

## Manual PTSA Minutes

December 15, 2014 – noon meeting at Saint's Restaurant in St. Matthews

**Attending:** Barbara Coffield, Tisha Payne, Maria Sorolis, Trish Kline, Peggy Loy, Patty Lyvers, Shannon Evans, Susie Gullett, Mike Morgan, Beth Jolly, Becky Mosley, Delene Taylor, Pinky Jackson

**CALL MEETING TO ORDER** – Shannon Evans (Pinky was en route from a meeting at Manual)

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

"How wonderful it is that nobody need wait a single moment before starting to improve the world." Anne Frank

### REPORTS FROM GUESTS

**PRINCIPAL'S UPDATE** – Jerry Mayes [gerald.mayes@jefferson.kyschools.us](mailto:gerald.mayes@jefferson.kyschools.us)- NO REPORT; Mr. Mayes had something come up at Manual and could not join us offsite.

*NOTE: Many Board Members and SBDM included mid-year reports in the following format.*

**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)

**What tasks / projects did you/your committee work on this semester?** SBDM parent reps helped coordinate and attended the first Principal's Forum open mike night. Approximately 6-7 non-PTSA board members attended.

**What went well?** Mr. Mayes did a good job of giving an overview of what was going on at Manual. Parents were engaged and asked questions. It was advertised through the PTSA newsletter and Ms. Bynum's morning announcements.

**What obstacles were encountered?:** Lower attendance than we had hoped.

**What suggestions for improvement / resources do you have?** Mr. Mayes is already planning to have one or two more forums this year. Our hope is that word-of-mouth will increase numbers. We will continue to advertise via all methods we have available.

**What tasks / projects will you / your committee work on next semester?** I will continue to attend/participate in the monthly SBDM meetings and serve as opportunities arise.

### REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

**PRESIDENT** – Pinky Jackson [manualptsa@gmail.com](mailto:manualptsa@gmail.com)

Report and Brainstorming:

- PTSA Board members, please complete the information survey that I sent last week. This information is serving the needs of many committees.
- We've been asked to help advocate for solutions to our students' backpack and workloads. Mr. Mayes has seven teachers who volunteered to shadow a student and go through their school schedule. We do not know if they will be carrying their load, doing homework, and attending activities (clubs/sports). Board members, start thinking about what we might be able to do to help advocate for this issue. We need to gather many perspectives and seek understanding. I expect that there isn't a one size fits all solution.
- Ballard assigns lockers in a way that we felt would be greatly beneficial to Manual students. At registration, after students pay fees and get schedules, they can go to the locker table where upper-class students help them find a locker location that will be convenient. (post-meeting follow up: Maria Sorolis will speak to Mr. Farmer about this possibility.)
- The community has requested e-books annually for years now. Manual is going to have to figure out how to make this happen; we are behind the curve. How can PTSA help? Raise funds? Ideas? The schools we know of have gotten grants or other creative ways to fund it. In response to this coming up at the Principal's forum, Mr. Mayes said he would talk to Mr. Kuhn again about e-book options. We may need to give Mr. Kuhn some resources to help, because he seems to have done everything he can within the constraints he has to work with. If you're interested in helping with this, please let me know (Maria Sorolis volunteered) I'll also be meeting with Mr. Kingsley on other topics, and he would be a good one to talk to as well.
- ACTION ITEM: We'd like to look into the possibility of one core subject at a time move to being textbook free. Math could be an initial focus. Pinky will ask Sondra about putting this on the Partners idea list for next year and will mention it to Mr. Kuhn/Kingsley.
- What if books were left at home? E-books / online content needed for students who have 2 separate homes. Let's ask our children / students we know which classes/teachers have the easiest way to navigate without books. We can then reach out to those teachers and get a landscape of the range of approaches they use.
- CSIP – Comprehensive School Improvement Plan – The Parent Piece document indicated that there are many areas in which Manual might improve. Student success THROUGH parent involvement rather than AND parent involvement was a distinction noticed. Apparently, there are benchmarks for training parents how to be involved in their child's learning.
- ACTION ITEM: Pinky will share the link to the working input document that has been started to capture early thinking on what we might address to Mr. Mayes, Maria (Advocacy Chair) and SBDM reps and any others who are helping with this
- Please continue to update / send in info to manualptsa@gmail.com that we should document for future work/events
- **What tasks / projects did you/your committee work on this semester?**
  - Provided support to Board members
  - helped find resources
  - worked on communications
  - reached out to larger membership and to district and state PTA
  - persevered with HSU advocacy work
- **What went well?**

- Serving this amazing board and the terrific staff at Manual
- collaboration and communication with Mr. Mayes
- getting great feedback from larger membership
- deepening relationship with district PTA
- advocacy work
- **What obstacles were encountered?**
  - Long meetings – trying to balance the desire to let everyone speak and give input with having a reasonable end time.
  - Sharing the auditorium with the entire junior class did not work at all – too loud.
  - Growing pains – had to develop Ways & Means process as we went along
  - Incomplete detail sheets for a couple of events/programs meant me &/or VP probably drove a couple of chairs crazy with notes. New Board members did not always have a picture of the “Continuous improvement” vision for this year
- **What suggestions for improvement / resources do you have?**
  - Continue cc’ing entire exec board, and possibly liaisons, on agenda call so that a larger group sees agenda items earlier and more processing can happen outside the meeting if needed
  - Continue advance reading of detailed agenda
  - Consider Board development of criteria for funding of School/Student Program Budget and mandating Ways & Means and/or Executive Board to make funding decisions with full Board input if possible to keep that process moving along.
  - Meet with Nominating Committee to ensure that potential nominees have a picture of what progress we might want to do for next year
  - Train full Board on advocacy work
  - Educate ourselves on fuller meaning of advocacy for student achievement and parent involvement, and do that
  - Update and Organize manualptsa google drive and train those who need it how to use it as a resource
- **Reminder: January 12 will be our meeting; Jan 19 is a holiday in honor of Dr. Martin Luther King, Jr.**
- **THANK YOU and reminder: please reply to the SPECIFIC agenda call email** with all info you want on the agenda and any subsequent updates to your reports so that I can find it more efficiently. Please send all PTSA related email to me at [manualptsa@gmail.com](mailto:manualptsa@gmail.com)

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

Advocacy Training is being planned, tentative date January 12, after the PTSA meeting. Details to come.

From Pinky: Tracy took a request to SBDM (c/o Chair Mr. Mayes) that the Homework Committee and all other available adults spend an entire Red and White day in a student’s shoes, including homework. Mr. Mayes is already on it, and has several teachers already scheduled to spend one day as a student beginning in January.

**COMMUNICATIONS TEAM:** Pinky Jackson [manualptsa@gmail.com](mailto:manualptsa@gmail.com)

**Reminder:** [Here is the link to “Several Ways to Publicize your Manual Event”](#)

- **SOCIAL MEDIA** –Leslie Stum [ismstum@gmail.com](mailto:ismstum@gmail.com) and Delene Taylor [delene07@hotmail.com](mailto:delene07@hotmail.com)

In conversation with Mr. Dahlman about possible ways to enhance the site. Mr. Dahlman thought Word Press would be a good fit (what J&C are using). It turns out that it’s good timing to be engaging on this conversation; he’s looking for a spring project for students. If we use Word Press, it would integrate with Google calendar, PayPal and the other things we’re using on our website.

- **WEBSITE** – Send edits requests to: [manual-ptsa-website <manual-ptsa-website@googlegroups.com>](mailto:manual-ptsa-website@googlegroups.com)  
Greg Schwartz [greglacrosse@gmail.com](mailto:greglacrosse@gmail.com) and Sudha Srinivasan [pat.sudha@gmail.com](mailto: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](#)
 AEMS was spotlighted on 12-8-14  
 ECE (Exceptional Child Education) will be spotlighted when they are ready.

**ALUMNI SERVICE CORPS** – *(NO REPORT, but he is reading the minutes and has agreed to volunteer for Founder's Day and to help contact alumni for Partners for Excellence! You rock, AAV!)*  
 Tony Sweazy [tsweazy@gmail.com](mailto:tsweazy@gmail.com)

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

- **Projects done this year:** Provided timely, accurate meeting Minutes for all PTSA Board meetings, Open House, Principal's State of the School meeting and PTSA On-boarding meeting.
- **What went well:** Outstanding attentiveness and responsiveness from Board members in getting Minutes right; thank you!! Sudha Srinivasan has been a dream to work with (posting Minutes to PTSA website).
- Pinky sharing Mr. Mayes' "State of the School" (with updated information for action items) in the Post was a great way to share the information far more broadly.
- **What obstacles faced:** None.
- **Suggestions:** Pinky's steps toward a more complete agenda (November meeting) to allow more discussion AND adjourn by 9:30 or 10:00 were a step in the right direction. With a bit more familiarity/practice, I think we'll get the hang of reading informational update in advance, and use our time primarily for discussion and Mr. Mayes' updates.

#### Minutes

- November 2014 Board meeting Minutes are on the [Manual PTSA google drive at this link](#).  
 A Minutes Draft was sent via email on 11/20/2014 to attendees; Final Minutes sent to Board 11/24/2014.  
 No changes or additions. Move to approve by Shannon Evans, and seconded by Trish Kline.

#### 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](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)

## Founders' Day

- Our Founders' Day Luncheon, which, due to limited space and budget, is an invitation-only event. It will be held on Wednesday, February 18, 2015 on the Manual auditorium stage. Alternate dates in place if snow days.
- The highlight of the luncheon is the presentation of Kentucky PTA Honorary Life Recognition and Student Leadership Recognition awards to (no more than 6 yearly) school staff, parents, school volunteer or community person deemed worthy. 2 parents, 1 admin, one teacher, one YPAS, 1 staff are the recommended, but not mandatory, categories. We received several nominations and welcome Board input on recipients.
- We need 1-2 more committee members, who will help us review input on nominees, select award winners, arrange for presentations, and help set up and host the event. Please Let Molly know if you are interested in doing this: [mollywingfield1@gmail.com](mailto:mollywingfield1@gmail.com)

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

- No major activity since last meeting and nothing out of budget.

**PARLIAMENTARIAN** – Tisha Payne [tishapayne@yahoo.com](mailto:tishapayne@yahoo.com)

**Projects done this year:** Parliamentarian/SBDM Elections Coordination. The fall semester requires mtg attendance for Parliamentarian & little work for SBDM Elections since they are in spring. The decision was made with Mr. Mayes to go all/only electronic voting for the Spring 2015 SBDM Elections due to a consistently low volume of physical/paper votes, and an increase with the electronic voting option in Spring 2014. This decision was shared with the board at the November mtg & feedback taken, if any applicable. This went well & the idea to work with the office and library staff to allow a time slot that those who do not have home access to a computer for voting was proposed. This will be reviewed in Spring.

Spring semester is when the finalized plans for voting process occur. The options & finalized plan will be updated after voting occurs. There are currently 2 options being reviewed: (1) a format similar to that of Parent Teacher online scheduling administered by a faculty member & (2) Survey Monkey link used like 2014 with person's name/info compared with a spreadsheet provided by Krista Just. Updated details of the process will be updated & available after voting.

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

Continuous Improvement notes for events completed so far this academic year:

### **Hospitality beginning of year Faculty Breakfast notes for next year.**

1. We need to have two separate tables with food. Divide up the items to have similar items at both tables. The line took too long and held up the faculty meeting.. Maybe one table where we had it and one table on the wall by the wall closest to the gym or even just use the counter on that side of the cafe.
2. Needed more hot, savory dishes; whole fruits(apples, bananas, clementines, etc.); and hard boiled eggs.

### **Red/White Week notes for next year**

1. Only needed 3-4 large bags of popcorn. We had five and had 1 1/2 left over. Using Louisville water cups for popcorn worked perfectly. They sent plenty of cups (1000). Those cups were used for water and popcorn.
2. Needed more fruit (maybe Gumby's will donate fruit vs veggies). The preferred fruit seemed to be grapes, pineapple, and apple slices. But all was eaten.
3. Veggies- really only needed carrots and celery (not as much celery as carrots) these were all that were really eaten. Maybe have parents donate the baby carrot bags and cut celery vs fruit.
4. Cheese cubes were a hit. Ask for the same amount as we did this year.

5. Ask for the same amount of baked goods and bags of chips/pretzels.
6. 4 outside tables were used and needed.
7. Need to remember to grab serving utensils from hospitality or buy some dollar store ones just for Red/White Chair to keep and pass on.
8. Didn't need the honey mustard veggie dip at all! Just ranch, for veggie dip.
9. Friday night decorating. Needed 40 pizzas vs 20. But, we need to tell Corey that we will need a sign up next year of student volunteers so we can get a proper count (from him) of how many we are serving. This will prevent our chairs from having to go purchase more through the evening.
10. Same amount apple slices and candy bags donated for decoration night.
11. For Friday night decorating...Go borrow cafeterias large water cooler and fill with ice water and bring cups. This eliminates water bottles since they're heavy to get to third floor and less waste.
12. Get pizza at 7pm not 5pm. This Request was per Corey Doak. Kids ate and left after, which held up leaving sooner for everyone else because there was less help to decorate. Suggestion- Kids need to have time slots they must stay just like chaperones. This will eliminate that problem.
13. Need a few more ladders. Maybe even ask University of Louisville if we could borrow a few. 8 ft would be better than 6ft. I watched many students decorating that were scaring me because they looked like they were going to fall because of reaching too high on their tiptoes on the 6 ft ladders. That held up leaving sooner as well; kids waiting on an available ladder to hang signs.

### **Open House notes for next year:**

These were items I sent to Mr. Kuhn:

1. Parking seems to always be an issue for Open House. We are going to suggest to parents next year, carpooling. When we communicate this to our parents, are there any other areas we can tell them are available for them to park? Do we have neighbors that will allow us to use their lots?
2. The PTSA will secure student volunteers in the future to help with crowd control in the hallways and parents entering and exiting the auditorium. Also, we will staff them at the bottom of each stairwell to keep parents from going to classrooms before the proper time. We appreciate that there was caution tape placed on stairwells to keep parents out of classrooms, but it didn't seem to work very well. Can we find out how many stairwells we have so we can staff those for you? Once parents are allowed to go to classes, our stairwell attendants can then move to intersections in the halls of each floor to help parents find their way.
3. We realized that setting up the tables in the back of the auditorium for clubs and athletics resulted in congestion when entering and exiting. We want to move them to the hallways on each floor and to the Senior Cafeteria. We would set specifications as to how much room they can take, as to not block the hall and they will only be allowed on one side of the hall. Also, we will get all the information required to follow fire codes laws. We would also like to reserve the Senior Cafeteria every year for Open House to set up clubs and athletics that choose to be there.
4. The announcements Mr. Kuhn made between classes were a HUGE success. It made things so much smoother. We would like to add another announcement for next year regarding parent's dismissal from the auditorium to their child's first class. Dismissing parents in two separate groups with announcements will help dramatically. We can announce at the front of the auditorium with our PTSA speaker that there will be two separate parent dismissals and to listen carefully. 1<sup>st</sup> dismissal, all parents that have their first class in YPAS or the 3<sup>rd</sup> and 4<sup>th</sup> floors, may be dismissed. Give a few minutes, and then 2<sup>nd</sup> dismissal, all parents that have their first class on the 1<sup>st</sup> and 2<sup>nd</sup> floors may be dismissed. Then announce, at this time you have five minutes to get to your classes. This should cut back on all the parents crowding the back of the auditorium to get out first and keep the hallways more easily accessible. We were thinking that if we had volunteers in the auditorium to show parents the different ways they can exit, it will help tremendously.

5. We had parents that were unhappy that they had to choose between Open House and watching their child participate in a Manual sporting event. Mr. Mayes and Pinky spoke briefly about it and agreed that in the future we will have the second Thursday in September marked every year for Open House. Also, Manual will not schedule any athletic events on this evening. Of course, if they are on the master schedule, we have no control over that. Pinky is supposed to speak with Mr. Mayes regarding this issue.

6. We were wondering what the policy is for teachers communicating to parents that they will not be able to attend Open House? And, how can we help make it better? We had several parents that were surprised to see that when they arrived to their child's class, no teacher was there. They had just left notes on their doors. We were thinking of a four step process for future Open House's when a teacher cannot attend. 1) If the teacher knows in advance they cannot attend, put it in their syllabus that goes home to parents. 2) Then remind parents using whatever communication device they use, infinite campus, email, etc. that they will not be there. 3) Place a note on their door. 4) If the teacher or department heads know that they will not be in attendance, supply the PTSA President or 1<sup>st</sup> VP of Programs, their name and room number so we can announce it to parents in the auditorium beforehand. Pinky is supposed to discuss this issue with Mr. Mayes as well.

- Programs College 101 Night – NO REPORT

Punita Halder [thehaldersare@gmail.com](mailto:thehaldersare@gmail.com) and Amy Lapinski [adlapinski@gmail.com](mailto:adlapinski@gmail.com)

- Project Graduation – NO REPORT

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

- Volunteer Coordinator – Jennifer Gregg [jenn@jennifergregg.com](mailto:jenn@jennifergregg.com)

*I will not be in attendance as I will be giving a final exam to my senior honors class. I'm sure they would prefer I be with you instead. ;-)*

**What tasks / projects did you/your committee work on this semester?** I created and updated the excel spreadsheet of new volunteers for the 2014-15 school year. I then created Sign-Up Genius "groups" based on volunteer choices for participation.

**What went well?** It was easy to create the spreadsheet based on the registration forms. There were a couple forms that had incomplete email addresses, or the handwriting was so bad I couldn't figure it out, but for the most part it was fine. It was also super easy to copy these into Sign-Up Genius.

**What obstacles were encountered?** Beyond those noted above, there was confusion by other PTSA members as to what Sign-up Genius events and lists to use. My guess is we ended up sending duplicates to some people and potentially missed others. The other challenge is when people have expired accounts or change email accounts. We have gotten a number of bounces (including my own?! which is still very much active and hasn't changed). I don't think there is an easy solution to the bounces...

**What suggestions for improvement / resources do you have?** The volunteer lists should be dated for the school year (e.g. this year's groups all say 14-15). I hope that will cut down on the confusion as to what group to use. There are other groups created by other people that aren't dated and I'm not sure what year they belong to (e.g. Key Club Students has 1 member in it; Manual Hospitality\*\* has 203 members in it; Open House has 268 members in it. I don't know if these are current lists or old lists). From what I can tell there isn't a way to include a detailed description of the group, so the name needs to be really specific.

**What tasks / projects will you / your committee work on next semester?** I am happy to help with updating the spreadsheet, but anything I do will have to be remote as I'm moving to Boston on January 16.

- 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)

**What tasks / projects did you/your committee work on this semester?**

August 12, 2014 - Back to School Breakfast

September 11, 2014 - Manual Open House-Chili Supper

October 07, 2014 - Conference Day Soup, Salad, Dessert

November 20, 2014 - Assisted the cafeteria staff with serving and cleaning after their Thanksgiving Feast.

November 21, 2014 - Administration Soup Lunch-Provided 2 crock pots of soup, all salads, all drinks, and all desserts. Assisted with set-up, serving, and cleaning up.

December 4, 2014 - Made 100+ bags for the Bus drivers and other staff members.

**What went well?** All events went well.

**What suggestions for improvement / resources do you have?**

- August: We will make 2 serving lines for the Breakfast and change the Sign Up to request specific items.
- September: The chili supper went well. We had enough space to put all chili's out. No real obstacles.
- October: The conference day meal went well. We had wonderful help from Greg Schwartz and the other student volunteers that he recruited as well as adult volunteers. The assistance of the volunteers allowed the hospitality co-chairs to attend a few conferences. We had a mishap with the wrong lid being placed on the wrong crock. It took a lot of emails, but we were finally able to resolve the problem and two of our soup donors met and made the swap. Make sure the we assemble the correct crock to the matching outer heater container and lid.
- November 20: No changes; the cafeteria staff is wonderful. They are a joy to work aside.
- November 21: Plan to be at school early morning until the end of the day. We could have used a few more volunteers to assist with set-up and clean up.
- December 4: All went well. We had 100 bags that included an apple, orange, nuts, package of peanut butter and crackers, gum, and lots of candy. We also had additional numerous bags with candy and gum. We gave the leftover candy and gum to the office staff to distribute as they felt guided.

**What tasks / projects will you / your committee work on next semester?** We have two events for spring 2015.

1: February 18, Founder's Day

2: May? Teacher Appreciation Luncheon

- **Scholarships** – NO REPORT Denise Mallett [dmallett26@gmail.com](mailto:dmallett26@gmail.com)

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

- **Clothing Assistance Program (CAP) / Manual Community Closet (MCC)** Jill Jelsma  
[jilljelsma@bellsouth.net](mailto:jilljelsma@bellsouth.net) and Becky Mosley [beckster2828@att.net](mailto:beckster2828@att.net)

Help is needed this weekend and next week for "Take What you Can Tote. Please see:

<http://www.signupgenius.com/go/8050a44aeea28a02-clothing1> Still need people for two shifts (Friday and Saturday). Will come out on Sign-up Genius. Manual's CAP day is January 14.

- **Red/White week** – Leslye Arnett [lalouky@gmail.com](mailto:lalouky@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** – NO REPORT Tanya Marquardt [marquardt5@twc.com](mailto:marquardt5@twc.com)

Will get started in January, so over winter break, start thinking about teachers and staff who should be



recognized.

• **Reflections** – Penny DeVenuto [pndevenuto@gmail.com](mailto:pndevenuto@gmail.com)

**What tasks / projects did you/your committee work on this semester?** 2014/15 PTA Reflections Program

**What went well?** There were more entries this year than last and there were entries in almost every category.

Our entries were so strong that eleven out of the fourteen entries won district level awards. We decided to hold an 'Reflections Art Exhibit' that went well and with some small changes could be even better next year.

**What obstacles were encountered?** One problem that we encountered was communicating the theme in a concise, easily understandable format. We still hear of students and teachers who do not know what the Reflections Program is even though we advertised it in every conceivable way (posters, flyers and emails to teachers, scrolling and verbal announcements, Manual Post, school-wide email from the Counseling Office, etc.).

**What suggestions for improvement / resources do you have?** We would like to find out if teachers would be willing to offer extra credit for entries for the subject areas of English, Music, Art, Dance, Special Education, etc. Also, adding a budget line item for 'awards' for the school level winners (this funding request has been submitted for the amount of \$250).

**What tasks / projects will you / your committee work on next semester?** Announcing next year's theme ("Let Your Imagination Fly") at the end of the school year via announcements and Manual Post. Also, we would like to broach the subject of extra credit with the appropriate teachers in the subject areas mentioned.

**If your program is finished, then please "close the event"** Thank you for allowing us to be involved in the program this year. If allowed, we would love to be able to oversee the program again next year as we feel that now we are on the 'other side of the learning curve'!

**2<sup>nd</sup> VP/MEMBERSHIP – Trish Kline [tkline102@gmail.com](mailto:tkline102@gmail.com)**

**What tasks / projects did you/your committee work on this semester?** Membership drive

**What went well?**

- Incorporating a theme; "Stronger Together"
- Asking PTSA Board to jumpstart the membership drive
- Repeated use of theme in POST newsletter and in President emails/communication
- Weekly POST articles highlighting the membership drive along with updated weekly list of member names
- Registration Day line - clipboards with sign up forms were effective coupled with volunteers "on the line" talking up membership
- Student membership incorporated into registration fees
- Mr. Mayes and Mr. Zwanzig supporting membership, encouraging other faculty to sign up
- Back to School Faculty Breakfast was a great avenue for promoting membership
- Able to highlight membership size and advocacy power at Open House

**What obstacles were encountered?**

- Teacher and staff sign-ups challenging; did not reach 100% teacher goal
- Magnetic puzzle piece idea wasn't really effective considering money spent on this

**What suggestions for improvement / resources do you have?**

- Beneficial to have a Membership co-chair - especially during Registration Week
- Need to brainstorm ways to motivate more teachers/staff to sign up - incentives? Better communication of benefits? Discussion about giving funds to the magnet if there if full staff participation. Will look at it in Ways & Means. This will be a focus for Membership for next year.
- Need to provide better communication to parents clarifying how students sign up (registration fee) vs. how adults sign up.

**What tasks / projects will you / your committee work on next semester?** Will send in a monthly membership report IF additional members sign up

**If your program is finished, then please "close the event."** Duplicated the Registration Days Sign-up Genius and changed the year to 2015-16. The group it is distributed to will need to update it once next year's Volunteer Chair creates a new 2015-16 volunteer list.

### Magnet Liaisons

- VA Liaison– NO REPORT Caryl Conklin carylconklin@hotmail.com

Another spectacular show: **Apricity** (which means "sunshine on a cold winter's day").

- MST Liaison– Ann Schwartz annmerm@gmail.com

**What tasks / projects did you/your committee work on this semester?** This half year as MST Liaison, several tasks were worked on. The Partners "call" to the different magnets started the idea of adding robotics classes to the Manual curriculum. The curriculum and budget were drafted and funds were found in Manual's budget to cover to classes and therefore this item was ultimately not added to the Partner's fundraising effort.

Several parents are currently working on creating a MST parent group to assist the magnet with several needs (communication, fundraising, and teacher/classroom support). If this is created, it will facilitate finding out the needs of the MST magnet and hopefully increase the parent involvement.

**What obstacles were encountered?** There has been some difficulty with the teachers filling out the funding requests. I feel the funding requests are good since they first have the teachers look for other funding, like Donors Choose, but they can be cumbersome and make it difficult for the teachers to request funds. I do not have a suggestion on how to improve the funding request procedure (by making it simpler) but keep it fiscally responsible (multiple bids, looking at other sources).

- HSU Liaison –JoAnne Taheri euroimport@win.net

**What tasks / projects did you/your committee work on this semester?** I was on an HSU committee composed of HSU teachers, students, parents, Dr. Kingsley, and Mr. Mayes (included chairs Beth Stottman and Alison Hunt) to improve HSU's rigor and examine how we could make HSU better. Two things were decided- to add AP Capstone which includes AP Research and AP Seminar classes (optional at first) and the institution of "majors" for students in HSU, declaring their sophomore year. I believe this will improve both our uniqueness in JCPS as well as student's satisfaction with the magnet.

We (Pinky, Maria Sorolis and I) also went to the JCPS school board (Mr. Rodosky and Kathy McGinnis, magnet coordinator) and defended HSU's continuance as a magnet at Manual since the Magnet Schools of America's report had recommended discontinuing it. We were successful in this endeavor I'm happy to report with a lot of background work performed by us in preparing a report of parent's and previous student's comments regarding the possible closure and some statistics (such as colleges attended by past HSU alumni, etc.).

We are also trying to fund the AP Capstone training program (need about \$5500) for two teachers this summer to be trained by the College Board. It has to be at their location for a week and is a mandatory training program. Manual is trying to fund through the Partners for Excellence Campaign. Ms. Stottman (HSU teacher) also has applied for a grant, but hasn't heard yet. There will also be a need for video equipment for this class.

My daughter is a senior this year, so this will be my last year at Manual. Feel free to contact me at [euroimport@win.net](mailto:euroimport@win.net) if you have any questions as the next HSU liaison.

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

**What tasks / projects did you/your committee work on this semester?** Have asked all teachers for funding requests, and the request form was sent as an attachment. So far, Mr. Kagan has sent it a request for guitars, and more requests may come in as needs arise.

Coming in YPAS: a variety show in January over MLK weekend, and there will be coffee and desserts after the show.

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

Getting ready for the January Post article and Mr. Miller is excited about the article. J&C students are going to NYC in January. *Publishers* got incorporated, and is now working on 501©3 status.

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

**3<sup>rd</sup> VP / Ways & Means - Mike Morgan [mike@vittitow.com](mailto:mike@vittitow.com)**

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

- **Budget Review:** In October, we had \$9,453 available to allocate in 2014-15 for school/student programs
  - We decided to allocate \$5,600 this semester and reserve the remaining \$3,853 for next semester's funding requests and any unforeseen expenses.
  - We allocated \$2,000 to the scholarship committee, leaving **\$3,600 available to allocate this semester.**

**DECISION: We approved all completed funding requests (below), which totaled \$1,900.** This leaves a surplus of \$1,750 plus the \$3,853 reserved for next semester (= \$5,603 available for funding requests next semester.)

*Motion to approve by Delene Taylor; seconded by Susie Gullett; approved.*

- \$600.00 for 3 new guitars for the guitar class, Michael Kagan, teacher
- \$450.00 (exact price needed – awaiting Peggy's receipt for TVs (approx. \$200 each) plus antennae cost) for 2 TV monitors for school wide scrolling announcements
- \$600.00 - approx. cost for 2 TVs, (not purchased on black Friday), plus the antennae and mounting brackets IF our 2 YPAS buildings need announcement monitors. Could this help address the PA announcement need Mr. Mayes requested help with? If we can approve funding contingent upon the plant manager telling us they will work, should we reserve funds to do that?
- \$250.00 Advocacy Training committee budget for box lunches, materials, and/or speaker fee for January 2015 and/or other potential training session/s or expenses
- **Awaiting receipt &/or completion of paperwork** and Ways & Means processing of:

- \$1,500 for academic enrichment / technology / clickers in math dept
  - \$1,000 donation to YPAS *Producers* for academic enrichment.
  - \$ ? updated software for the MST/VA 3D printer
  - \$ ? One Blue Wall funding
- Spirit Wear – NO REPORT - Monica Willis [monicawillis@twc.com](mailto:monicawillis@twc.com)
  - Partners in Excellence - Sondra Wojciak [sonwojciak@yahoo.com](mailto:sonwojciak@yahoo.com) and Rhonda Steinemann [rsteiney2@gmail.com](mailto:rsteiney2@gmail.com)

Will consider putting out an e-mail blast after the first of the year to boost donations. *Discussion of many ideas to get donations ramped up.*

**ANNOUNCEMENTS:** Please think about ideas for next year's Board and for Nominating Committee.

**NEW BUSINESS:** None

**ADJOURNMENT :** 1:40 p.m.

**ATTACHMENTS:**

Working document: Decreasing Students' Stress and Increasing Success

### **NEXT MEETINGS**

*Our next meeting dates are:*

*January 12 at 8:30am on stage in Manual auditorium. This is the tentative date of the optional Advocacy Training, time approx. 10:30-11:30am. NOTE THIS DATE CHANGE TO JANUARY 12 because Jan 19 is a holiday in honor of Dr. Martin Luther King, Jr.*

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

*February 17, set up for Founders' Day luncheon*

*February 18, Founders' Day luncheon*

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

*April 20 – meeting at 8:30am on stage in Manual auditorium*

*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 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.*

**Working Document: Decreasing Student Stress and Increasing Success**  
Please email anything you want included to [manualpts@gmail.com](mailto:manualpts@gmail.com)

Please share any links, notes, articles, questions, anything that would help us advocate for students and the extraordinarily heavy load they have - physically, mentally, emotionally, and academically.

**TOPICS MENTIONED THUS FAR:**

**Heaviness of backpacks**

**Homework assigned or due during finals week and/or over a school break.**

**Location of lockers**

**Homework volume per night**

**Teachers understanding student's day / workload**

**Stress Reduction / How to get Mindfulness Training to all students during school day**

**RESOURCES:**

The National PTA currently has 41 homework related documents on its website:

<http://www.pta.org/search/searchresults.cfm> (Contact [manualpts@gmail.com](mailto:manualpts@gmail.com) if you need login ihelp to access the info on the National PTA website.)

<http://hereandnow.wbur.org/2014/12/03/high-school-recess>

<http://neatoday.org/2014/05/13/should-schools-be-done-with-homework/>

<http://www.nea.org/tools/16938.htm>

<http://www.theguardian.com/world/2009/nov/18/canada-homework-milley>

<http://www.cbsnews.com/news/the-case-against-homework-20-02-2009/>

<http://www.newsmax.com/FastFeatures/la-law-limits-homework/2011/06/27/id/401622/>

[http://www.oregonlive.com/education/index.ssf/2013/09/missing\\_homework\\_late\\_assignme.html](http://www.oregonlive.com/education/index.ssf/2013/09/missing_homework_late_assignme.html)

<http://www.washingtonpost.com/blogs/answer-sheet/wp/2014/10/24/teacher-spends-two-days-as-a-student-and-is-shocked-at-what-she-learned/>

<http://www.washingtonpost.com/blogs/answer-sheet/wp/2014/12/03/a-therapist-goes-to-middle-school-and-tries-to-sit-still-and-focus-she-cant-neither-can-the-kids/>

<http://www.teachthought.com/teaching/teachers-shadowing-students/>

<http://qz.com/301487/ikea-has-created-a-desk-that-converts-from-sitting-to-standing-via-a-simple-button/>

<http://hereandnow.wbur.org/2014/12/03/high-school-recess>