

Manual PTSA Minutes
April 20, 2016
8:30am, senior cafeteria

ATTENDING: Pinky Jackson, Peggy Loy, Beth Brown, Rhonda Whitted, Jill Lauroesch, Leslye Arnett, Trish Kline, Ann Schwartz, Blaise David, Lisa Hamilton, Elizabeth Milliken, Delene Taylor, Greg Carnes, Vidya Ravichandran, Sondra Wojciak, Robin Weiss, Kitty Zink, Emilie Pinto-Schmeling, Lisa Becker, Tammy Ackerson, Betsy Johnson, Elizabeth Straub, Melissa Mammarella, Rosalie Rosenthal, M. Jane Ernst Crowley, Bresker Will ?, Kent Hall, Naomi Terrill, Laura Bollinger, Lara Talbolt, Becky Mosley, Jerry Mayes, Barb Wainwright, Lisa Stevenson, Leslie Fowler, Barbara Coffield

CALL MEETING TO ORDER: 8:30 AM

Greetings from Pinky Jackson to all in attendance especially all those nominated for next year's board.

INSPIRATION: "A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader, but becomes one by the equality of his actions and the integrity of his intent." --*Douglas MacArthur*

NOMINATING COMMITTEE CHAIR- Trish Kline tkline102@gmail.com

- Nominating Committee would like to recommend the following slate for 2016-17:

Barbara Coffield asks for any nominations from the floor. No nominations.

The slate was read by Barbara:

- President - Robin Weiss
 - 1st VP Programs - Lisa Becker
 - 2nd VP Membership - Trish Kline
 - 3rd VP Ways & Means - Tammy Ackerson
 - 4th VP Communication - Delene Taylor
 - Recording Secretary - Elizabeth Straub
 - Treasurer - Beth Brown

Pinky Jackson, "All in favor?", Unanimous approval. A quorum was present.

Pinky Jackson, "The 2016-17 executive Board will receive the slate of nominees for the remaining board positions from the nominating committee and will elect or appoint those individuals."

REPORTS FROM GUESTS

LISA STEVENSON joined us to share what tutoring/mentoring needs students that she works with have, and what parents, grandparents, students, friends, and other community members can do to help. Be a presence in the Learning Lab, room 112, anytime from 6:30am-2:30 pm to tutor math or reading, organize binders or just listen to a student. Adults showing an interest has a large impact on the students. There are also online tutorials, student peer tutors and snacks available to the students. There is always a need and you can come by whenever you have some time. Donations of food such as bagels and juices would also be appreciated. Non perishable food is best.

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

- Thank you to Lisa Stevenson for her work running the Learning Lab. Marti Johnston got the lab organized and recommended that Lisa be put in charge. At the time Manual had 131 kids that were not college ready. That number has dropped to 15 thanks in part to Lisa's efforts. Lisa is also the Chair Elect of the Ky. Derby Festival in charge of Thunder Over Louisville.
- Manual was just ranked the #1 high school in KY by US News and World Report and the #38 magnet program in the nation. Both are improvements from last year.
- It is testing season with 2800 AP tests to be taken by Manual students along with the KPREP end of course tests
- The assistant principal search is on hold until the end of the year
- Student tardies are up due in part to a new morning train schedule which delays them from crossing the tracks. Looking at ways to address this. Parents are asked to remind their students of timeliness; drivers are coming in with McDonald's cups and Panera bags, etc.
- Working on ideas of how to integrate Mindfulness training into Manual
- Approximately 39 National Merit Finalists this year
- See *Tom Jones* at YPAS

Introductions were made by all in attendance

SBDM candidate introductions: The 4 candidates are Blaise David, Naomi Terrill, Kent Hall, Melissa (Missy) Smith. Missy sent her regrets; she is having a root canal this morning.) The three candidates in attendance; Blaise David, Naomi Terrill and Kent Hall, were asked to share information about themselves and what they hope to bring to the SBDM council.

SBDM (Site Based Decision Making) - Tracy Shah shahmom3@gmail.com

Shannon Evans sme02@bellsouth.net

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- The SBDM board meeting was held on April 13, 2016 at 3:00pm.
New club approvals: Mr. Testerman presented before the board asking for approval for a new club called, "Impact". This club will be focused on fundraising for a child in need. It will focus on one child's need at a time. This club will be similar to the "Love without borders" club in other schools. It is not a nationally affiliated club. They will also focus on nutrition for the children in need. The "Impact" club was unanimously approved. It was recommended to Mr. Testerman that the club needs to make sure they have bylaws set up as to how they will choose each recipient of the club's fundraising. Mr. Testerman agreed. They will begin meeting this month. Mrs. Nett also asked to begin a new club called, "Project Nexus". This club will be for the purpose of building connections with counterparts in other countries. Our students will Skype with students from countries like China, Korea, etc., to help build relationships and even get students from other countries perspective on work they are doing here at Manual. The language barrier will also be a part of the learning experience. It will help with communication and even learning to speak in languages being studied here at our school. This club was also approved unanimously.
- Requests were made to the board for approval of two new courses for the upcoming 2016-17 school year. Although our faculty was asked for new courses to be turned in in September, October, and November of this school year by the SBDM board and our counselors, the faculty wasn't given a specific date that the board would stop considering new courses for approval. Two courses were approved unanimously by the board. Advanced Multi-Media and Theatre Performance for Non-majors. The Advanced Multi Media course will be an independent study course that the teacher will have to approve each individual student to take part in before signing up for it. The Theatre course is self explanatory. The SBDM board will not be accepting any new requests for new courses to approve for next year. We will send out information to our faculty letting them know that in the future there will be a specific date that all requests must be submitted to approve for the upcoming school year.

CRIMSON MISSION - Sondra Wojciak crimsonmissioninc@gmail.com

- Thank you, Crimson Mission, for funding VA's pedestals!!
- Sondra attended to touch base and clarify the role of Crimson Mission
 - A non-profit separate from Manual.
 - Relies on donations primarily from former parents, alumni and the community. Some businesses cannot donate to JCPS but can donate to Crimson Mission and the turn around on funds can be as little as three days.
 - The Board is very thorough in reviewing funding proposals.
 - Meetings are closed unless a guest is invited.

- There are no magnet liaisons because Crimson Mission needs to remain separate from Manual.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualptsa@gmail.com

- Advocacy Committee
 - Manual PTSA Advocacy Facebook Group created for issues that go beyond Manual and/or that take longer to process
 - Local (school), district, state, national advocacy contacts & resources
 - UPS, Kroger, and other vendors at College 101 No Barriers program gave positive feedback
- Wellness & Compassion -
 - Mindfulness Minute discussed with Jerry; details being considered, need some instruction for staff
 - homeless student support
 - JCPS resources being explored

TREASURER – Gloria Manimuthu gloria@cei-engineering.com

- See Budget Report attached
- **Last day to submit for any reimbursement for this year is April 27th (1 week from now).**

3rd VP / WAYS & MEANS - Beth Jolly 56jolly@gmail.com

Budget Chair- Beth Brown bethhbrown68@gmail.com

- Crimson Mission is funding the refurbishing of the VA pedestals
- We have approximately \$2700 left in the budget to be spent on funding requests. The following requests total \$792.
 - Replacement of missing/well-worn tablecloths for the Hospitality committee \$313.52, J&C requests for- \$140 for memberships/software, \$50 for domain renewal, and \$190.00 for renewal of the New York Times subscription. Jill Lauroesch motioned to approve all of the above requests, seconded by Leslye Arnett, unanimously approved.
 - Purchase of two Square debit/credit card readers for Membership \$98-info from Trish. Ann Schwartz motioned to give provisional approval to allocate up to \$150 total for two card readers at the discretion of Ways and Means. Vidya Ravichandran seconded, unanimously approved.
- Glass / bottle fillers purchased for water fountains can not be used. They do not fit. Working on options including returning items and replacing one or two water

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fountains with ones able accommodate water bottles. No proposal at this time.

Alumni Service Corps– Tony Sweazy tsweazy@gmail.com

No report

PARLIAMENTARIAN/SBDM ELECTIONS – Vidya Ravichandran

vidya@glowtouch.com

- **SBDM Elections**
- **Standing Rules review**
- **By-Law proposal change - elections?**

RECORDING SECRETARY – Leslie Fowler lesliefowler@bellsouth.net

- No report

1st VP/PROGRAMS – position open

Awards – Tanya Marquardt tanyamarquardt@icloud.com

15th District PTA awards banquet will be held May 11 at 6:30. There are two seats available if anyone would like to attend. Membership is nominated for an award thanks to Trish's great work on the drive and on writing it up.

Beautification - Gretchen Davis gretchenwdavis@yahoo.com

- No report

Clothing Assistance Program (CAP) / Manual Community Closet (MCC - Jill Jelsma

jilljelsma@bellsouth.net and Becky Mosley beckster2828@att.net. • No report

College & Career Center (CCC) – Trish Kline tkline102@gmail.com

Kelly Seiler kelly.seiler@twc.com

- Working with Ms. Leslie to determine volunteer needs for AP testing; sign up genius sent out 4/15

Programs-Amy Lapinski adlapinski@gmail.com and Punita Halder

thehaldersare@gmail.com

College 101 was held on March 16, 2016.

- Over 225 attendees (approximate ratio 75% parents, 25% students)
- Overall, feedback was very positive, with evaluations containing words such as “fantastic”, “very useful” and “informative”.
- Biggest complaint was that there was only the opportunity to attend 3 sessions, when many wanted to attend more. • No parking issues
- Suggestions included:
 - Adding a session on performing arts auditions and applications.
 - Incentives (such as extra credit) to get more students to attend this important event.
- Volunteer check-in was not well marked. This will be resolved with a separate check-in table next year. Also, next year, we will need to arrange for someone to cover the front entrance during the night to buzz in late arrivals.
- Fewer evaluations were collected this year. We believe this was because they were stapled into the handout packet. They will be separated out next year.

Project Graduation- Jill Lauroesch jlauroesch@yahoo.com

- Registration packets mailed; 3 drawings in May; deadline is 5/23
- Due to late graduation time, 8pm, we are moving check in time to 11-12:30. We will not be able to get into Puzzles until 7:30 for set-up. Will need parents of underclassmen to do this. It was suggested that Puzzle's staff be asked to help set up.
- Due to late graduation time we will need a strong group of underclassmen parents to do set up. Cindy Durst and possibly Kitty Zink will take the lead on this. Volunteers? :)
- Will have updates on entertainment after Monday PG meeting
- We are about \$1500 short on contributions
- There will be three drawings on May 5, 12 and 19 to entice students to get their registration forms in.
- There are approximately 420 seniors and last year 320 participated.
- Emilie Pinto-Schmeling said that YPAS may have costumes that need to be taken out of storage due to the renovations that may be used in the selfie photo booth.

Action Item: Volunteers and donations are needed. Look for a Sign-up Genius.

Hospitality – Peggy Loy bloy679382@aol.com, Paula Hutchins phutch80@hotmail.com
Barb Wainwright barb2k@twc.com

We have one last and very important event for the 2015-2016 school year coming up on Monday, May 16. This will be our Teacher and Staff Appreciation Luncheon. Please watch for more information about this as the time approaches.

Idea Fest Liaison- Vidya Ravichandran vidya@glowtouch.com

- No Report

Red/White week – Leslye Arnett lalouky@gmail.com
Missy Smith missyky@twc.com

- No report

Reflections – Penny DeVenuto pndevenuto@gmail.com
Carolyn Judy dcajudy@yahoo.com

- No report

Scholarships – Denise Mallett dmallett26@gmail.com

- No report

Volunteer Coordinator- Tisha Payne tishapayne@yahoo.com

- No report

2nd VP/MEMBERSHIP – Trish Kline tkline102@gmail.com

Membership - Trish Kline

- No report

Magnet Liaisons

VA Liaison- Leslie Fowler lesliefowler@bellsouth.net

Last senior show, WIRED, opened last week and will be up until April 29. One gallery show remains. The Photo II show will be open May 5 and run through May 20.

- Students voted to name the VA parent group, enVISION. We had our second meeting and will meet again tonight. Crimson Mission was not open to the idea of having our group under their banner so we are pursuing an independent path. The goal is to have bylaws drafted and board members in place before the end of the year.
- Spring cleanup of the sculpture courtyard is scheduled for 4/23.
- Hoping to have an AP studio presentation in May to celebrate the students' hard work and to help parents and students understand the requirements/ benefits of the class.
- Funding for repairing and recovering the display pedestals for the gallery (\$2000), was approved by Crimson Mission.

MST Liaison- Ann Schwartz annmerm@gmail.com

- Please support the MST magnet and attend a restaurant fundraiser at California Pizza Kitchen in Oxmoor Mall on May 16, 4:30-9:00pm It will be a great night to visit with family and friends especially since there is no school the next day! Please download and bring in this [flyer](#).
- The Catalysts will be hosting an Open House for the incoming 9th graders on April 21 in the auditorium, 6:00-7:30pm. MST teachers, MST students, and Catalysts board members will be available to provide insights and answer questions.
- At the KY State Science Fair, six Manual students were awarded spots to join Team Kentucky and attend the INTEL International Science and Engineering Fair along with five other Manual students selected last month at the duPont Regional Science Fair.
- At the Kentucky Junior Academy of Science (KJAS), Manual dominated by winning 23 of 27 1st, 2nd, and 3rd place finishes. Four of these students will advance to compete at the American Junior Academy of Science in Boston.

HSU Liaison -Jennifer Tuvlin jbtuvlin@twc.com

- HSU began a peer mentoring program. Approximately 40 sophomores and juniors were selected. They attended freshman registration on April 13 and met with the incoming students. Each mentor will have between 2 and 6 freshman who they will advise during the year.
- The athletic department is hosting a free sports physical clinic in May. All volunteer spots have been filled.

YPAS Liaison - Lisa Hamilton lhomanzi@aol.com

- No Report

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

Some J&C students traveled to LA this past week to attend the Journalism Education Association National Convention to attend practical and professional learning sessions from high-profile keynotes to specific problem-solving breakouts and hands-on workshops. Additionally, the students were able to participate in JEA's on-site Write-off contests, NSPA's Best of Show contests, career and critique roundtables as well as visit numerous exhibit booths.

Publishers hosted our first annual Trivia/Silent Auction Night in March. It was well attended and much fun was had by all who came out. We held a competition for the five Publication staffs where each staff donated items to a Silent Auction basket. The basket that received the highest bid was the winner. The RedEye staff won and we hosted an Ice Cream party for the staff this past week.

ECE/AEMS Liaison - Judith Bradley blueskymom2@gmail.com •

No report

4th VP/COMMUNICATIONS- Delene Taylor dtaylor@dmlo.com

- The communications team has been restructured slightly. We have 5 student volunteers, who will be collecting information, contributing content to our POST blog, coordinating the weekly email digest, updating the PTSA website content as needed, and posting social media updates. We will be meeting soon to plan strategy and allocate responsibilities for next year. We also have 4 photographers. New for next year is a Communications Chair position, which is currently open. There is SO much happening in the dMHS community - it is truly a huge endeavor to cover it all in a timely and effective manner. With the many other commitments I struggle to balance, I would love to have another parent or staff person willing to collaborate and share responsibility for this important function. If you know of someone that might be a good fit, please have them contact me at the email above.
- As part of our efforts to streamline and improve our coverage, we are focusing more on creating digital content via our POST blog. It is simple to use, and we can create 'contributor' accounts for any of our committee chairs or magnet liaisons who have regular updates to share. You simply log in, create a new post, type the content or copy and paste (similar to a Word document), and submit for review. The blog admin(s) will be notified that there is a new pending post, and will review/edit as needed before approving to be published. No need to worry about accidentally posting something, and this way we can ensure consistency in theme and layout. Once the post is live, it is very easy to share the link out via social media. If you have news, events or other updates to share, please get with me so that I can get you set up and do a quick demo.

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- If you are not getting email notifications of new PTSA blog posts (and many of you are not currently), please consider subscribing. Just go to our [website](#) and

input your email address in the right column and click Subscribe. It's that easy.
Tell your friends.

- If you are not getting the weekly POST digest email, just go to your email program and send a note to manualptsa+subscribe@googlegroups.com. You don't need to type anything in the note; just address it and send.

Historian – Tammy Nofsinger tasnofsinger@att.net, Laura Bollinger
lbollinger@xgen.us

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Corresponding Secretary - Barbara Benjamin-Coffield barbarajbenjamin@gmail.com

- Wellness & Compassion donation for Mr Gray's granddaughter
- Condolence note and memorial gift for Mrs. Robinson's father
- Thank you note to Mr. Mayes for continued advocacy and support of PTSA
- Thank you note to guest speaker at March PtSA meeting, Terri Kendall, JCPS School Psychologist

ANNOUNCEMENTS:

NEW BUSINESS:

ADJOURNMENT: 10:20 AM

ATTACHMENTS: See below

NEXT MEETINGS

- **PTSA Meetings** are open to all and are generally held on the 3rd Wednesday of the month at 8:30am .
- Rather than an end time, we get through the agenda as quickly as possible, with a "soft closing" at 9:30am announced by the Parliamentarian for those who need to depart. Everyone is welcome to arrive when you can, leave when you need to, and stay afterwards for any discussion / assistance. ○ 2015-16 PTSA remaining meeting date:
 - May 18, 8:30am Senior cafeteria

4/18/2016

duPont Manual PTSA
Budget Report 2015/2016

	Budget 2015/2016	YTD Budget 4-18-16	
INCOME			
Membership	24,000	\$26,119.24	
Clothing and Merchandise	250	\$710.49	
Rebates - Balfour	-	\$893.87	
Donations/Sponsorships	2,000	\$4,022.00	
Grants/Donations for Programs	-	\$800.00	
E-learning (Partners Funds)	4,500	\$4,725.00	
TOTAL INCOME	\$30,750.00	\$37,270.60	
EXPENSES			
Campus Beautification	1,500	\$0.00	
Community Closet	25	\$0.00	
College Night Programs	250	\$0.00	
College & Career Center	100	\$102.91	
J & C Publications	20	\$0.00	
Hospitality	1,700	\$1,366.54	
Welcome Back (Aug)	50	\$81.96	
Open House (Sept)	50	\$0.00	
Conference Days (Oct/Feb)	150	\$239.56	
Bus Drivers/Cafeteria (Dec)	200	\$241.61	
Staff Appreciation (Dec/May)	500	\$0.00	
Founders Day Luncheon (Feb)	600	\$788.09	
PTSA Meetings	150	\$15.32	
Red and White Week	200	\$0.00	
Project Graduation	2,000	\$2,000.00	
Scholarships	3,000	\$2,500.00	
Administrative (postage, Quick Books, paper...)	300	\$268.44	
Honors/Awards Founders Day	500	\$464.36	
PTSA Membership Expenses	9,737	\$10,136.77	
PTSA Conference Banquets/Materials	300	\$0.00	
PTSA State/National Dues	8,400	\$9,040.50	
PTSA District Dues	600	\$559.00	
PTSA Insurance	337	\$337.00	
Membership Drive Expenses	100	\$200.27	*Includes payment to Manual Alumni 44@\$3.25=\$143
Flowers/Gifts/Memorials	150	\$225.00	
Wellness & Compassion Fund	1,000	-\$92.55	*1000+242.55 in donation -\$150 + Set aside \$500 for Mental Health/Homeless/Emergency needs= \$592.55 remaining Budget
Idea Fest	250	\$0.00	
Advocacy	250	\$0.00	
Reflections	250	\$0.00	
Purchases for School/Student Programs	3,398	\$5,395.18	Budget + Grant \$800
Purchases for School/Elearning	4,500	\$0.00	
Staff Development	1,500	\$1,368.75	
Bank Service Charges	120	\$171.21	
TOTAL EXPENSES	\$30,750.00	\$23,906.61	
BALANCE		\$13,363.99	

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