

Manual PTSA MINUTES
November 18, 2013

ATTENDEES: Pinky Jackson, Barbara Coffield, Preston Terry, Trish Kline, Maria Sorolis, Ann Schwartz, Pam Wolford, Molly Wingfield, Rhonda Steinemann, Tony Sweazy, Caryl Conklin, Lynn Wilbar, Tammy Nofsinger, Joanne Taheri, Tisha Payne, Jerry Mayes, Tanya Marquardt

CALL MEETING TO ORDER – 8:30, Pinky Jackson, President manualptsa@gmail.com
INSPIRATION – “Success”, Trish Kline, 1st VP tkline102@gmail.com

REPORTS FROM GUESTS

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

Open House seemed to be a big success. As a newcomer, I was taken aback that it felt cold and corporate back when I brought my daughters here. We worked on that, and I heard nothing but how warm it was. My philosophy is that Open House is our best tool to be ambassadors to the community. I want every parent to say “I wish my kid had gotten in here.” Didn’t present the PowerPoint slides; attendees don’t need to know how great we are; they need to know who we are. I’m starting a list of potential Student Ambassadors: our kids that can talk to potential kids. Hope to have a group of Student Ambassadors in place next year. We’re at the point where shadows coming in every day.

All kinds of other news and events:

- *Urinetown* opens this Friday.
- There will be a presentation to the school board regarding cell phone policy. It has reduced discipline issues related to device use. Now that students can have it, there’s no problem.
- Idea Fest (IF Manual) is something we’re working on to improve from last year.
- Big push with TCA. Paid for it, so we want to use it (practice for ACT).
- Still have a parking situation. Trying to get support from Metro Louisville police. Will let PTSA know if parent advocacy is needed.
- We’ve had a few more suspensions. I’m not going to turn my head to stuff. I’m going to deal with what I see. Kids’ safety and well-being is important to me.
- Met with U of L last week: some major growth things are going to happen with their construction. I’ll keep you informed of what happens with that.
- SBDM policy of HSU students having to have 4 AP courses. We want to make sure that works with our kids, and we’re investigating how to make this work for the kids. Still working through how to deal with grades if they don’t take the AP test. We don’t want kids penalized for doing all the work but not being able to afford the test.

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

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

SBDM (Site Based Decision Making) - Sandra Hubbard shhubbard@twc.com 502-727-4435
Polly Labrecque polly.labrecque@gmail.com

Report on November 6, 2013 Manual SBDM Council Meeting

ACT Testing: The Student Senate Co-President Koran Babbarwal reported that the Student Senate is looking into whether the writing section of the ACT could be offered as an option to students who take

the ACT at Manual as part of the state accountability process. The ACT currently administered to the junior class does not include the writing portion. A survey of students indicated that most would like for the writing portion to be an option. The Council supports this idea and the Student Senate will pursue it with KDE and ACT officials.

The Publishers: J&C teacher Liz Palmer reported that a new parent group has been created in support of the J&C magnet. The group will be called “The Publishers” and is modeled after “The Producers” at YPAS.

Student Fees: Bookkeeper Dana Wilson reported that fee monies not used during the school year are moved into a general fund for the appropriate department. The Council asked Ms. Wilson to look into Manual’s fee history to determine whether any fees could be adjusted or eliminated.

Showcase of Schools: Principal Jerry Mayes reported that Showcase of Schools was well attended. Next year each magnet will have its own information table to make it easier for prospective parents and students to communicate with specific magnets.

Career/Technical Education (CTE) Pathway Proposals: The CTE departments are proposing eliminating some career pathways currently offered and creating others not currently available. Family and Consumer Science would like to move towards a possible Food Science path instead of the current Culinary Arts pathway. Business would like to create a Business Multi-Media pathway that would tie into the current pathway offered by Information Technology. This would require eliminating the current business electives. The Council sent these proposals to the Curriculum & Assessments Committee for its review and recommendation.

New Math Course Proposal: Teacher Kathy Geary presented a proposal for a senior statistics course targeting students who consistently perform low in mathematics. This new course proposal was also sent to the Curriculum & Assessments Committee for its review and recommendation.

Review of Current SBDM Policies: Laura Spiegelhalter suggested that the Council review all current policies. The Council agreed to begin the process by sending policies to the appropriate Council committees for preliminary review.

Parent/Teacher Conferences: Principal Jerry Mayes reported a change to the location of future conferences. YPAS teachers will relocate to the cafeterias for the conferences. All other teachers will hold conferences in their individual classrooms.

AP Classes: Principal Mayes reviewed the AP policy for HSU students. The Council asked for a report on the number of AP classes taken by HSU students to date.

Please contact us if you have questions or comments about any of the issues described above: Sandra Hinojosa Hubbard: shhubbard@twc.com; 502-727-4435; Polly Labrecque: polly.labrecque@gmail.com; 502-974-9865.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualptsa@gmail.com

SECRETARY – Barbara Coffield barbarajbenjamin@gmail.com

- ñ October 21, 2013 Minutes electronically provided to all Board Members. Motion to approve by Terry Preston; Seconded by Maria Sorolis.
- ñ Pinky provided mail distribution.

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

- ñ Note sent to a student in the hospital.

- ñ Note received: thank you note from Executive Council for our support of Red White week.
- ñ Founders' Day: will form a small committee to plan Founders' Day Luncheon and to select Founders Day Award Winners. Contact Molly if interested in serving on committee.

TREASURER – Beth Jolly 56jolly@gmail.com

- ñ Budget report attached. Working on Spirit Wear issues. Meeting at AllPro on Dec2.
- ñ Funding requests form: two types. Created a second one for classroom funding request and it was routed to all math teachers for the math grant.

PARLIAMENTARIAN – Tisha Payne tishapayne@yahoo.com

- ñ SBDM Elections: still waiting to connect with SBDM reps to check nominees needed and plan elections.

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

- ñ College 101 night – Kelly Higdon kellyannjarzo@twc.com
 - No update
- ñ Project Graduation – Linda Lotspeich lindasuelotspeich@gmail.com
 - No update
- ñ Hospitality – Anna Kidwell alkidwell@twc.com and Peggy Loy bloy679382@aol.com
Gestures of Gratitude: To thank the English Department for distributing our Partners for Excellence letters to the entire student body, and to thank the Cafeteria Staff for their generous assistance with our many events throughout the year, we are offering Gestures of Gratitude on November 18 and 21. You do not need to bring anything - we just need volunteers.
- ñ Scholarships – Colleen Beach cbeach55@twc.com
 - Posted one scholarship.
- ñ CAP - Jill Jelsma jilljelsma@bellsouth.net and Tony Sweazy tsweazy@gmail.com
Manual Community Closet is open!
 Background & Procedures document is complete. Students will access via CCC volunteers. The Manual Community Closet (MCC) was created in response to the lack of on-site resources for students in need. Because Manual does not qualify for funding for a Family Resource Counselor, there was not a system in place to quickly help students get their basic needs met. However, we do have students who need support to ensure school attendance, academic & social success, and dress code compliance.

Immediately upon realizing this need, the PTSA and School Administration made a commitment to collaboratively create a community closet. Administration allocated a space; PTSA prepared and stocked it, and school staff/office volunteers will manage its use. The entire Manual community will be asked to donate needed items. Donations would be accepted in all types and sizes, and any items that did not fit into our closet's needs or space would be taken to CAP (The Clothing Assistance Program that 15th District PTA operates for all Jefferson County Public School families.)

PTSA designated a CAP Co-Chair to lead the MCC project, and he set to work soliciting donations. A closet on campus was found and PTSA collaborated with the Custodial Staff and the Alumni Association to share the space. PTSA volunteers helped clean out and organize the closet and the Alumni Director donated funds for shelving and paint. Café Press made a very large donation of shirts and tote bags and staff members were asked for a list of items needed. School supplies, after school snacks, dress-code appropriate clothing, and shoes were requested, and the community responded generously.

It is CAP's policy that the “school's Family Resource/Youth Service Center coordinator,

counselor, or principal refers students in need of clothes. The referring party is responsible for setting up appointments for their clients.” Because we do not have the resource staff position; because the MCC is located very close to the Manual Counseling Office; and because PTSA provides daily volunteers for the counseling office's College & Career Center, the MCC be managed by the Counseling Office. CCC volunteers can help students use the closet as well as keep PTSA informed of items that are needed. Counseling office can fill in if a CCC volunteer is not available, and can refer students to CAP as needed (more details on that process are forthcoming).

All faculty and staff will be informed of MCC's opening and procedures, and will be asked to send students who need supplies, clothes, snacks, etc. to the counseling office. A note / hall pass with “Guidance Office / MCC” will be given to the student so that their privacy is respected. Upon receipt of the note, the counseling office staff will send the student to the CCC volunteer, who will escort the student to and from the MCC. Students will be welcomed to find and take the item that they need, or a few items if necessary to get them through until their parents can get an appointment at CAP. There are bags in the MCC that they may use. The volunteer/staff member will stay with them.

The lack of signage on the MCC door is intentional. Discretion about the closet's use and location is **expected so as to respect the students' privacy. All faculty/staff are requested to visit the closet to see** what resources are available to students and to make recommendations for needed items.

PTSA will organize donations and keep the closet tidy. Excess items will be taken regularly to CAP, and school staff are welcome to place donations in the closet if the bin/s at the entrance/s to Manual overflow. PTSA will request donations of needed items, and will stay in touch with Alumni Director to assist with his access to alumni items stored in the closet.

Students can go to CAP with a parent. Mina Todd will also help direct kids to the MCC.

ñ Beautification - Gretchen Davis gretchenwdavis@yahoo.com. *Kudos, Gretchen & team on a terrific fall beautification day!*

- Great clean-up day on November 2. Paired up with the boys' soccer team. Call has gone out in alumni newsletter for a master gardener to develop a campus landscaping plan.

ñ Red/White week: Kolleen Oney koney@insightbb.com and Lynn Wilbar wilbar84@aol.com

- Ramstock/Kid's Day/Patio Celebration Follow-up: JoAnne Taheri, HSU Liaison

This was a day to celebrate the new patio tables, Kentucky Kid's Day (a PTA event) and Ramstock. We added treats/snacks/water for the kids who were attending Ramstock after school. May have not been understood that this was KIDS Day or a patio celebration, may want to make a couple of signs next year to advertise it (Kids Day) if it's repeated.

Gumby's Catering supplied us (free of charge) with veggies/dip/tablescapes and popcorn/bags- this was very nice and a BIG HIT. We had 7 bags of popcorn (the huge ones from Trompeter's) and only needed 5.

Water containers supplied by Lou. Water Co w/cups at no charge (give them ample notice and could be done next year). (Didn't use the cups for this event- used cups we had in hospitality cabinet).

We ran out of cookies, brownies and chips/pretzels fast. I felt this was OK because we still had popcorn and veggies/dip. Parents were great to volunteer to work and make/supply these

donations.

This would be good to repeat next year because the kids really enjoyed it and it added to the event. Had \$150 budget and spent \$30.

- ñ College & Career Center (CCC) – Pam Wolford wolf5345@bellsouth.net
 - Rolling along
- ñ Awards – Tanya Marquardt marquardt5@twc.com
 - Will get started in the new year.
- ñ Reflections – Kim Booth kimberly2anne@aol.com
There are 5 nominees from Manual, all in the dance & choreography category
- ñ Volunteer Coordination - Katherine Doyle akkdoyle@gmail.com
No report.

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

- ñ Membership Drive: will get membership stuff into the newsletter.
- ñ Membership Report: no update.

ñ Magnet Liaisons

VA Liaison update – Caryl Conklin carylconklin@hotmail.com

- Career Day for VA was very impressive. Juniors and Seniors each got to meet with 6 college representatives. Kids showed them their portfolios and give their resumes. Parents are welcome to come in any time and look at the exhibits in the first floor gallery in the VA Annex.

MST Liaison update – Ann Schwartz annmerm@gmail.com

- The company from which we originally ordered the graphing calculators disappeared. We've found a new vendor, and researched it (it's stable). This will be for 96 TI 84s and 11 TI 89s. Trish is ordering this week. Math Dept has been notified.

HSU Liaison – JoAnne Taheri euroidimport@win.net

- No report (see Red/White week report)

YPAS Liaison – Carolyn Downey cdowney1@yahoo.com (absent)

- Suggestion to list cast members in new productions to drive attendance. Can send a cast list to Amanda for POST.

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

- Created a Publishers organization for the parents of J&C to support the magnet.

3rd VP/Ways & Means - Michael Harper mharperPTSA@gmail.com

- ñ Donations & Sponsorships – *position open*
- ñ Spirit wear – Missy Wislocki mwislocki@insightbb.com
 - Missy, Beth, Maria and Pinky (Spirit Wear ad hoc committee) will be meeting with All Pro on December 2. for the purpose of understanding invoices, billing statements, ordering arrangements, and inventory; finding out what costs and fees we are incurring; determining our profit margins on all existing merchandise and any potential new or reordered items; seeing if there are any errors that need to be corrected (have we been credited for the ponchos, etc?); finding out regular billing terms; and seeing what arrangements can be made for addressing the \$10,000.00 + bill that we recently received.
- 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

ñ Partners' Alumni Outreach: Please help distribute this message to Manual alumni that you know personally: **29/29/29**: We are looking for 29 Manual alumni / alumni families to, by November 29, 2013 to lead by example and help develop the [Partners in Excellence campaign](#) into a joint school/alumni partnership. We would like for these 29 alumni /alumni families to be honorary committee members of the Partners in Excellence Campaign. The goal is our most ambitious to date - to raise \$29,000 - and we need your help. We are asking for 29 alumni to:

1. Allow your name & Manual graduation year to be placed on the letter to all alumni
2. [Make a donation](#), in *any* amount, to the campaign, as the letter is an invitation to your classmates and other alumni to join you in supporting your alma mater
3. Forward this request to alumni that you see as good candidates for this honorary position

The letter that is being sent this month to current Manual families is attached. It has the details of the campaign and will be a template for the alumni letter, which will be sent electronically to the entire Manual alumni e-list. (So, if you want to include your current position & or college along with your graduation year as a way to network with other alumni, please do.)

Please let us know by November 29 if you will accept this honorary position.

Challenge to all PTSA Board members to contribute to Partners in Excellence by our next meeting, December 16. so that we have 100% participation an support the committee's hard work. Partners in Excellence has been asked to fund an AirPhone for Bev Meng's desk, and a video camera for door 3. Approximately \$4000 estimate. In addition, we're looking at another camera. The total would be about \$5000.

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

ANNOUNCEMENTS

NEW BUSINESS

ADJOURNMENT 9:59

NEXT MEETINGS

Our next few meeting dates are:

December 16, 2013 AT NOON at Drake's St. Matthews

January 27, 2014, 8:30am in the PTSA room OR stage of Manual auditorium

February 17, 2014, 8:30am in the PTSA room OR stage of Manual auditorium

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.

ATTACHMENTS

Treasury Report

29/29/29 Draft Letter: Alumni Outreach for Partners in Excellence