

Manual PTSA MINUTES Summer Board Meeting
July 24, 2014

Attending: Sondra Wojciak, Ann Schwartz, Patty Lyvers, Pinky Jackson, Barbara Coffield, Tisha Payne, Shannon Evans, Jennifer Gregg, Paula Hutchins, Denise Mallett, Leslye Arnett, Judith Bradley, Greg Schwartz, Tracy Shah, Peggy Loy, Mike Morgan, Barb Wainwright, Preston Terry

CALL MEETING TO ORDER 6:30 p.m. Pinky Jackson, President manualptsa@gmail.com

- introduce ourselves and our role on the Board
- share what transition information we already have and what we may still need
- share what gifts/skills we bring to the Board, what boundaries/limitations we have
- if we already have an idea of our committee's work for the year, we will report on that
- share how other Board members can support our work

INSPIRATION –Shannon Evans, 1st VP sme02@bellsouth.net

“We don’t realize that we experience a new beginning every time we wake up in the morning. Each new day brings us the opportunity to start fresh with a new attitude, with new resolve to make it the best day ever.” Mary-Frances Winters

REPORTS FROM GUESTS

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

Mr. Mayes couldn't attend but the following report was provided by Pinky.

- Floyd Street will be closed due to U of L construction starting in August. Mr. Mayes is working with U of L, Metro and JCPS transportation. PTSA will help staff a carpool table at registration to help get communication to parents. Another route will be provided for parents, and messaging that they should allow extra time for the first few weeks until everyone is accustomed to the change.

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

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

PRESENTATION: teacher and student rep. positions have been empty for over 2 full years, partially due to the fact that we meet during the school day, and our students and teachers are very busy

PROPOSAL: eliminate teacher and student rep positions and formalized magnet liaison roles so as to include bringing communications to/from students and teachers. Invites students/teachers to share the liaison role.

DISCUSSION:

DECISION: requested at August 2014 meeting

SBDM (Site Based Decision Making) - Tracy Shah shahmom@gmail.com

Polly Labrecque polly.labrecque@gmail.com

Tracy shared that the first SBDM meeting will be Monday, August 4 and asked what role she would have at PTSA meetings. We discussed the liaison role and the communications priority and survey that SBDM was planning.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualpts@gmail.com

- Communications will continue to reside under the President, as she is responsible for ensuring accurate/appropriate communications. Please cc manualpts@gmail.com before sending out PTSA communications so that we can do that, and so that we have an archive of the tasks for our successors. We are expanding the team. Social Media Chair has been added, and that communication will be strengthened with a focus on reaching more students.
- **The deadline for the weekly all-school newsletter is Wednesday noon.**
- There are submission guidelines for the Post and Facebook, which we are updating and documenting... We'll create guidelines for our other communication vehicles (Twitter, etc.).

ADVOCACY - Maria Sorolis sorolandfamily@gmail.com

Another commitment; unable to attend. Working with Jerry on parking / carpool input / communications.

ALUMNI SERVICE CORPS - Tony Sleazy tsweazy@gmail.com No report.

SECRETARY – Barbara Coffield barbarajbenjamin@gmail.com

- ^ Will send out the Board contact sheet for address and mobile phone number information. **Address and phone information is for Board use only**; e-mails are on the Manual PTSA website.
- ^ May Minutes will be presented at the August Board meeting.

WEBSITE – Greg Schwartz greglacrosse@gmail.com and
Siddha Srinivasan pat.sudha@gmail.com

Hi this is Greg Schwartz. I am the co-chair for the Manual PTSA's website. Before Thursday's meeting please review your section on the Manuel PTSA Website and see what you want changed. <http://www.dupontmanual.com/pts/>

A new email/google group has been set up that Sudha and Greg will share. It is manual-pts-website@googlegroups.com

For website updates: Send the update via email. Include the URL of page needing editing and the text / docs to link.

CORRESPONDING SECRETARY - Molly Wingfield mollywingfield1@gmail.com

At a family wedding – unable to attend. Please get information to Molly for any Manual family or staff who have need for a personal note. It can be anything (birth, illness, death, etc.).

SPECIAL PROJECTS – Judith Bradley blueskymom2@gmail.com

TREASURER – Beth Jolly 56jolly@gmail.com

Not present.

- Financial Review completed on July 15.
- ⤴ Beth has check request forms. All checks require documentation.

PARLIAMENTARIAN – Tisha Payne tishapayne@yahoo.com

- ⤴ Role is to provide meeting governance; will announce soft closing at one hour so that those who must leave can do so.
- ⤴ SBDM Elections not until springtime.

1st VP/PROGRAMS – Shannon Evans sme02@bellsouth.net

- ⤴ College 101 night – Punita Halder thehaldersare@gmail.com and Amy Lapinski adlapinski@gmail.com
No report. Shannon is following up with them about fall and spring programs.

- ⤴ Project Graduation –Missy Wislocki missywislocki@gmail.com
Teresa Mader Teresa.Mader@pcusa.org
No report; project not until spring.

- ⤴ Volunteer Coordination – Jennifer Gregg jenn@jennifergregg.com
Everyone is requested to use the PTSA sign up genius account so that we can build address lists and maintain event sign ups for next year. PTSA login info for www.signupgenius.com:
Email address manualptsa@gmail.com
Password: service

- ⤴ Hospitality – Peggy Loy bloy679382@aol.com
Paula Hutchins phutch80@hotmail.com
Barb Wainwright barb2k@twc.com

Working on the back to school breakfast, August 12th. We'll start serving at 7:25-7:30; the breakfast wraps up about 8:15. Please respond to the Sign-up Genius email when you receive it. Helping with this is a GREAT time to meet teachers. There will be about 140 Manual staff members there.

⤴ Scholarships – Denise Mallett dmallett26@gmail.com
Will start discussion at some point this year to increase the amount of the scholarship for the next school year. (Budget already approved for 2014-2015).

- ⤴ CAP - Jill Jelsma jilljelsma@bellsouth.net
Becky Mosley beckster2828@att.net
Unable to attend; no report.

^ Beautification -- Gretchen Davis gretchenwdavis@yahoo.com
Unable to attend; no report.

^ Red/White week – Leslye Arnett llalouky@gmail.com
Will conduct transition with previous chairs to get started on this.

^ College & Career Center (CCC) – Pam Wolford wolf5345@bellsouth.net
Trish Kline tkline102@gmail.com
Unable to attend; no report.

^ Awards – Tanya Marquardt marquardt5@twc.com
I am unable to attend the PTSA meeting tonight at Sondra's home. Drew had surgery yesterday and Jim is out of town, so I need to be home with him. I will be in touch with Shannon Evans to touch base on Awards.

^ Reflections – Carolyn Judy dcajudy@yahoo.com

Reflections is an activity Manual participates in to support greater PTSA and the reflections' goal of ensuring arts programs in all schools. Manual students do not have a high rate of participation as they are generally very busy with other competitions and projects.

From 2013-14 Chair: Kim Booth Hettinger kimberly2anne@aol.com Hi all! We are on vacation and I will not be at the meeting, however I am signing up to help with registration now. I also have a name change! I got married and my last name changed to Hettinger from Booth.

2nd VP/MEMBERSHIP – Trish Kline tkline102@gmail.com

Unable to attend; the following report provided below, and Jennifer Tuvlin will be assisting me with the Membership campaign

^ Membership Campaign: Jennifer Tuvlin jbtuvlin@twc.com

Membership Report

Met with Mr. Kingsley 7/21 to discuss flow, # PTSA tables, volunteer needs, etc. Pretty much same flow as last year with a few exceptions: ALL parents will enter doors on auditorium side of building; Flow inside senior cafeteria: pay registration fee, cafeteria, ypas, ptsa, athletics. Exit senior cafeteria – rectangular table in hallway with new carpool info. Enter into freshman cafeteria – another set of ptsa tables, then booster clubs, bookstore, yearbook, etc. There will also be a round ptsa table near bus doors with membership poster, clipboards with membership forms to be passed out in line for waiting families.

Registration Week Sign up Genius was emailed out 7/21. Here's the link: www.SignUpGenius.com/go/8050A44AEAA28A02-school/10713399 PLEASE sign up. Those who come help will be able to register your CHILD FIRST!!!

Here's how it works: sign up at the link above for the day and time of day (morning or afternoon) that your child is to register. (See attached registration paperwork). Your volunteer shift begins before registration begins. Report to the PTSA table to check in and get trained. Then, when the admin staff is ready, you will register your student, then go to your volunteer area. Then, the doors will open to all the other families and we will assist as needed. If you can work more than one day, please do - we need lots of volunteers to help the week go smoothly and to sign up lots of PTSA family members. Also, all family members are welcome to volunteer!

Membership campaign theme: "Stronger Together". Theme emphasizes the power of collaboration among parents, teachers, students, just as our 5 magnets together form a strong school.

Membership goal: 3000 members. (Last year's total: ~1900+) Emphasis will be on encouraging each family to sign up 2 (or more) adult members (in addition to their student's membership).

Registration Days – clipboards with membership flyer will be distributed to folks in line waiting so parents can complete form/write check on the spot (See attached Memb form).

Registration Day Payment – we will accept credit, debit (using Square), check, or cash. Square training at meeting by Mike??? Do we need more members to order the Square?

Registration Day Incentive – discussion around giving away free ALL- PRO V-neck top to anyone signing up 4 or more members (while supplies last). Can you please confirm if we are doing this? If yes, how many do we have to give away? Are there any "boy" spirit wear items we can give away?

Teachers/Staff –

Mr. Mayes will really PUSH membership this year. Last year, ~32% staff signed up. This year 100% is the goal. 150-160 staff members? Membership table will be at all teacher events/meetings including PTSA Back to School Breakfast on Aug 12th. (Different Memb form attached for teachers/staff).

Emphasis will be to sign up with a colleague. 70 piece magnetic puzzle will be displayed on a stand, so when 2 teachers sign up, 1 puzzle piece will be put into the puzzle. Once all faculty sign up, puzzle will be revealed (puzzle picture TBD 7/28). Puzzle idea goes along with the "Stronger Together" theme. Every piece plays a vital part in the strength of our membership/school, etc. Puzzle will be displayed in Mr. Mayes office during membership campaign.

Once a teacher signs up, an 8x10 paper will be hung outside their door indicating they are a 2014-15 PTSA member.

^ Magnet Liasons

VA Liaison update – Caryl Conklin carylconklin@hotmail.com

MST Liaison update – Ann Schwartz annmerm@gmail.com

Ann will also be a liaison for the website coordinators.

HSU Liaison – JoAnne Taheri euroimport@win.net

YPAS Liaison Patty Lyvers – lyversfamily@att.net

J+C Liaison – Peggy Loy bloy679382@aol.com

3rd VP / Ways & Means - Mike Morgan mike@vittitow.com

Some of you may already be SQUARE, but if not we will go over this cool accessory at the meeting Thursday night. Square is a small credit card reader that plugs into your smart phone and allows you to accept funds from a credit card and deposit them directly into the Manual PTSA checking account. This accessory allow us to accept payment by credit/debit cards for PTSA membership fees, spirit wear and perhaps other fundraising applications throughout the year. If you do not have a SQUARE you can go to the following web site:<https://squareup.com/> and have one shipped to you free (it takes about 3 days). I love Pinky's challenge to have 100% Board membership before registration week, but also please consider if we are going to get to 3000 members it is going to take more than just you, let's go ahead and sign up the whole family, its only \$10 per person and this money is going to fund some good things at Manual ☺.

If your projects will involve money, we can offer Square and charge cards as an option.

⤴ Donations & Sponsorships – position open

⤴ Spirit wear – Monica Willis monicawillis@twc.com

Jennifer of AllPro and I have been finalizing the details concerning the Manual Spirit Wear online pop up store. Here are the details thus far:

1. The online store will run from 8/4-8/18, 2 weeks starting with registration.
2. The store will feature 2 sections. First, there will be a clearance section with existing merchandise priced 40% off. This is the Manual merchandise that has already been paid for and is stocked at AllPro. The merchandise will NOT include sweatshirts and Spirit Gear such as mugs and key chains. We will be making a donation of some of the paid for items to the MCC.

Second, new merchandise featuring new graphics and apparel will be available under a new ordering and pricing system. As such, the new merchandise will not be pre-purchased by the PTSA and then resold to Manual families; instead, customers will be buying directly from AllPro. Assuming a minimum quantity is ordered (12 orders of any particular item), they will be paid for by

the customers to AllPro. The PTSA will no longer "front" the money to buy the merchandise

New items include 2 burnout t-shirts with a really cool fleur de lis design using all the magnet program names to make up the graphic, 1 scoop neck t-shirt with a more traditional line graphic, a unisex jersey hoodie with a retro style graphic and a pigment dyed hat in 3 colors.

3. AllPro is developing a flyer which can be handed out at registration advertising the online store: links, dates, sale features. I will need guidance on how to actually get this information into hard copy and in electronic form and handed out/sent to Manual students and families.

4. There will be 2 additional pop up stores in time for the holidays and incoming families in the spring. Each pop up store will feature 1-2 new items to keep the store "fresh."

- ✦ Fundraiser Database – [click here to add your group's fundraiser](#)
- ✦ Partners in Excellence - Sondra Wojciak sonwojciak@yahoo.com and Rhonda Steinemann rsteinemann@twc.com

Process: get Manual needs from Mr. Mayes. His role is poll the campus to develop a list of needs that serves all students. We'll talk with him in September.

- ✦ Foundations/Grants – *team leader and members needed*

ANNOUNCEMENTS

NEW BUSINESS

ADJOURNMENT 8:10 p.m.

NEXT MEETINGS

Our next few meeting dates are:

August 18, September 15, October 20, November 17 at 8:30am, on stage in Manual auditorium or in the PTSA room, which is under the stage.

September (TBD) Manual Open House approx.. 5:30pm

Generally, Board/Committee 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

Board Transition Spreadsheet

Membership Form

JCPS School Calendar

