon, Lynn Wilbar, Laurie Grimes, Maria Sorolis, Kristin DeLong, Caryl Conklin, Peggy Loy, Anna Kidwell, Pinky Jackson

**THANK YOU** to Anna Kidwell for the breakfast bread for our meeting.

**INSPIRATION** – Lynn Wilbar shared the story of “The Carpenter”

### REPORTS FROM GUESTS

**PRINCIPAL'S UPDATE** – *none*

**SBDM** (Site Based Decision Making – Sandra Hubbard

Highlights of the October 3, 2012 meeting of the SBDM Council were shared:

- ▲ **Improving communication with parents:** Two items were discussed relative to improving communications:
  1. Principal Larry Wooldridge reported that Manual/ YPAS will introduce daily email announcements to parents beginning Monday, 10/8/12. The daily announcements will be delivered to the e-mail addresses currently set up in your Parent Portal account. *Please check those e-mail addresses in order to receive the most up-to-date Manual/ YPAS news. If you do not have Parent Portal access, please contact Anita Sanders at [anita.sanders@jefferson.kyschools.us](mailto:anita.sanders@jefferson.kyschools.us).*
  2. The School Climate Committee has invited parent Fran Ellers to meet with them to discuss developing a school communications plan. The next meeting of the climate committee will be Thursday, October 25 at 7:00 a.m. in room 237.
- **RAMS (student advising program update:** Mr. Wooldridge reported on the student advising program that is being implemented this year at Manual: Resourceful Adults Mentoring Students (RAMS). The following information was shared:
  - The purpose of the program is to guide students in preparing for post-secondary opportunities, to nurture academic excellence, and to build a stronger sense of community within magnet programs.
  - The first meeting was held in homeroom groups Sept. 12.
  - Students have now been assigned a teacher advisor within their magnet program. They will stay with this advisor throughout their high school experience.
  - Students will meet once a month in groups with their assigned teacher advisor. Class periods will be shortened in length that day to allow for a RAMS session from 1:20 to 2:20.
  - The next RAMS session will be held Oct. 12. Teacher advisors for juniors will work with students on standardized testing registration and practice, while

freshmen/sophomore advisors will work with students on learning about college possibilities, answer frequently-asked questions about the college search, and guide students on using the Internet to research colleges. The RAMS curriculum for seniors is being adjusted at the request of students.

- **HSU update:** Mr. Wooldridge shared a report provided by the counseling office on the number of HSU students who are on target to fulfill the HSU requirement of successfully completing four AP classes. Juniors: 15 who have not take at least 1 per year  
Freshmen: 26% are not taking AP class

The SBDM Council will request that the HSU Advisory committee convene to review this information, consider what kinds of supports will be offered to students who are struggling with the requirement, and report back to the Council.

- ♣ **Activating SBDM committees:** Mr. Wooldridge reported that at least three of the council's five committees have held their first meeting, or have plans to do so: Allocations, Curriculum and Assessment, and School Climate (the other two committees are Instructional Practices and Magnets). Student representatives to SBDM committees will be recruited from the Student Senate; other interested students may also volunteer to serve. *[If you or your child is interested in serving on a committee, contact one of your parent council members, Sandra Hubbard ([sandrahubbard@insightbb.com](mailto:sandrahubbard@insightbb.com)) or Patty Kannapel ([pkannapel@bellsouth.net](mailto:pkannapel@bellsouth.net))].*
- ♣ Full minutes of the council meeting will be available in a few days on the school website (<http://www.dupontmanual.com/council.htm>) and the PTSA website: (<http://www.dupontmanual.com/ptsa/SBDM.php>)

#### **ACTION ITEMS:**

- ♣ Everyone: Get your kids' input on RAMS to SBDM c/o Patty Kannapel

#### **PTA / PTO and FUNDRAISING**

- ♣ PTA to PTO topic has been tabled
- ♣ Additional funding possibilities for our programming were discussed in its stead

##### 1. Grants

See "Our Children" article regarding corporate sponsorship.

Corporations must donate a certain amount each year

Some grants go without applicants

Lexington, KY school board / Fayette County foundation that looks for grants

Humana donates used computers to schools (see Laurie Grimes)

Grant dollars would go to school or PTA or other depending upon the specifics of the particular grant. Our goal is to fund our budget for programs as well as other school needs.

School wide wish list is needed. PTSA would like to help promote wish list

SBDM has an Allocations Committee

##### 2. Sponsorships received at school registration

Options brainstormed:

\_\_\_ \$5.00 PTSA membership (\$1.30 remains at Manual to fund student programs)

\_\_\_ \$6.00 sponsorship (\$6.00 remains at Manual " " )

\_\_\_ \$10.00 sponsorship (\$ 10.00 remains at Manual " " )

\_\_\_ \$25.00 sponsorship (\$25.00 remains at Manual " " )

\_\_\_ \$100.00 sponsorship (\$100.00 remains at Manual " " )

\_\_\_\_\_ other: \$\_\_\_\_\_ sponsorship (remains at Manual “ “ )

- ⤴ A suggestion was made to have KY / District PTA (use our dues to) help with Project Graduation
- ⤴ Ad hoc committee volunteers, and anyone else interested, are asked to work on developing the school registration ideas. (Maria Sorolis, Lynn Wilbar, Jennifer Calleja, Caryl Conklin, Pinky Jackson, Kim Wells, Peggy Loy)
- ⤴ Maria Sorolis, Kelly Higdon, and Jane Roth have some grantwriting experience and are willing to be of assistance to the grant writing committee. Maria Sorolis may be willing to take this on AFTER Partners for Excellence is complete.
- ⤴ We discussed transitioning our focus on Spirit Wear Chair as a main leadership role to other fundraising projects.

#### **ACTION ITEMS:**

- ⤴ Kelly Higdon will send link to Board re: funding sources
- ⤴ \_\_\_\_\_ will gather ad hoc volunteers to work on developing funding ideas
- ⤴ *(Post-meeting action item: Kelly Higdon will contact Missy Wislocki, VP Ways & Means / Spirit Wear, to assess her level of interest in these (non-spirit wear) ways & means ideas.)*
- ⤴ \_\_\_\_\_ will forward Project Graduation suggestion to Cheri Dimar at PTA
- ⤴ \_\_\_\_\_ will find out details of school-wide wish list

#### **CAP (Clothing Assistance Project) – Jane Roth**

- ⤴ Clothing and Shoe Drive in conjunction with Red/White Week
- ⤴ any and all shoes are needed for the WaterStep shoe drive – even singles
- ⤴ major closet cleanings requested
- ⤴ Wednesday morning parking lot drop off of donations

#### **RED / WHITE WEEK – Kolleen Oney**

- ⤴ Decorating Friday – PTSA provided snacks and Papa Johns UL locations donated 20 pizzas for student decorators
- ⤴ Ramstock – PTSA purchased pre-popped popcorn; volunteers needed, please come to Sr. cafeteria Wed.
- ⤴ Suggestion was made to have a “sign up genius” section with links in the Manual POST-meeting

#### **ACTION ITEMS:**

- ⤴ \_\_\_\_\_ will ask Teresa to add sign up genius section to newsletter
- ⤴ Kelly H will ask about selling Manual spirit wear at Male

#### **PARTNERS FOR EXCELLENCE – Maria Sorolis**

- ⤴ Mailing is almost ready to go out; sign up sheet passed around for volunteers to help
- ⤴ Layout of new tables has been proposed to admin; we are awaiting a response

#### **SECRETARY – Pinky Jackson**

- ⤴ September 2012 minutes were approved via email and are attached
- ⤴ **DECISION:** A new standing rule was created: Draft 1 of minutes sent to meeting attendees with 3 day deadline for edits. Edited version sent to meeting attendees with 3 day deadline for application. Final, approved version then sent to full board and distributed community-wide via e-newsletter, website, and other means available.

- Secretary will positively presume your approval unless she hears from you
- If you need more than 3 days, just let Secretary know
- ▲ **DECISION:** January 2013 meeting date changed to January 14 per MLK Day
- ▲ **DECISION:** December 7, 2012 Friday at 7:30pm will be one of our 2 social gatherings. Anyone interested in joining us for the YPAS performance of “Little Women” please get a ticket and meet us there!

### **REFLECTIONS – Caryl Conklin**

- ▲ Entries in the categories in which teachers encouraged participation increased
- ▲ Overall, the number of entries was low; some categories had none
- ▲ Perhaps Manual students are too busy, or vie for more prestigious awards?
- ▲ Are the resources we use and ask others for (teachers, students) worth it?

### **MEETING ADJOURNED**

**ACTION ITEMS FROM PREVIOUS MEETINGS:** *(please advise when completed so they can be removed from list)*

- ▲ Maria Sorolis will check into the “graffiti-proof” nature of the new tables
- ▲ Jane Roth will plan date for fall clothing drive with front office staff and will communicate that date to the Key Club
- ▲ Jane Roth will send an announcement to the e-newsletter describing what CAP needs there are
- ▲ Sandra Hubbard will email the notes to PTSA
- ▲ Lynn will check in with office staff to ensure PTSA e-newsletter address is the only info given out for newsletter submissions
- ▲ Jennifer Calleja will email the report (membership numbers and amounts) to Pinky for inclusion in minutes
- ▲ Each board member is required to be a member of the PTSA. Please bring \$5 (to the meeting) for your dues. If you have already given them to me as part of a donation, please let Jennifer Calleja know so that she can account accordingly.

### **Our next few meeting dates\* are:**

November 19, 2012 8:30-9:30 am in PTSA room

December 17, 2012 8:30-9:30 am in PTSA room

January 14, 2013 8:30-9:30 am in PTSA room

*\*Generally, Board/Committee meetings are the 3<sup>rd</sup> Monday of the month (August-May) from 8:30-9:30am in PTSA room @ Manual. 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.*

### **ATTACHMENTS**

Minutes – September 2012 PTSA meeting

SBDM report – Oct 2012 meeting

Respectfully submitted,

Pinky Jackson  
Manual PTSA Board Secretary  
November 8, 2012