

Manual PTSA AGENDA
September 16, 2013
MINUTES

Attending: Jerry Mayes, Mina Todd, Pinky Jackson, Barbara Coffield, Jill Jelsma, Tony Sweazy, Caryl Conklin, Molly Wingifled, Sondra Wojciak, Tammy Nofsinger, Trish Kline, Beth Jolly, Maria Sorolis, Katherine Doyle, Carolyn Downey, Kelly Higdon, JoAnne Taheri, Tanya Marquardt, Preston Terry, Ann Schwartz, Michael Harper

**8:30am: CALL MEETING TO ORDER – Pinky Jackson, President manualptsa@gmail.com
INSPIRATION – Trish Kline, 1st VP: Stop and smell the roses (roses passed among all.)**

REPORTS FROM GUESTS

GOAL CLARITY COACH - Mina Todd – Mina.todd2@jefferson.kyschools.us

We have a band of students at Manual that have a gap: 394 gap students. Of that, 207 have an achievement gap. Student achievement gap is defined as not meeting the state benchmark in reading and/or math. For freshmen and sophomores, the basis is the Explore score. For juniors, we look at their Plan score from last year. For seniors, we use their ACT data from last year.

We are setting up a **Data Room** for our PLCs (Professional Learning Communities) of teachers to meet on a regular basis and dig into the numbers. Their goal is to start naming and claiming the achievement gap students. The room is set up so that there are pictures of the kids on the wall, and the student's data is with his/her picture. We will develop a plan for how we'll intervene with each student who is not meeting the benchmarks or mastering the core content standards. All is kept completely confidential, and access to the Data Room is restricted to teachers only (no students; no parents).

Without extra points, Manual's population is 86% college-ready (we get extra points for some criteria that put us at 100%). We want that to be 100% without extra points applied.

We need some equipment in the Data Room: specialty white boards and tables, for example. Because we're a high-achieving school, we don't get extra funding. We'd like volunteers to clean, organize and think through how we use the space. JCPS has agreed to paint the room.

There are 17 teachers in the group called AEMS: Academic Enrichment for Manual Students (*see attached AEMS brochure*). We're pulling kids from study skills and have matched them with an interventionist/mentor. We need parent volunteers and outside volunteers. If we can't meet at school, we'll take intervention to them: library or community center near their home.

Teachers are now alerting us as to kids that may need intervention. This process will become the norm. Teachers are not getting paid for this and giving up planning time to do this.

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

Some parents don't realize that we have kids with an achievement gap. Not severe disabilities, but gaps. I want to aggressively go after our achievement gap. There's a secondary benefit in doing this in that it helps teachers review and improve their teaching practices: improves learning and grades.

So far, Jerry and the Assistant Principals have completed 51 walk-throughs (walk into classroom for 5 minutes to get a learning snapshot; unannounced). This has sent a clear message of "no slackers." We have to fight certain paradigms. We still have to get down to the fundamentals. What PTSA can do to help is to talk it up. Push the TCA program (prep for the ACT). We will reach every kid.

TEACHER MEMBER/S UPDATE - *(no report; position open)*

SBDM (Site Based Decision Making) - Sandra Hubbard shhubbard@twc.com 502-727-4435
Polly Labrecque polly.labrecque@gmail.com

We are working on the SBDM council to help kids who need intervention. We're working to improve communication: Krista Just and Lisa Stevenson. Working on the cell phone policy.
Please contact us if you have questions or comments about SBDM issues.

REPORTS FROM PTSA OFFPICERS & COMMITTEE CHAIRS:

PRESIDENT – Pinky Jackson manualpts@gmail.com

ñ **REPORT:** Outreach at Open House *(submitted for agenda via email)*

- Feedback sought by September 20. [Click here to give input.](#)
- PTSA created “Outreach at Open House” as the next phase in Communications & Camaraderie. Because most students and many parents joined PTSA during registration, we can focus on member services rather than membership drives. This is *not* an outreach for PTSA to get memberships or donations. Rather, it is a service of PTSA to help parents get involved and to help student / support groups to gain members &/or resources. However, while I was setting up, a few teachers came by, on their way to the PTSA chili supper, and joined PTSA as a thank you for feeding them! Yay, hospitality team!!!
- Over 20 clubs & organizations shared info at the group table or staffed their own table at Open House. Attendees also got to view the new Clubs & Organizations List that PTSA launched, thanks to Barbara Coffield. It was exciting and productive, but also noisy and crowded, and I apologize for that. In previous years, the auditorium meeting portion of Open House was under-utilized, quiet, and small, so it seemed a good opportunity to create the event you asked for during a time you had to be at Manual anyway. I added an extra 30 minutes to the agenda and let it overlap until 6:15 so that those who wanted to shop and connect would have more time to do so while those who wanted to participate in the meeting could do that. I did not anticipate was that we would have the **BIGGEST OPEN HOUSE CROWD EVER!!**
- I will finalize my report next month, after receiving community input. For now, I recommend we limit all groups to a maximum of 1 table space only; move all the staffed tables out to the hallway; (2 tables for picking up information only would work inside the auditorium door); and have the PTSA table at the center (entrance to the auditorium), staffed with volunteers who encourage all attendees to go down both ends of the hallway so that they get to see all the clubs & organizations, as well as welcome attendees into the auditorium and answer questions.

SECRETARY – Barbara Coffield barbarajbenjamin@gmail.com

ñ **APPROVED** - August 19, 2013 Minutes. Maria Sorolis moved to approve; Beth Jolly seconded.

- Mail distribution

ñ **WEBSITE** – Clay McNeill (claymc@bellsouth.net) *No report*

CORRESPONDING SECRETARY - Molly Wingfield

Gift presented to Kelly Higdon to thank her for being PTSA president the past 2 years. Note was sent to Denee Walsh – French teacher, whose father-in-law passed away recently.

TREASURER – Beth Jolly 56jolly@gmail.com

Higher on parent members; slightly under for teacher memberships. Under budget with donations: budgeted \$7500, but have \$2000.

- Need to do communication out to solicit more donations so that we get additional funding by the end of September.
- Michael Harper will follow up on digital giving tools

We are already \$6.00 over budget with administrative costs because our insurance costs were higher than in previous years.

Funding requests

1. ON HOLD: Becky Wahl Calculator Program

Task group is meeting on Sept 18 and hopes to secure outside funding for phase 1 of the program. \$5,200.00 in funds might be requested for funding of phase 2. A written proposal will be submitted for your consideration IF phase 2 is a go. This request is on hold while outside funding is sought.

2. **APPROVED: Keurig Coffee maker and supplies** for the faculty lounge & the AEMS data room. Motion to authorize up to \$225 for two Keurig single-cup brewers and as many supplies as possible proposed by Michael Sweazy; seconded by Tammy Nofsinger. PTSA approved up to \$225.00 for 2 large capacity Keurig coffee makers and 2 sets of starter supplies (sugar, creamer, etc) for the faculty lounge and for the data room. Kelly Higdon will shop for these items and complete before end of September 2013.

3. **APPROVED: \$1700 for the 2 Specialty white boards for AEMS Data Room.** See emailed request below. Suggested that JCPS warehouses be searched for tables and chairs, though we heard the rationale that good quality, matching furniture will elevate the functioning and importance of the Data Room.

Data Room Request– (submitted for agenda via email) – Mina Todd

Attacking the GAP:

We currently have 394 GAP students enrolled at Manual High; 207 of those students fall into the student achievement GAP as determined by their Explore, Plan, ACT and TCA scores. We have gathered a group of faculty to work on an intervention team that we call A.E.M.S. (Academic Enrichment for Manual Students) focusing on those students who did not meet the benchmark in reading and or in math on each of the standardized tests, our goal is to work with each student to help them meet the academic standards and become college/career ready. Our work will also identify students who may fall behind in class and struggle with mastery of the standard/s being taught. Teachers will identify these students during data days in their PLC meetings. This is where the data room becomes vital and we need your help to equip it. The data room will be a place for teachers to meet to focus their work on how students are performing in their classes. Which students are getting it, which ones are not, and what is going to be done for those who do not get it and what enrichment will be delivered to those who do get it? We will “name and claim” each student in the building. Gone are the days when students get to the end of a six week period or semester, behind and possibly failing.

What we need for the Data Room:

Specially designed white boards (2)	Cost: 1700.00
Filing Cabinets	Cost: free hopefully (looking for hand me downs)
Work Table/s (6-8)	Cost: 1500.00-2000.00

Chairs (20)

Cost: Waiting on bid from vendor

1st VP/PROGRAMS – Trish Kline

- ñ College 101 night – Kelly Higdon.
 - This event is great for 9th and 10th graders as well as 11th graders. Watch for date announcement. (*Post meeting update: date has been set for **March 4, 2014** – SAVE THE DATE!*)
- ñ Project Graduation – Linda Lotspeich lindasuelotspeich@gmail.com (*via email; on vacation*)
 - Would still love to have a co-chair/treasurer. The first planning team meeting will be scheduled soon. Always accepting donations of money and prizes
 - Comment: Linda did an AMAZING job on her Project Graduation outreach table for Open House!!!
- ñ Hospitality – Anna Kidwell / Peggy Loy
 - We will be hosting soup and salad plus desserts for conference day.(Oct. 8th) We would love to have helpers so we both can visit our children's teachers.
 - THANK YOU Peggy, Anna, Becky, Starlet and everyone who helped and brought food for the teachers and staff on Open House day!
 - Co-Chair needed to join Starlet next year
 - Trish will ask Anna and Peggy to add "Helper" slots on Sign-up Genius so burden not on one person.
- ñ Scholarships – Colleen Beach cbeach55@twc.com *No report*
- ñ CAP - Jill Jelsma jilljelsma@bellsouth.net and Tony Sweazy
 - Tony Sweazy: The closet is almost ready. Need pants and dress clothes for Manual-sized students. Tony's family and their church and Manual Alumni Director Mike McDaniel have been main donors. List and thank yous forthcoming. Need volunteers to fold clothes. (Jill and Pinky can help today)
- ñ Beautification – Gretchen Davis gretchenwdavis@yahoo.com
 - Meeting this Wednesday, September 18 at 1:00pm in courtyard to discuss Ribbon Cutting for new courtyard tables.
- ñ Red/White week: Lynn Wilbar and Kolleen Oney *No report from Co-chairs*
- ñ Report from Jill Jelsma, CAP Co-Chair, regarding the friendly rivalry collection we do with Male during Red/White Week. They'd like to do a book drive for Family Scholar House. We'll plan to donate books to Male IF they can come pick them up soon after the drive ends. We will not compete/weigh/count/haul books per labor intensity. We will also collect clothes and shoes for MCC, CAP, and Waterstep per their high needs. We're competing together; the winners are the kids that get the items collected.
- ñ CCC – Pam Wolford - *No report*
- ñ Awards and Reflections – Tanya Marquardt
 - Have awards from years ago and no room/need to hang all of them in the PTSA room. Pinky is taking them to 15th district PTA S and see if they would like them, or if they can be recycled for future awards. Will also discuss with district ways to save PTA resources by doing awards differently.
- ñ Volunteer Coordination - Katherine Doyle
 - Data entry of volunteers nearing completion. Katherine is calling those whose emails bounce back. Need help in reading some of the membership forms.
 - Week or so advance notice needed for Key Club volunteers
 - Key Club volunteers requested for hospitality event on 10/8 (P/T conference day) so parents can talk to teachers.

2nd VP/Membership – Maria Sorolis sorolandfamily@gmail.com

ñ Faculty/Staff Membership Drive to be launched

ñ Magnet Liaisons

- VA Liaison update – Caryl Conklin

The first meeting for the VA parent support group will be next Wednesday evening, 9/18, at 6 pm. The VA faculty is looking forward to having parents assist with technology (web page, Facebook group), snacks for events, supervising the St. James booth, organizing VA events, etc.

- MST Liaison update – Ann Schwartz

MST program is running its fundraiser now. The MST magnet is running its Science Fair fundraiser now through September 24th. If you would like to renew current magazine subscriptions or start a new magazine subscription contact any MST student or go online to www.gaschoolstore.com, click "shop now" and enter the school code 2504306. If you have any questions on how to order contact Ann Schwartz at annmerm@gmail.com.

- HSU Liaison update – JoAnne Taheri

Helping with party for kids at patio ribbon cutting. Gumby's Goodies catering is donating some food; parents can also help; servers will be needed. Sign up genius will go out when date confirmed.

- YPAS Liaison – Carolyn Downey

YPAS performance schedule distributed. Two copies for each member present; please give 2nd copy to a friend to spread the word. Need to schedule a performance for the PTSA Board of Managers to attend.

- J&C Liaison – Peggy Loy (*no report – unable to attend meeting*)

PTSA subscription to the Crimson record.

3rd VP/Ways & Means - Michael Harper mharperPTSA@gmail.com

ñ Spirit wear – Missy Wislocki mwislocki@insightbb.com - unable to attend meeting

- New merchandise coming soon!

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

ñ Partners in Excellence - Sondra Wojciak

- PROPOSAL: I am proposing that we focus on the following for the Partners campaign this year:
 - 1) New buzzer \$1550
 - 2) New camera to go with the buzzer \$2500
 - 3) New wifi stations to better serve the new allowed usage of electronic devices \$8700
- Total cost for all 3: \$12,750.
- This will be a longshot to get all 3, but I do feel that with our added PayPal option, we will be able to raise this money. Promotion via emails really works.
- Information on requests for funding support:
 - **Gerry Mayes' wifi request:** WiFi system will not support the students now that we have approval for electronics on campus. Full-campus estimate \$25,000. Partial project would be approximately \$8000. David Dahlman, Manual Tech Teacher, indicates that he would oversee it, and would be the JCPS liaison. Would be 23 wifi stations. Need something in writing from Mr. Dahlman so that we know exactly what we are asking community to contribute to, and clarity that Mr. Dahlman will have the workload-relief to do the work. Once defined, can PTSA buy and install it to achieve the best price and

fastest installation or does that need to go through JCPS per maintenance, etc? Need to understand the cost per Manual's age and infrastructure. Suggest speaking to teacher Ms. Lisa White regarding holes in current connectivity (her room is in that part of building that does not have reliable coverage; will this solve that problem? Is the wifi station the right path? (don't want to have more of what we already have which doesn't work in all parts of campus).

- **Second request: buzzers and cameras** for the reception desk in the main office and the secretary's desk in the Principal's office so that safety, accessibility, staff workload are improved. There are 2 sets needed, but we will work on raising funds for 1 set at a time.
- Funding requests are adding up. Would like to do a Paypal link so that parents can immediately make a donation. Already have approval to place a Paypal button on the Manual alumni page. Michael Harper, VP of Ways & Means, will help move ideas for online giving forward. Suggest QR codes, consulting with Teresa Mader, etc.

ñ **Foundations/Grants** – *team leader and members needed*

ANNOUNCEMENTS

NO NEW BUSINESS

ADJOURNMENT 10:00am

Our next few meeting dates are:

October 21, 2013 8:30-9:30am in PTSA room or on stage en route to the room (NOT OCT 14)

November 18, 2013 8:30-9:30am in PTSA room or on stage en route to the room

December 16, 2013 AT NOON location TBD

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

PTSA Budget as of 9-16-2913

AEMS brochure