

December 16, 2015
Manual PTSA Minutes
NOON at Taj Palace, 2929 Goose Creek RD. Louisville, KY 40241

- **ATTENDING:** Vidya Ravichandran, Trish Kline, Barb Wainwright, Pinky Jackson, Gloria Manimuthu, Beth Brown, Ann Schwartz, Peggy Loy, Barbara Coffield, Missy Smith, Delene Taylor, Laura Bollinger, Leslye Arnett, Gretchen Davis, Amy Lapinski, Penny DeVenuto, Leslie Fowler

CALL MEETING TO ORDER: 12:06

REPORTS FROM GUESTS

PRINCIPAL'S UPDATE – Jerry Mayes gerald.mayes@jefferson.kyschools.us
Jerry is at the Athletic Directors' luncheon and cannot join us; he sends his best.

VICE PRINCIPAL - Craig Klingenfus craig.klingenfus@jefferson.kyschools.us

- No Report

SBDM (Site Based Decision Making) - Tracy Shah shahmom3@gmail.com
Shannon Evans sme02@bellsouth.net

- No Report

CRIMSON MISSION - Sondra Wojciak crimsonmissioninc@gmail.com

- No Report

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualptsa@gmail.com

- **Nominating Committee** for the 2016-17 PTSA Board needs to be launched. Current 8th and 9th grade parents, especially those from middle schools that traditionally have a number of students attend Manual, are needed to serve on this committee, along with 10-12 grade parents and other PTSA members.. A Chair that is a current Board member is needed.

ACTION ITEM: Pres. cannot serve on nominating committee, so Pinky will pull all the nom. committee docs together, have Trish review them (because Trish chaired the committee the last 2 years), and then will send them to the full board and post them online for full membership to see so we can get a chair, members, and the recruiting started.

Committee Chair

Members from:

Current Board

Noe

Meyzeek

Crosby

Other

Anchorage - Barbara Coffield

Parochial

Private

Western - Tisha Payne

- Advocacy Committee

staying in touch with magnet review process; have several strong committee members

- **Wellness & Compassion**

looking into ways that Fortune 500s and others use success tools that will also lower stress; funded \$200 for emergency care kits for homeless/ needy students and \$200 for family of student whose mother recently passed; won JCPS Foundation grant to fund ECE College & Career Day

TREASURER – Gloria **Manimuthu** gloria@cei-engineering.com

- Please see attached budget report.

What worked well: Created 2 different document - one for reimbursement/payment request for already approved budget and another one for funding request for school/student program

Also, making all the payments on the 3rd week of each month

Obstacles: Asking for payments in the last minute or day

Suggestion: Each program chair is responsible to request reimbursement/payment in a timely manner, not in the last minute at the end of the year.

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

Budget Chair- Beth Brown bethhbrown68@gmail.com

- Funding Requests- Current outstanding request is to help the class of 2015 install a sign in the back of Manual, visible by the car pool line. The JCPS Board has approved the sign, and we are waiting on Manual to get the estimate for the electric and internet installation. Request is for up to \$1000, depending on overall costs.
- What worked well: Ways and Means have been very responsive once we have been given a definitive request.
- Obstacles: adjusting to the new JCPS purchasing system has been difficult for teachers, admin and the PTSA. This first year is a learning year. Also for me, learning to use Google Sheets/Docs/Forms :)
- Suggestions: perhaps a reminder email to staff about our funding process

Alumni Service Corps– Tony Sweazy tsweazy@gmail.com

- No Report

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

- No Report

RECORDING SECRETARY – Leslie Fowler lesliejowler@bellsouth.net

- What worked well: Using google Docs for agenda and minutes, having Amanda Tu provide a Google Docs tutorial for members use.
- Obstacles: Getting timely feedback for agenda and meeting minute review which allows for final posting
- Not sure, reminders are sent and deadlines are given. Do not want to publish minute that have not been reviewed. Perhaps call for a vote for final approval at the next meeting and publishing as approved.
- Plan was discussed to distributed minutes no later than one week after meeting and one additional week will be allowed for edits before publishing.

1st VP/PROGRAMS – position open

Awards – Tanya Marquardt tanyamarquardt@icloud.com

- No report

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.

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

Kelly Seiler kelly.seiler@twc.com

- What worked well: Having 2 people co-chair, prepping room a few days before school, 2 different training dates during 1st 2 weeks of school, weekly & monthly reminders to volunteers, posting college rep visits on FB.
- Obstacles: When volunteers cancel last minute, hard to fill slot. When CCC is being used for another purpose (testing, special mtg, etc) and Kelly/Trish/volunteers are not informed ahead of time, so volunteer shows up to work and then is sent home. Some parents/students are not aware of CCC and what it has to offer.
- Suggestions: Recruit more subs, work with Krista Just to create a better plan of communication with volunteers if CCC is being used last minute for another purpose, ask counselors to talk about CCC with students, have a CCC table at school-wide functions.

- Idea for Trish/Kelly to follow up on: Trish will contact the learning lab, ECE and other areas within the school to get a list of room numbers and support that is needed so that could, when the CCC room is in use and the CCC volunteer comes in (if they are not notified in advance), they can be asked to help in another room and the volunteer's trip is not wasted. It will be important to get a list of help needed; not all volunteers can tutor in statistics, but we can all be a kind presence to help kids stay on task.

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

- No report

Project Graduation- Jill Lauroesch jlauroesch@yahoo.com

- No report

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

- No report

Idea Fest Liaison- Vidya Ravichandran vidya@glowtouch.com

- No report

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

- No report

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

Scholarships – Denise Mallett dmallett26@gmail.com

- No report

Volunteer Coordinator- Tisha Payne tishapayne@yahoo.com

SignUp Genius:

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

Membership - Trish Kline

- What worked well: Incorporating a theme “Stronger Forever”, repeated use of theme in Pres communication/emails, newsletter articles and PTSA testimonials on website, listing member names, Registration - use of clipboard sign up & student payment via registration fee, Mr. Mayes encouraging faculty to sign up, Teacher/Staff breakfast, membership focus at Open House
- What didn't work well/Obstacles: Challenges reaching out to alumni, convincing ALL teachers and staff to sign up, Registration - student membership separated

out and highlighted as optional (reducing signups), online sign up form had too many options for payment making it complicated to track

- Suggestions: Need 2 people to co-chair membership, need to identify better system for online sign ups and 1 method for tracking (this year two programs were used simultaneously - Excel and Google docs), brainstorm ways to encourage more teachers/staff to sign up, need better process of accessing alumni

Magnet Liaisons

VA Liaison- Leslie Fowler lesliefowler@bellsouth.net

- What worked well: Parent meeting and teacher meeting to outline goals and explain role of PTSA liaison, parent survey to define talents and interests, first organized fundraiser and family social event, weekly parent letters to communicate needs, show openings etc., use of Sign Up Genius to find support for Career day, senior shows, fundraiser etc.
- Obstacles: more parent involvement needed to help organize, need to establish a board that will take on duties
- Suggestions: Establish an organized parent group: this will be the goal of the second semester. Hope to have a board in place going into next year.

MST Liaison- Ann Schwartz annmerm@gmail.com

- What worked well: Having a MST parent group (Catalysts) to help teachers and students get the resources they need. The PTSA did a great job collaborating with the Crimson Mission to fulfill a funding request from the Science Department from last spring (4 microscopes and grow lights). This would not have occurred if many PTSA volunteers (Beth B, Gloria, Sondra, Pinky, Beth J, and others) didn't step up and put in many hours trying to figure out the new funding rules in JCPS and push to purchase and fund the microscopes and grow lights.
- Obstacles: The new JCPS funding rules make school purchases more onerous but hopefully with time, it will be easier to navigate.
- Suggestions: Keep looking for needs within the magnet and trying to provide the resources needed.

HSU Liaison -Jennifer Tuvlin jbtuvlin@twc.com

- No report

YPAS Liaison - Lisa Hamilton lhomanzi@aol.com

- No report

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

- No report

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

- No report

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

Digital News- Amanda Tu

- No report

Google Group Listserve/Calendar-

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

- No report

Social Media- Macy Shah

- No report

Website Maintenance- Sudha Srinivasan, Greg Schwartz

- No report

Website Design/Development- Delene Taylor

- No report

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

lbollinger@x-gen.us

- No report

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

- No report

ANNOUNCEMENTS: None

NEW BUSINESS: None

ADJOURNMENT: No formal adjournment

ATTACHMENTS: **December Budget Report**

NEXT MEETINGS

- **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 remaining meeting dates:
 - January 20, 2016, 8:30am senior cafeteria
 - February 17, 2016, 8:30am senior cafeteria w/ visit to:
 - March 16, 2016, 8:30am senior cafeteria w/ visit to:
 - April 20, 8:30am senior cafeteria w/ visit to:
 - May 18, 8:30am (we will discuss this setting later in year)