

Manual PTSA MINUTES  
April 21, 2014

**Attending:** Trish Kline, Tony Sweazy, Ann Schwartz, Tammy Nofsinger, Sondra Wojciak, Tisha Payne, Patty Lyvers, Molly Wingfield, Preston Terry, Beth Jolly, Caryl Conklin, JoAnn Taheri, Logan Nofsinger, Pinky Jackson, Jerry Mayes, Jill Jelsma, Maria Sorolis, Barbara Coffield, Darryl Farmer

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

**INSPIRATION** – Trish Kline, 1<sup>st</sup> VP [tkline102@gmail.com](mailto:tkline102@gmail.com) *“Every flower of every tomorrow is in the seeds of today.”*

### REPORTS FROM GUESTS

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

- Cinema Drive: completed, and viewed as successful. Student Government was instrumental. Heard that it was OK from the students; improvement needed. Believe we planted some seeds for good judgment.
- Idea Fest: done last Friday. Went very well, and supported from the district very well. About 300 kids from different schools. Manual kids did most of the planning and work.
- ACT Info: still embargoed.
- Just inducted another class into the Hall of Fame. About 150 attended.
- Freshman registration: 3 nights last week.
- SBDM Election coming up and under control.
- The Magnet Meeting with the JCPS Board was tremendous. The PTSA was the key. I'm asking Dr. Rodosky and Dr. Hargens to come out with a definitive statement that this (moving HSU) is off the table. Until we get that, we won't relax our efforts.

**DARRYL FARMER:** Assistant Principal and Building Assessment Coordinator (all the state tests for accountability). Overall picture for Proctor training: one section of the test is the End of Course (EOC) exams, and many of them are held in the Auditorium. For that many students in one location, we need proctors. Need parent volunteers to help. Teachers help too. Need volunteers to help with 4 exams.

**LOGAN NOFSINGER** of Manual's Innovation Club. Provided an overview of a pilot program to decrease stress before finals. Twenty-two students showed up for the workshop. The Innovation Club conducted a pre/post survey measuring stress before and after the workshop. Before the workshop, stress was 6.5 (on a 10 point scale) with about 60% of total stress attributed to finals. After the workshop, stress was below 3; more than a 4 point drop. Of those who attended, 90% recommended the workshops to continue.

**PROPOSAL:** The Innovation Club would like to continue the Workshops to have a stress-free and

mindful Manual. We would like to ask \$1500 of the PTSA to conduct more workshops on a consistent basis. Our goal is about 40 students per workshop. About 100-150 students could be accommodated in a session. This funding would support 1 workshop this school year and 8 next year. We would like to do it once a month for the student body. Dr. Shealy is a Mindfulness Coordinator for the Earth & Spirit Wellness Center. He led processes in the workshop, and provided tools for outside of the session (take home for attendees).

**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)

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

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

“Closing the circle” with Board of Education on Manual input regarding MSA recommendations. Documents attached. Let me know if you have questions or suggestions. JoAnne Taheri, Maria Sorolis and Pinky presented the attached material to Dr. Rodosky. Planned on a 30 minute meeting, which became 90 minutes as Dr. Rodosky and Kathy McGinnis wanted to brainstorm solutions with us and get our input on a variety of topics They appreciated that we came in well prepared to advocate for HSU/Manual, but with the attitude that we are all one team and that we want to help all JCPS students succeed. Good discussion and idea generation. One of our suggestions was for Manual to host a High School Magnet Open House. We can show other JCPS magnet options and build awareness. All the feedback from Manual stakeholders was shared. All the letters had the common traits of being passionate, well-informed and respectful.

I told Dr. Rodosky I’d gather any other feedback from the PTSA meeting, and I plan to send to send a thank-you note to the Board. I will attend the 4:00 JCPS Board working session today (April 21).

**Newsletter** – will go out later today (rather than this morning) because of holidays and PTSA elections

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

✦ APPROVED: Minutes for March 17: motion to approve by Ann Schwartz; seconded by Trish Kline.

✦ Mail distribution

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

**WEBSITE** – Clay McNeill [claymc@bellsouth.net](mailto:claymc@bellsouth.net) - *no report (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) – no report

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

★ Budget update

- Still owe about \$1100 on Spirit Wear. About \$2000 left from Partners for Excellence. The Partners funding can be applied to Technology requests.

▲ **APPROVED: Classroom / Student Funding Requests** (in order of request date) totaling \$7500). These are one-time gifts that support the curriculum.

- \$1,500 for laser printer for J+C classroom / publications
- \$1,500 for nine (9) mindfulness training sessions - school wide
- \$3,000 for 3-D printer for MST and VA and math dept.
- \$500 for flat screen TV for news / announcements in J+C wing
- \$1000 for One Blue Wall Printing

INFORMATION PROVIDED FOR EACH BUDGET REQUEST IS BELOW (funding request forms and bids sent to Treasurer)

**\$1,500 for laser printer for J+C**

What other JCPS schools, national high school models, colleges, or industry have it? All professional organizations use multiple laser printers. duPont Manual's administrators have access to several. J&C has two functioning laser printers; it makes sense to put a third printer in Ms. Ritchie's classroom so that her students do not have to interrupt other classes (mine & Palmer's) in order to print documents.

Which magnet/ students will use / benefit from it? J&C students will directly benefit from this printer, but the school as a whole will indirectly benefit because this printer will be used by the Crimson Record staff for printing proofs, ad rates, promotional items, surveys, and so on.

Does Manual have the infrastructure (space, electricity, etc) to support it? We have the infrastructure in place. There is already an ancient printer in Ms. Ritchie's room that does not work well when it works at all, and district personnel have said that they are not interested in repairing it.

What is the cost of supplies or other sustainability expenses and how will they be funded? We can purchase supplies and paper with our annual budget money.

**\$1,500 for nine (9) mindfulness training sessions**

This winter, before finals and after snow days, the Innovation Club invited Dr. Shealy to come and lead participants from Manual in a Mindfulness meditation workshop to decrease the stress of students before their huge tests. About 22 students turned out for the first workshop. They all completed surveys to inform the club of how effective this program was and whether or not to continue it for the school in the upcoming year. We would like to submit our findings and encourage you to help continue these workshops as it was extremely successful.

The survey had two parts, before and after the workshop sections. The “before” section asked about students’ current stress levels. The average reported level, on a scale of one to ten, was 6.95. An average of 63% of that stress was due to upcoming end-of-term exams and work, even though students, on average, were 62% prepared for their final exams. Also, recent make up work due to snow days contributed as 29% of students’ stress.

The “after” portion showed the results of the workshop. Students reported an average stress level of 2.81, a 4.15 point drop. The meditation session had a significant impact on the stress levels of students. They rated the session as 70% effective. 95% would recommend the program to other students, and 91% would come to other sessions with Dr. Shealy. Most students said that after school workshops worked best for them, as opposed to during lunch or before school.

Overall, the workshop was successful. If allowed to continue, it can grow and reach many more students at Manual. Students were more relaxed after the workshop and showed enthusiasm for the program to be continued. This could greatly reduce the stress level of our student body and allow for a more mindful Manual.

#### **\$3,000 for MST and VA 3-D printer**

We are requesting assistance to purchase a 3D printer for use by students in the MST and VA magnets. We are asking for \$3000.00 to purchase a heavy duty 3D printer and initial support materials. The printer needs to be heavy duty enough that it will withstand the amount of use it will have by the students in both programs.

Currently JCPS has two 3D printers at Jeffersontown High School utilized by students in their Engineering magnet. Students are able use the printers to build their own specialized parts needed for their robotics program and other engineering pieces.

High schools across the country are already utilizing this important piece of equipment for building various pieces in support of math, science, and technology concepts. For instance, Chico High School in California has several 3D printers that are used by students across the curriculum. Oakland Technical High School in California and the Jefferson School of Math and Science in Virginia both have 3D printers in use by their science students in support of student research. These are just a few of the schools already using the 3D printer technology.

Use of 3D printing technology is rapidly expanding across the country and actually globally in all disciplines. It has become a major piece of equipment in industry and many businesses and will soon be in many homes. Our students need to have experience using this equipment to stay competitive with other students. For now one 3D printer will be utilized by two of Manual’s magnet programs but in the future all disciplines will find a need for this technology and it will become common in most classrooms.

The Manual VA department is in need of one for student’s art pieces (i.e. jewelry and sculpture pieces). The MST program needs one in support of its research program. We had several

students that had to literally plead with UofL professors to submit designs for pieces needed for their research projects. The math department has expressed a need to help students build geometric designs for various math concepts.

Funding for materials to support the 3D printer will be a part of each department's budget that utilizes the printer. Students needing pieces built on the printer will pay for the materials only. I estimate an annual budget of \$500.00 will be needed to purchase materials needed to supply the use by the students in both departments.

The 3D printers come in all price ranges from the Astrid printers that start at \$500 to the Maker Bot Replicator 218 priced at \$6,400. We are requesting the purchase of a Maker Bot Replicator 2, currently priced at \$2,199.00. This is based on the speed and usage required for our students. It is a desktop printer that will require no more than a normal classroom outlet. The printer will be set up in the Art Annex. It is easier to use than most 3D printers and comes already assembled, unlike many other brands. The remainder of the \$3000 will be used to purchase enough materials to start off the school year.

**\$1,000 for One Blue Wall Printing** – We will need close to \$1000 to have the literary magazine, One Blue Wall printed in time for its release in May. We are selling pre-orders, so we have some funds in our account, but we are short. I have 3 price quotes, ranging from \$950-\$2800. (We are going with the cheapest price, by the way.)

**\$500\* for flat screen TV for news** in J+C wing – We teachers had been discussing the purchase of a flat screen television for us to run the scrolling announcements/news in the J&C wing. \*price to be confirmed and 3 quotes will be provided if it is over \$300.)

**PROCESS TO BE CONTINUED: BUDGET / STAFF FUNDING REQUESTS:**

**\$530.72 for Staff Development** (see note below, to PTSA and Alumni, from Jerry Mayes)

I want to start by saying how much we appreciate you guys. Your solution based attitude is very supportive of the many requests we send your way. So, on behalf of 1877 students and 169 staff members we say thank you!

With that said, I come to you with a new challenge. I am looking for ways to provide outreach funding to show appreciation and staff development. As you know the school board has and is in the process of revamping budgeting control procedures. Due to a decrease in funds and the lack of integrity by some individuals, this has become a priority.

We used to be able to provide food and team building activities for our faculty on PD (professional development) days. These funds for the staff have now been distributed another way. Therefore, we are in need of additional funding to carry on team and culture building activities for staff and faculty.

Our request is for the Alumni Association to entertain a \$2500.00 donation alongside a PTSA

commitment of \$1500.00. We plan on serving meals through Laura Spiegelhalter's class and we want to infuse some excitement with incentive gift cards. This money would provide Thanksgiving, Christmas and spring celebrations along with Christmas gifts or anything else so deemed by the climate committee.

Having spoken at the PTSA board meeting, the membership opportunity idea is a good one. According to my figures, the only **after** expense would be an additional \$530.72. We would ensure 100% participation to get the remaining portion of the \$1500.00

With regard to the Alumni, we are asking for a straight \$2500.00

Our breakdown for the events is as follows:

- Thanksgiving \$425.00
- Christmas \$1600.00
- End of Year \$500.00
- Incentive gifts \$1000.00
- Christmas Party \$500.00

We will be seeking additional funding from donations to support your gifts and participation.

These funds will allow the committee to continue the momentum we have started this year. In a recent survey conducted by Becky Donahue, English Department Chair, faculty members desired to have the ability to meet outside of school to enjoy each other's company. This type of activity will only enhance the common bond with the faculty. This camaraderie will have a positive impact on the students within the classroom.

Please give our proposal your fullest attention and consideration.

#### Budget Requests/Proposals

- PROPOSED: PTSA funding requests require PTSA membership to submit
- PROPOSED: PTSA to donate ½ of 2014-15 staff PTSA membership dues collected to fund staff development/team building/cultural projects at Principal's discretion
- PROPOSED: PTSA to donate ½ of 2014-15 non-staff memberships dues received OVER the amount of income budgeted for PTSA operations and school/classrooms needs (PTSA budgeted income) to fund staff development/team building/cultural projects at Principal's discretion up to a maximum of \$530.72 for the 2014-15 school year, per Principal's funding request.

**Regarding the Classroom / Student Funding Requests: Move to approve the \$6500 (for the first four requests) by Trish Kline; seconded by Ann Schwartz. Vote approved unanimously.**

**Regarding the Mindfulness Training, we will approve the whole \$1500 with conditions.**

- Release half of funding now, and the balance upon receiving a report by the November 2014 PTSA meeting. We want to make sure the program is promoted to drive attendance.

Regarding funding of One Blue Wall printing. (\$1000) can also be funded this school year. We also suggest a digital version.

Regarding the Staff Development Funding Requests, we propose giving the full non-dues portion of the 2014-15 PTSA membership from all Manual employees for Staff Development. We will further document and discuss the proposal to fund the remaining staff development fund request by giving the full non-dues portion of the 2014-15 PTSA membership of all PTSA memberships that EXCEED our goals for the year (and therefore fully fund the PTSA budget) UP TO a MAXIMUM of \$530.72 as requested. This was not voted on, and will be addressed in an upcoming PTSA meeting.

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

- ⤴ SBDM Voting will take place on Thursday, April 24th from 7:00 a.m. until 3:00 p.m. in front of the main office of the school and online until Thursday, April 24th at 9:00 p.m. (Volunteers needed to assist on Thursday.) OR submit your online vote at: <https://www.surveymonkey.com/s/GKG3R53>

**NOMINATING COMMITTEE** – Trish Kline, Chair

PTSA Executive Board nominees will step out of the room and discussion/voting can commence. Ann Schwartz processed the vote on PTSA Executive Board nominees.

**APPROVED:** 2014-2015 PTSA Executive Board

President	Pinky Jackson
1 <sup>st</sup> VP – Programs	Shannon Evans
2 <sup>nd</sup> VP – Membership	Trish Kline
3 <sup>rd</sup> VP – Ways & Means	Mike Morgan
Recording Secretary	Barbara Benjamin-Coffield
Treasurer	Beth Jolly
Parliamentarian/SBDM Elections	Tisha Payne

**Slate approved by vote of non-Executive Board PTSA members.**

**GIVE INPUT:** to executive board by 4/28/14 on the following nominees for 2014-2015 PTSA Committee Chairs (Executive Board will appoint or elect committee chairs after 4/28/14)

- |                         |                 |
|-------------------------|-----------------|
| 1) Awards Chair         | Tanya Marquardt |
| 2) Beautification Chair | Gretchen Davis  |
| 3) CAP Co-Chair         | Jill Jelsma     |
| 4) CAP Co-Chair         | Becky Mosley    |
| 5) CCC Co-Coordinator   | Pam Wolford     |
| 6) CCC Co-Coordinator   | Trish Kline     |

7) Hospitality Co-Chair	Peggy Loy
8) Hospitality Co-Chair	Barb Wainwright
9) Hospitality Co-Chair	Paula Hutchins
10) Programs Co-Chair	Kelly Higdon
11) Programs Co-Chair	Punita Halder
12) Project Graduation Co-Chair	Missy Wislocki
13) Project Graduation Co-Chair	Teresa Mader
14) Red/White Week Co-Chair	Leslye Arnett
15) Red/White Week Co-Chair	(open)
16) Reflections Co-Chair	Penny DeVenuto
17) Reflections Co-Chair	Carolyn Judy
18) Scholarship Chair	Denise Mallett
19) Volunteer Coordinator	Jennifer Gregg
20) Magnet Liaison VA	Caryl Conklin
21) Magnet Liaison HSU	JoAnne Taheri
22) Magnet Liaison J+C	Peggy Loy
23) Magnet Liaison MST	Ann Schwartz
24) Magnet Liaison YPAS	Patty Lyvers
25) Donations & Sponsorships	(open)
26) Grants	(open)
27) Partners for Excellence Co-Chair	Sondra Wojciak
28) Partners for Excellence Co-Chair	Rhonda Steinemann
29) Silent Auction Co-Chair	Jennifer Tuvlin
30) Silent Auction Co-Chair	Amy Lapinski
31) Spirit Wear Co-Chair	Monica Willis
32) Spirit Wear Co-Chair	Jennifer Bray
33) Corresponding Secretary	Molly Wingfield
34) Historian	Tammy Nofsinger
35) Newsletter Digital Editor	Amanda Tu, MST sophomore
36) Newsletter Writer/Editor	Jamie D'Amato
37) Photographer	Becky Mosley
38) Photographer	Preston Terry
39) Photographer	(open)
40) Social Media Co-Chair	Leslie Stum
41) Social Media Co-Chair	Sasank Vishnubhatlas
42) Website Co-Coordinator	Sudha Srinivasan
43) Website Co-Coordinator	Greg Schwartz, MST freshman
44) SBDM Liaison	Tracy Shah (pending 4/24 vote)
45) SBDM Liaison election)	Polly Labreque (already in this position per 2013

**LEGISLATIVE ADVOCACY** – Maria Sorolis – Activity noted in the President’s report



**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)

- Attendance went well. Kelly will meet with counselors to get their feedback.

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

I will be in Pittsburgh for work on Monday, so unfortunately I cannot make the meeting. Here is my update...

- Parent donations have topped \$3,000 now. With the \$2,000 PTSA donation (thank you again!) and the \$500 grant from the Kentucky Malt Beverage Education Corporation, we now have some money to work with. **We are still in need of both monetary and prize donations**, so please keep talking up Project Graduation every chance that you get.

- We still need someone to join the planning team to be in charge of security. Please consider!

- Our next planning team meeting will be Thursday, April 24th at 5:30 in the senior cafeteria.

- Thank you to everyone who came out to support our restaurant fundraiser at California Pizza Kitchen last week!

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

- Tuesday, April 29 at 7:00pm is our end of year social (location TBD)
- May 16 is date of staff luncheon, which will be done in collaboration with Future Educators' Club

✦ **Scholarships** – Colleen Beach [cbeach55@twc.com](mailto:cbeach55@twc.com) via email

- Applications sent to review committee members. Feedback due by the end of April.

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

✦ **Beautification** - Gretchen Davis [gretchenwdavis@yahoo.com](mailto:gretchenwdavis@yahoo.com). NO REPORT  
(Unable to attend meetings, but working on beautification projects.)

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

✦ **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)

- Let me know if you'd like to attend District PTSA Awards Banquet.

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

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

- Training and EOCs: <http://www.signupgenius.com/go/8050A44AEAA28A02-testing>
- AP Exams: <http://www.signupgenius.com/go/8050A44AEAA28A02-approctors>

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

✦ **Magnet Liaisons**

VA Liaison update – Caryl Conklin carylconklin@hotmail.com

- VA Mac update (via e-mail following meeting; abbreviated): From Ms. Cyndi Young: All Macs have been unpacked and set up. Hardware testing and programming is still in progress. The Macs are being used in the Graphic Arts class with PhotoShop fully installed. Please tell the PTSA how grateful we are, and the students are producing beautiful work.

MST Liaison update – Ann Schwartz annmerm@gmail.com - no report

HSU Liaison – JoAnne Taheri euroimport@win.net

- A great deal of work has been done to mobilize Manual parents to share their points-of-view with JCPS regarding moving HSU.

YPAS Liaison – Patty Lyvers mailto:lyversfamily@att.net – no report

J+C Liaison – Peggy Loy bloy679382@aol.com – no report

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

★ Donations & Sponsorships – *position open*

▲ Spirit wear – Missy Wislocki [mwislocki@gmail.com](mailto:mwislocki@gmail.com)

PRESENTATION for May 2014 proposal: ask the current ad hoc spirit wear committee (Missy, Beth, Maria, Pinky) and the incoming spirit wear co-chairs to consider donating some of our existing spirit wear stock to students in need. After AllPro invoices paid and inventory updated, look at what merchandise we can donate to the MCC and then ACTIVELY seek students to give coupon cards to for free, new, spirit wear.

▲ Partners in Excellence - Sondra Wojciak [sonwojciak@yahoo.com](mailto:sonwojciak@yahoo.com) - no report

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

### ANNOUNCEMENTS

#### NEW BUSINESS

**ADJOURNED at 10:04 a.m.**

### NEXT MEETINGS

*Upcoming dates are:*

★ *Tuesday, April 29 at 7:00pm is our end of year social!*

▲ *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 6 is Project Graduation*

▲ *June – all 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.*

- To submit items, photographs, etc. for the POST newsletter, email them to [manualptsanews@gmail.com](mailto:manualptsanews@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 [manualptsasubscribe@googlegroups.com](mailto:manualptsasubscribe@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.manualredeye.com/thejspn-social-media/>
- Join the DuPont Manual High School PTSA Facebook group
- Use the Board contact list to communicate with Board. BCC is often recommended.