

Manual PTSA Minutes
August 19, 2015 – 8:30 am
on the stage of the Manual Auditorium

ATTENDING: Pinky Jackson, Judith Bradley, Barbara Coffield, Delene Taylor, Tisha Payne, Leslye Arnett, Shannon Evans, Ann Schwartz, Vidya Ravichandran, Beth Jolly, Beth Brown, Trish Kline, Gloria Manimuthu, Leslie Fowler, Tanya Marquardt, Carolyn Judy, Jill Jelsma, Barb Wainwright, Peggy Loy, Jennifer Tuvlin, Penny DeVenuto, Jerry Mayes

CALL MEETING TO ORDER: 8:30 am

INSPIRATION

**“I slept and dreamt that life was joy.
I awoke and saw that life was service.
I acted and behold, service was joy.”**

- Rabindranath Tagore

(Rabindranath Tagore Calcutta, India 1861-1941. Awarded the Nobel Prize in Literature in 1913 "because of his profoundly sensitive, fresh and beautiful verse, by which, with consummate skill, he has made his poetic thought, expressed in his own English words, a part of the literature of the West.")

REPORTS FROM GUESTS

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

● **Facilities**

1. Tower was completed before the start of the school year
2. Funding has been approved for a \$4.38 million dollar YPAS renovation to include lighting and seats
3. The building will be off limits for the summer of 2016 as these renovations take place.
4. The boiler in the YPAS annex is also being looked at today by JCPS personnel to evaluate its replacement due to safety concerns.

● **Personnel**

1. There are 7 new teachers
2. Reviewing 30 applicants who have currently applied for new assistant principal (ap) position to replace Mr. Kingsley. Applicants must have a principal certificate, three years of teaching experience and apply through JCPS. Mr. Mayes encourages applicants to visit the school to see if it is a good fit for them. He may revamp roles of aps to fit the new personnel. Question: “All else being equal, are you looking for a female ap?” (as all the others are male).

● **Summer Instructor Info**

1. 3 teachers were sent for AP Seminar training this summer with funds provided by the PTSA.
2. Additional teachers will be sent next summer for research instruction

● **Opening Day**

1. Opening day went smoothly overall
 2. Incoming MST students from Meyzeek needed to be retested. A revamped test was used, as the math requirements are being tightened. Some math teachers have been reassigned in an effort to strengthen the department. Mr. Mayes shared that at registration, a parent who had a concern about her/his student's math placement brought it to his attention in a way that was not helpful. He asks us to let parents know that the respectful discourse is the way to approach him.
- **Dress Code** continues to be reviewed by SBDM in an effort to make it less subjective
 - **U of L Construction** was completed as promised before school opened on the first day
 - Barbara Coffield wanted to make Mr. Mayes aware that only 150 families are signed up for the Target/Visa award program. She commended staff for highlighting in registration material that a portion of the PTSA dues are used directly for the school.

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

Shannon Evans sme02@bellsouth.net

- SBDM met on 8/5/15 and they learned that there is learning lab for struggling students in room 113. Room 211 is now a teacher computer lab that can be used by teachers for class projects.
- The school board has called a special meeting to discuss school assignment. Shannon encouraged the PTSA to have a presence to show support for *all* magnet programs

CRIMSON MISSION - Sondra Wojciak crimsonmissioninc@gmail.com

Sondra was not present but sent the following report:

The Crimson Mission is currently looking for support from the Manual community in two different ways.

- **First**, we are looking for donors to make donations to support the Mission. We are working with Mr. Mayes on a list of small needs (since we have a small amount of funds) right now that we can fund for the students in the next month. One item we are working on is the creation of a bike rack to be completed or decorated by VA students and placed either at Manual or somewhere in Louisville in honor of the memory of Ben Hull, Manual student who recently passed away. The Crimson Mission would fund the supplies for this project. The Crimson Mission has reached out to the VA department and has not heard back.
- **Second**, we are in need of Sponsors for the Growing the Mission Gala. We are reaching out to friends of Manual, local businesses, etc. to be Sponsors, however, ANYONE can be a Sponsor. We have four levels of Sponsorship:

- **Sponsor Levels:**

White Sponsor	Under \$499
Red Sponsor	\$500 - \$999
Ram Sponsor	\$1000 - \$4999 (includes table for 8 at event)
Crimson Sponsor	\$5000 + (includes table for 8 at event)

Your name will be listed as a Sponsor on our website at www.crimsonmission.org as well as in the program for the Event. We encourage anyone and everyone to be a Sponsor.

- If you know of a business or person that you think would be Ram or Crimson Sponsor, we have a team on our planning committee that is reaching out to potential sponsors. Please forward their information to me at crimsonmissioninc@gmail.com and I will forward on to our committee.

- We are still in need of a few more volunteers to be on our planning committee for Sponsors and Silent Auction subcommittees. If you want to join the planning committee for the FIRST EVER GROWING THE MISSION GALA and be part of history, please text me at 502-432-2296.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualptsa@gmail.com

- Parking passes were distributed. (PTSA members who need one can get them in the office.)
- Waiting for administration to respond to if we might have tables at the back of auditorium during open house to be used by groups on first come first serve basis for outreach (ex. club recruitment) Open House is a good opportunity for a club to sell drinks or snacks, as folks are hungry. This is not something PTSA does. see PTSA board members should emphasize to parents that open house is not a time for an individual conference.
- Open House - September 10, 2016 5:30 setup; 5:50 greet parents; 6:00 PTSA mtg. Are there any questions or suggestions for the agenda items below?:
 - annual financial review announcement : Beth Jolly
 - budget presentation and vote: Gloria Manimuthu
 - presentation of 1st VP Programming vote? (30 days needed? candidate ready?)
 - membership and donation drive
 - get your cell phone out and email manualptsa@gmail.com if you did not receive the Post, etc
 - Open House is now annually on the 2nd Thursday of September thanks to Mr. Mayes and Zube and PTSA advocacy for a set date that is as free of scheduling conflicts as possible
 - From 6:30-8:00pm, parents will visit their student's classes
 - parents will travel to each class, in order of their schedule, with the bell ringing and PA announcements being made to mark time to go to next class.
 - So, bring your student's schedule with you and WEAR COMFORTABLE SHOES. Don't panic if you forget the schedule, the office staff will print another one for you. but, I don't think they will have extra shoes for you.
 - Students do not normally attend Open House, but they may. (If all students attended, there would not be seats for everyone in each classroom.)
 - This is NOT a parent conference, those come in October. This is a GROUP orientation to basic classroom info. Teachers will not have time to confer about individual students. This is more like the first day of class, when the syllabus, expectations, and overview are discussed.
- **Registration**

Along with the VP of Membership and the Membership Chair, the President helps coordinate PTSA's presence during registration week. Our goals are:

 - Have a strong kick off to our membership and donations drive so that we can get the dues, donations, and volunteers needed to meet our budget and support the school all year
 - Support the administrative staff by providing volunteers to assist with registration flow
 - Communicate tips for navigating registration to parents

- THANK YOU to Krista Just who came in on her day off to emails the tips sheet and membership form to her freshman class email list.

● PTSA Meetings

are open to all and are generally held on the 3rd Wednesday of the month at 8:30am on the stage of Manual auditorium. We hold a lunchtime meeting in December at a local restaurant, and evening meetings at Open House and on College 101 Night

- 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 you need.
- This year, we will spend a bit of our meeting time November-April visiting specific locations on campus so we can deepen our understanding and appreciation of each magnet/ department. Because there are few spaces that can accommodate all of us during class time, we will start our meeting as usual on the Manual auditorium stage and then walk to a magnet room at that time on the agenda. The exception is October, when we have been invited to hold our entire meeting in the lobby of YPAS auditorium. Mr. Kuhn has some ideas on how to work it out, so we can work with him and magnet liaisons to schedule these visits.
- 2015-16 PTSA meeting dates
 - August 19, 2015 8:30am Manual auditorium stage
 - September 10, 6:00pm in the Manual auditorium / OPEN HOUSE
 - September 16, 2015 8:30am Manual auditorium stage
 - October 21, 2015 8:30am YPAS auditorium lobby
 - November 18, 2015, 8:30am Manual auditorium stage w/ visit to:
 - December 16, 2015 12:00pm at _____(restaurant)
 - January 20, 2016, 8:30am Manual auditorium stage w/ visit to:
 - February 17, 2016, 8:30am Manual auditorium stage w/ visit to:
 - March 16, 2016, 8:30am Manual auditorium stage w/ visit to:
 - April 20, 8:30am Manual auditorium stage w/ visit to:
 - May 18, 8:30am (we will discuss this setting later in year)

Advocacy: Pinky Jackson pkjackson9@gmail.com Co-Chair or Chair-elect? needed

- Team Members Pam Fasteen, Robin Weiss, Emily Lane, Judith Bradley, Michael Hirn, Ann Schwartz, Keith Robbins, Tricia Lister, Pinky Jackson have been attending to various tasks
- 2 spring/summer meetings held
- advocacy and collaboration vision - how best to advocate in a large, underfunded district/state?
- organizing ourselves and other volunteers (perhaps you?) into liaisons with other magnet schools; middle school arts, MST, and gifted programs; community organizations; and any groups that would want to collaborate on advocacy issues
- “How can we help?” question posed to individuals on school board and central office staff. Responses included keep doing what you’re doing - show up, present thoughtful points in respectful manner; help

central office staff better respond to questions from new folks in town who ask about getting into Manual. Perhaps an ambassador/school tour program for all schools?

- met with District and State PTA Presidents - discussed District advocacy work and gave them ideas such as tour ambassadors/cross training/marketing of schools; college fair alongside showcase of schools, voter registration for students; gubernatorial candidate forum
- draft powerpoint of research / data points in process
- reviewing school board agenda and meeting materials when they are posted online
- committee structure / members; Co-Chair and liaisons with JCPS magnet middle schools / programs needed (VA - Noe and Western;
- Local issues
 - e-learning/digital textbooks- PTSA has \$4,500 in reserve for this
 - dress code- JCPS has a basic policy that each SBDM can adjust. Pinky suggested a form be used that would state why the outfit was a distraction.
 - space?
 - staffing?
 - resources?
- District issues
 - admissions process
 - school assignment
 - busing

Alumni Service Corps– Tony Sweazy tsweazy@gmail.com

- Stronger Forever! All alumni encouraged to join the PTSA - here is the site to join online:<http://dupontmanual.com/manualpta/wpgforms/membership-form/>
- Thank you to Tony for making table stands for our sign holders. And thank you to Preston for making the sign holders. They were very helpful to us, admin. staff, and YPAS during registration week

PARLIAMENTARIAN/SBDM ELECTIONS – Vidya Ravichandran vidya@glowtouch.com

- Vidya called a soft close at 9:30

RECORDING SECRETARY – Leslie Fowler lesliejowler@bellsouth.net

- Used Google Docs to send out July minutes for review
- Used Google Docs to send out agenda template for August
- **Action Item:** Respond to request for minute review and agenda items by posted deadline so items can be finalized in a timely manner
- **Action Item:** Amanda Tu has volunteered to put together a Google Docs user guide to be distributed during the next meeting.
- Barbara asked if the bylaws change had been confirmed by Frankfort. Pinky reported that they have not sent a confirmation, but that no news is probably good news; State PTA is really busy with many priority needs

TREASURER – Gloria Manimuthu gloria@cei-engineering.com

- Annual Financial Review was done on July 8, 2015 and the report was mailed to KY PTSA

- Separate forms will be used this year for funding requests and reimbursements for expenditures that are part of the PTSA approved budget.

1st VP/PROGRAMS – (position open; in dialogue with potential candidate)

Awards – Tanya Marquardt tanyamarquardt@icloud.com

- Nothing at this time

Beautification - Gretchen Davis gretchenwdavis@yahoo.com

- THANK YOU to Gretchen and David Davis for their hard work on the courtyard before and during registration week! They dealt with waist high weeds, a mountain of mulch, and more! Plant Operator Jane Crady was so appreciative of their extensive work and the students will now have a tidy area to socialize and eat lunch outdoors.

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

Jill Jelsma jilljelsma@bellsouth.net and Becky Mosley beckster2828@att.net

- Ten volunteers have signed up for the first Manual CAP day
- Manual's CAP dates are **NEXT TUESDAY, August 25, 2015** and January 14, 2015. This is one of the most meaningful and important services we we provide each year. Manual families, and families from all over the county, benefit. The CAP coordinator, Barb Fischer, is part of our Manual family and, like everyone at CAP, is a volunteer. Volunteers are asked to **work 2-3 hours between 10am-1pm** on their assigned days. CAP is located at 319 South 15th Street. Going west on Muhammad Ali, take a right onto 15th Street and our entrance is at the end of the football field fencing before the next intersection. If you have any questions contact CAP at (502) 485-7062 or jcpscap@jefferson.kyschools.us.
- There are also Saturdays that are available for students to volunteer from 10-2
- The Manual Community Closet (MCC) is a service of the PTSA, With support from Principal Jerry Mayes and Alumni Director Mike McDaniel, we created the closet to provide clothes, school supplies, snacks, etc to Manual students in need. The front office has the key and will take students down there as needed. School supplies and snacks are taken to AEMs for distribution. Calls for donations will be sent out as needed.
- **Action Item:** email Jill with ideas for the Male/Manual collection during Red/White week.

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

Kelly Seiler kelly.seiler@twc.com

- 10 new volunteers were trained Aug 17. There will be another training Aug 25 10-11 am in the CCC office
- CCC policies/procedures handout has been updated and will be emailed out to all volunteers mid-August
- Only one slot left to fill.
- **Action Item:** Please contact Kelly/Trish if you know someone interested

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

- College 101 - No Agenda Items (this is a spring program)
- Substance Abuse - This was historically a program PTSA helped produce, but it has not occurred in a couple of years. The Morton Center offered Manual a free substance abuse program. and since Delene

Taylor reported that is on the Morton Board, she offered to help coordinate it. the Morton Center would like to do it in the fall, and that is a match for parent and student input that we need to address this sooner in the year rather than later. However, it is difficult to find time to do it during the school day in the fall, without affecting instructional time. So, Ms. Medley is helping to coordinate, and we may be able to offer it during study skills classes as well as an evening program open to students as well as parents (and anyone else interested.)

- **Action Item:** If you are willing to help or have questions, contact Delene at dtaylor@dmlo.com.

Project Graduation- Jill Lauroesch@yahoocom

- Co-Chair needed - junior or sophomore parent/grandparent would be best

Hospitality – Peggy Loy bloy679382@aol.com

Paula Hutchins phutch80@hotmail.com

Barb Wainwright barb2k@twc.com

Thank you to Peggy, Barb, Paula, and all of the volunteers who brought food and worked to make the Welcome Back Breakfast for the faculty so lovely!

Idea Fest Liaison- Vidya Ravichandran vidya@glowtouch.com

This is a new position that will work with Manual's IF team to offer support for our students' participation in IF and co-production of JCPS IF

- Vidya has contacted the three teacher coordinators for the Manual IF team: Ms.Young, Mr. Miller and Mr. Lowber. She has asked for contact information for students involved last year.
- The Louisville Idea Fest will be held September 29,30 and 31
- Pinky suggested that she ask the teachers if they will need chaperones for the students attending and to suggest that they use one method of chaperone sign-up to avoid duplication of efforts

Red/White week – Leslye Arnett llalouky@gmail.com

Missy Smith missyky@twc.com

- Nothing

Reflections – Penny DeVenuto pndevenuto@gmail.com

Carolyn Judy dcajudy@yahoo.com

- The Reflections theme is 'Let Your Imagination Fly'. Deadline for entries at the school level is October 9th and Oct. 22nd for the district. They have met with Ms. Strohmeier to brainstorm on how to encourage entries for the new Special Artist Division. They may ask VA students to help special needs students with their projects.
- They would like a small budget item for school winners. Although they did mention this last year, it was not submitted in the email call for budget requests, so it was not on the budget committee's list. The draft of the proposed budget will be updated to reflect a Reflections budget.
- PROPOSED TO WAYS & MEANS: Manual keychains from our inventory of spirit wear (which is paid for) be donated to Reflections, and the Grandparent Mugs be donated to Crimsons Mission. APPROVED.
- Again this year we will utilize all means of communication (social media, scrolling and overhead announcements, flyers, emails) to encourage participation.

Scholarships – Denise Mallett dmallett26@gmail.com

Volunteer Coordinator- Tisha Payne tishapayne@yahoo.com

SignUp Genius:

- Tisha asked that follow ups be sent using the URL link, copied into the body of an email you send out via your own email account, rather than using the "send emails" option in Sign Up Genius. . This will keep the Sign-up Genius volume down and avoid additional charges.
- 3 groups have been updated for the year, so far: 2015-2016 Manual PTSA Board, Hospitality 2015-2016 & Manual Volunteers Full List 2015-2016. The full list currently has 607 members as it has all new members from registration this year & last year's members who did not choose to unsubscribe or be added to our Alumni contact list per SG event/request in June/July.
- Please do not create a new group for side projects, if editing the previous group is an option for your need(s). This is what we did to update the Hospitality & Full List this year.
- Please feel free to create and share your event as we have done in the past. We encourage everyone to also utilize the other outlets for communication to publicize events and encourage participation by sharing your SG link via Morning Announcements, The POST - PTSA Newsletter, social media (Facebook, Twitter, Instagram), etc.
- Email me any time there are questions or concerns, I'm now back in the habit of regularly checking "spam" folder now too since the new year and new contacts have begun! THANKS!!

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

Membership - Trish Kline and Cindy Gallahue cindygallahue@yahoo.com

- As of 8-12-15, we have 1150 adult members, 59/181 faculty members signed up, 47/112 teachers, and 39/47 PTSA Board members
- # student members will be communicated to me in Sept. by school bookkeeper. **This was our last year for taking student memberships in the school registration area** - they will now be done on the same form as parents, alumni, grandparents, etc. This could lead to a decrease in membership. Trish asked for ideas to help offset this. Jennifer Tuvlin suggested a four year membership be offered if allowed by rules. Trish will check into this with District PTA. Gloria said that bookkeeping for multi-year memberships would not be a problem. Publishing the list of members was also suggested.
- Delene will see if Pay Pal can change the Donate Button on web page to join/donate
- JOIN HERE: <http://dupontmanual.com/manualptsa/wpgforms/membership-form/>
- Ramping up communication - article will be in next issue of Alumni Newsletter, upcoming issues of the POST, PTSA website & social media outlets, etc.



- The graphic for our membership campaign this year was shared: done by VA freshman **Dacia Berry** & sophomore **Mackenzie Smith**. It depicts a student, a graduate, a young professional, and an older alumna, standing together, Stronger Forever, in support of Manual.
- Please personally contact all of the alumni you know and ask them to join. It is easy online: <http://dupontmanual.com/manualptsa/wpgforms/membership-form/>

Magnet Liaisons

VA Liaison– Leslie Fowler lesliefowler@bellsouth.net

- *Monster Mania* opening is tomorrow 4-6:30, a joint project with Bloom Elem. All are invited.
- Alumni Art Show will be in September
- Met with VA teachers to discuss priorities and goals for the year. They want to explore creating a parent support group similar to other magnets. Leslie has been in contact with Ann Schwartz to get an idea of scope and process for this.
- Posted call for Alumni art Show on Facebook
- Posted Call for VA student volunteers on Facebook and Twitter

MST Liaison– [Ann Schwartz annmerm@gmail.com](mailto:Ann.Schwartz.annmerm@gmail.com)

- The MST parent group The Catalyst has been formed to support the MST magnet.

HSU Liaison –[Jennifer Tuvlin jbtuvlin@twc.com](mailto:Jennifer.Tuvlin.jbtuvlin@twc.com)

- Have not been able to meet with HSU teachers, but will meet as soon as they are available.

YPAS Liaison - Lisa Hamilton lhomanzi@aol.com

- Borrowed the PTSA table dressing legacy box for YPAS Senior Night. The box contains a black linen tablecloth, 3 red linen napkins for color, a red and white bowl, and a laminated “We ♥ Our Seniors” sign that was donated by Shannon Harris (former Wrestling Booster President) for use by all teams, clubs, etc) . Any PTSA Board member may borrow the box to help teams, clubs, magnets save money and time as well as conserve natural resources by not buying plastic tablecloths, etc.

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

- Two english teachers have been brought in to help with J+C taking. One will be the new yearbook sponsor, as Ms. Palmer will now be the Crimson Record sponsor.
- Publishers, the parent support group, was granted 501 c status this summer.
- They are planning a fundraiser this fall and are selling J+C t-shirts

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

- She would like to expand the committee .
- Her goal is to double No Limits scholarship (from \$500 to \$1000). It was noted that the board decided last year that because scholarships were already a particularly large percentage of our budget, we would need to wait until the entire PTSA budget expanded before we could raise scholarship amounts again.
- Committee would like to create an organized pool of volunteers to help AEMs by tutoring one hour per week. It is a very rewarding experience.
- Peer Support & “Best Buddies” programs being launched this year

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

- Beth Jolly described her role as an advocate for the wise use of funds as the role of the PTSA is moving away from fundraising. Crimson Mission is taking on that role.
- **Budget Chair-** Beth Brown bethhbrown68@gmail.com

1. Budget Review: The budget was reviewed.

2. Membership requested that two new line items be added under membership for alumni and business.
3. Wellness and Compassion line item was described: it will be used for unforeseen issues that arise when a student needs help in addition to any wellness programs held that have a cost. Last year Mr. Mayes came to the PTSA on behalf of a student needing help and there were no funds available. If not used, these funds can be held over or reallocated towards the end of the year.
4. A line item for \$250 will be added to the proposed budget for Reflection prizes. Other items will be adjusted as needed prior to the membership vote.
Here is the link to the proposed budget for 2015-16: <https://goo.gl/YYnbec> It is to be voted upon on September 10, 2015
5. With any donations, matching funds from employers should be emphasized

● **Spirit Wear** – Monica Willis monicawillis@twc.com

We are on the final step of phasing spirit wear sales out of PTSA. This year, our remaining stock will be sold at deeply discounted prices so that people who might not otherwise be able to purchase spirit wear may do so, and in order to sell all remaining items. Sales will be held in person at athletic events. In order to help support various teams, and to provide the volunteers needed to set up, sell, and pack up at the games, we will split the gross sales from each game sales event 50/50 with the team that works the sale. Monica plans to be at each event, and Zube has given us permission to set up; he just asks for 3-5 days notice before each game. If your student has a team that would like to do this, contact Monica at 424-1438.

Once our online sales are no longer active, we will direct those who want to purchase online to the athletic department online sales website. PTSA members who have online or other spirit wear to sell can also submit their info to our communications tools; we are happy to support all our members!

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

- The PTSA's e-newsletter, the Manual Post, is moving to a blog-based format hosted on dupontmanual.com/manualptsa. Submissions to the newsletter will no longer be compiled in full and emailed out as a PDF every week. Instead, submissions will be posted as individual blog entries on the PTSA website. This will allow news to be communicated in a timely and efficient manner, avoiding the bombardment of new information every Monday morning! The PTSA Communications team will send out a weekly "Post Digest" PDF that includes links to blog posts published during the previous seven days. The Manual community will be able to stay informed by subscribing to the blog (to receive updates every time a new article is published) and/or subscribing to the existing Manual Post email list (to receive a copy of the Post Digest every Monday).
- Our blog will be hosted via Wordpress software. In order to decentralize the communications process, we have established individual Wordpress logins for core school administrators and regular submitters to the Post. We highly encourage all regular submitters to try the Wordpress system, but if this is not feasible for you, you can continue to direct submissions to manualptsanews@gmail.com. A member of the PTSA Communications team will publish the article for you and email you the link. Acceptable posts include virtually any article that would fit the [submission guidelines](#) for last year's PDF format Manual Post (e.g. general announcements, fundraiser announcements, school-related awards/honors, scholarship news, etc). We also invite interested teachers and administrators to write feature or blog-style posts for the website (e.g. an opinion piece on e-textbooks, an update on how an interesting

classroom activity is going). If you are interested in sharing an article like this with the Manual community, please let us know.

- Note: Amanda Tu has been a tremendous help in streamlining and documenting the new process. We are so lucky to have her on our team!
- Ways to stay in the know about what's happening at Manual:
<http://dupontmanual.com/manualptsa/news-minutes/whats-going-on/>
- Ways to publicize your Manual event: <http://dupontmanual.com/manualptsa/publicize-your-event/>
- The new social media team (welcome students Isaac Weiss and Macy Shah!) met last week, along with Greg Schwartz, and we are working on some ideas, including visiting/profiling school clubs, a day in the life posts, and creating some short videos.
- Thank you to our photographers who captured some registration and welcome back breakfast moments.
- **ACTION ITEM:** Our current communications priority is our membership campaign. One way we are hoping to emphasize the value and encourage membership is through a series of blog posts called *PTSA Perspectives*, sharing personal stories from parents, teachers, students, alumni and administration about the impact our PTSA has had at Manual. We have posted our first few testimonials. If you are willing to help, please share your story: dtaylor@dmlo.com. Thanks!

Digital News- Amanda Tu

Google Group Listserv/Calendar- position open

Photographers- Becky Mosley, Preston Terry, Andre Wilson, Joe Wilson

Social Media- Macy Shah, Isaac Weiss

Website Maintenance- Sudha Srinivasan, Greg Schwartz

Website Design/Development- Delene Taylor

Historian – Tammy Nofsinger tasnofsinger@att.net

Laura Bollinger lbollinger@x-gen.us

- New photographs for the trifold and digital scrapbook needed. Please share any you may have, and try to get some this year. Send to manualpsta@gmail.com so they can go into the PTSA google drive and be accessible to historian and communications team.

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

- Welcome notes sent to the 8 new Manual teachers
- Condolence note to family of Ben Hull and donation to St. Baldrick's
- Condolence / Support note to Elizabeth Spalding
- Working to determine which organization to make a PTSA donation to memorialize Madison William's father. Will send condolence note to Madison Williams and make PTSA donation to memorialize her father. Working with Zube to determine which organization that will be. Should be finalized by the time of the PTSA meeting.
- Will send note of congratulations to Dr. Matt Kingsley
- Founders' Day - PTSA recognized students Jenna Farineau and Carly Rodman as our first 2 (2014 and 2015) Founders' Day recipients of the Student Leadership Award for outstanding community service. We purchased bricks in their honor and there will be a reception THIS FRIDAY just prior to kickoff. Come support the football team and bring your favorite alumni! Here is the note from the

Crimson Mission:

“The brick you ordered for the Crimson Spirit Wall has been installed and we would love for you to come see it! The Alumni Association, along with the Crimson Mission, Inc., invite you to a pre-game social in the Alumni Room at Historic DuPont Manual Stadium before the football home opener where our beloved Crimsons will be taking on the Central High School Yellowjackets. Come see your brick and join us in the Alumni Room for light snacks and drinks.

Where: Historic DuPont Manual Stadium, 1234 E Burnett, Alumni Room

When: Friday, August 21

Time: 6:45 - kickoff (7:30)

Thank you for being a part of Manual's history and for supporting the Alumni Association and the Crimson Mission, Inc. We hope to see you there!

ANNOUNCEMENTS: None

NEW BUSINESS: None

ADJOURNMENT : 10:38 am

ATTACHMENTS:

Proposed 2015-16 PTSA budget: <https://goo.gl/YYnbec>

NEXT MEETING: September 10, 6:00pm in the Manual auditorium / OPEN HOUSE

● **PTSA Meetings**

are open to all and are generally held on the 3rd Wednesday of the month at 8:30am on the stage of Manual auditorium. We hold a lunchtime meeting in December at a local restaurant, and evening meetings at Open House and on College 101 Night

- 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.
- This year, we will spend a bit of our meeting time each month visiting specific locations on campus so we can deepen our understanding and appreciation of each magnet/ department. Because there are few spaces that can accommodate all of us during class time, we will start our meeting as usual on the Manual auditorium stage and then walk to a magnet room at that time on the agenda. The exception is October, when we have been invited to hold our entire meeting in the lobby of YPAS auditorium. Mr. Kuhn has some ideas on how to work it out, so we can work with him and magnet liaisons to schedule these visits.
- 2015-16 PTSA meeting dates
 - August 19, 2015 8:30am Manual auditorium stage
 - September 10, 6:00pm in the Manual auditorium / OPEN HOUSE

- September 16, 2015 8:30am Manual auditorium stage
- October 21, 2015 8:30am YPAS auditorium lobby
- November 18, 2015, 8:30am Manual auditorium stage w/ visit to:
- December 16, 2015 12:00pm at _____(restaurant)
- January 20, 2016, 8:30am Manual auditorium stage w/ visit to:
- February 17, 2016, 8:30am Manual auditorium stage w/ visit to:
- March 16, 2016, 8:30am Manual auditorium stage w/ visit to:
- April 20, 8:30am Manual auditorium stage w/ visit to:
- May 18, 8:30am (we will discuss this setting later in year)