

Manual PTSA Notes
 2013-14 Executive Board Minutes
 July 25, 2013
 Board of Managers Summer Meeting

Attending: Tony Sweazy, Molly Wingfield, Cindy Martin, Ann Schwartz, Trish Kline, Sondra Wojciak, Maria Sorolis, Rhonda Steinemann, Joanne Taheri, Beth Jolly, Jennifer Calleja, Tisha Payne, Pinky Jackson, Barbara Coffield, Jill Jelsma

CALL MEETING TO ORDER: 6:10pm, Pinky Jackson, PTSA President

REPORTS FROM GUESTS

PRINCIPAL'S UPDATE – Jerry Mayes

Mr. Mayes not attending. Mrs. Mayes fell and broke her wrist. *Mr. Mayes has been asked to appoint Teacher and Student Representatives for the PTSA.*

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS:

PRESIDENT – Pinky Jackson manualptsa@gmail.com

Each year, we kick off the new year by inviting the Boards of Directors for the previous and the upcoming school years to a joint meeting. We get acquainted, complete the hand-off of duties & files, discuss the upcoming year's priorities, plan for registration week/membership drive, and enjoy a potluck dinner together.

THANK YOU to the 2012-13 Board for your service and to the 2013-14 Board for your commitment:

Role	2012-13	2013-14
President	Kelly Higdon	Pinky Jackson
1st VP - Programming	Lynn Wilbar	Trish Kline
2nd VP - Membership	Jennifer Calleja	Maria Sorolis
3rd VP – Ways & Means		Michael Harper
Secretary	Pinky Jackson	Barbara Benjamin Coffield
Treasurer	Tara Childress	Beth Jolly
Parliamentarian / SBDM Elections		Tisha Payne
Principal	Larry Wooldridge	Jerry Mayes
Principal's Secretary	Bev Meng	Bev Meng
Awards	Kelly Seiler	Tanya Marquardt
Beautification	Kristin DeLong	Gretchen Davis
Clothing Assistance Program (CAP)	Jane Roth	Tony Sweazy
Clothing Assistance Program (CAP)		Jill Jelsma
College/Career Center	Pam Wolford	Pam Wolford
Corresponding Secretary	Laurie Grimes	Molly Wingfield
Grant Researching		
Grant Writing		Nadine Brewer

Historian	Tammy Nofsinger	Tammy Nofsinger
Historian		Elizabeth Spalding
Hospitality	Anna Kidwell	Anna Kidwell
Hospitality	Peggy Loy	Peggy Loy
Newsletter - Weekly Email	Teresa Mader	Amanda Tu
Magnet Liaison - HSU		Joanne Taheri
Magnet Liaison - J+C		Peggy Loy
Magnet liaison – MST		Ann Schwartz
Magnet Liaison - VA		Caryl Conklin
Magnet Liaison – YPAS	Cindy Martin	
Partners for Excellence	Maria Sorolis	Sondra Wojciak
Partners for Excellence	Sondra Wojciak	Rhonda Steinemann
Project Graduation	Kim Wells	
Project Graduation	Sally Harper	
Programs	Diane Fowler	Kelly Higdon
Red/White Week	Kolleen Oney	Kolleen Oney
Red/White Week		Lynn Wilbar
Reflections	Caryl Conklin	Kimberly Booth
SBDM Liaison	Sandra Hubbard	Sandra Hubbard
SBDM Liaison	Patty Kannapel	Polly LaBrecque
Scholarships	Colleen Beach	Colleen Beach
Spirit Wear – online boutique sales	Missy Wislocki	Missy Wislocki
Student Representative – Senior Class		
Student Representative – Junior Class		
Teacher Representative		
Volunteer Coordinator	Renay Adkins	Katherine Doyle
Website Coordinator	Clay McNeill	Clay McNeill

Agenda Setting Process: Minutes are more than a legal requirement; they’re a communication tool. Minutes are often referenced for questions. For example, we can direct parents to the website and Minutes for a specific question or decision, and people who cannot attend the meeting can stay informed. Detailed Agendas feed the Minutes, and enable us to cover much content with so many contributors in our hour-long monthly meetings.

Typically 3 days in advance of the meeting, President (or designated agenda-creator) will ask for agenda items and reports. It can be a range of responses, such as: there’s no report; I need 10 volunteers; this is our timeline, etc. Pinky will try to get out the agenda in plenty of time to be reviewed in advance so meetings can move quickly. Once the budget is set, managers do not need to get approval from the board for something that is within your purview and within budget. Pinky will ask if you need 1, 3, or 5 minutes on the agenda. Monthly meetings are open to all, and are when Board of Managers reports are presented. Even if you can’t attend, if you send in report, we’ll know where your committee is.

The PTSA meeting room is the former dressing room under the Manual auditorium stage.

Standing rules approved at the end of the 2012 school year. Standing rules are the operating procedures; how we conduct our business. There is one rule regarding resource management to bring to your attention: there may come a time when you're feeling overwhelmed because budget not sufficient; don't have co-chair, etc.). The standing rule is that we will communicate clearly with the Manual community regarding resources. If by a reasonable planning and fundraising time, we don't have the resources to do an event, we won't do the event. There are so many things we're asked to do, and we can't do it all. It's an authentic and honest way to interact with the Manual community.

ACTION: Pinky will provide the full copies of the Bylaws to the PTSA Board of Managers. (done)

Kentucky PTA Convention: Thank you for funding (via budget) my attendance, and thanks to Caryl Conklin for standing in for me on Saturday. It was helpful to learn about the National PTA, and I gained much information. I encourage you to support having at least one person attend every year.

Communication: We'll communicate a lot via e-mail

1. Please update subject line on emails. This is how e-mails are sorted and filed.
2. Please cc manualpta@gmail.com on all emails to archive the info
3. Text "@ptsabo" (for PTSA Board 2013-14) to 858-475-1061 to receive text alerts from PTSA. As we're running short on time, this will be covered at a future meeting.

Upcoming Dates:

August 19, 8:30 – 9:30am; PTSA Board of Managers meeting

August 19, Back to School Breakfast for Teachers and Staff; time TBD

SECRETARY – Barbara Coffield

Minutes from 2012-13 are on website: <http://www.dupontmanual.com/pta/Minutes.php> if you want to get any background info. 2013-14 minutes will be posted there as well once they are approved.

PTSA Mailbox in office / Mail distribution: Two Mailboxes: PTSA and PTSA Treasury. When you walk into the front office, go straight through to mailboxes. Ours is in front of Vice-Principal Darryl Farmer's office). Secretary will check the PTSA mail-box on the day of Board meetings, and bring mail to the meetings.

E-Newsletter: Amanda Tu

Amanda is out of town, so Pinky will put together the Back-to-School Newsletter. If you have info you want in the Newsletter, send to Pinky. The Newsletter comes out weekly. You have to sign up to receive it.

Website: Clay McNeil

Clay was website coordinator for most of last year, and will do again this year. Can be difficult to handle large quantity of website updates in the spring (work commitments for Derby). The process we've used for website updates has worked well: In an e-mail to Clay, highlight what needs to change, included the needed change, and copy the URL into the message. Clay is usually able to make changes in a few days.

ACTION: ALL: Check your page on the PTSA website, and send any updates to Clay.

claymc@bellsouth.net

ACTION: Molly will check Teachers' lists.

All School Calendar: This is managed by the PTSA. Clay, Barbara and Pinky can change it. If you have something to add to the PTSA calendar, send it to us and we'll add it. Send all info you have from sports teams, clubs, etc and encourage all groups to use it.

Historian: Tammy Nofsinger (report via Pinky as Tammy is out of town)

Tabling/Digital scrapbook: Previously, the scrapbook was a hard-copy that no one saw, so we are changing to a digital scrapbook. Phase 1 is a Tri-fold for tabling. This will be used at registration, 8th grade Open Houses, etc. Budgeted \$500 to have it professionally made and printed. Edits were requested from Board members present. Four "Big C" Categories: Communications & Camaraderie (e-mail and Infinite Campus; newsletter); Caring for the Community (Philanthropy, Wellness & Compassion, etc.), College & Career Readiness (e.g., College 101 night) and Celebrating our Crimsons (Spirit Wear, Red/White Week, etc.).

Attachment: Tri-fold draft for Board input

Corresponding Secretary: Molly Wingfield

At the beginning of summer break, a beloved math teacher, Ms. Becky Wahl, passed away. The PTSA sent a note and check to the beneficiary the family requested. The PTSA is investigating setting up a Becky Wahl graphing calculator rental program. This would be an appropriate way to honor her legacy and serve our mission of helping every student who needs support. The next steps are to give the school's bookkeeper time to get school start-up behind her, and then we'll turn to this. The graphing calculator rental program is in the budget proposal process.

Cole Foree is a Manual student whose brother Zach died after he was hit by a tree this summer.

ACTION: Molly will call the school front office, and get contact info. We can communicate anything the community needs to know.

ACTION: If you hear of anything, please let Molly know so she can send a note as appropriate.

We print our own PTSA letterhead. Programming and Partners are two committees that use letterhead. Corresponding Secretary uses Manual note cards.

ACTION: Need to put stationary in the budget.

ACTION: Ask Sondra to send PTSA letterhead template to Board

Digital Directory: Discussion initiated by Barbara Coffield

PROPOSAL: Digital Directory. Have a single (Student or Parent) point of entry to populate several resources: PTSA Board of Managers contact sheet, Volunteer Form, Membership List.

Discussion Points:

- ⤴ Would Networking be of interest?
- ⤴ Could Mr. O'Bryan do this through Accu-Scholar?
- ⤴ Expected to be especially helpful to freshman.
- ⤴ Office cannot give us addresses for privacy reasons; this must be opt-in at the request of participants.
- ⤴ Long-term, the Directory could be password protected with a password exclusive to each member. Not sure we can do this immediately, but optimistic that if we do thru Accu-Scholar, this can be accomplished. If we can't do that, we would have a general password for users to access a password-protected spreadsheet.
- ⤴ Every club and team has its own directory.

- ⤴ Limit only to PTSA members? In the last 2 years, membership has been primarily students. Now that the PTSA fee is \$10 (from \$5): thinking that it's a service.
- ⤴ Must state the goals & not to be used for spam/selling (though it may happen anyway) to participants need to consider that when opting in.
- ⤴ Individual passwords could allow spammers to be identified.
- ⤴ Prefer to start small with name/contact info; want to launch soon and grow as resources allow.

Attachment: Digital Directory Conversation Starter

TREASURER: Beth Jolly

- ⤴ Procedures, deadlines, check disbursement plan will be announced when they are finalized.
- ⤴ Budget for 2013-14 – September Board meeting is AFTER the September General Membership mtg so watch emails and give your input by deadline.

Beth hasn't yet taken over treasurer role yet, as the 2012-13 books are in the financial review process. If you need reimbursement, let Beth know. Beth prefers to mail checks. If you buy anything, Beth has the tax exempt number.

1ST VP PROGRAMS – Trish Kline

- ⤴ **Awards:** At the state PTA leadership, Manual PTSA won awards: Largest PTSA in the state; Largest PTSA in the District; 100% membership; Outstanding PTA Newsletter; Outstanding Program Award for College 101 Night; Publicity /Scrapbook Award
- ⤴ **CAP** - Clothing Assistance Program - Jill Jelsma, Co-Chair jilljelsma@bellsouth.net
 - Manual will volunteer twice a year. Location is behind Central Stadium. Our first volunteering slot is (corrected to): August 27 from 10am-1pm.
 - It is not necessary to stay for the whole time, but plan for a minimum of 2 hours if you have not yet been trained; 1 hour if you have.
 - Use Sign-up Genius to sign up: <http://www.signupgenius.com/go/8050A44AEAA28A02-clothing>
 - A second date will happen in second semester.
 - CAP needs help now with school uniforms. They're trying to clothe kids before school starts. Suggestion was made to bring sports teams and coaches to volunteer; they're beyond excited to help. Need to be 14 to volunteer alone.
- ⤴ **MCC** – Manual Community Closet – Tony Sweazy, CAP Co-Chair tsweazy@gmail.com
 - We now have a space at Manual to do this thanks to Mr. Mayes who stopped what he was doing to find a space.
 - Looking for toiletries, school supplies, clothing. Anything kids can use.
 - This is a collaboration of admin & PTSA. Tony is PTSA contact; Mr. Farmer, Asst. Principal, is admin contact.
 - Administration will handle student access.
 - We want to keep it discreet, but keep it full.
 - Meyzeek suggestion: there was a donation focus every month (e.g., t-shirts, toiletries, etc.). No Family Resource person at Manual as we're not a Title 1 school, so PTSA help is needed

to make this happen. We will put Community Closet and donation information into the newsletter.

- Suggestion: e-mail service club sponsors Erin Moss and Dr. Rash.
- Mr. Farmer will send a message to staff to clean out the room.
- PTSA will send out a message to provide shelves, storage, etc.
- After the room is set up, we will ask for donations. Registration is the main time we get face time with folks. If we want to drive donations, we need to try and to it then. CAP is newborn to adult; gently used. Community Closet: high school only.

ACTION EVERYONE: bring donations to registration and spread the word that we will be collecting school supplies, lightweight jackets, and Manual spirit wear

- ♣ **College 101 Night & Additional Programs:** Trish for Kelly Higdon
 - ♣ College 101 Night will be in March.
 - ♣ Freshmen parents are encouraged to attend – very helpful info for high school decisions and activities
- ♣ **College & Career Center (CCC)** – Trish for Pam Wolford Wolf5345@bellsouth.net
 - I have 3 unfilled spots in the College and Career Center for this school year (1st Tues. 10-12, 3rd Wed 10-12, and 4th Mon 10-12). If any board members are interested or if anyone has someone to recommend please have them send me an email.
- ♣ **Hospitality** – Trish for Anna Kidwell / Peggy Loy
- ♣ **Two assistant co-chairs are needed** as this is Anna and Peggy's last year chairing Hospitality.
- ♣ Back to school breakfast a day after YPAS' Back to School Breakfast. Highly recommend coming and helping. Teachers really appreciate it. Goal to give them a nice meal and not nag them about work issues / our kids.

Project Graduation:

- ♣ **Need co-chairs.**

Red/White Week: Trish for Kolleen Oney & Lynn Wilbar

- ♣ Red/White Week is in October during the week of the Manual / Male football game. Spirit week: the school turns red and white.
- ♣ Need help with volunteers and chaperones. More about recruiting and showing up to help as it gets closer.

Reflections: Trish for Kimberly Booth

- ♣ Typically in October.

Scholarships: Trish for Colleen Beach

- ♣ Deadline February or March. There two \$500 scholarships that the PTSA provides.

Volunteer Coordination: Pinky for Katherine Doyle

- ♣ Currently working on registration staffing.
- ♣ Please sign up to help during registration week:
<http://www.signupgenius.com/go/8050A44AEAA28A02-school>
- ♣ It would be great if you could use the Manual PTSA Sign Up Genius account for your

committee's sign ups.

- Pro: Katherine will be loading them with volunteer email address lists, so you won't have to do that.
 - Pro: Archived sign up forms will be available for future use.
 - Pro: The community will more easily find us if we keep sayings "manualptsa@gmail.com"
 - Con: there will be a brief lag as the response emails are forwarded to you. However, you can go to the sign up whenever you want to see updates.
- ⤴ To access Manual PTSA account, go to <https://www.signupgenius.com/> and login as "manualptsa@gmail.com" with the password "service".

2ND VP/ MEMBERSHIP - Maria Sorolis

- ⤴ Maria moving the week of registration so Pinky will be filling in for her.
- ⤴ Students join as part of registration, so we will take parent memberships at PTSA table, but we will encourage donations and volunteers over buying several family memberships unless that is what the family wants to do.
- ⤴ It's a long line, and there are a lot of people, so we need a lot of volunteers.
- ⤴ Magnet Liaisons are new, and under Maria since related to membership. Hoping to have PTSA Board of Managers attend magnet events such as YPAS performances, VA art exhibits, Science Fair judging, set. Organically unfolding job description, communications, relationship building, and attending magnet events.
 1. VA – Caryl Conklin
 2. J+C – Peggy Loy
 3. MST – Ann Schwartz
 4. HSU – Joanne Taheri
 5. YPAS - liaison needed, decision to attend 1 event per year as a group

3rd VP/WAYS & MEANS – Pinky for Michael Harper

- ⤴ **Donations & sponsorships** –100% of which are for Manual programs
- ⤴ **Foundation/Grants:** new this year. 501C-3 foundation to deposit donations being set up. Grant researchers and writers needed.
- ⤴ **Spirit Wear**
 - ⤴ Spirit Wear will be different this year. Bookstore and on-campus sales of product will be handled by the school bookkeeper, Dana Wilson.
 - ⤴ The PTSA will help provide volunteers for the bookstore, but we don't get those funds.
 - ⤴ The PTSA fund raising via spirit wear will be through online sales, and a few times per year at all-school events (per the specific agreement details.)
 - ⤴ We will coordinate with Dana to make sure we don't duplicate items.
 - ⤴ Online orders will be shipped to the school. Student will pick up at the school office. If not picked up, the student aides will take to the bookstore until picked up.
 - ⤴ All the profits from online sales go to PTSA budget.
- ⤴ **All-School Fundraising Spreadsheet:** All-school fundraising spreadsheet will be developed to help all groups select, promote, and sell their items. It will be housed on the Manual website and will indicate which group is selling what. For example, wrestling selling Manual blankets, and provide ordering information.

- ⤴ **Card fundraisers:** Looking into this. We understand there is a Target card fundraiser. Will find out where the money goes before promoting it so we can verify that funds go to PTSA.
- ⤴ **PTSA fundraisers:** We already have 3 fundraising seasons (Membership/Sponsorships in the summer/fall; Partners for Excellence in the fall/winter; Project Graduation in winter/spring), so we don't have plans to do smaller fundraisers that may compete with teams and clubs.

PARLIAMENTARIAN - Tisha Payne

- ⤴ With monthly meetings, will make sure we're on time.
- ⤴ Balancing the need to stay on task and complete agenda with the need to relax, have and learn from one another.
- ⤴ Soft closing of meetings at published closing time; additional time if decided; post closing discussion.
- ⤴ Regarding electronic devices, we'd like to adopt the philosophy of assuming that if they are being used, it is for meeting purposes so that everyone feels welcome to use whatever tools they are comfortable with in our meetings.
- ⤴ SBDM elections – we are working with Mr. O'Byran to get them online.

ANNOUNCEMENTS:

Suggestion to make efforts to bridge the communication gap between YPAS and the rest of Manual. Because in a different building, really important to include YPAS. One idea is to invite a YPAS teacher and student to attend Board meetings.

ADJOURNMENT: 8:00pm

Respectfully submitted,
Barbara Benjamin Coffield, PTSA Secretary

Our next few meeting dates are:

August 19, 8:30-9:30am This location will change so we can be close to the cafeteria where we will be hosting the Back to School Breakfast for the staff.

September 16, 2013 8:30-9:30am in PTSA room

September 19, 2013 PTSA General Membership meeting (At Open House)

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

Manual PTSA 2013-14 email list of Board .doc
Tri-fold content
Digital Directory Conversation Starter