

Manual PTSA MINUTES  
March 17, 2014

**Attending:** Linda Lotspeich, Peggy Loy, JoAnne Taheri, Pinky Jackson, Jerry Mayes, Barbara Coffield, Maria Sorolis, Tisha Payne, Molly Wingfield, Pam Wolford, Katherine Doyle, Caryl Conklin, Trish Kline, Ann Schwartz, Preston Terry, Tammy Nofsinger

**CALL MEETING TO ORDER** – 8:30 Pinky Jackson, President [manualptsa@gmail.com](mailto:manualptsa@gmail.com)

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

St. Patrick's Day inspiration

### REPORTS FROM GUESTS

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

- ACT test March 18.
- Cinema Drive: Concern with substance abuse issues (alcohol mostly) and suspensions are higher than last year. I went to Student Council, and charged them with developing an action plan. Key focus is juniors and seniors. (Due to cost and space limitations). I'm happy with what they chose; it's a student-driven program. We'll also do something at Crimson Day for freshman.
- New Works is great. Our kids have phenomenal abilities.
- VA: Had a great art opening.
- Crimson Day: there will only be one day this year.
- Senior Days: looking into doing Senior activities on the last two days of school. Will definitely do a Senior Walk. An idea is to sell carnations to the kids, and they write a message to the teacher. The student would go to the classroom and hand the carnation to the teacher to express gratitude and for closure.
- Snow Days: need to wait on the legislature to know when the last day of school will be.
- Staff Support: Idea from PTSA to fund Mr. Mayes' request for staff culture building funds: if approved when formally presented next month, PTSA would donate ½ of Manual employee membership fees (\$5.00 per membership) to Mr. Mayes to use at his discretion for staff activities/purchases. The other ½ is paid out for district, state, and national dues. Mr. Mayes is in support of this.
- Funding: We have to come up with a developmental wing to fund Manual's needs. We just found out that YPAS funding has been deprioritized because of HVAC needs at two elementary schools. YPAS hasn't been touched for years, and I won't be part of its continued demise. We're going to figure this out. We've got to find a major capital funding source. We've got to get to the point where we can offer what you can't get anywhere else. I'm asking for a Magnet Coordinator. YPAS has had the same budget for 10 years.
- Parent/Student Roundtable with Mr. Mayes: Idea from PTSA to have conversations now that there's enough time elapsed in the school year that Parents and Students have questions. Mr. Mayes is completely in favor of a Parent/Student Roundtable. PTSA will work to develop

guard rails or a process for doing so (questions in advance; fact-based – not emotional; etc.). Mr. Mayes discussed how he never reads anonymous letters and he is accessible for concerns.

- Counselors more available: I'd like you to ask your kids if they're getting more access to the counselors. I learned that they didn't have time for the kids, and I'd like you to ask your kids if it's gotten better.

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

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

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

Please hold Sandra and her family in your thoughts / prayers. Her mother passed away this past week. Sandra is in Texas helping her father this week.

### **REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS**

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

Collaboration gratitude: Welcoming the Class of 2018, Founders' Day photos, Alumni Service Club.

Communications & Camaraderie / Caring for our Community / College & Career Readiness / Celebrating our Community.

Board members, please send your school and Board communications directly; don't wait on me to do that. Here are several the ways to distribute and receive news:

- To submit items, photographs, etc. for the POST newsletter, email them to [manualptsaenews@gmail.com](mailto:manualptsaenews@gmail.com) Please note that this is the enews address and the deadline is noon on Wednesday for the Monday edition.
- To subscribe to the POST, send a blank email to [manualptsa+subscribe@googlegroups.com](mailto:manualptsa+subscribe@googlegroups.com) It is a self- managing subscription.
- To submit items for the ic-mailer, send a note to "Stevenson, Lisa" <[lisa.stevenson1@jefferson.kyschools.us](mailto:lisa.stevenson1@jefferson.kyschools.us)> . If you do not receive the icmailer, ask to be on her list
- For class-specific news ask "Just, Krista A." <[krista.just@jefferson.kyschools.us](mailto:krista.just@jefferson.kyschools.us)> to be added to her list and submit items to her for her email blast.
- For news from students on a variety of topics: subscribe to the Manual Redeye <http://www.manualredevye.com/thecspn-social-media/>
- Join the DuPont Manual High School PTSA Facebook group
- Use the Board contact list to communicate with Board. BCC is often recommended.

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

- ⤴ February 17 Minutes: Preston Terry moved to approve; seconded by Maria Sorolis.
- ⤴ Mail distribution
- ⤴ Board contact list: please provide any e-mail or mobile phone changes.

**Historian** – Tammy Nofsinger & Elizabeth Spalding – no report

**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)

- ⤴ Sent out 5 notes.
- ⤴ Card from Janice Burton, a lifetime PTA award recipient and guest at our Founders' Day
- ⤴ Founders' Day: Big success. Wonderful presentation by YPAS. Pinky did a great job as MC; the food was wonderful; every award recipient got a 5x7 photo from Donna Johnson Photography, who did a great job and charged us very little. We need to add photography to our Founder's Day budget so we can pay a more reasonable price next year.

**TREASURER** – Beth Jolly [56jolly@gmail.com](mailto:56jolly@gmail.com) (by Pinky per their phone meeting yesterday)

- ⤴ Budget update: We're in the black again. Can provide \$2000 for Project Graduation as in the original budget (had to be frozen given the dire straits earlier in the year). Debt to All Pro (for Spirit Wear) is down to \$2000 from \$10,000. We have money in reserve, so if we don't get the \$2000 paid off completely through Spirit Wear sales, we will pay off the debt from reserves so we don't start the next school year with any debt. *Budget attached.* Each team has managed their budget very well. One budget line has \$7600 to be spent, and we've asked Peggy Loy to find out what J+C needs. They need a laser printer and Peggy is working with J&C to get the model/pricing information. We will work on getting a membership paypal button so folks can join online.
  - Caryl Conklin completed the Mac purchase for VA. Caryl will work with Ms. Young and Mr. Dallmann and let them know that we need them set up in 2 weeks and checked for another week after that so we can report any problems within 30 days.
- ⤴ Funding requests:
  - To be proposed next month for a vote: ½ of 2014-15 staff PTSA memberships to fund staff development.
  - To be proposed next month for a vote: PTSA funding requests require PTSA membership
  - J+C funding request requested
- ⤴ AllPro – progress, last day of school sales deadline, June 30 is the clear date.

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

- ⤴ **SBDM Elections Update:** 1 candidate so far (Success! Only 1 needed). Accepting nominations until Wednesday, March 26. Info & Nomination Forms available in Main

Office; sent last week via Manual PTSA email to all google group members & will be in the next POST. The SBDM page within the PTSA tab of the Manual website has been updated with nomination forms and election information. **Save the Date: VOLUNTEERS will be needed on Thursday, April 24 during 7a-4p to work the voting table.**

### **NOMINATING COMMITTEE – Trish Kline**

**Still accepting nominations for 2014 Manual PTSA Board.** Recruitment is picking up now that acceptance letters went out middle of last week. We have nominees for all Executive Board positions except for 1<sup>st</sup> VP. However, we currently have someone interested in the position and she is thinking on it.

The nominees are:

President	Pinky Jackson
1 <sup>st</sup> VP	open
2 <sup>nd</sup> VP	Trish Kline
3 <sup>rd</sup> VP	Mike Morgan
Secretary	Barbara Benjamin Coffield
Treasurer	Beth Jolly
Parl.	Tisha Payne

Voting on the Executive Board nominees will be at the April 21<sup>st</sup> PTSA general meeting. Nominations will also be taken from the floor at that time.

### **LEGISLATIVE ADVOCACY – Maria Sorolis**

**If you have not placed your phone call to the legislative line, a person will answer the phone and forward your request to restore full funding to the right person. 1-800-372-7181.** The Lexington Advocacy group is having another rally, Tuesday, March 18, and I encourage you to attend (7:00. Wellington Elementary School).

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

- ▲ College 101 night – Kelly Higdon [kellyannjarzo@twc.com](mailto:kellyannjarzo@twc.com)
  - **April 9 is new date.** DRAFT agenda:

#### **College 101 Night on April 9th, 2014**

Presented by the duPont Manual PTSA and Guidance Counselors

5:45-5:55 pm Auditorium - PTSA General Meeting & Logistics for tonight's College program  
6 – 6:35 1st session, 6:45 - 7:20 2nd session, 7:30-8:05 3RD session

The last 10 minutes of each session is for Q & A

Choose **3** of the following topics to attend (We recommend family members “divide & conquer” if there are more than 3 sessions in which you are interested):

**Senior Cafeteria – Financial Aid: Paying for college**

Gene Weiss, Kentucky Higher Education Assistance Authority

General information on the process for investigation college/higher education, while offering more detailed information on the Financial Aid and Scholarship search process. The session will include distribution of the agency's College Circuit brochure, and information on various useful web sites. [gweis@kheslc.com](mailto:gweis@kheslc.com)

**Room 206 – Where do we start? Navigating the college application process** Amy Medley Manual Counselor Starting with the Red Folder. With over 3,000 colleges and universities in the United States, Where do we start? Learn how to begin your college application process now.

**Freshman Cafeteria- Admission and Competitive Scholarship Interviews: University of Louisville Tom Brammer/Alyssa Murphy**

Learn what to expect during the interview process. How to prepare for interviews? What questions could be asked?

**Room TBA Public Universities in Ky and their Honors Programs** - University Of Kentucky: Anna Hays Just because you live in Kentucky doesn't mean you know about all of the schools in Kentucky. Learn about local university located in our state.

**Library-Introduction to Resume Building Blocks and Interview Preparation** Ms. Michelle Leslie Manual Counselor

This workshop is designed to introduce the basic skill sets and practice necessary to prepare for college & university requirements specific to general application completion/acceptance and any scholarship selection process where resumes and/or interviewing are an essential ingredient in successful pursuit of these endeavors.

**Room 202- Selective College Admission: A Demonstration**

Bob Neismith Centre College How do competitive colleges make choices among a variety of well-qualified applicants? Join this fun and interactive demonstration of how college admission offices make decisions.

**Auditorium - Scholarships: How to Pay the Bill for College**

Dennis Robinson, YPAS Guidance Counselor

Unless your last name is Gates or Rockefeller, this is the session for you. We will explore topics such as when and where to start the search for free money and what kinds of scholarships are available, and how to apply for them. This session will also provide parents with enough information so they can have the resources to develop strategies to help pay for a college education beyond the funds that may be distributed from Federal and State Financial Aid Resources. [dennis.robinson@jefferson.kyschools.us](mailto:dennis.robinson@jefferson.kyschools.us)

**Room TBA– The College Admissions Exams and Prep Courses**

Marti Johnston, Manual Guidance Counselor [marti.johnston@jefferson.kyschools.us](mailto:marti.johnston@jefferson.kyschools.us)

How do I choose between the ACT and the SAT? How do I prepare? How do I earn points and lose points? This session will touch on the TCA Prep Program, an online test study guide for the ACT.

**Room 132 The College and Career Center** will be open all evening for you to visit. Manual has a College and Career Center (CCC) located inside the Guidance Office. The CCC is open to all students during the school day to assist them wherever they are in their college search process. We have many resource materials available including college comparison guides, college major guides, scholarship information, financial aid, summer opportunities for underclassmen, college marketing materials from hundreds of colleges, and more. Come by tonight and see what resources are available to your student!

Visit the duPont Manual Website, [duPontManual.org](http://duPontManual.org) and click on the Counselor Tab to find many more college informational sources.

- ✧ **Project Graduation** – Linda Lotspeich [lindasuelotspeich@gmail.com](mailto:lindasuelotspeich@gmail.com)  
Fundraising has begun and has been slow so far. We very much need a food co-chair. We are also in need of donations for door prizes. Let Linda know if you have donations. No date has been set yet for graduation (and thus, Project Graduation). Registration will begin in April.
- ✧ **Hospitality** – Anna Kidwell [alkidwell@twc.com](mailto:alkidwell@twc.com) and Peggy Loy [bloy679382@aol.com](mailto:bloy679382@aol.com)  
(Peggy)  
May staff luncheon collaboration with Future Educators' Club; date TBD.
- ✧ **Scholarships** – Colleen Beach [cbeach55@twc.com](mailto:cbeach55@twc.com) via email  
NOTE: Seniors joining PTSA at registration is a HUGE benefit at scholarship time! It's been great to tell Seniors that they have been PTSA members since August. Scholarship applications due March 19.
- ✧ **CAP** - Jill Jelsma [jilljelsma@bellsouth.net](mailto:jilljelsma@bellsouth.net) and Tony Sweazy [tsweazy@gmail.com](mailto:tsweazy@gmail.com) (Tony)  
Thank you, Pam Wolford & Kim Wells for spirit wear donations to MCC and to Tony Sweazy for taking a big load of donations to CAP! Pam has a vision of MCC being ALL spirit wear! CAP desperately in need of volunteers. The huge room in the back needs to be sorted (still backlogged from the flood). Will set up a date for Sign-up Genius.
- ✧ **Beautification** - Gretchen Davis [gretchenwdavis@yahoo.com](mailto:gretchenwdavis@yahoo.com). NO REPORT  
(Unable to attend meetings, but working on beautification projects.)
- ✧ **Red/White week:** NO REPORT  
Kolleen Oney [koney@insightbb.com](mailto:koney@insightbb.com) and Lynn Wilbar [wilbar84@aol.com](mailto:wilbar84@aol.com)  
Lynn Wilbar: I will be in Honduras doing an Eyeglass Mission trip for the next 10 days. Please say a prayer for our safety and a successful mission.
- ✧ **College & Career Center (CCC)** – Pam Wolford [wolf5345@bellsouth.net](mailto:wolf5345@bellsouth.net) NO REPORT
- ✧ **Awards** – Tanya Marquardt [marquardt5@twc.com](mailto:marquardt5@twc.com) via email  
All PTSA Award applications have been submitted to the 15th District and KY State PTAs for review. The review process begins after 3/15. Nine award nominations were submitted:
  - Outstanding Classified Personnel: Bev Meng
  - Outstanding Volunteer: Preston Terry
  - Special Projects: Vision & Mission Board (trifold)
  - Special Projects: Sustainable Funding Project (Project Graduation)
  - Special Projects: Manual Community Closet (MCC)
  - Special Projects: Partners in Excellence

- Social Media: DuPont Manual PTSA Facebook Group
- PTSA Website: [dupontmanual.org/ptsa](http://dupontmanual.org/ptsa)
- The Manual POST newsletter

### **Nomination for Outstanding Classified Personnel: Bev Meng**

When you have a brand new Principal, a brand new PTSA President, an almost entirely new PTSA Board, no Facilities Manager, a Custodial Director who is out injured, and lots of staff and room changes, your PTA work, positive campus environment, and parent involvement could suffer. But not when you have Bev Meng. The Principal's Secretary at Manual, Bev is a longtime PTA member, and has made sure that our PTSA has the information, access, and resources it needs to be successful.

Bev suggested that we add her to our PTSA email lists and cc her on emails to the Principal so that she could make sure PTSA events were on his schedule, remind him of his commitments, and respond to any administrative needs. She responded promptly to our emails and joined our Facebook group, where she responds as needed to parent questions and concerns as only someone who is part of the school administration can do.

When we are trying to schedule an event, Bev takes time to review the all-school calendar with us and suggest dates that will work logistically and be a win-win for all the groups involved. When there is information that we need to do our work, but it is confidential (such as bulk mailing lists and individual contact information), she offers to forward the information for us. When we do not know how to find certain resources or whom to contact, an email to Bev results in a quick and accurate answer. And she does it all with patience, and clarity about boundaries. As we strive to continuously improve communications and camaraderie, Bev Meng is an invaluable support to our PTSA.

As we worked over the summer to clean out and organize our campus work space, Bev stepped in to help us navigate custodial and facility needs. When we made the commitment to clear out and stock a closet with clothing and school supplies for students in need, Bev helped us find solutions to logistics challenges. These were no easy tasks, as we spent the summer and the first part of the summer without custodial and facility managers in place. Bev was extremely patient as new Board members asked questions that she has surely answered numerous times. And, when our various volunteers started arriving on campus to help, she helped direct them to where they needed to be and encouraged them to participate in upcoming activities.

When we initiated our Partners in Excellence Campaign and sought ideas for funding needs, Bev raised the bar again for PTSA involvement and support. Not only did she offer suggestions for projects, she followed up by providing detailed bids and information about installation logistics. When the campaign was ready to fund a door camera and additional AirPhones for campus security and access, Bev quickly got the paperwork in order and was our liaison with central office to make it happen quickly.

Our PTSA has been able to move forward more easily because of Bev's involvement and support. Her insights and information give us traction, and her encouragement gives us energy. Thank you for your consideration of Bev Meng as Outstanding Classified Personnel.

✧ **Reflections** – Kim Booth [kimberly2anne@aol.com](mailto:kimberly2anne@aol.com) NO REPORT

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

Volunteers needed for April 9 College 101 night, and 8<sup>th</sup> grade scheduling April 15, 16, 17. Sales will begin at 5:00pm, so we need 3 online salespeople and their tablets/laptops there by 4:45 to test and be ready to take the first customers and help parents sign up for the POST and Facebook page.

**2<sup>nd</sup> VP/Membership** – Maria Sorolis [sorolandfamily@gmail.com](mailto:sorolandfamily@gmail.com) NO REPORT

✧ **Membership Report:** Just filed the last report which gives us recognition for 100% membership.

✧ **Magnet Liaisons**

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

Using specifications given by Ms. Cyndi Young (VA) and Mr. Dallman (Technology) I obtained 3 quotes for a classroom set of iMacs. We considered both new and refurbished machines. With \$24,000 to spend from the Partners in Excellence campaign, we were able to purchase 29 refurbished iMacs (each with a 15-month warranty) for the VA computer lab. Graphic Arts students -- who come from all magnets, not just VA -- will now be able to learn their craft using computers that are "industry standard" in that field.

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

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

YPAS Liaison – Patty Lyvers <mailto:lyversfamily@att.net>

The New Works Festival is continuing into this coming weekend and you can still get tickets online. Just visit the YPAS website. Tickets are 9 and 10 dollars. Performances are Friday and Saturday March 21st and 22nd in the experimental theater at YPAS. These shows are very popular so getting tickets ahead of time is a good idea. They are student written and produced.

Fund Your Seat Campaign for refurbishment of seats in the YPAS auditorium has changed a bit due to JCPS taking over the renovation in the summer of 2015. However, plaques for the seats are still available and will be installed on the seats if you have already donated to this cause. In addition, those wishing to donate can still commemorate a loved one on a seat plaque. Any extra money raised will go to the auditorium emergency fund.

Check the YPAS season schedule for great free upcoming concerts by the vocal, percussion, and piano students which occur this March on the ypas auditorium stage.

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

**3<sup>rd</sup> VP/Ways & Means** - need to formally vote on this position being vacant

Barbara Coffield moved that we vacate the position of 3rd VP Ways & Means; seconded by Preston Terry. Approved by the Board.

⤴ Donations & Sponsorships – *position open*

⤴ Spirit wear – Missy Wislocki [mwislocki@gmail.com](mailto:mwislocki@gmail.com) AllPro – progress, last day of school sales deadline, June 30 clear date, discussion for 2014-15.

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

⤴ Partners in Excellence - SondraWojciak [sonwojciak@yahoo.com](mailto:sonwojciak@yahoo.com)

and Rhonda Steinemann [rsteinemann@twc.com](mailto:rsteinemann@twc.com) (insert pic)

We have permission to put the Check placard in the center court.

Expected to be up until Spring Break. Almost everything has been installed.

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

## ANNOUNCEMENTS

## **NEW BUSINESS**

**ADJOURNED at 10:20 a.m.**

## **NEXT MEETINGS**

*Upcoming dates are:*

- ✧ *April 9 is College 101 with a 10 minute general membership meeting at 5:45pm*
- ✧ *April 15, 16, 17 is 8<sup>th</sup> grade scheduling with PTSA tabling & online spirit wear sales from 5-8pm*
- ✧ *April 21 is the monthly PTSA meeting at 8:30am on the stage or in the PTSA room*
- ✧ *SBDM Elections on Thursday, April 24.*
- ✧ *May 19 is the last on-campus meeting of the school year (and a time to be on deck if proctors are needed) on the stage or in the PTSA room*
- ✧ *June \_\_\_ is Project Graduation!*
- ✧ *July is transition meeting – 2013-14 officers/chairs meet with 2014-15 officers/chairs individually to hand off docs/info and then we all meet together at the end of July*
- ✧ *August 4,5,6,7 is back to school registration (Seniors, Juniors, Sophomores, Freshmen)*

*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.*