

Manual PTSA Minutes – DRAFT 1
Board of Managers Meeting
February 18, 2013

Attending: Larry Wooldridge, Pinky Jackson, Colleen Beach, Sandra Hubbard, Caryl Conklin, Kim Wells, Kelly Seiler, Diane Fowler, Peggy Loy, Anna Kidwell.

Maria Sorolis, Tammy Nofsinger, Jennifer Calleja

PRINCIPAL'S UPDATE – Mr. Larry Wooldridge

School Budget

- ⤴ Budget meetings have been occurring weekly on Mondays.
- ⤴ Pam Wolford is parent rep to this committee
- ⤴ Budget is to be presented on March 4 to the committee and on March 6 to the SBDM

ACT

- ⤴ February 25 is ACT final prep / pep rally! Parents are welcome to attend.
- ⤴ At 1:30pm, all Juniors will come to the auditorium for motivation, test taking tips, and subject-specific information
- ⤴ March 5: ACT is given to Juniors statewide
- ⤴ The goal for the Junior class is a class average of 27

Admissions

- ⤴ Acceptance letters for 2013-14 will be mailed on February 25, 2012.

RAMS Day

Thanks to Diane Fowler, who worked with Mr. Kingsley to plan this (MADD) event. It went very well. *(details below)*

Parent-Teacher Conferences

- ⤴ Letters to parents per signing up for conferences will go home with students today
- ⤴ Details are also in ic mailer
- ⤴ Mr. Wooldridge will get message out to parents that conferences are held in common rooms by department so that parents can schedule accordingly.

AWARDS – Kelly Seiler

- ⤴ A list of individual award nominees from Manual for the state PTA awards is forthcoming
- ⤴ Manual nominated the following programs/projects for awards:
 - College 101 Night
 - PTSA website
 - PTSA newsletter
- ⤴ Suggestions for the next round of nominees are Sal Rubino from The Cafe and that parent who stepped up to help with the carpool lane.
- ⤴ Kelly will ask Mr. Kuhn to identify that helpful parent
- ⤴ Kelly will send Rubino app to Anna Kidwell for additional information

- ⤴ March 5 is the next deadline for sending nominations to state

SBDM (Site Based Decision Making) - Sondra Hubbard sandrahubbard@insightbb.com

- ⤴ Additional details per initiatives on written report (below) were shared
- ⤴ SBDM has received a response from KY Attorney General Jack Conway regarding SBDM's request for a legal response to the Kentucky Department of Education's (KDE) failure to fund AP exams, _____. The Attorney General's response was that they have given KDE until February 25 to respond, after which the Attorney General will formulate its response. An anticipated response is that if it is an unfunded mandated, KDE will not be bound to provide it.
- ⤴ Parent ideas as well as consistently attending volunteers are being sought for the RAMS Plan Committee, which will create a plan for subjects to cover for the students' 4 years at Manual.
- ⤴ Contact Sandra or Patty with ideas or to volunteer

Below are highlights of the February 6, 2013 meeting of Manual's SBDM council:

Survey on reporting on students' academic progress:

- ⤴ Dr. Greg Rash (Manual statistics teacher) reported that a survey was administered to students about their preferred methods for receiving regular information on their academic performance.
- ⤴ Those results are ready for analysis.
- ⤴ A similar survey will be administered to teachers at the next faculty meeting.
- ⤴ A random sample of approximately 800 parents will also be surveyed.
- ⤴

Comprehensive School Improvement Plan (CSIP)

- ⤴ Assistant Principal Matt Kingsley presented the 2013 CSIP, which included 15 goals:
 - § 6 goals focused on improving performance in content areas (writing, reading, social studies, math, and science, arts/humanities, and practical living);
 - § 5 goals focused on reducing the achievement gap for African-American students, as well as for students with disabilities and those who qualify for free-reduced lunch;
 - § 2 goals focused on improving the percentage of students who meet college/career readiness benchmarks, and improving the graduation rate; and,
 - § One goal each focused on improving instructional practices, and improving communication with stakeholders.

Parents requested revisions to the communication goal. The CSIP will be reviewed at the next council meeting.

Principal Selection Committee

- ⤴ Dr. Greg Rash presented a revised policy for selecting a new principal when a vacancy occurs, which is attached.
- ⤴ If you have any input on this policy, please email or call Sandra Hubbard, sandrahubbard@insightbb.com, 502.727.4435; Patty Kannapel: pkannapel@bellsouth.net, 502.581.0324.

Academic stress at Manual:

- ⤴ A discussion was held about the stress that Manual's challenging and competitive academic environment places on students.
- ⤴ Several parents and students shared their experiences and offered suggestions for how the council and/or school might support students in managing the stress.
- ⤴ Robyn Blackman, president of the Student Senate, reported that the Student Senate had recently discussed the same issue and would be formulating ideas for solutions.
- ⤴ Counselor Amy Medley, speaking on behalf of the Guidance and Counseling office, shared resources and supports that are available through the counseling office.
- ⤴ Parent council members volunteered to meet with counseling staff to discuss other ideas for enhancing support for students during their four years at Manual.
- ⤴ Parent council members will provide an update at the next council meeting.

Please contact us if you have questions or comments about any of the issues described above:
 Sandra Hubbard, sandrahubbard@insightbb.com, 502.727.4435;
 Patty Kannapel: pkannapel@bellsouth.net, 502.581.0324.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS:

PRESIDENT – Pinky for Kelly

Founder's Day

- ⤴ Event went very well. Thank you to Founder's Day Committee, chaired by Kelly and Laurie, and Hospitality Committee, chaired by Anna and Peggy, for a lovely event.
- ⤴ Congratulations to the following Manual community members for being awarded the PTA Lifetime Achievement Award at our event: Administrator (Assistant Principal) Darryl Farmer, Parent Patty Kannapel, and Teachers Todd O'Bryan, Gail Benedict, Tim Holman,
- ⤴ Thanks to KY PTA rep _____ who went out of her way to get the certificates and pins to us in time.
- ⤴ Thanks for Jack Steele Mattingly, CMA student, who took photographs (Pinky will forward to the Board.)

Nominating Committee

- ⤴ needs to be activated for the 2013-14 PTSA Board
- ⤴ Jennifer Calleja and Pinky Jackson volunteered
- ⤴ first step will be polling all current Board members to assess their interest in serving next year
- ⤴ nominations from the floor and the slate will be presented at general membership meeting/s this spring

SECRETARY – Pinky Jackson pkjackson9@gmail.com

- ⤴ Minutes to be presented for approval (Pinky will send Nov and Dec 2012; Kelly will send Jan 2013)
- ⤴ Mail distribution
- ⤴ **DECISION:** we will hold our 2nd non-meeting gathering at The Cafe in order to thank and

support Sal Rubino, who has been VERY helpful to Manual for many years. Peggy Loy will find a few dates that work and send them to Board so we can confirm a date. I will be lunchtime, as The Cafe is not open for dinner.

TREASURER – Tara Childress Dmtsst@gmail.com a [502-718-9853](tel:502-718-9853).

- ⤴ Tara was unable to leave work to attend
- ⤴ She will email us the updated budget

1st VP/PROGRAMS – Lynn Wilbar (out of town and unable to join us)

RAMS/MADD Program – Diane Fowler

- ⤴ For RAMS day, the Seniors went to a presentation about drunk driving.
- ⤴ A Mom from MADD spoke along with Brad Fritz, a young man whose life was forever changed the summer after his sophomore year (see below).
- ⤴ Diane recommends that Manual continue to use Brad as a guest speaker.
- ⤴ Parents suggested that all Manual classes go to the presentation.
- ⤴ Having a full house may be problematic, as the students need to be completely quiet to hear Brad in the gym.
- ⤴ A suggestion was made to ask the administration to move the program to the auditorium and to have at least the juniors, if not all of the students, attend. This may require special RAM coordination, as the other classes had other RAMS programs scheduled. Contact Mina Todd in the guidance office regarding this.
- ⤴ Diane recommended we find out more at bradfritz.org
- ⤴ From bradfritz.org:

Brad Fritz was a promising athlete as a sophomore at Covington Catholic High School in 1999. He had been a rare varsity football letterman as a freshman, and he was ready to make his move on the basketball team.

On Sept. 18 that year, Brad was riding in a car that was speeding through a cemetery. The driver, who was drunk, lost control and slammed into a tree.

Brad who was unconscious, was strapped inside the vehicle by his seat belt near the point of impact. The other two passengers walked away from the accident, but Brad suffered a traumatic brain injury that left him unable to speak or walk without help.

College 101 Night – Diane Fowler loufowler109@insightbb.com

- ⤴ College 101 Night at Manual is March 20, 2013
- ⤴ PTSA General Meeting will be from 5:10-5:20pm
- ⤴ Kelly and Pinky will work on the agenda for this meeting
- ⤴ We will also send data out schoolwide in advance to make the meeting more meaningful
- ⤴ The PTSA meeting will be followed by College 101 sessions.
- ⤴ Sesison 3 will be open to all JCPS high schools, and will feature Marty O'Connell of “Colleges that Change Lives.”
- ⤴ Two-sided flyers about the event will go out in curriculum packets

PROJECT GRADUATION (PG) – Kim Wells pkwells@bellsouth.net

- ⤴ Fundraisers for PG are:
 - March 13, 2013 at California Pizza Kitchen in Oxmoor Center
 - April 14, 2013 at Wicks' on Baxter

- May __ (TBD)? at Panera on 42
- ▲ Security Room Point Person is needed
 - Peggy Loy will work on getting bags
 - room captain is also needed

HOSPITALITY – Peggy Loy

- ▲ Watch for the sign up genius for soups needed for the March 1, 2013 parent/teacher conference lunch

SCHOLARSHIPS – Colleen Beach cbeach55@insightbb.com

- ▲ PTSA gives out two \$500 scholarships to Manual students each year
- ▲ Judges were recruited to process the applications

2nd VP/Membership – Jennifer Calleja jcalleja@insightbb.com

Next membership report will be turned in to PTA in March.

- ▲ **WEBSITE – Lara Zuber lzuber@bellsouth.net** announces that she is no longer the website administrator.
 - THANK YOU LARA FOR ALL YOUR WORK!!!
 - Clay McNeill (claymc@bellsouth.net) is the new website administrator. He needs to be added to mail lists, etc.
 - POST MEETING INFORMATION: FROM OUR NEW WEBSITE VOLUNTEER:

Best contact for me is via email noted in the roster page, claymc@bellsouth.net. If something comes up and you need more immediate assistance, you can contact me by phone (home - 423.8262 | office - 562.8739). To have as much clarity in requests as possible, please submit material for the website along with the destination URL, the link to the page where you would like the material posted. I can accept most any office document format as attachment to email. If your request is simply text with link(s), including it in the request email body is more than sufficient. I'll try to turn requests as quickly as possible, but I do travel some on business and that may delay some requests. So you know who I am, I have one daughter, Brynna (pronounced like Brennan), a junior at Manual/YPAS (Theatre). I'm employed by Raycom Media, owners of WAVE 3 and 42 other television stations scattered around the US, as Director of Digital Media Operations and have been involved with internet operations in some capacity since 1998.

Looking forward to assisting.

Clay

3rd VP/Ways&Means - _____

- ▲ **VP/Ways & Means position is open**

Foundations/Grants – (Pinky shared Kelly's phone message; Kelly at hospital with her sister and unable to attend mtg))

- ⤴ Kelly Higdon is working with a volunteer at 5/3rd bank to set up Manual PTSA as a 501-C-3
- ⤴ This will allow us process our own donations.
- ⤴ The goals include preparing for foundation/grant/fundraiser work and ensuring clarity about where raised monies are to go.

Membership / Donations

- ⤴ Suggestion was made to increase our fund and volunteer raising efforts during registration week.
- ⤴ Volunteer sheets were given to Diane.
- ⤴ Maria Sorolis and Jennifer Callega will discuss membership ideas for registration week
- ⤴ Maria and Pinky will review brainstormed ideas for membership/gifting levels
- ⤴ Maria will take that info (from membership & minutes) to Kelly Higdon and they will take it to for their joint meeting with Bev and Dana
- ⤴ Pinky will ask Tara to create a handout “Where does my money go?” for dues and donations

ADJOURNMENT

Our next few meeting dates are:

March 18, 2013 8:30-9:30am in PTSA room

April 15, 2014 8:30-9:80am in PTSA room

May 20, 2013 8:30-9:80am in PTSA room

Generally, Board/Committee meetings are the 3rd Monday of the month (August-May) from 8:30-9:30am in PTSA room @ Manual. Members are encouraged to stay after 9:30am for further discussion if they are interested and their schedules allow. Meeting dates change as holidays, etc dictate.

ATTACHMENTS

- ⤴ SBDM February meeting report
- ⤴ SBDM Principal selection policy
- ⤴ (See separate email for link to Founders' Day photos)