

Manual PTSA AGENDA  
Board of Managers Meeting  
August 20, 2012

**Attending:** Kelly Higdon, Pinky Jackson, Cindy Martin, Patty Kannapel, Tammy Nofsinger, Laurie Grimes, Kim Wells, Missy Wislocki, Lynn Wilbar, Jane Roth, Maria Sorolis, Caryl Conklin, Diane Fowler, Sandra Hubbard, David Zuberer, Peggy Loy, and Anna Kidwell on the periphery as she did the final clean up of the Hospitality breakfast!

**THANK YOU** to Anna Kidwell and Peggy Loy, Hospitality Committee Co-Chairs, and everyone who pitched in to help, for providing the entire Manual staff with a Welcome back breakfast!

**INSPIRATION – Lynn Wilbar, 1<sup>st</sup> VP**

Lynn shared a story to inspire us to get acquainted with one another and with all those at Manual that we work for and with. Kelly shared the 5/15 rule at Norton's – when you are 15 feet from someone, you make eye contact; when you are 5 feet, you speak to them.

**REPORTS FROM GUESTS**

**PRINCIPAL'S UPDATE** *n/r; in staff meeting*

**TEACHER MEMBER/S UPDATE** *-n/r; in staff meeting*

**DEPARTMENT REP:** David Zuberer, Athletic Director, stopped by to say hello, thank us for our work, say that he is sending our news out to all his lists, and ask for some help. He needs a volunteer to help him work on invoices. 3 hours per week would be terrific.

**ACTION ITEM:** Pinky will forward this request to Renay Adkins, Volunteer Coordinator (*done*)

**YPAS – Cindy Martin**

- ⤴ See handout: YPAS 2012-13 Performance Season, attached.
- ⤴ Cindy has a goal of bridging the gap between YPAS and Manual. She has been working on it for 8 years, but it is still there.
- ⤴ Seeing YPAS students with spirit wear they had bought in the bookstore during registration was heartening and it was great to see them in Manual spirit wear
- ⤴ PTSA Board is asked to follow Mr. Wooldridge's lead and go to at least 1 performance this year
- ⤴ Little Women is the big musical this year
- ⤴ Seeing Macbeth is recommended for all seniors, as they are required to read it this year, and seeing it onstage makes it easier to understand.
- ⤴ YPAS students are required to go to 3, at least 1 of which is outside of their performance area
- ⤴ Suggestions for promoting YPAS performances were given, including:
  - emailing PTA Boards at Noe and Meyzeek
    - **ACTION ITEM:** Tammy Nofsinger will send the YPAS schedule to them as well as any promotional materials Cindy sends to her.
  - Outreach to churches
    - **ACTION ITEM:** Jennifer Callega volunteered to route materials to her church
- ⤴ New Neighbors/ Welcome Wagon outreach

- ⤴ **DECISION:** one of the 2 non-morning PTSA gatherings of this school year will be at a performance of Little Women
  - **ACTION ITEM:** Cindy Martin will check with Producers to see which night would be best

**SBDM (Site Based Decision Making)** - Sondra Hubbard and Patty Kannapel, parent reps to SBDM

- ⤴ Our reps gave an overview of what SBDM is and how it works
- ⤴ State law requires SBDM in all state schools
- ⤴ Principal, 3 teachers, and 2 parents serve on SBDM Board; committee members from parent body are needed as well
- ⤴ Meetings are the 1<sup>st</sup> Wed of the month at 3:00pm in room 12; they are held the following Wednesday is school is on break on the 1<sup>st</sup> Wed.
- ⤴ 9/5/12 is the next meeting, and if you want to give input into when committees meet, come to this first meeting, because that is when it happens
- ⤴ based on the input it gathered last year, the SBDM will be focusing on 2 areas:
  - improvements to communications with parents per policy
  - improvements to advising of students
- ⤴ Sondra and Patty are also trying to increase minority parent participation I SBDM
- ⤴ one SBDM rep will attend each of our meetings
- ⤴ Poarents are encrouaged to sign up for SBDM committees, which are:
  - allocations
  - curriculum
  - instrucitonal practices
  -

SBDM has started its own e-mail ist, so that it can communicate directly with parents

**ACTION ITEM:** Kelly Higdon will send the Board meail list to Patty

**REPORTS FROM BOARD & COMMITTEE CHAIRS:**

**MINUTES** – Pinky Jackson, Recording Secretary - 3 minutes

Report: Minutes from the Summer 2012 meeting - July 24, 2012

Decision Requested: approval of Summer 2012 minutes – July 24, 2012

Action Requested: mail distribution; mailbox checking

**TREASURER** – 5 minutes

My name is Tara Childress and I have been given the opportunity to be the treasure for your PTSA. Just in case you do not have my information, my email is [Dmtsst@gmail.com](mailto:Dmtsst@gmail.com) and my cell phone number is [502-718-9853](tel:502-718-9853). Please feel free to contact me either way.

**NEWSLETTER** – Teresa Mader - 5 minutes

Standard Operating Procedure for the PTSA Newsletter

**SPIRIT WEAR** – Missy Wislocki - 10 minutes

**COLLEGE AND CAREER CENTER** - Pam Wolford via [wolf5345@bellsouth.net](mailto:wolf5345@bellsouth.net) – 3 minutes

Report: 53 parents are signed up to work in the CCC. 12 are new and have gone through training.

Action Requested: Still need 10 more volunteers (maybe these can come from the Volunteer sheets when Renay forwards the info. to Committee chairs). We will begin staffing the CCC Sept. 4. so I need to get all spots filled and trained.

Action Requested: Remind students College Visits start now with most occurring in Sept. and Oct. All visits are posted on-line in the Counselor section of [dupontmanual.com](http://dupontmanual.com). The students also get emails and weekly announcements are made. If you have Jr and Sr students please help them take advantage of the fact that the college rep. that comes to visit Manual is the person that will review and recommend your student's application for admission.

## **ANNOUNCEMENTS**

Target gift cards: <http://apps.facebook.com/givewithtarget/schools/23755>

**PRESIDENT'S UPDATE/DELEGATION** – Kelly Higdon, PTSA President

Meeting Logistics

Volunteer Opportunities

Wrap up

Meeting adjourned

*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. 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**

Minutes – July 24, 2012 meeting

**New Business?**

**PARTNERS IN EXCELLENCE**

**CORRESPONDING SECRETARY**

**PROJECT GRADUATION**

**NOMINATING COMMITTEE**

**WEBSITE**

**HISTORIAN**

**SCHOLARSHIP COMMITTEE**

**MEMBERSHIP**

## **AWARDS**