

Manual PTSA MINUTES
Board of Managers Monthly Meeting
August 19, 2013

Attending: Gerry Mayes, Pinky Jackson, Barbara Coffield, Jill Jelsma, Tony Sweazy, Caryl Conklin, Pam Wolford, Molly Wingfield, Rhonda Steinemann, Sondra Wojciak, Tanya Marquardt, Tammy Nofsinger, Tisha Payne, Colleen Beach, Gretchen Davis, Trish Kline, Sarah Elizabeth Doyle, Katherine Doyle, Linda Lotspeich, Beth Jolly, Michael Harper, Carolyn Downey, Lynn Wilbar, Peggy Loy, Anna Kidwell, Maria Sorolis

8:30am: CALL MEETING TO ORDER _ Pinky Jackson, PTSA President
INSPIRATION: "Compassion Contract" - Tammy Nofsinger

ADDENDUM: In our enthusiasm to learn about the Manual Compassion Project, we had a "compassion contract" read as our Inspiration. In hindsight, we see 2 things that we want to take responsibility for and learn from.

- 1. The "Inspiration" portion of the agenda is for a brief, introspective piece that calls our inner selves to order as we begin our meeting. So, this was the wrong spot in the agenda for a presentation / discussion / decision request.*
- 2. The document that was presented was the wrong one. There is a separate document being developed specifically for schools that has no reference to religion whatsoever. The presentation should have been vetted in advance, and we will do that next time.*

Thank you for your compassion as we learn our new jobs! If you have any concerns or questions, please do not hesitate to contact Pinky Jackson at manualptsa@gmail.com.

ACTION: Tammy will e-mail the Compassion statement that the PTSA is being asked to sign to the Board so that we can ensure it is in PTSA's purview before we bring it back to a future PTSA meeting.

REPORTS FROM GUESTS

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

- Framework in place, and high expectations to stay on top. Believe academics and athletics should be at the same standard like Stanford. Met with all the staff over the summer and asked two questions: what's going well and what needs improvement?
- One of the interview questions was: How are you going to run 5 schools? My answer is that there's one school with 5 parts. The diploma says *Manual*.
- Working with *Fish!* with the teachers and staff: Fish is a way of life.
 - **Play:** different ways to present material to get kids to relax; I'm worried about student stress levels
 - **Choose your Attitude:** come in with a good attitude
 - **Be Present:** listen to the kids. Use formative assessment.
 - **Make their day:**
- Cell phone policy: Going before the JCPS Board on August 26 to petition for cell phone use in the school. It's a KRS law that any electronic device cannot be in the classroom. The technology these kids have in their phones is better than what we have in the building. We'd

like to do a pilot program. If we have problems and the kids aren't mature enough to handle it, we'll end the program.

- An alternative schedule for the first two days of school so we can get all the drills out of the way.
- Experimented with communication and distribution this summer: IC Mailer, Google Docs, Facebook and Twitter. The most effective communication was Google Docs. Lisa Stevenson will be our new communications person. **Will be her sole focus.** Will also have Jay Dorsey help out with public relations.

ACTION: Mr. Mayes will think about if it would be helpful to have parents make calls to JCPS district regarding getting the concrete tables out of the courtyard.

ACTION: Put Mr. Kuhn's award for best Assistant Principal in the District in the Manual POST

TREASURER Beth Jolly 56jolly@gmail.com

Proposed Budget for 2013-2014

- **PRESENTATION:** Proposed budget presented. Will do an e-mail vote by the board as the budget will be presented at the general meeting which will happen before the next Board meeting.
- **Reimbursements:** Use funding request form with receipts in order to be reimbursed.
- Sally Harper, Jennifer Callejia, and Beth Wells did the 2013 Financial Review, and provided much support.
- **DISCUSSION:** Feedback given on Hospitality budget. Will provide edits to Treasurer.
- **ACTION ITEMS:**
 1. **Every Board member needs to review their line item/s & advise if amount/s can be reduced or needs to be increased.**
 2. August 30 deadline for input & edits to DRAFT 1- email Beth 56jolly@gmail.com
 3. September 3 deadline input & edits to DRAFT 2- email Beth 56jolly@gmail.com
 4. September 5: proposed budget posted & emailed for review
 5. September 12: voting on budget at Open House

Payment Request/Authorization (attached)

Funding Requests

PRESENTATION

2. Closing the Gap - Project Graduation Base Cost – May be asked to fund up to \$3,850.00 IF the gap fee was an undue hardship for any free/reduce families. Could be in lieu of our Project Graduation donation. The PTSA Board included this in budget discussions, and this was part of the proposal process with SBDM to have PG fee of \$5.00/year collected at registration
3. TI-84 Calculators for students in need

From Math Teacher Kris Tatro: "There are two issues related to calculator usage. First, we have students who do not have personal graphing calculators available. This is of special concern when they are taking the End of Course exam for Algebra 2. Many of the questions that take a long time to solve by hand can be answered quickly and easily with a graphing calculator. Second, students can store data (such as test answers) in graphing calculators so having a 1-2 class sets available for teachers to use would be helpful. Since the school must order calculators off the bid list, we end up paying more than when they are on sale at retail stores. Also, graphing calculators can be purchased used from ebay for 1/2 to 1/3 of the retail price. It is my understanding that the PTSA would not have to purchase off the bid list.

In order to get more input that just my personal point of view, could you contact Matt Kingsley

in order to set up a brief meeting with math teachers who are interested? I have already let him know what you are interested in doing. Also, doing so in honor of Becky Wahl seems very appropriate. She will be very missed around here.”

ACTION ITEM; Pinky will find out how many are needed.

SUGGESTION: Ask SBDM if there is enough in Fifth Day funds to help with this. (Pinky will forward to Sandra Hubbard)

4. Keurig Coffee Maker for Faculty Lounge

From French Teacher Denee Walsh: “Greeting Manual PTSA, As a teacher at Manual, it would be wonderful to have a Keurig coffee maker for the third floor teacher's lounge. You all did an excellent job fixing up the lounge for us, and a new Keurig coffee maker would make the lounge even better. It would allow teachers to bring in their own coffee pods and help with the mess of a community coffee pot, i.e. not putting the burden for up-keep on a few people. If you have any extra funds available this year, please consider this request. There was even a \$5.00 coupon in today's paper! We would need a larger sized one, with a large water well, not a mini version. If possible, it would also be nice to have a few coffee pods to get started, some stirrers, packets of sugar and/or sweetener, and instant creamer.”

TEACHER MEMBER/S UPDATE - (*position open – ask Mr. Mayes for assistance filling*)

SBDM (Site Based Decision Making) - (no report)

Sandra Hubbard shhubbard@twc.com

Polly Labrecque polly.labrecque@gmail.com

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS:

PRESIDENT – Pinky Jackson manualptsa@gmail.com

- Welcome to all of our amazing members, and thank you to Elizabeth Spalding, Kinsey Ball, and Carolyn Downey for stepping up to join the PTSA Board.
- Relationships to build upon. Our pillars of work. Communications and digital info.

SECRETARY – Barbara Coffield barbarajbenjamin@gmail.com

Minutes presented for approval. Moved to approve 7/25/2013 MINUTES by Maria Sorolis; seconded by Beth Jolly.

DECISION REQUESTED & APPROVED: Standing Rule for the electronic & timely approval of meeting Minutes. “Draft 1 of Minutes sent electronically to meeting attendees with 3 day deadline for edits. Edited version sent to meeting attendees with 3 day deadline for approval. If any meeting attendees need additional time to review Minutes, they will inform the Secretary within the 3-day window. Final, approved version then sent to full board and distributed community-wide via e-newsletter, website, and other means available as soon as possible after approval.”

Digital Directory First edition emailed to participants. Very good feedback and 128 participants thus far. Need a process to get the Directory to other PTSA members as well. Learning on distribution: email from Google Groups was not bcc'd; will remedy that for future mailings
DISCUSSION: Put invitation for Digital Directory in POST and IC Mailer. Ask coaches and clubs to communicate the Directory.

ACTION: Ask Mr. Zuberer to distribute the Digital Directory invitation.

WEBSITE – Pinky for Clay McNeill (claymc@bellsouth.net)

We want to update the entire PTSA website ASAP and before end of calendar year, as Clay's work schedule is very busy in the spring. Preston Terry is reviewing the website and will email you with notes / outdated info. Please send updates to Pinky at manualptsa@gmail.com if preview or info is needed. When they are ready to go on website, email them to claymc@bellsouth.net and put the URL of the specific page at the top of your email.

CORRESPONDING SECRETARY - Molly Wingfield

Sent out welcome notes to 13 new staff members

Sent out condolences to Beth Wahl and Robin Gamez' families., and student who lost his brother over the summer. Per our standing rule, donated to family's requested cause.

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

College 101 night – Kelly Higdon (no report)

Project Graduation – Linda Lotspeich is Senior Parent Co-Chair. Junior Parent Co-Chair is being sought. Trish, Linda, and last year's chair Kim Wells are meeting soon.

Hospitality – Anna Kidwell / Peggy Loy – Thank you for a wonderful Welcome Breakfast for the staff!

Scholarships – Colleen Beach cbeach55@twc.com (no report)

CAP – Jill Jelsma:

First time at CAP this school year is August 27 10-1:00. Have 4 people signed up and need 8 in total. Plan to be there for at least an hour or two to receive training and make your time worthwhile.

CAP/MCC – Tony Sweazy

Closet cleaned out and ready for donations. Primarily for our students. If children's' items come in, we'll donate them to CAP. We may want to consider all donations and we'll take to CAP because CAP inventory is light. Will have teachers tell us what is needed. Manual logo wear can be bought online and donated. There is an option in the Spirit Store to donate. Two bins in PTSA room that we can use. We'll put one in center hall. Will have a drive in October to bring in donations.

Beautification – Gretchen Davis

Changed the plants at the front of the building. Will walk the building and assess needs. Will bring in master gardener friends for ideas. If you've been here a while, please let me know your ideas.

Red/White Week – Kolleen Oney & Lynn Wilbar (no report)

Week of October 21 – the Manual/Male football game

CCC – Pam Wolford

Ready to go in September; have 64 volunteers.

Awards – Tanya Marquardt

Tony will put up wood strips in the PTSA room and we'll hang our many award plaques. Plan to do the week after Labor Day.

Reflections – Kim Booth (no report)

Key Club PTSA Liaison: Sarah Elizabeth Doyle

Sarah Elizabeth is Volunteer Chair for Key Club (a big service organization); let her know what volunteer needs we have. Key Club was a BIG help at registration!

Volunteer Coordination – Katherine Doyle (no report)

2nd **VP/MEMBERSHIP** – Pinky for Maria Sorolis sorolandfamily@gmail.com

Memberships, Volunteers, and Donations Received	Student Mbrs (Dana will provide ASAP)	Parent Mbrs	Volunteer forms	Teacher/Staff Mbrs	Donations
Class of 2014 / Senior Registration 8-8-13		30	* 16 for PG + 29 areas checked, but need to count just the number of forms submitted	2 Stacy Pendleton Debbie Kennedy	\$355.00
Class of 2015 / Junior Registration 8-9-13		55	37	-0-	\$430.00
Class of 2016 / Sophomore Registration 8-12-13		84	42	-0-	\$525.00
Class of 2017 / Freshman Registration 8-13-13		162	77	1 J.C. Reedy	\$830.0
Totals – 4 days	<i>Dana will provide ASAP</i>	331	172+ *	3	\$2,140.00

SEASON: Membership drive is July 1 – September 30 (memberships accepted year 'round). Focus on having students as member, and ask parents/families to make donation to PTSA. All Executive Board members need to be PTSA members. Senior students should be PTSA members as there are many scholarship opportunities.

WEB: Membership page updated on Manual PTSA website--

<http://www.dupontmanual.com/ptsa/Join.php> We need an online pay option. Have a PTSA Square (to accept credit cards).

SUPPLIES: Membership envelopes that were auto-shipped are being returned to district PTA – we had 6,000 unused ones. They will route them to someone who needs them. We only give out PTA cards upon request. We have (40-80) 2013-14 membership cards on hand and can get more if we need them, but activation can be done online. National PTA plans to do the cards online soon.

SUGGESTIONS: For next year, add a sentence to the volunteer / donation form: “Hopefully, your student joined PTSA when you paid class fees. Thank you for that important support. If you would like to join as a parent as well, here is how to do so:” Freshman parents from non-optional membership schools were unaware of our process.

UPCOMING: Teacher/Staff Membership Drive! Bucca di Bbeppo donated 10 \$25 Gift Cards to be provided as teacher/staff incentives.

- Also upcoming: Registration Week Membership Report. Will take Dana about 2-6 weeks to get through registration paperwork and send us the report

Event Volunteers: 54 (25 current students + 2 family members + 27 parents)

Magnet Liasons

VA – Caryl Conklin

Spoke to VA teachers and they’re quite excited about the potential of the Magnet Liaison.

Many opportunity to increase awareness and showcase our kids' work: Frazier Museum, St. James Art Show, etc. They have a teachers meeting today, and they'll discuss this.

ACTION: Board tour of VA Galleries (1st floor), and Senior Art; Attend a VA Event

HSU – Pinky for JoAnne Taheri

Talked to Mr. Zuberer about PTSA Board attending an under-attended sporting event.

J+C – Pinky for Peggy Loy

Trying to get to more J&C members on the staff

YPAS – Carolyn Downey – new Board member will connect us with YPAS events, etc.

MST – Ann Schwartz (no report)

3rd VP/WAYS & MEANS - Michael Harper mharperPTSA@gmail.com

All-School Fundraising Database: Will put together database of which group is doing what fundraising.

Spirit wear – Missy Wislocki

Our new site is live! : <http://www.dupontmanual.com/ptsa/index.php>

Partners in Excellence - Sondra Wojciak & Rhonda Steinemann

May need to wait to start 2014 campaign, as 2013 project not yet complete

will look for various size projects – may do several small ones rather than one big one. Send ideas to Sondra or Rhonda. Partners season begins October 1 and they will work with Mr.

Mayes on selecting project/s.

ANNOUNCEMENTS

Tammy Nofsinger: International Compassion Games September 9-21. Mayor Fischer trying to get Louisville declared a “most compassionate city.” Investigating a Manual Compassion Walk. Would like to have sign-up at the Open House.

- Innovation Cub is considering a **Mindfulness** program to help reduce stress. Likely to be an after-school program to see how well it works, and if it is effective, would be introduced to teachers and consider expanding it. Kelly Higdon and Amy Medley would be the contacts for teacher staff.

ACTION: Tammy will get Walk info to Sarah Elizabeth Doyle and she'll get it to Key Club.

ADJOURNMENT: 10:00 a.m.

Our next few meeting dates are:

September 12, (6:00pm? ask admin) in auditorium 10 minute) General Meeting

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

October 14, 2013 8:30-9:80am in PTSA room

November 18, 8:30am in PTSA room

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

Proposed Budget

Payment Request/Authorization

