

## **Manual PTSA Minutes**

**July 13, 2015 – 5:30 via conference call due to severe weather**

**Attending:** Barbara Coffield, Tisha Payne, Trish Kline, Peggy Loy, Beth Jolly, Becky Mosley, Pinky Jackson, Sondra Wojciak, Laura Bollinger, Jennifer Tuvlin, Macy Shaw, Jill Lauroesch, Tracy Shah, Shannon Evans, Delene Taylor, Leslie Fowler, Tanya Marquardt, Peggy Athanasakes

**CALL MEETING TO ORDER – 5:30 pm**

### **REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS**

**PRESIDENT – Pinky Jackson [manualptsa@gmail.com](mailto:manualptsa@gmail.com)**

National PTSA requires an Executive Board consisting of elected and bonded officers

- Manual's Board: 1st VP Programs (vacant and may not be needed this year), 2nd VP Membership (Trish Kline), 3rd VP Ways and Means (Beth Jolly), Recording Secretary (Leslie Fowler), 4th VP Communications (Delene Taylor), Treasurer (Gloria Manimuthu), Parliamentarian/SBDM Elections (Vidya Ravichandran)
- President is ad hoc member of all committees
- **ACTION ITEM:** Copy President on all communications

### **1<sup>st</sup> VP/PROGRAMS – Vacant**

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**Awards** – Tanya Marquardt [tanyamarquardt@icloud.com](mailto:tanyamarquardt@icloud.com)

- PTSA awards are important because: they attract new volunteers to the PTSA, they help a large established PTSA share ideas with smaller schools, they keep members striving for award winning quality in their programs/work.
- **ACTION ITEM:** Keep your notes so they can be used for award submissions.

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**Beautification** - Gretchen Davis [gretchenwdavis@yahoo.com](mailto:gretchenwdavis@yahoo.com)

Barb Wainwright [barb2k@twc.com](mailto:barb2k@twc.com)

- No report

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

Jill Jelsma [jilljelsma@bellsouth.net](mailto:jilljelsma@bellsouth.net) and Becky Mosley [beckster2828@att.net](mailto:beckster2828@att.net)

- Manual will have two days assigned to provide volunteers at the CAAP distribution center at Central H.S. Stadium.
- July 27-31 is the JCPS Blitz to distribute uniforms and clothing before school begins.
- The Red White Week Challenge this year may include a mentoring program through JCPS Homeless Education Program for homeless elementary children in addition to the collection challenge with Male.
- **ACTION ITEM:** A Sign-up Genius will be sent out for the first assigned Manual day of August 25.

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**College & Career Center (CCC)** – Trish Kline [tkline102@gmail.com](mailto:tkline102@gmail.com)

Kelly Seiler [kelly.seiler@twc.com](mailto:kelly.seiler@twc.com)

- Kelly and Trish are meeting July 21
- Training new members in August
- Still need to fill 6 slots
- **ACTION ITEM:** Please email Kelly or Trish with recommendations

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**Programs (College 101)**- Amy Lapinski [adlapinski@gmail.com](mailto:adlapinski@gmail.com)

Punita Halder [thehaldersare@gmail.com](mailto:thehaldersare@gmail.com)

- Pinky reported that College 101 is a joint effort with the Manual counselors.
- A date has not been set for this year. A general membership meeting will be held at the beginning of the night and the budget and new board members will be voted on.
- There will be 3-9 workshops to choose from.
- **ACTION ITEM:** Set a recurring date with administration and counselors for future College 101 nights (ex. the second Wednesday of May) for planning purposes

**Fall Program-** Delene Taylor

- reported that there was no fall program last year but the theme in the past has been substance abuse. This year they would like to coordinate a program on substance abuse with the Morton Center to increase awareness especially in light of the increase in heroin use. There is no cost to the school. The emphasis would be on communication and staying ahead of the problem. The program would also give Manual parents a chance to get acquainted at the beginning of the school year.
- **ACTION ITEM:** Delene is coordinating date with Amy Medley and The Morton Center; hoping for late August/early Sept.

**Project Graduation-** Jill Lauroesch@yaho.com

- Jill is new to this position but has contacted the past Chairs for information
- Jill has a friend that may be able to help her
- Jill mentioned that fundraising would start in the fall but Pinky stated that in order to not interfere with PTSA and Crimson Mission fundraising, Project Graduation should not begin fundraising until February 1. Jill concurred

**Hospitality** – Peggy Loy bloy679382@aol.com

- Projects will include: Back to School Breakfast, Open House, Thanksgiving, Founders' Day, Teacher Appreciation Day and Conference days
- **ACTION ITEM:** Will host the Back To School Breakfast for staff the day before students return

**Red/White Week** – Leslye Arnett llalouky@gmail.com

- Pinky reported that Red/White Week is a spirit week leading up to the Male /Manual football game. Volunteers will be needed for food and as chaperones.
- **ACTION ITEM:** Find a co-chair for this committee

**Reflections** – Penny DeVenuto pndevenuto@gmail.com

Carolyn Judy dcajudy@yahoo.com

- Pinky reported that this is a National PTSA program and Manual won an award for their program last year.
- This year the focus is to get participation from all of the magnets.

**Scholarships** – Denise Mallett dmallett26@gmail.com

- Pinky reported that the Manual PTSA awards competitive scholarships based on submitted resumes to four seniors.
- The No Barriers Scholarship is awarded to an ECE student who has overcome significant obstacles and has been recommended by the ECE faculty.

**Volunteer Coordinator-** Tisha Payne [tishapayne@yahoo.com](mailto:tishapayne@yahoo.com)

- Pinky reported that at times this was an overwhelming task last year due to coordination of PTSA volunteer needs and support of other school volunteer needs. At times the number of emails needed exceeded our capacity of 1500 per month. Links will have to be better utilized to cut down on the volume of emails sent. Chairs will continue to handle their own volunteer needs with Sign-Up Genius.
- **ACTION ITEMS:** Develop a new form for faculty and administration to use for volunteer request. This form would have to be submitted three weeks prior to the event.
- Clean up lists and processes

## **2<sup>nd</sup> VP/MEMBERSHIP – Trish Kline tkline102@gmail.com**

- **Theme is Stronger Forever** - focus is on reaching out to Alumni. I've contacted Mike McDaniel (Manual's Alumni director) and he is on board.
- Goal: 3000 members
- Big push will be during Registration days.
- **ACTION ITEMS:**
- Please sign up to help at Registration: [www.SignUpGenius.com/go/8050A44AEAA28A02-manual2/10713399](http://www.SignUpGenius.com/go/8050A44AEAA28A02-manual2/10713399)
- \*All volunteers get to go through the Registration line FIRST
- \* Students receive service hours
- We encourage 100% Board membership. So please sign yourself up at Registration - along with 1 other adult. Goal is 2 adults per family, plus your student to be signed up.

## **Magnet Liaisons**

VA Liaison– Leslie Fowler [leslifowler@bellsouth.net](mailto:leslifowler@bellsouth.net)

- Leslie has contacted her predecessor and will contact the faculty soon to discuss their needs.

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

- Pinky reported that Ann will be at registration.

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

- Jennifer reported that she has contacted the teachers and will solicit donations for the Gala.

YPAS Liaison - Lisa Hamilton [lhomanzi@aol.com](mailto:lhomanzi@aol.com)

- No report

J+C Liaison - Peggy Loy [bloy679382@aol.com](mailto:bloy679382@aol.com)

- No report

ECE/AEMS Liaison - Judith Bradley [blueskymom2@gmail.com](mailto:blueskymom2@gmail.com) –

- Pinky reported that Judith is on the Prichard Committee and will do her project on Manual parent involvement.

Idea Fest Liaison- Vidya Ravichandran [vidya@glowtouch.com](mailto:vidya@glowtouch.com)

- Pinky reported that Manual now produces the festival for the entire district. Last year four additional schools participated.

## **3<sup>rd</sup> VP / WAYS & MEANS - Beth Jolly 56jolly@gmail.com**

- Pinky reported that Beth supports the Treasurer and the Budget Chair. The end of year financial review went well. The budget has been worked on.

**Crimson Mission**- Sondra Wojciak [sonwojciak@yahoo.com](mailto:sonwojciak@yahoo.com)

- Sondra reported that Crimson Mission is a spin-off of Partners for Excellence, a former PTSA program. The focus is on fundraising by re-engaging alumni and former parents. They would like to fund something small beginning next fall.
- A committee meeting is set for next week.

- A website is active and is receiving donations. <http://www.crimsonmission.org/> (Leslie's note: the alumni website does not have the link).
- The Spring Gala is set for Saturday, March 5 at the Frazier Museum. The theme is Growing the Mission. There will be a guest of honor each year as well as a silent auction and reverse raffle.
- **ACTION ITEMS:** Volunteers needed for Growing the Mission Gala planning committee: Silent Auction coordinator, Ticket Sales, Raffle Sales. If interested, call Sondra: 432-2296.

**Spirit Wear** – Monica Willis [monicawillis@twc.com](mailto:monicawillis@twc.com)

- No report

**4<sup>th</sup> VP/COMMUNICATIONS- Delene Taylor [dtaylor@dmllo.com](mailto:dtaylor@dmllo.com)**

- This is a new position created this year to oversee all communications.
- The Monday Post will include a digest of blog posts to the PTSA website.
- Delene reported that the website and blog are permission based. Regular posters will be given login credentials and will be able to easily create and submit posts (to be reviewed by an admin before being published live on the site).
- Documents (What's Going On, How to Publicize Your News) will be distributed at Registration and posted online which will show the tools and opportunities available to share information regarding Manual.
- **ACTION ITEM:** Go to [dupontmanual.com/manualptsa](http://dupontmanual.com/manualptsa) and review the content that is there; send any updates/revisions to Delene. Communication is huge for August-November, and we want the website to be full of useful information. There is still much that can be added.

**Digital News-** Amanda Tu

- Amanda and Delene will meet and update procedures; stay tuned!

**Google Group Listserve/Calendar-**Leslie Stum

- No report

**Photographers-** Becky Mosley

- **ACTION ITEM:** Submit photos, anyone can submit photos

**Social Media-** Macy Shah, Isaac Weiss

- Macy Shah reported that a flyer will be distributed at Crimson Day and at registration on connecting to the PTSA on social media. Instagram appears to be an effective way to get to the students. The social media team will be meeting with Delene to plan strategy before school starts.

**Website Maintenance-** Sudha Srinivasan, Greg Schwartz

- No report

**Website Design/Dev't-** Delene Taylor

- See above

**RECORDING SECRETARY – Leslie Fowler [lesliefowler@bellsouth.net](mailto:lesliefowler@bellsouth.net)**

- Met with Barbara Coffield to discuss responsibilities and procedures
- Bylaws Amendment (to add 4th VP) sent to Frankfort (B. Coffield)

**Historian** – Tammy Nofsinger [tasnofsinger@att.net](mailto:tasnofsinger@att.net)

Laura Bollinger [lbollinger@x-gen.us](mailto:lbollinger@x-gen.us)

- Pinky reported that they may do a digital scrapbook

**Corresponding Secretary** - Barbara Benjamin-Coffield [barbarajbenjamin@gmail.com](mailto:barbarajbenjamin@gmail.com)

- Barbara reported that she will handle correspondence from PTSA to members of the community including the Founders' Day Luncheon invitations.
- Condolence note and donation from the PTSA honoring Ben Hull.

**TREASURER – Gloria Manimuthu [gloria@cei-engineering.com](mailto:gloria@cei-engineering.com)**

- Pinky reported that Gloria will handle all check requests and reimbursements.
- Do not pay sales tax. Tax exempt certificates are available for pick up at the PTSA mail box.
- The approved budget is a legal financial document.
- A reserve is kept by the PTSA for early year expenses that occur before fundraising takes place.
- Chairs should look at the approved budget for your committee's allotted budget.
- Chairs can change allocations within their budget but should notify Beth Jolly before proceeding.

**Budget Chair-** Beth Brown [bethbrown68@gmail.com](mailto:bethbrown68@gmail.com)

- No report

**Budget Review:** The budget was not reviewed at this meeting.

**PARLIMENTARIAN/SBDM ELECTIONS – Vidya Ravichandran [vidya@glowtouch.com](mailto:vidya@glowtouch.com)**

- Tisha Payne reported that she held this position last year. The responsibilities include keeping order during meetings and calling for a soft close one hour into the meeting.

**SBDM Liasons-** Tracy Shah [shahmom3@gmail.com](mailto:shahmom3@gmail.com)

Shannon Evans [sme02@bellsouth.net](mailto:sme02@bellsouth.net)

- Tracy and Shannon reported that SBDM's role is to make and review school policies.
- The first meeting will be first week in August.
- Pinky reported that the SBDM representatives attend the PTSA meetings to keep us in the loop in regard to school policies.

**ANNOUNCEMENTS:**

- Pinky will be in Texas. Contact her by phone or text if needed.
- The corrected contact list has been sent.
- The proposed budget has been sent for review.

**ADJOURNMENT : 7:10 p.m.**

**ATTACHMENTS:**

- None

**NEXT MEETINGS**

Our next meeting date: August 19, 8:30 a.m.

*Generally, Board/Committee meetings are the 3<sup>rd</sup> Wednesday 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.*