

Manual PTSA Minutes
Board of Managers Meeting
September 17, 2012

ATTENDING: Lynn Wilbar, Caryl Conklin, Kim Wells, Pinky Jackson, Maria Sorolis, Jennifer Calleja, Larry Wooldridge, Pam Wolford, Renay Adkins, Jane Roth, Peggy Loy, Missy Wislocki, Sandra Hubbard, Kelly Seiler

INSPIRATION – Lynn Wilbar shared a verse form Marian Wright Edelman inspiring us to make a difference. Mr. Wooldridge followed up with the starfish into the sea story.

REPORTS FROM GUESTS

PRINCIPAL'S UPDATE – Larry Wooldridge

^ Review of “Principal's Vision 2012” - see handout (attached).

This year's vision includes:

1. Vision and Mission Statement
2. Committees – Collaboration
3. Instructional Expectations
4. Resourceful Adults Mentoring Students (RAMS)
 - ^ We are using the National Council of College Admissions Counselors Curriculum
 - ^ Implementation is beginning
 - ^ This is in response to parent survey input re: more guidance counseling work with students
5. TCA / ACT Prep
 - ^ Juniors will take the practice ACT on 9/18/12
 - ^ Mina Todd, JCPS Goal Clarity Coach assigned to Manual, will work with students who didn't reach benchmarks
6. AP Initiative
7. All Teachers Participate in Graduation Ceremony
 - ^ 99% participate in 2012
 - ^ morning graduation times are best per parking / venue accessibility
8. Attend an event in which you have no direct connection: YPAS Production, VA Opening Night, Science Fair, Debate Competition, Athletic Events
9. Partnerships – YPAS & Manual with (see list on attachment)
 - ^ IF Manual will be March 2013
10. Professional Learning Communities (PLC's)
 - ^ Goal is to continue to climb the summit, not rest on our laurels

PTA / PTO Discussion, Questions, Brainstorming Session

- ^ See handout: the step by step procedure: <http://www.ptotoday.com/pto-today-articles/article/864-switching-from-pta-to-pto>
- ^ Members of the PTSA Board are researching PTO because of the \$6-\$9,000 per year (*\$3.70 per \$5.00 membership*) that we pay in PTA district, state, national dues, and which we have not been able to justify with Manual participation in PTA programming or services.
- ^ We probably cannot make the switch this year because of the steps necessary to do that.
- ^ We would have to operate our own Reflections type program if we want to do that

- ⤴ Are we interested in the other awards we win?
- ⤴ We would likely still be allowed to donate items and labor to CAP (Clothing Assistance Program)
- ⤴ Mr. Wooldridge is speaking with JCPS colleagues per this issue
- ⤴ We are asked to consider how a move such as this would affect other schools, as Manual is a flagship school.
- ⤴ Is this a precedent we want to set?
- ⤴ Are Manual students benefiting from PTA legislative advocacy?
- ⤴ PTA district reps have been asked to help us understand what benefits we gain, and have been unable to do so thus far
- ⤴ Should Manual families be funding PTA programming or legislative advocacy for other schools?
- ⤴ We collected PTA membership dues at registration – is it possible to convert those funds this year?
- ⤴ A general membership vote would be needed to disband the PTA; 2/3 approval required.
- ⤴ Is it more fiscally responsible to become a PTO?
- ⤴ Will we better serve more Manual students by operation being a more responsible fiscal decision.
- ⤴ Would having a smaller PTA group – Board, etc and then collecting PTO or general operating/sponsorship funds, 100% of which would remain at Manual, be a more responsible way to organize and manage resources?
- ⤴ As a PTO, we would be our own non-profit 501-C-3; do we have the resources to manage this?
- ⤴ Our Partners in Excellence program raises funds for items needed at Manual. Could we expand what we fund if the fees collected at registration remained at Manual? Would this decrease the amount of the average donation? How can we organize our presence and communications
- ⤴ One idea is for our parent organization (PTO? PIP? [Parents in Partnership] or other) to donate \$1,000 and/or 10% of income to the PTA
- ⤴ For 2013-14, have no membership DRIVE; just have all Board members and those who ask join, and then receive the rest in sponsorships that will remain at Manual
- ⤴ We could bring a full proposal to the general membership meeting at College 101 night.
- ⤴ Suggestion that each person do their own research on this topic
- ⤴ A work session is suggested for those wanting to further this discussion
- ⤴ Volunteers were requested for an ad hoc committee on the PTA/PTO question

ACTION ITEM: [REDACTED] will coordinate getting the following ad hoc committee volunteers, and anyone else interested, together for a meeting: Maria Sorolis, Lynn Wilbar, Jennifer Calleja, Caryl Conklin, Pinky Jackson, Kim Wells, Peggy Loy

ACTION ITEM: Maria Sorolis will invite Myrdin Thompson (current Manual parent and past President of 15th District PTA) to participate / give input

TEACHER MEMBER/S UPDATE – n/r (no report; no rep in attendance)

PARTNERS IN EXCELLENCE - Maria Sorolis

- ⤴ We have raised the funds to replace 12 of the concrete tables that are currently on the courtyard patio
- ⤴ The new tables will be a composite metal/resin material.
- ⤴ All of the concrete tables will be moved to locations on Manual's campus. Bev Meng is in charge of coordinating where the tables will go and having JCPS physical plant staff move

them.

- VA (Visual ARTS) department wants 1+ of the concrete tables
- Athletic practice field wants 1+ of the concrete tables
- ▲ A sign will be installed by the tables and visible from the parking lot that says (approximately):
“New patio tables funded by your donations to the Partners in Excellence Campaign”

ACTION ITEM: Maria Sorolis will check into the “graffiti-proof” nature of the new tables

CLOTHING ASSISTANCE PROJECT (CAP) - Jane Roth - janehroth@gmail.com

- ▲ CAP is in need of gently used EVERYTHING (all sizes; children's, adult, maternity, etc.)
- ▲ input was given per fall clothing drive; contact Key Club President to get their involvement
- ▲ we will not have a sporting goods drive this year
- ▲ a suggestion was made to see if students could volunteer at CAP Oct 5 & 8 – fall break
- ▲ encourage sports teams, etc do volunteer
- ▲ Jane was given details per past projects and contact persons. She will contact Kim Wells if she needs more information.

ACTION ITEM: Jane Roth will plan date for fall clothing drive with front office staff and will communicate that date to the Key Club

ACTION ITEM: Jane Roth will send an announcement to the e-newsletter describing what CAP needs there are

SBDM (Site Based Decision Making) - Sandra Hubbard sandrahubbard@insightbb.com

1. Notes from SBDM Council's September 5 meeting were shared*
 - ▲ Next meeting is October 3 at 3pm in room 129; everyone is welcome
2. 2012 numbers:
 - ▲ ACT is highest in state – 25.7%
 - ▲ Number of AP Exams taken increased to 2,085
 - ▲ Number of AP exams taken by students on free/reduced lunch increased
 - ▲ Those scoring a 3 or higher decreased from 84% to 76%
3. There is an extra \$50,000 in the budget
 - ▲ Faculty and staff have been asked by Mr. Wooldridge for suggestions on how to spend it
 - ▲ Grayson (?) County students all have iPads,
 - ▲ Suggestion given to fund iPads instead of heavy textbooks
 - ▲ Suggestion given to allow parents to pay \$14.95 per digital textbook instead of students carrying 50 pound backpacks
4. CMA (Communication & Media Arts magnet) has requested a name change
 - ▲ to Journalism & Mass Communications
 - ▲ or to Journalism and Communication
 - ▲ SBDM has asked for CMA representatives to come explain the reasons and clarify the name.
5. Parent Survey
 - ▲ Concerns regarding student advising received on surveys resulted in RAMS (see Principal's report, above)
 - ▲ The first session was this past week
 - Freshman set goals
 - Sophomores worked on PLANS
 - Juniors did college prep

- Seniors did college prep
 - ▲ Students will have the same homeroom teacher for all 4 years
 - ▲ There will be magnet break out sessions
6. Climate Committee has been tasked to look at the communications concerns that parents raised on the survey and see what improvements can be made.
- ▲ Not all parents of freshmen received the E-Tip letter, which was sent out via infinite campus
 - ▲ Even parents who have been at JCPS before need to sign their Manual freshman up via parent portal (*Contact JCPS records clerk/registrar Anita Sanders at anita.sanders@jefferson.kyschools.us for assistance*)
 - ▲ ETIP letter went out to all freshman
 - ▲ having the open house again and the student's schedule on the same sheet is appreciated
 - ▲ suggestion was made to have Open House agenda and schedule sheet sent home a few days earlier; parents often do not see their child between school/work/extra-curriculars/open house, and if student is absent that day they do not receive it
 - ▲ suggestion was made to send open house message to all parents, not just freshmen class
 - ▲ Stacy Pendleton is the Chair of the School Climate Committee. Mr. Wooldridge and Bev Meng are also on the committee
 - ▲ A suggestion was made to have PTSA interface with this committee per communications
 - ▲ A suggestion was made to let parents know in advance that parent-teacher conferences are not in classrooms and that they are grouped by department in common rooms
 - ▲ A suggestion was made to put notes on Accusolar that “all Social Studies teachers will be in the _____,” etc. so that parents can schedule their conferences in an efficient way
 - ▲ A concern was raised about the accreditation survey that was distributed at Open House. It was confusing – not at all clear where to respond to which question.
 - ▲ “School's governing body” was unclear – is that SBDM? Do parents know that? Other wording edits needed.
 - ▲ A suggestion was made to have freshman parents give input to communications committee per wording of docs and information that others take for granted
 - ▲ Ballard did the survey online – Pinky will send link to Sandra (*done*)

ACTION ITEM: Sandra Hubbard will email the notes to PTSA

ACTION ITEM: Pinky will confirm Climate Committee meeting time and seek PTSA member to attend (*done; Pinky attended*)

SECRETARY – Pinky Jackson, Recording Secretary - pkjackson9@gmail.com
PTSA members asked to check minutes re: action steps, votes, correct data

TREASURER – n/r Tara Childress Dmtsst@gmail.com a [502-718-9853](tel:502-718-9853).

DECISION approval of August 2012 minutes

YPAS – Cindy Martin

1. Parking Fundraiser
 - Macbeth and St. James Court Art Show parking at YPAS, Noe/Manual center area and Manual back lot, also including the Bus lane parking as well.
 - Parking at all Manual parking lots is \$5.00 except for YPAS, which is \$10.
 - All of the proceeds are given back to our Seniors for their scholarships in May.

- Thanks for helping us out.
- 2. Little Woman will open on 11/30, should be a great Musical.
- 3. College and Career day will be 10/26 with the same night being that of our District wide Showcase.

VOLUNTEER COORDINATION – Renay Adkins

1. Renay has entered all volunteer info into a spreadsheet and sent each Chairperson the list for their area

ACTION ITEM: Renay will send volunteer lists to rest of the Board

E-NEWSLETTER – Teresa Mader - teresamader@win.net

1. Teresa is trying to track down where Manual parents are getting her personal home and cell phone numbers, and her work email address.
2. Folks should be directed to the Manual PTSA website, where they are able to sign-up for the e-Newsletter, as well as send items for inclusion. Both links have been tested and are working.
3. The website only lists our email addresses

ACTION ITEM: Lynn will check in with office staff to ensure PTSA e-newsletter address is the only info given out for newsletter submissions

CONTACT LIST FOR PTSA Board of Managers

1. Kim Wells created this great resource. (Thanks, Kim!)

ACTION ITEM: Kim Wells will make edits to contact list and send it out to full Board

AWARDS: Caryl Conklin for Kelly Seiler

1. Caryl will be meeting with Kelly to pass on committee information

MEMBERSHIP – Jennifer Calleja jcalleja@insightbb.com

1. Update on membership
2. Suggestions per membership were mentioned during the PTA/PTO discussion, above

ACTION ITEM: Jennifer Calleja will email the report (membership numbers and amounts) to Pinky for inclusion in minutes

ACTION ITEM: Each board member is required to be a member of the PTSA. Please bring \$5 (to the meeting) for your dues. If you have already given them to me as part of a donation, please let me know so that I can account accordingly.

HISTORIAN – Tammy Nofsinger TASNofsinger@att.net via emailed report

1. I would love to receive photos of any PTSA events
2. Give me a head's up if I need to come photograph anything interesting that should be in the scrapbook.

ADJOURNMENT

Our next few meeting dates are:

October 15, 2012 8:30-9:30 am in PTSA room
November 19, 2012 8:30-9:30 am in PTSA room
December 17, 2012 8:30-9:30 am 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

Minutes – August 2012 meeting

PTA to PTO the step by step procedure:<http://www.ptotoday.com/pto-today-articles/article/864-switching-from-pta-to-pto>

“Principal's Vision 2012”

Respectfully submitted,
Pinky Jackson
Manual PTSA Board Secretary
September 24, 2012