

Manual PTSA MINUTES  
December 16, 2013

**Attending:** Jerry Mayes, Pinky Jackson, Barbara Coffield, Kim Wells, Peggy Loy, Pam Wolford, Tisha Payne, Linda Lotspeich, Ann Schwartz, Gretchen Davis, Trish Kline, Sandra Hubbard, Preston Terry, Patty Lyvers, Molly Wingfield, Tony Sweazy, Missy Wisiocki, Maria Sorolis, Elizabeth Spalding

**CALL MEETING TO ORDER** – Pinky Jackson, President [manualptsa@gmail.com](mailto:manualptsa@gmail.com) 12:10

**REPORTS FROM GUESTS**

**PRINCIPAL'S UPDATE** – Jerry Mayes [gerald.mayes@jefferson.kyschools.us](mailto:gerald.mayes@jefferson.kyschools.us)

Holiday wishes to all. Updates around school:

- The Airphones that Partners in Excellence funded will be installed on Saturday, Decembe 21.
- Great performance of Urinetown. Cancellation of the last two performances because of weather.
- Great band concert on December 13.
- Retired a player at half-time between games; she deserved to be recognized years ago, and it got overlooked.
- Tuesday, 12/17 is the Orchestra concert.
- Ms. Hubbard and Mr. O'Bryan will be working on a survey for parents regarding school communicatiосn. Teachers will be receiving the survey today.
- We will look at the issue of homework in the second semester. In the principal selection process, there was a question about excessive volume of homework. I'm following up on that issue.
- Mr. Murphy resigned to become a principal in his hometown. Mr. O'Bryan is considering leaving Manual.
- Request the PTSA board to think about helping fund some long range staff development needs. The district has said we can't spend money taking care of the teachers. I'd like to ask the PTSA and Alumni to help. I'll work on this list and budget over the break. We can't use funding from activity funds. I want a culture building/support funding source.
- Letters home about TCA; we're getting on that earlier. Please spread the word for the kids to use TCA because it will help ACT scores.
- You may see some electives go away because we need space for required courses. We'll put the electives on a two-year rotation. We want to add an ACT prep class. We need to put more emphasis on Math. There will be some staff rotation as a result.
- I'm not happy with our reading scores. This will become a priority. I still want Manual to have more electives than anyone else in town, but we're going to keep our eye on the ball too.
- Dale Walters @ JCPS has provided huge support to YPAS & the main office by helping get the Airphone cameras; the cost is about \$2000 each. Please send him a thank you to him for his support. [Dale.walter@jefferson.ky](mailto:Dale.walter@jefferson.ky)

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

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

**SBDM (Site Based Decision Making)** - Sandra Hubbard [shubbard@twc.com](mailto:shubbard@twc.com) 502-727-4435  
 Polly Labrecque [polly.labrecque@gmail.com](mailto:polly.labrecque@gmail.com) 502-974-9865.

Below are highlights of the December 4, 2013 meeting of Manual's SBDM Council:

**CSIP:** Assistant Principal Matt Kingsley presented an updated Comprehensive School Improvement Plan (CSIP) to the Council for preliminary review. (Background Information: The CSIP is a plan developed by each school to ensure that all of its students achieve at high levels. Every school is required to have goals in their CSIP aligned to the state goals for Gap, Graduation, K-PREP Proficiency, and College and Career Readiness, using the targets defined in the school's accountability results. Additional goals can be developed at the discretion of the school based on an analysis of student and organizational performance data. The CSIP is intended to be a work in progress based on data and information available at the time.) In addition to the required goals regarding student proficiency and achievement, Manual's CSIP includes goals in the areas of school communications, program reviews (writing), professional development and best practices. The Council will review the CSIP and provide feedback to Mr. Kingsley at its next meeting.

**Equity Policy:** Principal Jerry Mayes reviewed the school's Equity Policy in the context of an inquiry by a parent. The Equity Policy seeks to ensure that all students feel supported at school, achieve at high academic levels, receive full opportunities offered by the school, and know and honor the achievements of their own culture(s) as well as the culture of others they may encounter. The Council discussed methods for gathering data (as stated in the policy) by gender, ethnicity, socio-economic status and disability, in the areas of student participation in school programs, family involvement in school activities, and feedback from all stakeholders and community members on their perception of our performance in these areas.

**Recommendation for Counseling:** Principal Mayes reported that he is meeting with a group of faculty and administrators (a think tank) to address concerns regarding accessibility by students to counseling services other than those associated with college applications. Several ideas are being considered for presentation to the Council, including a part-time counselor and/or additional clerks for the counseling office.

**Mid-Year Parent Survey:** Principal Mayes requested that the school conduct a mid-year parent survey to see how we are doing in the areas of communication, accountability, culture, and visibility. Sandra Hubbard and Todd O'Bryan will draft a preliminary survey for review and comments by entire Council.

## REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

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

- The January meeting date will change to January 13 (from January 27) due to the MLK holiday.
- **Nominating Committee Chair and committee members are needed** for 2014-2015 PTSA Board elections. Nomination process begins in January. Current PTSA President cannot serve on this committee, per our by-laws. See attached data sheet of Board roles needed. Nominating committee duties:

1. Determine which current Board members are willing and able to serve next year, and in which roles.
2. Coordinate recruitment of nominees for all open roles. Get help from full Board and middle school contacts.
3. Ensure all nominees have recommendations and/or track record that shows the role is a good fit.
4. Prepare slate of nominees and present it to PTSA Board for input.
5. Upon recommendation of PTSA Board, submit list of Executive Board slate to PTSA membership via communications tools in advance of elections.
6. Conduct Executive Board elections at College 101 Night's general membership meeting.
7. Present list of additional Board members (Committee Chairs and Liaisons) to Executive Board for approval.
8. Communicate election results.

End of semester reporting:

1. What I /our committee did this semester.

Communications & Camaraderie was the primary focus. Work was done to help create, update, improve and/or maintain:

- PTSA connection with school entities, 15<sup>th</sup> district PTA, and entire PTSA membership
- PTSA presence and service at school registration
- online family directory and clubs & organizations directory
- Manual POST reorganization, reporting, and photo additions
- parent emails for school news; facebook; communications tools in support of all Manual groups
- meeting Manual team/org. reps; Outreach at Open House
- Silent Auction to raise funds, promote group & spirit wear and have PTSA presence on Conference Day
- assisting new families in becoming oriented to Manual

For our other 3 pillars (Caring for our Community, College & Career Readiness, and Celebrating our Crimsons), my goal is to be an active ad hoc member of all committees and give the Chairs the support needed to be successful so that we can have a greater impact on parent involvement and student success.

2. What I / we will do next semester:

- Co-Chair Founders' Day (President & Corresponding Secretary Co-Chair this event)
- Continue supporting Partners in Excellence campaign, with a focus on increased participation & alumni outreach
- Ensure Manual Community Closet and CAP processes for Manual students are nailed down, communicated, and utilized
- Review communications tools and databases and assist in getting them updated to ensure they function and are as useful as possible over the summer
- Finish sorting, scanning, and uploading PTSA paperwork
- Assist Historian in collecting photos and documents for online album

3. January & February tasks / deadlines:

- Co-Chair Founders' Day – help plan and execute event
- Ensure staffing and activation of nominating committee
- Assist Awards chair in documenting our amazing programs and people
- **Encourage a PTSA night out for January 22: Wrestling Team Senior Night @ Manual gym**

4. Things that went / are going well are:

- Amazing Board
- great collaboration with admin staff
- positive energy and great movement from Principal

5. Obstacles to note or address are / were:

- past Treasury records were not up to snuff but are now
- Spirit wear was not fully understood or supported but is now

6. Resources needed are:

- social media volunteer to get PTSA in the loop of and possibly using Instagram, twitter, and other new avenues of digital communications
- data entry volunteer to update and add to alumni email address lists
- volunteers for Ways & Means, silent auction, marketing spirit wear, YPAS liaison, photographers, POST writers, online records / file management

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

- ñ Minutes: All Minutes for PTSA Board and General meetings are up-to-date and posted on the PTSA website (thank you, Clay).
- ñ Mail distribution
- ñ Board contact list

**HISTORIAN** – Tammy Nofsinger <mailto:TASNofsinger@att.net>

What has been accomplished so far this year is the creation of a trifold display that summarizes the core values and deliverables of the PTSA, which can be transported to and displayed easily at any Manual-related function. It clearly communicates the PTSA's objectives and has been used to keep our group focused on our core objectives.

I managed to secure this product from the vendor at a significant discount in order to remain just within our budget of \$500.

The objective for 2nd semester will be to create a digital collection of images and documents from our various PTSA activities. I am currently looking for software to use to create this collection and would appreciate recommendations from others who have done something like this already. I would like to develop a plan for this project by February in order to create the product by the end of the school year.

I am always grateful to anyone who can share quality images from school events that can be included in this collection.

**WEBSITE** – Clay McNeill [claymc@bellsouth.net](mailto: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.)

**CORRESPONDING SECRETARY** - Molly Wingfield [mollywingfield1@gmail.com](mailto:mollywingfield1@gmail.com)

- ñ Notes sent
- ñ Notes received
- ñ Founders' Day

**TREASURER** – Beth Jolly [56jolly@gmail.com](mailto:56jolly@gmail.com)

- ñ Account report
- ñ Budget update
- ñ Funding requests

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

As of this week, I got to speak with Sandra. I'm caught up on most all the info needed regarding SBDM & still have an old email with attachments to completely go through before taking the next step to schedule a mtg with Mr. Mayes. I plan to go through it all & email him this weekend to see if he's available before Christmas break. Sandra also advised me that Lynn Wilbar handled elections last year so I need to reach out to her too for any tips, advice or suggestions before putting down the specifics on my request for Todd (online voting). Since we have until April for voting, things are going well I believe.

I hope to have a finalization of this online voting availability and process by our January meeting. No obstacles at this time, but I'll upd next month if anything arises. Resource needed will be an update to the website with candidate information when that time arrives

**1<sup>st</sup> VP/PROGRAMS** – Trish Kline [tkline102@gmail.com](mailto:tkline102@gmail.com)

- ñ College 101 night – Kelly Higdon [kellyannjarzo@twc.com](mailto:kellyannjarzo@twc.com)

- ñ Project Graduation – Linda Lotspeich [lindasuelotspeich@gmail.com](mailto:lindasuelotspeich@gmail.com)

The Project Graduation team met one time during the fall semester to get started on planning. We currently have twelve people on the planning team, but we still need volunteers to chair in the areas of food, security, entertainment, and volunteer recruitment. Please consider whether you or someone you know might be able to help in one of these areas! Our next meeting will be in February, although the date and location is not yet set.

- ñ Hospitality – Anna Kidwell [alkidwell@twc.com](mailto:alkidwell@twc.com) and Peggy Loy [bloy679382@aol.com](mailto:bloy679382@aol.com)

Fall Semester Work

August: Back to school breakfast for faculty & staff

October: Fall Conference day lunches for faculty & staff

November: Assisted in the cafeteria with Thanksgiving lunches for entire school

December: Preparing about 100 goodie bags for bus drivers & cafeteria staff.

#### Spring Semester Plans

February: Founder's Day

March (?) Spring Conference Day

May (?) Teacher Appreciation Luncheon

This pretty much sums up what we have done and will be doing. Of course, we are only successful because of all the help we receive from other parents and supporters. Thanks to ALL!!

ñ Scholarships – Colleen Beach [cbeach55@twc.com](mailto:cbeach55@twc.com)

ñ CAP - Jill Jelsma [jilljelsma@bellsouth.net](mailto:jilljelsma@bellsouth.net) and Tony Sweazy [tsweazy@gmail.com](mailto:tsweazy@gmail.com)

Manual Community Closet

CAP clothing donations – several over semester

Shoe and Book drive during Red/White Week

Clothing and Coat Drive

ñ Beautification - Gretchen Davis [gretchenwdavis@yahoo.com](mailto:gretchenwdavis@yahoo.com)

ñ Red/White week: Kolleen Oney [koney@insightbb.com](mailto:koney@insightbb.com) and Lynn Wilbar [wilbar84@aol.com](mailto:wilbar84@aol.com)

ñ College & Career Center (CCC) – Pam Wolford [wolf5345@bellsouth.net](mailto:wolf5345@bellsouth.net)

1. What I /our committee did this semester: 66 parent volunteers in Manual's CCC, 100+ scholarships on-file, 90 college reps visited, shadow calls completed

2. What I / we will do next semester: recruit and train volunteers for next year (April and May), help with AP registration and AP exam administration. I need to work on getting a jcps email address for the CCC so volunteers can have access to Krista's emails when they are in the CCC

3. January & February tasks / deadlines: I need to take a closer look at the CCC link in the Counselor section of [dupontmanual.com](http://dupontmanual.com), probably needs updating

3. Things that went / are going well are: Mrs. Just utilizes email to keep students and parents informed about CCC offerings, Mr. Robinson's scholarship info is included in weekly PTSA e-newsletter which is awesome!!

4. Obstacles to note or address are / were: still having problems with students not taking advantage of college rep visits, I will speak to Mr. Mayes at the end of the school year about this

5. Resources needed are: I donate all the money needed for supplies (ink, reference material, etc) When I leave (May of 2015) that may be a problem. Next year Trish Kline is going to co-chair

with me so she can take over for the 2015/2016 school year.

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ñ Awards – Tanya Marquardt [marquardt5@twc.com](mailto:marquardt5@twc.com)

"Awards" doesn't really kick off until after the new year. At which time, I will begin to follow-up on Awards procedure and implement requests, deadlines, etc.

To date, I (with your & Tony Sweazy's kind help) cleaned up/sorted through old award plaques and displayed them in the PTSA room.

ñ Reflections – Kim Booth [kimberly2anne@aol.com](mailto:kimberly2anne@aol.com)

ñ Volunteer Coordination - Katherine Doyle [akkdoyle@gmail.com](mailto:akkdoyle@gmail.com)

Volunteer "Energizer Bunny" Preston Terry:

1. What I /our committee did this semester: Volunteered at Freshmen orientation, created color and B&W school drop off maps for the website, created new floor maps and bus pickup locations for the office, cleaned up the entire campus – trimmed trees, pulled weeds, blew leaves (with Paige), mulched the courtyard tree beds and front entrance area (with some help), cleaned out weeds around cell tower, worked in the café for the holiday lunch, moved books from the depository to make a new classroom, supervised moving cabinets from PTSA office to senior café, created and printed signs for the PTSA, volunteered for the 8<sup>th</sup> grade open house, reviewed the entire PTSA website with suggestions of updates, volunteered for the Male/Manual football game to sell spirit wear, reported a dead tree along 2<sup>nd</sup> Street in front of YPAS and sidewalk breaks along 2<sup>nd</sup> Street...probably some other items that I can't think of right now. Took lots of photos and shared them with the POST.

2. What I / we will do next semester: List is too long for a single email

3. January & February tasks / deadlines: get the wifi system funded and installed asap

3. Things that went / are going well are: communication with parents and students

4. Obstacles to note or address are / were: So many to think of right now

5. Resources needed are: **MORE MONEY!!!!!!!**

**2<sup>nd</sup> VP/Membership – Maria Sorolis [sorolandfamily@gmail.com](mailto:sorolandfamily@gmail.com)**

We registered more than our goal of students and families for memberships. We had a raffle for faculty to promote memberships. In the coming semester, I will continue to report new memberships.

There is a monthly deadline for new memberships each month on the 16th. Pinky did a fabulous job covering for me during registration. Obstacle to be addressed is how to get cards to those who would like a physical card. I would also like to think of other ways to increase faculty membership percentages.

ñ Magnet Liaisons

VA Liaison update – Caryl Conklin [carylconklin@hotmail.com](mailto:carylconklin@hotmail.com)

MST Liaison update – Ann Schwartz [annmerm@gmail.com](mailto:annmerm@gmail.com)

As MST liaison I researched different calculator retailers to obtain the best price to purchase 96 Ti-84 Plus Silver calculators (providing 3+ classroom sets) and 11 Ti-89 calculators for the math department. I also gathered some information on tablet use in schools and forwarded the information to Mr. Kuhn. Manual is considering using tablets and replacing textbooks for the students.

I also worked on posting MST related information in the newsletter such as fundraisers for the MST Science Fair (Magazine sales and fundraising dinner). I have kept in touch with Mr. Zwanzig and have asked throughout the semester what the PTSA can do for the MST magnet.

I will continue to be in contact with Mr. Zwanzig and the MST magnet to see what their needs are and what the PTSA can do to help the magnet. The Science Fair competition is in the spring and will need the help of many volunteers.

HSU Liaison – JoAnne Taheri [euroimport@win.net](mailto:euroimport@win.net)

JoAnne did a great deal of communicating via email with the Executive Committee and the PTSA Red/White Chairs to help with R/W Week. We combined Kentucky Kids Day, our patio tables celebration, and Ramstock into one event to make it a bigger event for the kids and smarter use of resources. JoAnne also sponsored the English Teacher breakfast snacks from Gumby's for distribution of the Partners letters.

YPAS Liaison – Carolyn Downey [cdowney1@yahoo.com](mailto:cdowney1@yahoo.com)

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

### **3<sup>rd</sup> VP/Ways & Means -**

#### Donations & Sponsorships – position open

- ñ Spirit wear – Missy Wislocki [mwislocki@insightbb.com](mailto:mwislocki@insightbb.com)
- ñ Fundraiser Database – [click here to add your group's fundraiser](#)
- ñ Partners in Excellence - Sondra Wojciak [sonwojciak@yahoo.com](mailto:sonwojciak@yahoo.com) and Rhonda Steinemann [rsteinemann@twc.com](mailto:rsteinemann@twc.com)

#### Partners Campaign Goals:

- Raise \$29,100 by February 14, 2014
- Continue letter campaign, but reduce paper, copy, postage fees (Goal met! ZERO cost!)
- Arrange for online donations (Goal met!)
- Encourage alumni participation (Alumni Director collaboration, alumni newsletter, emails, honorary committee) (Goal met!)
- Solicit donations at Manual/Male game and with display on Manual reception desk (Goal met)
- 100% Board participation by Dec 16



- \$5,000 in donations by Dec 16 for Air Phone installation of 1 camera and 2 sub-monitors (Goal met)  
Research question of why Manual is under-funded/under-resourced for technology; advocate for support (Goal met and ongoing)
- Increase the number of donors (Goal met and ongoing)

ñ Foundations/Grants – team leader and members needed

## **ANNOUNCEMENTS**

### **NEW BUSINESS**

### **ADJOURNMENT**

### **NEXT MEETINGS**

Our 2014 dates are:

1. January 13, 2014 8:30am in the Manual auditorium or PTSA room
2. FOUNDERS' DAY mid-February date TBA – lunch time in Manual auditorium
3. February 17, 2014 8:30am in the Manual auditorium or PTSA room
4. March 4, 2014 COLLEGE 101 NIGHT & General Membership Meeting w/PTSA Board Elections
5. March 17, 2014 8:30am in the Manual auditorium or PTSA room
6. April 21, 2014 8:30am POTLUCK BREAKFAST MEETING in the Manual auditorium or PTSA room
7. May 19, 2013 8:30am in the Manual auditorium or PTSA room (or do we proctor?)

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.

## **ATTACHMENTS**

2014 nominating committee data sheet