

Manual PTSA Minutes
Board of Managers Meeting
March 18, 2013

Attending: Patty Kannapel for SBDM, Sondra Wojciak, Kelly Seiler, Diane Fowler, Kim Wells, Pam Wolford, Colleen Beach, Katherine Doyle, Caryl Conklin, Kelly Higdon, Tammy Nofsinger, Sandra Hubbard, Missy Wislocki, Peggy Loy, Pinky Jackson

Inspiration: Kelly Higdon shared an inspiring story of the obstacles her sister has overcome to remind us that we have more internal strength than we know.

PRINCIPAL'S UPDATE – n/r - Mr. Wooldridge was unable to join us this morning

SBDM (Site Based Decision Making) - Patty Kannapel: pkannapel@bellsouth.net, 502.581.0324.
Sandra Hubbard sandrahubbard@insightbb.com

Report on the March 6, 2013 Manual SBDM Council Meeting, which was emailed to the entire Board on March 13, 2013 for pre-reading, is below. *Additional info discussed during today's meeting and PTSA members' input is added in italics.*

- ⤴ **Budget:** The council approved the budget recommended by the Allocations Committee, which keeps all current staff positions intact and provides a 5% increase to all departments.
- ⤴ **Survey on reporting on students' academic progress:** Principal Larry Wooldridge shared results of student and faculty surveys regarding preferred methods for reporting on students' academic progress. Manual students will conduct a phone survey of a random sample of parents this month, **so please participate in the survey if you receive a call!** Results of all three surveys will be discussed at the April SBDM meeting.
- ⤴ **Principal Selection Policy:** The council discussed proposed revisions to the principal selection policy. This policy proposes that, in the event of a principal vacancy, a Principal Recommendation Committee will be formed consisting of the SBDM council as well as one administrator, one parent, two teachers, and a non-certified staff member. This committee will identify and interview applicants, check references, and make a recommendation to the SBDM council, which will make a final decision (see attached draft policy for full details).
- ⤴ The council discussed adding a student to the Principal Recommendation Committee. The Kentucky Association of School Councils provided a legal opinion that students may serve on the committee, but recommended that they be instructed in the confidential nature of the interview process as well as federal and state laws governing discriminatory hiring practices. Mr. Wooldridge is awaiting word from JCPS legal counsel on this issue. The council agreed that it is important to include students in principal selection in some manner. The council requested that the Student Senate be asked to provide suggestions on how students should be involved in principal selection.
 - *PTSA suggestions for student participation included:*
 - *have an outgoing Senior on the committee*
 - *send a survey to all students*

- *have a Q & A type forum with all interested students and Principal candidates, after which students can fill out feedback forms to give the interview committee / SBDM*
- ⤴ Other recommended changes to the draft policy were to make clear that the entire Principal Interview Committee (not just the SBDM council) will participate in the mandatory training, that the policy should include a requirement that the Committee develop a process and timeline for principal selection that will be communicated to stakeholders, and that the policy should be clear that individual applicant information should not be discussed in open meetings. **If you have any input on the draft policy or any of the above issues, please email or call us!**
- ⤴ **Comprehensive School Improvement Plan (CSIP):** Assistant Principal Matt Kingsley presented a number of CSIP-related issues discussed with parent council members since the last meeting, including a request to revise the communication goal and add a goal on improving advising and student support. It was agreed that parent council members will circulate suggested wording for the communications goal and for a new goal relative to student advising/support. The council will consider these revisions and additions at the April meeting. The council also discussed the need to increase stakeholder involvement in developing the CSIP.
 - *Goals include fully implementing/ improving the RAMS program*
 - *a forum for input on RAMS is being considered; let Patty or Sandra know if you want to participate*
- ⤴ **Program Review for Humanities, Writing, and Practical Living/Vocational Studies:** As part of the state accountability system, the school is required to review the above-listed programs and rate specific components using a state-provided rubric. Ratings established this spring will serve as a baseline against which progress will be judged in subsequent years. The council agreed to hold a special work session before the April meeting to examine the Program Reviews more closely and determine which areas to target for improvement.
- ⤴ **SBDM Elections** – Lynn (Wilbar, VP of Programming and in charge of SBSM elections) has been in contact with Patty and Sandra and they will be working with her; seem to be on track with timeline
- ⤴ *An update was received from the KY Attorney General regarding Kentucky Dept of Education's (KDE) responsibility to fund AP fees for fee waiver students. Attorney Gen.'s legal opinion is that KDE is responsible per state statute. SBDM is awaiting KDE response.*
- ⤴ 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 – Kelly Higdon; text her at 724-1748 kelly.higdon@insightbb.com

By-Laws Amendments Proposed

- ⤴ ARTICLE XI Section 6: change our quorum size from **20 to 10**, which is the minimum

- ⤴ ARTICLE X Section 4: "A person shall not be eligible to serve more than [redacted] (number) consecutive terms in the same chairmanship (new by-law for us to fill in if we want to (it is not a PTA required section)
- ⤴ We need to give 30 days notice prior to voting on by-laws amendments, and since it looks like we are up for renewal, I recommend we move forward with a review committee and renewal process now.
- ⤴ Copy of by-laws is attached
- ⤴ Send any input you may have on these amendment revisions to kelly.higdon@insightbb.com or pkjackson9@gmail.com **by March 25, 2013** Also let us know by then if you want to be part of the By-Law review committee.

Proposals for changes /additions to the Standing Rules of the duPont Manual PTSA

In working on 2013-14 nominations, I have found that we have operating policies that are not in our standing rules as well as standing rules that are no longer our operating policies. Below please find several proposals that will make our standing rules more current and help us operate more efficiently and effectively. "Standing rules may be adopted or changed without previous notice by a two-thirds (2/3) vote," so I request that we vote on these at our meeting this Monday, March 18, 2013.

*Respectfully submitted,
Pinky Jackson
March 15, 2013*

DECISION: *Deadline for input on these standing rules revisions (below) is **by March 25, 2013***
Please send your input to Kelly at kelly.higdon@insightbb.com or Pinky at pkjackson9@gmail.com

PROPOSAL A: Add a section for "MEETINGS" and these standing rules:

1. REGULAR GENERAL MEETINGS

The PTSA holds general meetings regularly, on the 3rd Monday of the month (August-May) at 8:30am in the PTSA room @ Manual. These meetings are open to all PTSA members.

2. AGENDA TIME

Members wanting time on the agenda will make their agenda time & topic request to the President & Secretary 5 days prior to the meeting, or by a later deadline if one is stated in the meeting reminder & call for agenda items. The President will ensure that members' agenda request is first routed to whichever Board of Managers member oversees that area, to ensure that any processing that needs to be done in advance of the meeting is addressed.

3. MEETING LENGTH

We strive to either adjourn or pause the meeting at 9:30am to allow members who need to depart to do so. If time-sensitive agenda items or new business require that the formal meeting continue after 9:30am, we proceed with a goal of adjourning ASAP. Members are encouraged to stay after the formal meeting adjourns for further discussion, resource-sharing, and socializing if they are interested and their schedules allow. Meeting dates change as school holidays and closings dictate.

4. ALL-SCHOOL MEETINGS

In collaboration with other bodies of the school, the PTSA will use all-school meetings and events (e.g. College 101 Night, Orientation, etc.) to make announcements, recruit volunteers, sell Spirit Wear, solicit donations, etc.

PROPOSAL B: under Rights & Responsibilities of the Board of Managers / Procedure Binder, change the wording so that we can use digital files in addition or instead of paper files.

Current wording:

- 1) All Board of Managers are given a procedure binder/folder of information to be passed on each year to their successor. This information is vital to the continuing success of each position. It is the responsibility of each member to keep the information intact and up to date to be passed on in a timely fashion when his/her term is completed. If a Board member resigns, the procedure binder/folder is to be turned in to the president within two weeks of the resignation.

Proposed wording:

- ▲ All members of the Board of Managers will receive information (paper &/or electronic) to be passed on each year to their successor. This information is vital to the continuing success of each position and the wise use of PTSA resources. It is the responsibility of each member to keep the information intact, updated, and in a folder. As long as all information or links to the information is included, the folder may be physical, digital, or both. Each member will send electronic copies of all documents to the Website Coordinator and the Recording Secretary to be indexed and uploaded to PTSA online storage. Each member is to pass all information and links to information on in a timely fashion when her/his term is completed, and no later than June 30. If a Board member resigns, the procedure binder is to be turned in to the President within two weeks of resignation.

PROPOSAL C: under Board of Managers' Job Descriptions, President

Propose adding: Meets weekly with the Manual Principal to share updates & process issues as needed.

PROPOSAL D: under The Executive Committee

Current Wording

- 2) The duties of the Executive Committee shall be to select committee chairs, approve the “plans of work” submitted by committee chairs, elect/appoint teacher and student representatives and appropriate school liaisons, and act in an emergency situation.

Propose adding the word “parent” (...teacher, student, and parent representatives...)”)

(The goal here is to elect/appoint parent representative/s for each class (e.g. Class of 2017, Class of 2016...) who comes to PTSA meetings, brings news of class events and brings PTSA news back to the class as appropriate in order to improve communications, support all students, and share resources as appropriate and available. This would be a 4 year team with 2 co-reps.

DISCUSSION: Pros and cons of having adult (parent) class reps, student reps, magnet reps were all discussed. Points to consider/remember included:

1. We need a reciprocal understanding with the Class sponsors and Student Council Members to

ensure that the information will flow both ways and that reps can attend PTSA meetings.

2. *We may need to have Mr. Wooldridge to be on board with this in order to have the reps/sponsors respond. Kelly will speak to him about this.*
3. *adults (parents) would hopefully be more likely to keep the big picture in mind and be able to advise the students if projects overlapped or needed additional consideration (e.g. Project Graduation & Project Build, 2 projects that both require funding from the same pool (Senior parents) during the same time line (spring)*
4. *There is not an understanding that what freshman and sophomore reps would do would warrant these positions, so routing that volunteer to magnet liaisons might work better*
5. *A need to improve communications with the class sponsors was expressed – email has not worked thus far*
6. *It is understood that we are trying to add resources to very busy teachers and staff and that by putting these roles we hope to improve communications and the environment for all students/staff/parents.*
7. *A suggestion was made to have a very clear pathway for reporting magnet and class updates with email addresses and a strict schedule of submission deadlines for newsletters, etc.*

DECISION: *Student Representation: We will help recruit and appoint/elect Junior and Senior class reps that can attend monthly PTSA meetings. They can both come all year, or Junior rep can begin to attend with the Senior rep in January.*

DECISION: *Parent Representation: We will help recruit and appoint/elect parent reps from all of the magnets.*

PROPOSAL E: Add a section for “RESOURCE MANAGEMENT” and these rules:

1. For every item on the PTSA budget, the Board will determine the minimum amount of volunteers and funding that need to be in place by a specific deadline before the PTSA will commence with producing/sponsoring the event.
2. The program coordinator, committee Chair, and/or designated VP will recommend an appropriate deadline to the Board.
3. A minimum of 3 times per year, the PTSA will update the school community on the status of its budgeted & volunteer programs. These times will include:
 - a. Once in the fall semester, ideally at the beginning of the school year
 - b. Once a **minimum** of 3 weeks prior to the proposed deadline for committing to producing/sponsoring the program/event.
 - c. Once in the spring semester (to include current and/or upcoming school year programs/events)
4. The update will contain information to inspire monetary & volunteer support for the program/event, including:
 - a. A brief description of the program/event and its benefits
 - b. The funds that are needed (budgeted amount)
 - c. The staff needed (volunteers and school personnel)
 - d. The date that funds and staff need to be committed in order for PTSA to proceed with

planning the program/event

5. Within 2 school days of the deadline passing, the Board will communicate to the school community, by all means available, the status of the event. If the resources are in place, we will proceed. If not, we will cancel. This is simply meant to be an honest, healthy, transparent process that respects the freedom of the community to support what events/programs that it values and that its resources allow.

INPUT RECEIVED From Jennifer Calleja: Thoughts on Proposal E – Resource Management:

Budgets are normally put together based on last year's collections. By October (we should push for it to be sooner), the board should know how much dues collected will remain at Manual. At this point, the budget may need to be amended to reflect actual collections and voted on. For example, \$3000 budgeted for Project Graduation but we collect more in dues/membership and can raise the amount by \$500 then we can let our members know that we have revised our budget and have \$3500 to spend but the total project cost will be \$17000. We can also explain that historically funds in the amount of XYZ have been raised and are looking to our membership to step-up.

PROPOSAL F: under Board of Managers' Job Descriptions

3rd Vice President - Current Wording:

- ⤴ Coordinates designing, ordering and selling of Manual Ware for fund-raising purposes
- ⤴ Establishes committee to sell Manual Ware at various school and/or PTSA functions, including lunches during Red/White Week and other Friday lunches
- ⤴ Coordinates New Student Pizza Dinner held at Freshman Orientation

Proposed replacement wording:

3rd Vice President - Ways & Means

- ⤴ Oversees and Supports the Spirit Wear, Grant-writing, and Partners for Excellence Chairs
- ⤴ Fields suggestions for other fund-raising activities and brings them to the Board if they fit PTSA vision and resources
- ⤴ Reports on Ways & Means work at the monthly PTSA meetings

Propose Adding: Spirit Wear Chair

- ⤴ Collaborates with School Bookstore / Office Personnel regarding product delivery / placement / sales
- ⤴ Coordinates designing, ordering and selling of Manual Ware for fund-raising purposes
- ⤴ Establishes committee to sell Manual Ware at various school and/or PTSA functions, including lunches during Red/White Week and other Friday lunches

Propose Adding: Grant-writing Chair

- ⤴ Researches grant opportunities for which Manual and/or Manual PTSA would qualify
- ⤴ Recommends grants to the Volunteer Coordinator and the Board of Managers so that grant writers can be sought
- ⤴ Informs the VP of Ways & Means of progress of grant writing teams

Working Meetings

In order to improve our work flow, we have **scheduled** several working **meetings** for completing action items and addressing financial issues such as budget development, expense reimbursement, program support, fundraising, etc.

Kelly Higdon, (PTSA Pres.) and Pinky Jackson, (PTSA Secretary) have committed to being at most of the **meetings** listed below. All Board/committee members & members/ new volunteers are welcome to join us or to send any action items they need us to address.

- ⤴ **Wednesday, March 27, 2013** working **meeting** at **6:30pm** at **at the Heine Bros. 4305 Shelbyville Road, 40207.**
- ⤴ **Wednesday, April 10, 2013** working **meeting** at **6:30pm** at **the Gardiner Lane Heine Bros at 3060 Bardstown Road, 40205**
- ⤴ **Wednesday, April 17, 2013** working **meeting** at **6:30pm** at **the Heine Bros. 4305 Shelbyville Road, 40207.**
- ⤴ **Wednesday, May 1, 2013** working **meeting** at **6:30pm** at **the Gardiner Lane Heine Bros at 3060 Bardstown Road, 40205**
- ⤴ **Wednesday, May 22, 2013** working **meeting** at **6:30pm** at **at the Heine Bros. 4305 Shelbyville Road, 40207.**

SOCIAL MEETING AT THE CAFE – per our decision to hold 2 non-morning, non-minutes gatherings per year and our desire to patronize Manual parent Sal Rubino who has been very generous to the school over the years, we made a

DECISION: to invite all PTSA members to join us at The Cafe', 712 Brent Street, Louisville, KY 40204 <http://www.thecafe.ws/thecafe/main.html> for (a dutch treat) lunch on Friday, April 19, 2013 at 11:45am. Please RSVP in advance if possible to Peggy Loy, Hospitality Co-Chair: bloy679382@aol.com

Nominating Committee – Pinky Jackson pkjackson9@gmail.com

- Committee is Pinky, Jennifer Calleja, Caryl Conklin (with lots of help from several Board members!) Most of our work is happening via email and telephone.
- Executive Board (Pres, 1st Vice Pres/Programming, 2nd Vice Pres/Membership, 3rd Vice Pres/Ways & Means, Secretary, Treasurer) needs to be voted on during the spring semester
 - recommend that that happen on April 15 at the PTSA meeting
 - slate is in process.
- Executive Board will then appoint/elect Board of Mangers
 - slate is in process
- ⤴ Class Parent Representatives recommended as new roles on Board of Managers
 - (see standing rules proposal)
 - Decision requested from Exec Board that these roles will be appointed/elected
 - recruitment help needed finding them for current 9th, 10th, 11th grade classes (12th?) and incoming 8th grade

- ✦ Correcting mistakes/changes in website list of job descriptions as brought to attention – please check website to ensure accuracy/clarity

DECISION: *These job description additions/corrections do not need to be voted upon; nominating committee can update them to reflect the current job/s.*

SECRETARY – Pinky Jackson pkjackson9@gmail.com

- ✦ Meeting with our Website Coordinator; Clay McNeill (claymc@bellsouth.net), on 3/27/13@ 6:30pm @ Heine Bros. Shelbyville Rd. to plan online storage of minutes, agendas, by-laws, standing rules, committee binders, etc. Anyone who has ideas or wants to help is welcome.
- ✦ General clean up of site info/ docs ongoing. Helpers welcome.
- ✦ Approval requested of February 18, 2013 minutes (emailed to meeting attendees on February 18, 2013 w/request for edits by Feb 21)
- ✦ Minutes in process:
 - November 19, 2012 emailed to meeting attendees on March 18 w/request for edits by March 22, 2013
 - December 17, 2012 emailed to meeting attendees on March 18 w/request for edits by March 22, 2013
 - January 21, 2013 due from Kelly to meeting attendees
- ✦ Mail distribution
 - newsletter mailbox is not treasury mailbox; 7:15am Monday pick up
- ✦ Calendar follow up – social at The Cafe (Peggy Loy)
- ✦ Calendar suggestions – VA exhibits and other magnet events

DECISION: Rather than vote on minutes today, Pinky would like everyone to have time to review them. Please email her at pkjackson9@gmail.com by **March 25, 2013** with your approval or edits to all of the outstanding minutes

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

- ✦ There is a new Treasury mailbox in the office – directly under the PTSA mailbox
- ✦ Tara is striving to check the box every Monday at 7:15am.
- ✦ Cash is not put in there – it goes to Dana Wilson, staff bookkeeper, who offered to make deposits for us if we provide deposit slips.

1st VP/PROGRAMS – Lynn Wilbar *(out of town on a mission trip to Honduras)*

- ✦ **College 101 Night** – Diane Fowler loufowler109@insightbb.com

College 101 Night at Manual is THIS WEDNESDAY March 20, 2013. Things are all set. If you want to volunteer, contact Diane. IF not, she will plug in a Key Club member.

- ✦ **PROJECT GRADUATION (PG)** – Kim Wells pkwells@bellsouth.net
- ✦ California Pizza Kitchen fundraiser last week – awaiting amount raised
- ✦ Wick's on Baxter Ave fundraiser is on April 14. Please get a flyer, pass it around, and use it
- ✦ PG info is being very thoroughly communicated PTSA website, Project Graduation web page, ic mailer, POST, Senior class postal mailing, and underclass scheduling booklets.
- ✦ Peggy Loy has secured donatin from American Ealge of 450 large, handled bags for our security room

- ⤴ Donations are trickling in
- ⤴ Kelly will re-send to Kim an email regarding Mr. Wooldridge's request for text to include in a message from him that will be designed to clear up any confusion about the difference between Project Graduation and Project Build and to ensure that all donations that come into Manual for graduation / senior events will go to Project Graduation and that all Project Build donations must go directly to the Habitat for Humanity website and not to Manual.
- ⤴ **AWARDS** - Update - Kelly Seiler <joe.seiler@insightbb.com>
- ⤴ All award nominations have been sent to state.
- ⤴ Manual Nominees included Mr. Rymarz, the carpool lane volunteer, and Sal Rubino, owner of The Cafe.
- ⤴ Kelly will email the full list of Manual nominees so that we can recognize them.

2nd VP/Membership – Kelly Higdon for Jennifer Calleja jcalleja@insightbb.com (*home recovering, unable to join us.*)

- ⤴ This year we had 1858 members. $1858 \times \$5.00 = \$9,290$ (gross membership income)
 - National received: $1858 \times 2.25 = 4180.50$
 - State received: $1858 \times 1.25 = 2322.50$
 - District received: $1858 \times .20 = 371.60$
 - Manual received: $1858 \times 1.30 = \$2,415.40$ (net membership income)
- ⤴ The week after spring break, our ad hoc registration committee will be meeting with school staff to work on the fee sheet.
- ⤴ Mr. Wooldridge supports having donations/sponsorships on the fee sheet as a choice, along with PTSA membership so that parents have a choice to do either or both.

3rd VP/Ways&Means - (Position open)

- ⤴ **Spirit wear – Missy Wislocki** mwislocki@insightbb.com
 - April 9-10 is new student orientation and a spirit wear sale
 - volunteers are needed – please watch for the Sign Up Genius and volunteer if you can
- ⤴ **Partners in Excellence - Maria Sorolis / Sondra Wojciak**
 - ⤴ Tables will be assembled this week.
 - Have located a vendor who will install for \$25 per table + supplies. Hope to have it done by April 15
 - Manual staff is assembling a table backstage as we speak!
- ⤴ **Foundations/Grants – Kelly Higdon**

DECISION: Kelly will move forward with having 5th/3rd Bank set up a Manual PTSA foundation

ADJOURNMENT at 9:42am

Our next few meeting dates are:

(College 101 Night this Wednesday)

(Working meeting March 27, 2013, 6:30pm Heine Bros Shelbyville Rd)

*April 15, 2013 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

Current PTSA By-Laws

March 18, 2013 minutes

February 18, 2013 minutes

December 17, 2012 minutes

November 19, 2012 minutes

*Respectfully submitted,
Pinky Jackson*