

Manual PTSA MINUTES
May 19, 2014

ATTENDING: Pinky Jackson, Barbara Coffield, Preston Terry, Linda Lotspeich, Gerry Mayes, Trish Kline, Tony Sweazy, Ann Schwartz, Molly Wingfield, Peggy Loy, Tammy Nofsinger, Pam Wolford, Monica Willis, Ann Schartz, Denise Millett, Becky Mosely, Shannon Evans, Mike Morgan, Barb Wainwright, Leslie Arnett, Missy Wislocki, Beth Jolly, Leslie Stum, Penny DeVenuto, Becky Mosley, Monica Willis, Beth Jolly

CALL MEETING TO ORDER – Pinky Jackson, President manualpts@gmail.com **8:28 a.m.**

INSPIRATION – Trish Kline, 1st VP tkline102@gmail.com

‘A great accomplishment shouldn’t be the end of the road. Just the starting point for the next leap forward.’ - Harvey Mackay

THANKS to Senior Parents and INTRODUCTION OF NEW BOARD MEMBERS:

- **WELCOME to the alumni service corps!** Tony Sweazy, Anna Kidwell, Linda Lotspeich, Lynn Wilbar, Kolleen Oney, Kimberly Booth, Colleen Beach, Katherine Doyle, Elizabeth Spalding, Clay McNeil, and Sandra Hubbard will be ending their terms on June 30, 2014.
- **We are proud to announce the new members of the 2014-15 Board:** Shannon Evans, Becky Mosley, Barb Wainwright, Paula Hutchins, Punita Halder, Teresa Mader, Leslye Arnett, Carolyn Judy, Denise Mallett, Jennifer Gregg, Mike Morgan, Jennifer Tuvlin, Amy Lapinski, Monica Willis. Jennifer Bray, Jamie D'Amato, Leslie Stum, Sasank, Sudha Srinivasan Vishnubhatlas, Greg Schwartz, Tracy Shah, Penny DeVenuto

ATTACHED: 2014 Manual PTSA Transition spreadsheet (thanks, Trish Kline!)

REPORTS FROM GUESTS

PRINCIPAL'S UPDATE – Jerry Mayes gerald.mayes@jefferson.kyschools.us

- Thanks PTSA for an outstanding job Friday on the Teacher Appreciation Lunch.
- There are times when you feel obligated to go to things, but I was proud to be at the District PTSA awards meeting last week. I’m so proud of Manual’s PTSA because it’s such a force for this school.
- A few things we’re doing now:
 - **Working on HSU.** Thanks Pinky for the note (to Dr. Rodosky regarding HSU confirmation needed); very well put. What I’ve been told by the JCPS Board members is that HSU will be off the follow-up list by July. I don’t want to be in this position again, so we’re looking at some ideas for HSU. This was looked at 4 years ago and the ideas were tabled, so we’re taking a look at that. We’re finding a lot of our business class offerings are not attracting students, so we’re looking at that.
 - Our **technology classes in MST** are not where they need to be.
 - Any of these **changes will impact our teaching needs.**
 - For the first time, **the administration is driving scheduling**; not the teachers. It’s a shock for some teachers and I’ve had many in my office talking to me about this. Students may tell you that Mr. Mayes is talking with teachers, and it’s true.
 - A surprise **retirement for Dr. Craig Darif.** This will be a crucial hire.

- The other 2nd major hire will be for **J.C. Reedy's position**.
- **Need PTSA help in communicating how to handle student issues with teachers. I need feedback in writing.** If you're a tenured teacher, every three years you have to have an "Assumptive." Some of the Assumptives I read have just been rubber-stamped. It's not going to be that way. Teachers don't believe it (feedback or issue) unless there's something in writing. I understand that Parents are concerned there will be retribution. If that happens, I need to know immediately. I need documentation and it needs to be specific with respect to behavior.
 - *PTSA Comment: we also need to provide feedback regarding teacher excellence with specific details.*
- Today, 12 buses of Seniors going to Holiday World and testing continues
- **Our guidance counselors are outstanding.** They have delivered on everything I've asked them to do as we've changed things regarding AP testing.
- We're going to have a table set up at Registration for donations through the Alumni office. This will give us a fund to do things for teacher.

TEACHER REPRESENTATIVE MEMBER/S UPDATE - (position open)

STUDENT REPRESENTATIVE MEMBER/S UPDATE - (position open)

SBDM (Site Based Decision Making) - Sandra Hubbard shubbard@twc.com 502-727-4435

[Polly Labrecque](mailto:polly.labrecque@gmail.com) polly.labrecque@gmail.com

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualptsa@gmail.com

Although I try to be available to all Board members as quickly and as often as possible, I want to let you know that our family **vacation is from July 19-August 2**. We are stay-cationing in / around Louisville and hosting several relatives during that time, so I will not be accessing email much.

However, all three VPs are new to their positions, so I want you all to feel free to call or text me at 502-523-3671 if you need to (just be patient with my summer response time, and make sure you get a good break, too!)

Year-end Report: What went well:

- This is an AMAZING Board, and it was such a pleasure and an honor to serve all of you. The respectful, hardworking, generous, funny, flexible character of this board is truly extraordinary.
- Mr. Mayes has been a terrific member of the PTSA and his open, energetic, solution-oriented school leadership has made my job much easier.
- The administrative, facilities, and custodial staffs at Manual are so very helpful, professional, and knowledgeable.
- Manual parents are so very generous. We were able to accomplish much due the THOUSANDS of volunteer hours and dollars contributed to our many programs. I am so incredibly humbled and grateful.
- The gratitude expressed by so many Manual teachers so often was appreciated.
- Manual students work hard, play hard, and inspire continuous improvement.

- Communications & camaraderie, and caring for our community have all been delivered this school year.

Obstacles: Resources needed

- **PTSA website needs:** All content updated; home page needs a spiffier design; forms (tax exempt, agenda request, funding request, membership payment, volunteer, etc) that can be accessed and submitted online need to be added /edited; all school calendar needs to be updated more fully and frequently.
- **Student representation at Board meetings.** After schedules are out, we need to put a call out to all the study skills and aide blocks to encourage ALL students to come.

Suggestions for next year

- Works towards **continuous improvement** in the following areas, and set award-winning goals: membership, newsletter, website, Caring for our Community Programming (mindfulness, stress reduction, substance abuse); use Crimson Day and registration week to give tours of Manual Community Closet (MCC), share spirit wear, and make sure students and AEMS have resources needed, finish scanning, uploading, and organizing digital PTSA files

SECRETARY – Barbara Coffield barbarajbenjamin@gmail.com

- ▲ Minutes for April 21, 2014. Move to approve by Peggy Loy; seconded by Preston Terry.
- ▲ Mail distribution by Pinky

Year-end Report:

Projects done this year: Provided timely, accurate meeting Minutes for all PTSA meetings: general PTSA meetings, school-wide meetings (such as Open House) and Board-only meetings (Orientation/Planning).

What went well: The support of the PTSA President in being endlessly responsive and willing to provide editing guidance was invaluable. Clay has been a wonderful, dependable resource so that the Manual community has access to PTSA activities via the Minutes as soon as they are completed.

What obstacles faced: None; nothing but support in my first year as Recording Secretary.

What I recommend we do next year: I attended a terrific Operation Parent seminar about teen alcohol and drug use, and dating. As teen alcohol use has been a focus at Manual, I suggest we consider this program to Manual parents as part of Caring for our Community. We might also consider the Operation Parent Parent Handbook as a fundraiser. It's an excellent resource for a range of teen issues. I'll bring it to our next PTSA meeting and the summer meeting.

What I recommend we not do next year: Nothing comes to mind, but I'm all for assessing our communication reach (is the POST getting to *every* Manual family?) and assessing our high-effort programs (are they delivering at an acceptable level given the resources they use?).

HISTORIAN – Tammy Nofsinger & Elizabeth Spalding

Year-end Report (by e-mail)

What went well: coming up with the core “C” themes (Communication & Camaraderie, Caring for Community, College & Career Readiness, and Celebrating Crimsons) has helped tremendously with categorizing and presenting all the PTSA’s many accomplishments. The trifold and video have come together very well using this structure. The subthemes are also extremely beneficial because they give direction on exactly what areas need to be presented and what photos to collect.

What didn’t: Getting photos of the many activities going on within the PTSA remains a challenge.

What I could use help with: It would help if an expectation was set in place for event leaders to collect and share a photo of their event for our records. It would also help if there was an online photo storage site where photos could be easily submitted and stored for use by the PTSA (and could be shared with J&C or others at the school if needed). If this were in place, we could then communicate to the school community where to submit photos from each of our events.

WEBSITE – Clay McNeill 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 No report

TREASURER – Beth Jolly 56jolly@gmail.com

Year-end Report

⤴ **What went well:** Year went well because of all the support in working through inherited issues.

BUDGET / 2014-2015 STAFF FUNDING REQUESTS:

⤴ **\$530.72 to for Staff Development**

- **PROPOSED:** PTSA funding requests require PTSA membership to submit
 - **PROPOSED:** PTSA to donate the entire portion of each Manual employee's 2014-15 PTSA dues that remains after all PTA dues (district, state, and national) are paid to fund Manual staff development/team building/cultural projects at Principal’s discretion
 - **PROPOSED:** Once the PTSA has achieved the full Budgeted income goal, PTSA will give 50% of additional memberships (less district, state and national PTA dues) toward staff development **up to a maximum of \$530.72** for the 2014-15 school year. These can be used at the Principal’s discretion for staff development/team building/cultural projects for Manual
- Note: these are for 2014-15 and will need to be reviewed for consideration for future budgets.

PARLIMENTARIAN– Tisha Payne tishapayne@yahoo.com

Year-end Report

Projects completed: SBDM Elections

What went well: Entire process went well

Obstacles faced: Could use a better electronic voting system that wouldn’t require manual confirmation of each eligibility

Recommendations for continuing: Recommend only electronic voting

Recommendations for discontinuing: Recommend we do not have "paper" voting at school

- ⤴ SBDM Election completed. Great increase from voting since last year since online voting was available. Would have been zero “in-person” votes through the entire day if voters hadn’t been recruited.

1st VP/PROGRAMS – Trish Kline tkline102@gmail.com

⤴ **College 101 Night** – Kelly Higdon kellyannjarzo@twc.com

No report

- ✦ **Project Graduation** – Linda Lotspeich lindasuelotspeich@gmail.com
 - **Project Graduation is set for Friday, June 6th.** Check in will begin at 10:30 p.m.
 - We need more adult volunteers to come help out that evening. Sign up at <http://www.signupgenius.com/go/8050A44AEAA28A02-project> and come join the fun! Consider doing a few hours even if you can't stay all night. Doing Karoke, chair massages, zip line and casino. Will be a lot of fun. Have had 10 cases of Girl Scout cookies donated.
 - Our final planning team meeting will be Tuesday, May 27th at 5:30 at Puzzles.
 - Parent donations have now passed the \$5,000 mark. We have enough to pay the bills, but the money that comes in the last few weeks will help us get more quality prizes, deal with any unexpected expenses, and possibly get more game tokens for the kids to play the games with.
 - **We still need prizes!** Manual has set the standard in the past that everyone who comes wins a prize, so we need donations to keep this tradition going.
 - Already have at least 50 senior registrations.
 - I will submit a year-end review after the event has occurred :)

- ✦ **Hospitality** – Anna Kidwell alkidwell@twc.com and Peggy Loy bloy679382@aol.com
 - We have some cabinets to clean out before the end of the year and get reorganized and restocked.
 - Had the Future Educators of America luncheon. Was beautiful: catered with desserts sent in. Gave away planters and door prizes (22 prizes of 25 donated). Truly a P-T-S-A event: all stakeholders represented.
 - *Comment: Great job, Anna and Peggy on supporting FEA with Teacher Appreciation luncheon!!*

- ✦ **Scholarships** – Colleen Beach cbeach55@twc.com
 - This year's Scholarship winner to still be announced.
 - Will revamp the paperwork.

- ✦ **CAP** - Jill Jelsma jilljelsma@bellsouth.net and Tony Sweazy tsweazy@gmail.com
 - Year-end Report: Manual Community Closet has not been used as much as it should be. There's a need for it, so this will be the key goal for next year.
 - The MCC won the outstanding Special Project award from District PTSA.

- ✦ **Beautification**- Gretchen Davis gretchenwdavis@yahoo.com. (*Unable to attend meetings, but working on beautification projects.*) No report

- ✦ **Red/White week**: Kolleen Oney koney@insightbb.com and Lynn Wilbar wilbar84@aol.com
 - No report

- ✦ **College & Career Center (CCC)** – Pam Wolford wolf5345@bellsouth.net

Year-end Report

What worked well:

- 64 parent volunteers
- 85 college reps came to visit, 483 students attended these visits
- UofL on site admissions
- Mrs. Just emailing senior students and parents about scholarships and college rep visits
- PTSA newsletter highlighting new scholarships
- references in the CCC to check out

What needs improvement:

- CCC is being used more and more frequently for admin./ece/testing purposes and they

- don't let Krista or Anita know in advance and volunteers show up and have to leave
- CCC is being used as a storage space (15 boxes stacked in there presently) because space is so tight in the school
- 23 college reps had no students attend
- Students continue to underutilize college rep visits. Mr. Mayes could emphasize in the first faculty meeting of the year that seniors should be encouraged, not blocked, to attend visits from reps at universities they are interested in attending.
- Many students do not know the CCC exists. Guidance counselors could remind them at the first class meeting of the school year. The school newspaper could do an article.
- Juniors are allowed to attend. Juniors need to negotiate with their teacher.
- Some scholarships have no applicants.
- Reference materials (college guide books) have a tendency to disappear even though they are marked all over as belonging to CCC. Funds probably need to be available annually for replacement (up till now I have personally paid for them all).
- Printer problems including setup, maintenance and ink. Can PTSA work with Mr. Dahlman to get a quality printer for the CCC that he will set up and maintain? CCC will provide ink (which we have done in the past but I have paid for myself) and the guidance office will continue to provide paper.
- Consider hosting one or two casual lunches for the kids with college reps during the lunch hour?
- Innovation Club survey among seniors suggested that seniors needed more help with college applications, but they may not have realized it until too late (let too many college visits or CCC visits pass by).

Budget requests for next year \$150 for reference material and printer ink

- ▲ **Awards** – Tanya Marquardt marquardt5@twc.com
 - Report: Brought home 7 District PTSA awards.
 - Recommendation: Need to manage timing in light of snow days. Next year, given my learning this year, I'll be better prepared regarding deadlines and who to contact regarding award nominations.
 - **Reflections** – Kim Booth kimberly2anne@aol.com No report
- ▲ **Volunteer Coordination** - Katherine Doyle akkdoyle@gmail.com
 - Several Sign-up Geniuses in place right now for several end-of-year needs.

2nd VP/MEMBERHIP – Maria Sorolis sorolandfamily@gmail.com

Year-end Report

Recommendation: PTSA membership a prerequisite for teacher funding requests.

- ▲ Membership Report No report; ended in Fall.
- ▲ Magnet Liaisons
VA Liaison update – Caryl Conklin carylconklin@hotmail.com

Year-end Report

Projects/events for 2013-14

- Developed an email database of VA parents who were interested in helping to prepare for, work at, or promote VA events

- As part of the VA parent/support group, a VA Parent Facebook page was set up by a VA teacher to serve as a means to communicate news, events, etc.
- Established PTSA communication & rapport with VA teachers
- Held a parent meeting to introduce ourselves to one another and the VA teachers, as well as brainstorm ways to help the VA department
- Helped organize volunteers to prepare for and work the VA College & Career Day & the VA Student Booth at the St James Court last fall
- Promoted VA Senior Art Shows in the Manual Post and ic.mailer
- Advertised VA students' awards and work in regional exhibitions in the Manual Post
- Arranged for the purchase of 29 iMacs to be purchased for the VA computer graphics lab with the PTSA's Partners for Excellence funds.

What went well:

- VA parents were eager to assist at our events, and responded well to the call for volunteers
- The VA teachers were extremely grateful for the PTSA's interest in the well-being of their magnet
- I received positive feedback from parents about the VA's students accomplishments (which they learned about from the PTSA newsletter)
- The acquisition of industry-standard computers for the VA computer graphics lab was probably the most exciting accomplishment!
- Manual's front office staff (especially Michelle Bynum & Helena McDowell) were EXTREMELY pleasant and easy to work with when I was having delivery issues with the iMac computer shipment!

Obstacles Faced: None.

Recommendations to do:

- All of the above in #1 (except to purchase more iMacs ☺)
- Have more than one parent meeting
- Whatever the VA teachers suggest/need
- Have even better/more proactive communication with the VA teachers (example, some of the Senior Shows had to be rescheduled because of snow days, and I didn't get that information right away to advertise)

Recommendations NOT to do: No recommendations at this point

▲ MST Liaison update – Ann Schwartz annmerm@gmail.com

- 12 students just came back from ISEF. 7 of the 9 projects won major awards. One student going to Cern, Sweden.

Year-end Report: Projects Completed

- Obtained 96 Ti-84 Plus Silver calculations for 3+ classroom sets and 11 Ti-89 calculators for the math department
- Researched tablet use in schools.
- 3D printer purchased using PTSA funds for the MST and VA magnets
- HSU Liaison – JoAnne Taheri euroimport@win.net

Year-end Report

Projects Done:

I participated/planned Ramstock treats/eats for the students and it seemed like everything went well. We had enough volunteers and food. Would like to be able to pay Gumby's next year for veggies/dip- she charges somewhere between \$2 -\$3/person for catering this. We may reserve \$100-150 to provide this as healthy snacks. Continue to get parents to donate chips/pretzels/cookies/brownies, etc. I recommend that we do this next year as it was a nice treat for students after school while they were listening to the Ramstock entertainment and a good way to kick off Red/White week.

What went well:

I participated in the HSU meeting and letter writing with the JCPS Board of Education. Pinky Jackson, Maria Sorolis and I met with Kathy McGinnis and Dr. Robert Rodosky regarding the future of HSU after the Magnet Schools of America recommended that this magnet essentially be eliminated. The meeting went well and we submitted all the letters and some additional data supporting our magnet to them for review. We also had some additional suggestions about how to improve and advertise other magnets that were available to parents in JCPS.

What could be improved:

As the HSU liaison, I would like to improve my communication with teachers, staff and students next year. After the MSA review, it is very important that we pay attention to our magnet and try to provide them with the support they need.

- ♣ YPAS Liaison update – Patty Lyvers (lyversfamily@att.net)
 - Three final opportunities to attend YPAS evens. All on main stage at 7:00 p.m. and are free: May 21, Jazz; May 23, Vocal; and May 27, Percussion.
- ♣ J&C Liaison update – Peggy Loy bloy679382@aol.com
 - A J&C student will be helping the PTSA.

Year-end Report:

Projects Completed:

- Started a booster club, but still in early “birth” stage.
- Had an ice cream social in the fall where teachers promoted all the programs.
- Shared the plans for the new J&C wing for the 21st century work environment. This is more tentative now as the Magnet School of America report has disrupted plans a bit.
- Currently working with bookkeeping with the J&C staff. Planning name plates from donors on equipment.
- Getting a flat screen TV for the J&C wing.

Went well: Response to the Publishers club went well. Possibility of 21st Work Environment generating excitement.

Biggest problems: communication with publishing issues and follow-through.

3rd VP/Ways & Means - open

- ♣ Donations & Sponsorships – position open
- ♣ Spirit wear – Missy Wislocki mwislocki@insightbb.com
- ♣ Fundraiser Database – [click here to add your group's fundraiser](#)
- ♣ Partners in Excellence - Sondra Wojciak sonwojciak@yahoo.com and Rhonda Steinemann rsteinemann@twc.com
- ♣ Foundations/Grants – *team leader and members needed*

ANNOUNCEMENTS
NEW BUSINESS
ADJOURNMENT 10:18

NEXT MEETINGS

Our next few meeting dates are:

Mindfulness training on Thursday, May 22 from 2:30-4 in the Auditorium. Please send snacks with your child; they'll be hungry.

May & June: everyone, please meet with your successor/predecessor

July 24 at 5:30pm: Summer Board meeting (see below)

August 4-7 PTSA Membership, Communications, and Volunteer Drive at Manual registration

August 18 from 8:30-9:30am + extended meeting time as needed in PTSA room @ Manual or on the stage of the Manual auditorium

September 15 from 8:30-9:30am + extended meeting time as needed in PTSA room @ Manual or on the stage of the Manual auditorium

SUMMER BOARD MEETING

Please join us for our annual summer board meeting, officer/chair transition, and potluck on **Thursday evening, July 24, 2014** at the home of Sondra Wojciak (directions below). Bring your favorite summer dish to share. We will gather at **5:30pm**, hold our group meeting from 6-7pm, then socialize and have our potluck dinner from 7:00pm-8:00pm. RSVP to manualptsa@gmail.com

ADDRESS & DIRECTIONS: Sondra suggests that you use the specific directions below. Apparently, some GPS systems do not find her street. She lives in Fern Creek in the Glenmary subdivision located off Bardstown Road, South of the Gene Snyder. The address is 10508 Fairmount Falls Way

- South on Bardstown Road
- Turn left into Glenmary at Long Home Road (this is the entrance after the main entrance to Glenmary that has a traffic light – there is no traffic light at Long Home Road)
- Turn right on Black Iron Drive
- Turn right on Glen Hope Drive
- Turn right on Fairmount Falls Way, my house is on left 10508.

Sondra's cell 432-2296 in case anyone gets lost.

Generally, PTSA Board meetings are the 3rd 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.

ATTACHMENTS

2014 Manual PTSA Transition spreadsheet

Words of Gratitude

PTSA Budget Update – 5/18/2014