

Manual PTSA AGENDA
Board of Managers Meeting
April 15, 2013

Attending: Sondra Wojciak, Patty Kannapel, Jennifer Calleja, Diane Fowler, Kim Wells, Peggy Loy, Caryl Conklin, Missy Wislocki, Kelly Higdon, Maria Sorolis, Kelly Seiler, Laurie Grimes, Jane Roth, Cindy Martin, Pinky Jackson. Post-meeting voting quorum also included: Dana Wilson, Michelle Bynum, David Zuberer, Mackenzie Zimmer

8:30am: MEETING CALLED TO ORDER

INSPIRATION: Kelly Higdon complete the Triple Crown, Missy Wislocki, and Patrick Wells ran the Mini-Marathon, and some members of the senior class are enjoying the “Senior Surfers” game

REPORTS FROM GUESTS

PRINCIPAL'S UPDATE – *no report*

SBDM (Site Based Decision Making) - Patty Kannapel

Patty Kannapel pkannapel@bellsouth.net, Sondra Hubbard sandrahubbard@insightbb.com

- ▲ **Class Assessment increase proposal from to partially fund Project Graduation**
 - Was approved at the first read in April. Second read is at May SBDM meeting
 - Implementation is expected for 2013-14. Proposal is attached.
- ▲ **Principal Selection Policy**
 - Student Senate representatives participated in discussion as to how to get input from students
 - students will have input into interview questions
 - an open student forum with the finalists will be conducted by the Student Senate
 - the Student Senate will give input to the interview committee after the forum
- ▲ **Communications**
 - ▲ Improving general communications remains a priority
 - ▲ The School Climate committee is working on this
 - ▲ Making the Manual website more engaging and more widely used is a goal
 - ▲ PTSA is maintaining an all-school Google calendar on its web page
 - ▲ A link to that calendar will be put on the Manual home page
- ▲ **Improving support for students was added as a goal**
 - college search, academic stress, and emotional stress are topics that need to be addressed
 - the RAMS program will be used to do this
 - the timing of these sessions needs to coincide with when students need them
 - Mina Todd has formed a committee to review RAMS
 - at their first meeting, roundtable input was received
 - at the next meeting, goals and grade level activities will be discussed
 - parent members of the committee are sought – contact Patty Kannapel pkannapel@bellsouth.net if you are interested
- ▲ **Co-op Program** (*Patty – please fill in the details – I only have "JCPS considering"*)

✧ **Wellness Committee** forming

- Goal is to develop policy for improving student wellness, per state requirement
- Teachers are heading it up thus far; parents and student members are sought
- Missy Wislocki, Kelly Higdon, and Pinky Jackson are interested if the time commitment allows

✧ **SBDM Elections**

- Patty has met with Lynn Wilbar to plan SBDM elections
- Sandra and Patty volunteered to staff the election, which will be 7:00am-7:00pm on
- Online voting is needed. Clay McNeil is looking into options
- send nominee names to Patty

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS:

PRESIDENT – Kelly Higdon; [text her at 724-1748](tel:724-1748) kelly.higdon@insightbb.com

- ✧ Mr. Farmer needs up to 30 volunteers for End of Course exams on May 20-23 from 8-11am. Training will be held in PTSA room today from 9:45am-10:15am. An additional training will be scheduled if necessary. We need Board members at the PTSA meeting on May 20 per our amendments vote, so try to recruit others to help on May 20 and see if you can help May 21-23. Please sign up for as many spaces as you can cover by going to this link: <http://www.signupgenius.com/go/8050A44AEAA28A02-proctors>
- ✧ **DECISION:** we will hold our May 20 meeting via email so that all Board members are available to help Mr. Farmer.
- ✧ Upcoming dates:
 - April 27, 2013: Reflections Awards ceremony at the Embassy Suites in Lexington, KY. Caryl Conklin is attending. Kelly Higdon will contact Pres, Pres-Elect, Awards, Awards-Elect to see if any of them can attend.
 - May 7, 2013: PTA District Awards
 - May 11, 2013: prom
 - June 6, 2013: graduation and Project Graduation
 - June 13, 2013: Vendors Fair 9-11am and Board Training 1-3pm at Male H.S.
 - Kelly will send these and any other dates to Clay and Pinky for web calendar and minutes
- ✧ Standing Rules changes were approved as of 3-26-16 via email. See attachment.
- ✧ Upcoming PTSA Awards events and conference/s
- ✧ **NOMINATING COMMITTEE:** Pinky Jackson, Jennifer Calleja, Caryl Conklin
 1. **APPROVED:** the 2013-14 Executive Board Slate was approved. Voting was offered via email (no votes went to Caryl Conklin, Nom Cmte), in this meeting, and after the meeting in order to ensure a quorum.

Principal - Mr. Larry Wooldridge, President - Pinky Jackson, 1st Vice President / Programming - Trish Kline, 2nd Vice President / Membership - Maria Sorolis, 3rd Vice President / Ways & Means - Michael Harper, Recording Secretary - Barbara Benjamin Coffield, Treasurer - Beth Jolly, Parliamentarian /SBDM Elections - Tisha Payne

2. **APPROVED:** The Executive Board approved (via email & phone) all of the nominees for the 2013-14 Board of Mangers. See slate, attached.

SECRETARY – Pinky Jackson pkjackson9@gmail.com

- ▲ **APPROVED:** 3-18-13 minutes to be presented for approval (attached)
 - July meeting will be hosted by Sondra Wojciak. Watch email for date. This is our annual transition meeting and potluck social.
- ▲ **WEBSITE** – Clay McNeill (claymc@bellsouth.net), Website Coordinator
 - Entire PTSA website being checked and updates. Please send additions or corrections to Clay.
 - Google calendar has been updated with all-school events. Please send additions or corrections to Clay. We are striving to serve the entire Manual community by keeping this updated.

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

- ▲ Budget is partially but not completely updated. Latest deposit not reflected. See attached. PTSA budget may or may not need to include the \$2,000 donation to Project Graduation, per class assessment fee increase proposal.

1st VP/PROGRAMS – Lynn Wilbar

▲ **REFLECTIONS** – Caryl Conklin carylconklin@hotmail.com

As part of the Kentucky PTA Reflections Theme Search Program, Lilia Conklin's entry ("It's time to...") has been selected as one of five winners by Kentucky PTA. It has been forwarded to National PTA for final judging with entries from other states. Lilia (10th grade/VA) will be recognized by Kentucky PTA at the Student Recognition Ceremonies on April 27 in Lexington. Kelly, Caryl, and Kelly will get complete list of award recipients and send an article to Teresa for the POST and a list to Pinky for minutes.

▲ **PROJECT GRADUATION** – Kim Wells pkwells@bellsouth.net

Wick's fundraiser complete – waiting on amount raised

California Pizza kitchen rased over \$300.00

May 8 from 5-9pm at Shane's is last restaurant fundraiser. PG will get a percentage of EVERY sale!

May 9 at 11:30am the PG committee is meeting at Puzzle's Fund Dome

Donations are really needed – we are \$2,000 behind where we were this time last year

Notices are beign sent in ic mailer, postal mail

Sponsors are being solicited.

▲ **HOSPITALITY** – Peggy Loy bloy679382@aol.com

PTSA Social gathering is this Friday, April 19, 2013 at 11:45am at The Cafe

Teacher Appreciation Luncheon is coming up – will likely be the week of May 6-10; Peggy will let us know date.

▲ **AWARDS** – Kelly Seiler joe.seiler@insightbb.com

▲ May 7 is the ceremony for the adult winners

▲ The Rising Star Award Recipients: Whitney Foster, Erika Hawkins, Alexandria Pence, Cindy Pham; The Self Esteem Award Recipient: Sara Assef

▲ also, Mikel Jordan, Jade Clore (Kelly and Caryl will send complete list.)

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

no report, will attend working meeting this Wednesday to work on dues increase proposal

3rd VP/Ways&Means -

Missy Wislocki

- ▲ Missy, Pinky, Dana, and Bev (the ad hoc reg/spirit wear committee) met and worked out a plan for spirit wear sales and registration week collection of PTSA dues and PTSA tabling.
 - See attached report.
 - Missy will send the All Pro link so we can see our online site
 - We will be able to do coupon codes for big events, weekly promos, etc.
 - Suggestion: clarify if shipping to home is an option (for an extra charge?)

- ▲ **RESOURCE MANAGEMENT** Standing Rule of the Manual PTSA was approved 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. (*See details of this rule on Standing Rule attachment, which is included in "attachments" email.*)

- ▲ **PROPOSAL:** Increase PTSA dues from \$5.00 to \$10.00 per person effective July 1, 2013.
 - Process: This was presented and discussed at the 4/8/13 ad-hoc committee meeting and the committee recommends its passage. It would require an amendment to our by-laws. If we announce the proposed change by this Friday, April 19, 2013, we can vote on it at our May 20, 2013 meeting (per the need to give 30 days notice.)

 - Rationale:
 1. There has not been an increase in dues since July 1, 2004, and possibly earlier.
 2. Budget expenses and funding requests have increased.
 3. We have admin support to present this change at the upcoming (August 2013) registration.
 4. This would increase operating funds for PTSA in an efficient way (with all students at registration).
 5. Manual PTSA would retain \$6.30 of every \$10.00 membership rather than \$1.30 of every \$5.00 membership.
 6. This would help compensate for elimination of Spirit Wear in-person sales.
 7. This could help shift the focus from getting as many memberships as possible to getting a reasonable amount of memberships and a greater amount of donations/sponsorships.
 8. The need to explain the dues increase gives us the opportunity to educate the community on the need for direct donations above and beyond memberships.
 9. This could make it easier to support as many students and programs at Manual while also supporting district, state, and national PTA.

- ▲ **DECISION:** Send any input by this Thursday. If no objections, it will be sent out via ic mailer for a May 20 vote by the PTSA membership.

Meeting adjourned: 9:43am

Respectfully submitted,
Pinky Jackson
Recording Secretary
April 24, 2013

Our next few meeting dates are:

May 20, 2013 – via email; volunteers needed in auditorium for EOC exams

June (no mtg, but all docs/manuals/records need to be updated and passed on to new officer/Chair by June 30.

July ___ 2013 – watch email for date and time – our transitioning meeting & potluck social with both Boards

August 19, 2013 8:30-9:80am in PTSA room FIRST MEETING OF THE NEW SCHOOL YEAR! :-)

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

1. Proposal to the SBDM regarding Collecting Assessments to fund Project Graduation
2. Ad-Hoc Committee: Spirit Wear/Bookstore/Registration Week 4/8/13 mtg notes
3. Changes to the Standing Rules - approved
4. Board of Managers Nominees
5. 3-18-13 Minutes
6. Budget-in-process