

## Manual PTSA MINUTES

August 18, 2014

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

**ATTENDING:** Pinky Jackson, Barbara Coffield, Jerry Mayes, Molly Wingfield, Maria Sorolis, Leslye Arnett, Sondra Wojciak, Jennifer Gregg, Tracy Shah, Rhonda Steinemann, Judith Bradley, Shannon Evans, Denise Mallett, Ann Schwartz, Pam Wolford, Peggy Loy, Becky Moseley, Jill Jelsma, Trish Kline, Mike Morgan, Beth Jolly, Missy Wislocki, Barb Wainwright, Paula Hutchins, Maria Sorolis, Corey Doak

**INSPIRATION** –Shannon Evans, 1<sup>st</sup> VP [sme02@bellsouth.net](mailto:sme02@bellsouth.net)

**The Volunteer:** by *Margaret A. Francis*

*The Volunteer is one with a heart so sincere.*

*No task too large, no task too small,  
Who will help with anything at all.*

*Who will be there in the morning light,  
Or help in the dark of night.*

*The Volunteer, our extra hand,  
On whose future our Children Stand.*

*Never anyone so dear, as a duPont Manual Crimson Volunteer!*

### REPORTS FROM GUESTS

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

- **Smooth start to the school year;** both our teachers and students are off to a great start.
- Enrollment is up to 1988; increased from last year.
- Teacher hiring is complete as of this morning.
- Busy summer: U of L impacting our traffic flow, hiring over 25 teachers, and lightning strike.
- We're pushing Staff PTSA Membership. We're already up over last year.
- **26.1 ACT score for March testing. Highest we've ever had.** After August 20th, we'll have another update for later testing.
- **AP testing pass rate is up from 74% to 79%. We improved scores in every category.**
- **School Board has given us a position known as a Transition Coach. We've taken our Coach and moved her into a spot to help reduce student stress.**
- We've launched our ACT prep class. Next year, we will send a letter to parents and make attending mandatory if the student is not at their career benchmark.

**TEACHER GUEST** – Corey Doak / Sponsor of Red / White Week

Executive Council leads this and we need PTSA help. On Friday, October 17, Executive Council students will stay after school until about 11 at night decorating the school. We need help with parents being there to supervise and chaperone, bring pizza and snacks. We'll need ladders and rolling scaffolding (Rhonda Steinemann offered

scaffolding). For parents who are helping, arriving at 4:00 or 5:00 would be terrific. Planning to have a lot more Executive Council sponsored events. We already had an Executive Council meeting last Thursday, and if we retain students, we will have the biggest group we've had in years.

Executive Council is responsible for activities through Red/White week. PTSA helps with snacks on Monday ("Ramstock" concert day); Tuesday is set aside as a rain day for Monday. Wednesday is usually a carnival. JCPS insurance policy rules has changed and we can no longer have inflatables, so we have to change carnival as it's been traditionally done. Friday is tear-down day.

Other clubs will also help to get service hours.

**VOTE TO ELIMINATE TEACHER / STUDENT REPRESENTATIVE POSITIONS FROM THE BOARD - PRESENTATION** (distributed via email for July 2014 meeting): 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 formalize magnet liaison roles so as to include bringing communications to/from students and teachers. Invite students/teachers to share the liaison role and for co-liaisons to be identified as needed to share the work / provide continuity for next year*

*APPROVED. Move to approve by Shannon Evans; seconded by Pam Wolford. Unanimous approval.*

**SBDM (Site Based Decision Making)** - Tracy Shah [shahmom@twc.com](mailto:shahmom@twc.com)

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

At last SBDM meeting, had a discussion about having a capstone project for each magnet, starting with HSU. Part of examining HSU and seeking to elevate it further.

## REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

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

Agenda: Please reply to the **agenda call** email with all info you want on the agenda and any subsequent updates to your reports so that I can find it more efficiently. Please send all PTSA related email to me at [manualptsa@gmail.com](mailto:manualptsa@gmail.com)

Parking passes - Board members are asked to please see me or a volunteer at the courtyard ramp from 8:00-8:20am today (Monday, 8/18/14) to pick up your Manual 2014-15 parking pass and ensure that it is in the front windshield of your vehicle whenever you are parked on Manual property. The UL traffic dept. patrols our lots to give big, hard to remove warning stickers, and then tickets, to those cars without Manual permits. This is to keep UL students from parking in our lots during the school day. Temporary passes for visitors or those who forget their passes can be requested in the Manual main office. Board members who are not at the Board meeting today may pick up their 2014-15 parking pass in the main office.

Registration: Overall, went beautifully. We provided 65 volunteers that worked all over. We helped with every part of Registration except for handing out schedules. We were able to do this because admin supports PTSA student membership as an optional part of student registration so we do not have to spend all school year getting our memberships and meeting our budgetary obligations.

Communications Team report - We have reorganized to bring various roles into the newly created communications team. We are working on selecting and executing tasks that will most benefit Communications & Camaraderie. For this year, I will directly support these areas, but PTSA may want to consider adding a VP of Communications to the Executive Board so as not over burden the role of President. However, the President is responsible for ensuring that all communications adhere to PTSA and PTA standards, so the two will have to work closely together. We will need to propose this by mid-year in order to bring it to a general membership vote, which is required as it would be a by-law change.

Communication Consultant – The role of Communications Consultant is developing organically. I asked Judith Bradley to join the Board to make sure that new parents’ questions were being articulated.

Newsletter Editors – Amanda and I will continue to collaborate on this. Please see the submission guidelines for the Post.

Advocacy Chair – The role of the Advocacy Chair is to ensure that we are informed, we are heard, and that we are providing the documentation necessary for decision makers to take action to support student success and parent involvement. Support will be needed for these tasks, so please let Maria know if you are interested.

### ***Manual Post Submission Guidelines***

The *Manual Post* is a weekly e-newsletter published by the duPont Manual PTSA. The newsletter team welcomes submissions from parents, students, and faculty members, but we ask that you follow a few guidelines when sending your articles and photos.

- 1) **All submissions must be relevant to a significant number of Manual students.** We are unable to accept submissions about events and fundraisers sponsored by groups not affiliated with Manual, the Manual PTSA, or PTA (e.g. an article about a Manual swim team pancake breakfast would be acceptable, but a piece about a local church clothing drive would not).
- 2) The *Post* is published every Sunday evening. **We must receive your submission by the previous Wednesday at noon.** If your submission is emailed after the Wednesday deadline, it will be reserved for the following week’s newsletter.
- 3) **We encourage you to attach relevant photos** and or other graphics to your text submissions. Please submit them as **jpeg or png files**. Advertising /logos from non-Manual/PTA entities cannot be accepted.
- 4) Each submission will be printed in the newsletter preceded by the words “submitted by (name)”, with a hyperlink to the email address of the person who sent in the article. **If the contact person for the submission and the submitter are two different people, please specify the name and email address of the contact who should be listed.**
- 5) **The Post will only accept flyers if they are in high quality jpeg form** (we don’t specify a minimum file size, but if the image is too grainy, then it will not be printed). Additionally, the flyers must meet our basic design criteria. If there are any concerns about your flyer, a member of the Manual Post newsletter team will contact you.
- 6) **Plain text flyers** (flyers containing no relevant graphics) **will not be accepted**. The information should be sent via email with any accompanying photos included as attachments.
- 7) **If you would like your submission published in multiple newsletters, please resend an email with the submission every week you would like it printed.** Please do not merely indicate the duration of time you would like the article published in the body of the email; you *must* resend it every week.
- 8) Submissions will be proofread by the newsletter team and **may be edited for spelling, grammar, or punctuation, or to adhere to space restrictions**. We will never delete facts from your submission, and we will contact you if we have any major concerns about the content of the text.

We appreciate your cooperation in adhering to these guidelines when submitting your pieces for the *Manual Post*. If you have any questions or concerns, please contact the newsletter team at [manualptsanews@gmail.com](mailto:manualptsanews@gmail.com).

Writers - In response to our Post survey, which brought requests for more articles, we have added volunteers to the team who will write for the Post. We would also like to request that our magnet liaisons solicit articles from members of their magnet, to write something up themselves, like Peggy Loy did last year for J+C. We would like to highlight each magnet twice per year if we get info, articles, photos submitted. All Board members are welcome to write, and to invite other PTSA members to submit info.

Photographers – In response to the positive response about more photos, we tripled the number of photographers and hope to get lots of photos of Manual community members and their events, etc. Anyone may submit photos, and if you can add the name of the event / people in the photo that is great, but not required.

Social Media – Leslie Stum has already been a big help in getting us on Twitter, responding to Facebook member requests, and working on reactivating the Red day / White day calendar so we can get it back online. (The J+C volunteer who was working on that does not have time to do it, so we are going to try to make it work.) She will also be managing the Manual PTSA google group list serve, which we use to send the Post out. Our next focus will be to use social media to reach out to our student members.

Website Coordination – Submit web edits to Greg and Sudha at manual-ptsa-website <[manual-ptsa-website@googlegroups.com](mailto:manual-ptsa-website@googlegroups.com)>. All Board members are asked to please review the website: <http://www.dupontmanual.com/ptsaindex.php> and make sure their content is accurate and up to date.

Greg Schwartz [greglacrosse@gmail.com](mailto:greglacrosse@gmail.com) and Sudha Srinivasan [pat.sudha@gmail.com](mailto:pat.sudha@gmail.com)

**ADVOCACY REPORT** - Maria Sorolis [sorolandfamily@gmail.com](mailto:sorolandfamily@gmail.com)

**See handout: JCPS Board – Status Update on MSA Recommendations.** Saw on the JCPS Board Meeting Agenda that HSU would be discussed and attended the meeting along with Mr. Mayes. Background: Magnet Schools of America (MSA) does not support selective schools. Where they do support selective schools, it is in the context of also having non-selective programs. They have never seen a program like Manual, that is all selective magnets and that works so well with arts, etc. together with rigorous academics.

JCPS will implement some of the MSA recommendations, but their information is vague. At the Board meeting, they eliminated 4 magnets; all of which volunteered to close. There was no mention of what would happen to HSU in the rest of the report. Dr. Rodosky is supposed to be putting together a task force, but none had been appointed at the time of the meeting. In reading through the recommendations, there has been no closure to the Manual / Western HSU idea. We've asked the JCPS Board to put in writing that HSU will not be moved from Manual. **MSA is scheduled to report to the Board in the near future.**

As needed, Maria will ask the PTSA Board and Manual parents to advocate for our children by writing, emailing, and calling school board members.

**ALUMNI SERVICE CORPS** - Tony Sweazy [tsweazy@gmail.com](mailto:tsweazy@gmail.com) No report

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

- ⤴ Minutes for May 19, 2014. No discussion (shared previously for input). Move to approve by Beth Jolly; seconded by Trish Kline. Approved by all.
- ⤴ Minutes for July 24, 2014. No discussion (shared previously for input). Move to approve by Shannon Evans; seconded by Ann Schwartz. Approved by all.
- ⤴ Mail distribution

⤴ Board contact list will be updated and distributed to Board members.

**CORRESPONDING SECRETARY** - Molly Wingfield [mollywingfield1@gmail.com](mailto:mollywingfield1@gmail.com)

⤴ Will send out cards welcoming all the new staff, congratulating the teachers on upcoming maternity leave, and cards to the retired teachers. Will also send notes to teachers moving on to other schools, wishing them well.

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

⤴ Budget looking good given how strong membership has gone. WE are already over our budgeted adult memberships, but still have a ways to go to meet goal Will present the budget for approval at the general membership meeting on September 11.

⤴ No funding requests yet for the new school year.

⤴ Old Business: **BUDGET / 2014-2015 STAFF FUNDING REQUESTS:**

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

◦ APPROVED: PTSA funding requests require PTSA membership to submit

◦ APPROVED: 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

◦ APPROVED: Once the PTSA has achieved the full Budgeted income goal, PTSA will give 50% of additional memberships (less state, local and district 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.

**PARLIAMENTARIAN** – Tisha Payne [tishapayne@yahoo.com](mailto:tishapayne@yahoo.com) No report; SBDM election in spring.

**1<sup>st</sup> VP/PROGRAMS** – Shannon Evans [sme02@bellsouth.net](mailto:sme02@bellsouth.net)

⤴ Programs College 101 Night – Punita Halder [thehaldersare@gmail.com](mailto:thehaldersare@gmail.com) and Amy Lapinski [adlapinski@gmail.com](mailto:adlapinski@gmail.com)

Meeting with Mr. Mayes on Wed.8/20/14 to discuss programs

⤴ Project Graduation – Missy Wislocki [Missy Wislocki missywislocki@gmail.com](mailto:MissyWislocki@gmail.com)  
Teresa Mader [Teresa.Mader@pcusa.org](mailto:Teresa.Mader@pcusa.org)

Meeting on 8/20.

⤴ Volunteer Coordinator = Jennifer Gregg [jenn@jennifergregg.com](mailto:jenn@jennifergregg.com)

List of Manual volunteers for 2014-2015 is complete. Please use the Manual PTSA sign up Genius account:

[www.signupgenius.com](http://www.signupgenius.com)

Email address [manualptsa@gmail.com](mailto:manualptsa@gmail.com)

Password: [service](#)

⤴ Hospitality – Peggy Loy [bloy679382@aol.com](mailto:bloy679382@aol.com) Paula Hutchins [phutch80@hotmail.com](mailto:phutch80@hotmail.com)  
Barb Wainwright [barb2k@twc.com](mailto:barb2k@twc.com)

Thanks to all of the volunteers who helped with the back to school breakfast for staff on August 12. Note below was sent to all staff.

*Dear Manual Faculty and Staff,*

*Your PTSA strives to continuously improve, and in an effort to improve our hospitality service, we wanted to let you know we are already planning a few changes. Today's breakfast took too long to serve, so we are going to change that by doubling the serving lines whenever the venue allows. What else would you like to see/not see?*

*In addition to faster serving lines, we want to provide better food choices. The majority of donations for breakfast were pastries/donuts and we want to add healthier choices and more abundant main dishes. Please let us know if you have any dietary restrictions or preferences, or any general suggestions.*

*Thank you for all your work on behalf of all students. We appreciate you! We are excited about the new year and look forward to serving the Manual family.*

Fondly,

*The Hospitality Co-chairs*

*Peggy Loy, Paula Hutchins, and Barb Wainwright*

We are also planning to provide dinner to Teachers on the night of Open House on September 11. We'll put a thank-you note in the *Post* to Heine Brothers for their many generous donations to the Welcome Breakfast for Teachers.

✧ Scholarships – Denise Mallett [dmallett26@gmail.com](mailto:dmallett26@gmail.com)

Thank you notes received from the two Scholarship recipients. One going to UVA, and the other to Harvard.

✧ Clothing Assistance Program (CAP) - Jill Jelsma [jilljelsma@bellsouth.net](mailto:jilljelsma@bellsouth.net)

Becky Mosley [beckster2828@att.net](mailto:beckster2828@att.net)

**Manual's fall work day at CAP is NEXT WEDNESDAY, August 27.** Please help for 2 or 3 hours if you can. Go here to sign up, or just show up if you find that you can! <http://www.signupgenius.com/go/8050a44aeaa28a02-clothing>

The Clothing Assistance Program (CAP) provides JCPS families with gently-used clothing and new school uniforms, so that no student, nor parent misses school or work due to a lack of appropriate clothing. CAP is located behind Central High School Stadium at 319 South 15th Street, Louisville, KY 40203. The phone number is (502)485-7062.

CAP needs volunteers to help sort, hang and arrange donated clothing and sometimes volunteers also help clients to find their families' much needed items. If you happen to have any gently-used clothing you wish to donate, please feel free to bring it with you.

Manual PTSA has two days a year when they dedicate volunteers to help out this vital organization. Our volunteer day for this semester is already upon us and is next Wednesday, August 27, 2014. Please sign up to come and help for at least 2 hours, or you can stay up to 3 hours anytime from 10:00 am to 1:00 pm. Any questions, please feel free to contact Jill Jelsma, [jilljelsma@bellsouth.net](mailto:jilljelsma@bellsouth.net).

**Need to build awareness and usage of Manual Community Closet (MCC).** Talking with counselors and key teachers to get the word out. We are also processing some ideas to formally launch it. Pinky will pass those on to Becky.

✧ Beautification - Gretchen Davis [gretchenwdavis@yahoo.com](mailto:gretchenwdavis@yahoo.com).

Connected with Jane Crady per back to school clean up request.

- ⤴ Red/White week – Leslye Arnett [llalouky@gmail.com](mailto:llalouky@gmail.com) and Susie Gullett [susie@viewlouisvillehomes.com](mailto:susie@viewlouisvillehomes.com)

Seeking service ideas; it's our choice this year (not Male's). Will ask CAP what their needs are. A blood drive was also suggested.

- ⤴ College & Career Center (CCC) – Pam Wolford [wolf5345@bellsouth.net](mailto:wolf5345@bellsouth.net)  
Trish Kline [tkline102@gmail.com](mailto:tkline102@gmail.com)

Have 60+ volunteers. College rep visits are very heavy in September and October. Encourage seniors to attend. If juniors or sophomores have a dream school and want to start a relationship, they may attend. **College visit list is on the DuPont Manual website under Counselors.** PTSA will link this to the All School Calendar.

- ⤴ Awards – Tanya Marquardt [marquardt5@twc.com](mailto:marquardt5@twc.com) No report; no activity until spring.

- ⤴ Reflections – Penny DeVenuto [pndevenuto@gmail.com](mailto:pndevenuto@gmail.com)

- Theme for 2014-1015 school year is “The World Would be a Better Place if...”. Will meet in the next two weeks to plan how to get communication out to students. Shannon will ask Penny to distribute Reflections packet via email.

## **2<sup>nd</sup> VP/MEMBERSHIP – Trish Kline [tkline102@gmail.com](mailto:tkline102@gmail.com)**

Our PTSA membership goal is 3000 members; approx 1500 students and 1500 adult members. As of Wednesday, 8/13/14, our membership count is at 1026 adult members. Of the 1026, 945 sign-ups were obtained during Registration week.

Faculty memberships - Number of faculty signed up is 70 out of 171. The majority of teachers and staff signed up during the teacher breakfast on 8/12/14. A Membership table was set up during the event with Membership forms available on every table. Forms were also placed in each teacher's “1<sup>st</sup> day bag”. Half sheet flyers stating “Manual PTSA Member 2014-15, Stronger Together” are in the process of being posted outside every teacher/staff person's door who has signed up. Cookies were delivered to the faculty lounges in the building on the first day of school with membership forms placed beside the treats. Week of 8/18, I will email Mr. Mayes 2 ways for the remaining teachers to sign up. They can either access the link to Paypal on our website or they can print off the faculty membership form which I will provide Mr. Mayes with as an attachment. I will also place the puzzle in Mr. Mayes office and will update the faculty list on a weekly basis so that he can see who has signed up. Week of 8/25, I will insert a membership form along with a white Lifesaver mint saying “I know you MINT to sign up to be a PTSA member” in every teacher's mailbox who has not joined yet.

Student memberships – I do not expect to have this number from Ms. Wilson, the school bookkeeper, until mid/end of September.

PTSA Board membership – 48 of 49 Board members have signed up.

To date, the overwhelming majority of people have paid by check; secondly, cash; third, Square (had a little difficulty processing transactions due to reception in senior cafeteria but managed to find at least 1 phone that would work each shift); fourth, Paypal.

I will provide information to Pinky and Amanda each week for the POST to encourage additional signups along with printed list of who has joined to date.

Producers needs more members! Is there a way that this attached form can be included in the PTSA newsletter? Initial sign ups at registration were only about half as many as last year! Producers is the Parent support group of YPAS. We supply funding to all departments at YPAS by fundraising and membership yearly dues. Meetings are held on the 2nd Monday of every month and all are welcome to attend, YPAS annex, 6 pm. Seniors may apply for college scholarships given by Producers if family has been member for all of student's YPAS years. So download the form, send it in with donation!

#### ⤴ Magnet Liaisons

VA Liaison– Caryl Conklin carylconklin@hotmail.com No report

Will look for a co-liaison; Caryl has started a full-time position. Given Caryl's success last year, we want to support her.

MST Liaison– Ann Schwartz annmerm@gmail.com

Mr. Kingsley will write the Magnet spotlight (for the Post) for MST.

HSU Liaison – JoAnne Taheri euroimport@win.net

No report, but updated through Advocacy

YPAS Liaison - Patty Lyvers – lyversfamily@att.net

Emails sent to all YPAS department heads introducing myself and asking for announcements, questions, and general communication to PTSA this year.

9 Scholarships from the Producers to last year's senior recipients have been awarded and 4 await confirmation of verified college schedule.

The **freshman Coffee and Dessert annually held at YPAS is scheduled to occur August 21st at YPAS**. Producers hope to recruit more members at this event, along with welcoming the new students and their parents.

I hope to send a few flyers regarding performance discounts that KY Arts Center and Louisville Ballet are offering this year, not just for YPAS parents, but for all of Manual.

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

No report

Leslie Stum is checking in to see if we can provide J&C's Red Day/White Day calendar.

### **3<sup>rd</sup> VP / Ways & Means - Mike Morgan mike@vittitow.com**

⤴ Spirit Wear – Monica Willis monicawillis@twc.com

Deadline for ordering new 2014 merchandise is TODAY! Go to

<http://www.apcschoolandteamsports.com/mahisc.html> Inventory from last school year is on sale. Reduced pricing of new items too; just to cover costs. We're no longer fronting the money for inventory. The new method is to get a minimum order, then the production will be run for our items. Had a big push at registration, and will push again at the holidays. Will reach out to Cindy Cannon of the Athletic departments to work with her (on Manual website under "Athletics"). Will follow up with Mr. Zuberer to find out when the next Athletic meeting is happening (when all team leaders are gathered).



⤴ [Fundraiser Database](#) – [click here to add your group's fundraiser](#)

⤴ [Partners in Excellence](#) - Sondra Wojciak [sonwojciak@yahoo.com](mailto:sonwojciak@yahoo.com) and  
Rhonda Steinemann [rsteinemann@twc.com](mailto:rsteinemann@twc.com)

Will identify school needs in mid-September to develop the goals for Partners. Asked to provide a wifi update in the POST and instructions for getting on to the wifi network.

⤴ [Foundations/Grants](#) –

⤴ [Wish List](#) – Mike Morgan

Will start a Wish List so that we capture ideas and needs.

- **Scholarships:** Raise PTSA Scholarship amounts. Make the Scholarship application digital.
- **Funding Request Form:** update so that other funding avenues are listed and teachers know to go through those first (Donors Choose, Fundstarter, etc.)

**ANNOUNCEMENTS - None**

**NEW BUSINESS - None**

**ADJOURNMENT 10:44 a.m.**

**NEXT MEETINGS**

*Our next few meeting dates are:*

*September 11, Manual Open House approx.. 5:30pm*

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

*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.*

**ATTACHMENTS**

May 2014 Minutes (posted on PTSA Website)

July 2014 Minutes (posted on PTSA Website)

JCPS Board – Status Update on MSA Recommendations (follows)

Magnet Schools of America Recommendations: Status Update

MSA Recommendation	Status
1. Magnet schools should analyze student achievement data by demographic groups and conduct ongoing research and evaluation of student outcomes in magnet schools and programs, and develop plans that address ways in which the magnet program can become more inclusive, accessible and equitable. The district should explore ways to make programs within schools, schoolwide.	To be implemented with modifications
2. JCPS should clarify the purpose, mission, and goals of the magnet programs throughout the district. All stakeholders, including parents, business partners and principals should know the purpose they serve for the entire community, not just individual schools.	To implement in short term
3. JCPS should create a community task force or steering committee with various stakeholders to determine the purpose, goals, and types of magnet programs that will serve students in the county. The goals of the task force should be to develop a fiveyear strategic plan, monitor the implementation, and serve in an advisory capacity upon its implementation.	To implement in short term
4. The Traditional School model should be reviewed and updated to reflect current research, and examine the following: purpose, philosophy, goals and expectations of the Traditional Program, academic program, student discipline and removal policies and practices, and feeder patterns.	To be reviewed further by steering committee
5. The district should create a process to eliminate redundant, undersubscribed, and low achieving magnet schools and programs within one year. This process should require affected schools to submit a plan that specifies how the school will address theme integration, targeted student recruitment, and professional development and training. JCPS should determine which schools, based on their plan, have a viable chance of success and provide them with adequate resources to meet their goals, granting an extension on an annual basis if significant progress is being made. Those that are not making progress, fail to submit a plan, or for whom the plan is deemed inadequate, should be discontinued by the 2015-16 academic year.	To implement in short term
6. JCPS should create a process for establishing any new magnets or replicating "mirror" magnets based on the following tenets: a. Schools should have a research base that supports their development; b. Building capacity and adequate facilities must be available to accommodate the theme; c. Professional development for principals and staff must be around the theme and instructional focus that supports the theme; d. Demonstrated demand and need should be shown for such a program due to waiting lists or void in offerings; e. Evidence must demonstrate that student achievement and diversity can be sustained, and f. Reasonable and cost effective transportation should be offered.	To be implemented in the long term
7. Develop mirror magnets, or replicate popular and successful schools where students apply to the theme, and are then assigned to a school with consideration for distance and diversity. These mirror programs may be split between upper and lower campuses that serve continuous grades at nearby campuses.	To be reviewed further by steering committee
8. JCPS should evaluate the Five Star Schools to determine to what extent programs are being duplicated, undersubscribed, overenrolled, etc. in conjunction with the magnet program offerings.	To implement in short term
9. Eliminate programs within schools, and either make them wholeschool magnets or consider phasing them out.	To be implemented with modifications
10. Require all magnet schools to submit to the magnet office for review and approval an annual, publicly available plan that addresses student recruitment, curriculum, instruction, and professional development.	To implement in short term

Magnet Schools of America Recommendations: Status Update

MSA Recommendation	Status
<p>11. JCPS should adopt a centralized application process and conduct lotteries for all magnet schools that take into consideration existing factors. This central process should also determine eligibility of students if academic criteria is used. Essays and letters of recommendations should be discontinued as a part of the selection process. Academic records should not be transferred by the families.</p> <p>a. Dupont Manual High School should remain a selective school, however, the student selection process should be made available to all families and students via the website and other sources.</p> <p>b. Students should be aware of the score given to their application, cut scores should be made publicly available, and students should be notified where they stand on the waiting list if placed on one.</p>	To be reviewed further by steering committee
12. Redesign the Math, Science and Technology (MSP) programs to include engineering and emerge as comprehensive STEM programs that have K12 articulation between schools and grade levels.	To implement in short term
13. Align the Fine, Visual, and Performing Arts programs K12 and provide clearly articulated pathways.	To be implemented with modifications
14. All JCPS students should have access to magnet programs, and transportation should (continue to) be provided at all schools with the addition of Brown.	To be implemented with modifications
15. Industry standard equipment specific to the theme should be provided to students in all magnet programs, especially at the secondary level.	To implement in short term
16. JCPS should conduct a facilities assessment to determine the capacity, ability to accommodate the theme and students, and attractiveness to families.	To implement in short term
17. Adopt the Career Academy model at the following schools to ensure greater preparation of students for college and careers: Southern, Central, and Iroquois High schools.	To implement in short term
18. JCPS central office staff responsible for magnets should be organized to collaborate more effectively with Curriculum and Instruction staff to give these areas greater leadership and support within schools.	To implement in short term
19. Magnet schools should analyze student achievement data by demographic groups (race, socioeconomic status, linguistic, etc.) and conduct ongoing research and evaluation of student outcomes in magnet schools and programs.	To implement in short term
20. Provide teachers and magnet coordinators with professional development around the theme and curriculum development.	To implement in short term
21. JCPS should support a fulltime position with significant responsibility, resources, and autonomy to coordinate and provide professional development and training to magnet school teachers and principals, as well as coordinate purchasing and oversee all marketing and recruitment efforts.	To be implemented with modifications
22. JCPS should conduct a fiscal analysis of magnet programs to determine what impact program elimination, duplication, and reinvestment would have on the district.	To be implemented in the long term
23. JCPS magnet school and district staff should find exemplary models of like schools to learn from immediately.	To implement in short term
24. Convene an industry advisory board to provide validation, feedback and suggestions to ensure magnet schools are relevant and continually improving.	To be implemented with modifications
25. Marketing materials, applications and choice information should be provided in multiple languages to make them more accessible to families.	To implement in short term
26. JCPS should work to ensure greater inclusion and access for English Language Learners and Special Education students in magnet programs by providing services at all magnet schools to the greatest extent possible.	To be reviewed further by steering committee