

Manual PTSA MINUTES
October 21, 2013

Attending:

Pinky Jackson, Peggy Loy, Preston Terry, Barbara Coffield, Molly Wingfield, Linda Lptspeich, Ann Schwartz, Katherine Doyle, Trish Kline, Beth Jolly, Caryl Conklin, Colleen Beach, JoAnne Taheri, Anna Kidwell, Tony Sweazy, Gerry Mayes

J&C Guests:

Christina Rucinski, Nathan Foster, Jack Mattingly, Daniele Bridge, Tabitha Awoniyi, James Miller.

MEETING CALLED TO ORDER 8:30 Pinky Jackson, President manualptsa@gmail.com

INSPIRATION – Trish Kline, 1st VP tkline102@gmail.com

In recognition of Red/White week:

“Champions do not become champions when they win the event, but in the hours, weeks, months, and years they spend preparing for it. The victorious performance itself is merely the demonstration of their championship character.”

REPORTS FROM GUESTS

J&C Students and Mr. Miller

J&C students have several publications/contributions to the Manual community:

- **One Blue Wall:** Manual’s literary magazine. Artwork and creative writing of students around the school and published in an annual magazine. onebluewall@live.com
- **Yearbook:** Journalistic and comprehensive document covering the school year. Intensive work all year long on this.
- **Red Eye:** publish all the time online. Let staff members express themselves. Articles, galleries, videos. Great way for students to get ready for multi-media. manualredeye.com
 - o Red Eye starting to accept advertising. Welcome support from parent community.
- **Red Pen:** not an official school publication.
- **Crimson Record:** newspaper that covers current events pertaining to the school and Louisville community. Two issues completed so far this year. The third issue will be about Red/White week. Subscriptions are \$15. crimsonrecord@hotmail.com
- **News station:** produce stories bi-weekly: morning announcements for the school. Streaming live over the internet, so you can see what we’re doing if you’re not in the school. Watch every morning at 7:40. Please share the links with friends and family. The CSPN (Crimson Student Press Network) is where breaking news is shared first. [Twitter.com/theCSPN](https://twitter.com/theCSPN)

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

The JCJPS High School Showcase was terrific. Cell phone roll-out going well. Male students already painted the school sign. I told our kids this morning that this (Red/White week) is about who we are. The kids are better here as a group than when I was here before at Manual. I’ve shifted my focus to AP stuff and PLC. The Professional Learning Committee issue here is to get the teachers centered. I’ve divided the PLCs between myself, Matt Kingsley and Mina Todd. If a teacher is not in a PLC, then we place them in one.

We’ve been asked to give proficiency exams to our Honors kids, which flies in the face of what we’ve

been doing. We'll give them, but it's not our focus. The Board has asked us to give them, so we'll do that. We're working through that with the teachers now. The district gives proficiency exams to under-performing schools.

Gap stuff is up and running. We've found some kids outside of Gap that need some intervention work.

For Partners in Excellence, wifi will be "one on two": one for every other room. We think this will do what we need for dependable connectivity, but things may change once we see how we're operating when the improved wifi is in place.

I've learned about how teacher assignments have been traditionally done (determining which teacher will teach each class): teachers were signing up for the classes they wanted to teach, and the department chair approved it. I asked "What if they can't teach that?" and the answer was "We approve it." That stops now. Accountability is in place. We'll continue to make this known.

TEACHER REPRESENTATIVE MEMBER/S UPDATE - *(position open)*

STUDENT REPRESENTATIVE MEMBER/S UPDATE - *(position open)*

SBDM (Site Based Decision Making) - Sandra Hubbard shubbard@twc.com 502-727-4435

Polly Labrecque polly.labrecque@gmail.com

No report.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

Volunteer Coordination - Katherine Doyle akkdoyle@gmail.com

The sooner you can let me know you need volunteers, the better. I can work either of two ways: I can send out Sign Up Genius, or you can. Key Club needs planning. They have one meeting a week on Thursday. So if you ask for volunteers on Friday, Key Club won't learn of it until a week later.

If you will have an upcoming volunteer need, send Katherine your information so she'll have your contact information now. She can send you the list of volunteers now.

PRESIDENT - Pinky Jackson manualptsa@gmail.com

Having silent auction pick-up today.

A very full day volunteering at Manual today (auction and Red/White week). Everything is covered, but more helpers welcome if you can stay.

Need location for our noon meeting on December 16 (accessible, space, patronize sponsors?).

SECRETARY - Barbara Coffield barbarajbenjamin@gmail.com

Minutes for September 12, General Meeting for Open House, and September 16, Board Meeting.

☐ Moved to approve by Maria Sorolis, and seconded by Beth Jolly.

Mail distribution done.

Board contact list - please check the Manual website to confirm your contact info and send changes to Barbara.

WEBSITE - Clay McNeill claymc@bellsouth.net *(Unable to attend meetings; send web updates to him via email. Include URL of page needing editing and the text / docs to link.)*

No report.

CORRESPONDING SECRETARY - Molly Wingfield mollywingfield1@gmail.com

Notes sent to teachers with new babies.

Notes received: Thank you cards from the AEMS team for the coffee maker and white boards; Thank you for the Back to school breakfast; Kelly Higdon thanks for the gift cards; Thank you for the Keurig coffee maker for the teachers' lounge; Edward Burton thank you: security guard who had brain surgery.

TREASURER – Beth Jolly 56jolly@gmail.com

Budget update

- Short \$5K on budget because donations less than planned. We have no more avenues for income unless donations are specifically made to PTSA and not Partners in Excellence.
- We have met all of our membership goals.
- A number of items from last year are hitting this year's budget.
- Administrative costs are already higher than the annual budget.
- We have an extra \$2K donation, but it is specifically for the Math department, so that can't be used for our shortage.
- Our bank balance is about \$3K.
- Student memberships have not yet been deposited, so that may help.

Funding requests

- None

Discussion on creating revenue

- Dealing with paying for expenses from last year, and not having a Ways & Means chair. We might be able to find a grant for the Gap program resources.
- Spirit Wear inventory is a resource that we might leverage. We can only sell online. We can't sell on campus or at Manual events unless we have permission. Will continue to put Spirit Wear in the POST.
- We'll ask if Dana if we can work the Male / Manual game. We have the volunteers and bring in the inventory from the warehouse. We need to ask the school. Please bring tables if we get approval.
- We'll follow up with Missy Wisolski to track through the original Spirit Wear purchase orders and invoices. Will ask if there is a contract and if we can get a copy of that. Pinky will join Missy and Beth to understand.

PARLIAMENTARIAN – Tisha Payne tishapayne@yahoo.com

The SBDM has given **approval to hold SBDM elections online**, as long as it is after January.

1st VP/PROGRAMS – Trish Kline tkline102@gmail.com

ñ **College 101 night** – Kelly Higdon kellyannjarzo@twc.com

Save the Date! March 4, 2014 – evening. Kelly has secured a speaker to talk about student stress.

ñ **Project Graduation** – Linda Lotspeich lindasuelotspeich@gmail.com

We had a great turnout for our first Project Graduation meeting (around 15), and we have more than half of the committee chair positions filled (many with two people working together). **Still looking for people to join the planning team** in the areas of: volunteer recruitment, fundraising, food, security and entertainment. Please consider. Regular meeting times for Project Graduation Committee will begin in February. **PTSA disbursement to Project Graduation can be deleted from budget because of student assessment at registration to increase funding. This will free up some money in our budget.**

ñ **Hospitality** – Anna Kidwell alkidwell@twc.com and Peggy Loy bloy679382@aol.com
Conference Day lunch went well, we are trying to stay under budget. Thank you to everyone for the plentiful donations.

ñ **Scholarships** – Colleen Beach cbeach55@twc.com

Colleen will hold off advertising the PTSA scholarship (2 \$500 awards) until we are sure of our ability to fund it. Scholarship info & application are in Manual's College and Career Center.

ñ **CAP** - Jill Jelsma jilljelsma@bellsouth.net and Tony Sweazy tsweazy@gmail.com

Please bring in books for the Male/Manual Book Drive. Jill's emails to her counterpart at Male went unanswered early on, which prevented her from being able to organize and promote the book drive in a timely manner. Therefore, we are not having a competition with Male for most books collected. However, all books will be donated to the Courier-Journal Share-A-Story program (and/or Every1Reads). Shoes are also being collected for CAP (not part of Male/Manual Week); Pinky has been taking a weekly Jeep-load of shoes and clothing to CAP that were leftover from our Community Closet donations.

Community Closet is going well. A specific request has gone out for size 7 women's shoes for one of our Manual students who is in need.

ñ **Beautification** - Gretchen Davis gretchenwdavis@yahoo.com. (*Unable to attend meetings, but working on beautification projects.*)

Gretchen is looking at November 2 and November 9 as potential dates for landscaping workdays. Thank you to Preston Terry for the clean-up work he did earlier this month!

ñ **Red/White week:** Kolleen Oney koney@insightbb.com and Lynn Wilbar wilbar84@aol.com
JoAnn Taheri provided the report.

Help is needed this Wednesday, October 23 to monitor the inflatables during the Crimson Carnival. For Ramstock, Gumby's has donated food for the students. We are combining KY Kids' Day with Red/White Week to celebrate our children.

ñ **College & Career Center (CCC)** – Pam Wolford wolf5345@bellsouth.net - no report

ñ **Awards** – Tanya Marquardt marquardt5@twc.com - no report

ñ **Reflections** – Kim Booth kimberly2anne@aol.com - no report

2nd VP/MEMBERSHIP – Maria Sorolis sorolandfamily@gmail.com

ñ **Membership Report**

We have met our student and parent membership goals.

ñ **Magnet Liaisons**

VA Liaison update – Caryl Conklin carylconklin@hotmail.com

VA parent group had its first meeting 9/18, with good attendance. An email contact list has been drawn up, and volunteers were recruited for Manual VA students' booth at the St. James Art Fair, as well as VA College and Career Day (to be held 11/1). A VA Parents' Facebook page was also set up by Ms Tallent. The VA department is seeking funding to refurbish its computer lab and replace the outdated PCs with Macs and also a few class sets of iPads for the graphic arts students.

MST Liaison update – Ann Schwartz annmerm@gmail.com

104 graphing calculators (3 class sets) have been purchased with funds from an anonymous donor, who

also donated \$1,000 to the math department. Thank you to Gretchen Davis (MST parent) for finding this source of funding!

HSU Liaison – JoAnne Taheri euromport@win.net - no report

YPAS Liaison – Carolyn Downey cdowney1@yahoo.com - no report

J+C Liaison – Peggy Loy bloy679382@aol.com

J+C has a goal to renovate the entire J+C wing. The J+C Booster Group is working to establish 501c3 status. Booster group has been given the name “Publishers” (modeled after YPAS’ Producers)

3rd VP/WAYS & MEANS – Michael Harper mharperPTSA@gmail.com

Not in attendance; no report

ñ **Donations & Sponsorships** – *position open*

ñ **Spirit wear** – Missy Wislocki mwislocki@insightbb.com

ñ **Fundraiser Database** – [click here to add your group's fundraiser](#)

ñ **Partners in Excellence** - Sondra Wojciak sonwojciak@yahoo.com and Rhonda Steinemann rsteinemann@twc.com

I will have the donation letters printed (last Friday). My plan is to get them folded and ready for labels over the weekend. If I have any left over, I will bring them to the meeting. I am waiting for the labels from Bev Meng. As soon as I get them from her, I will get them in the mail.

I am asking my fellow PTSA people to assist in spreading the word about this project. As you know, \$30,000 is a truly ambitious goal and the only way we are going to reach it is to talk about it constantly.

ñ **Foundations/Grants** – *team leader and members needed*

ANNOUNCEMENTS

Our December board meeting will be held on December 16 at noon at Drakes St. Matthews.

NEW BUSINESS - None

ADJOURNMENT Meeting adjourned at 10:22 am

NEXT MEETINGS

Our next few meeting dates are:

November 18, 2013 8:30-9:30am in PTSA room or on stage en route to the room

December 16, 2013 AT NOON at Drakes, St. Matthews

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.

ATTACHMENT

Budget - 10/20/2013 Update