

Manual PTSA Minutes
March 16, 2016 – 8:30 am Manual Senior Cafeteria

Attending: Judith Bradley, Delene Taylor, Jill Lauroesch, Missy Smith, Leslye Arnett, Ann Schwartz, Barbara Coffield, Beth Brown, Trish Kline, Barb Wainwright, Gloria Manimuthu, Vidya Ravichandran, Carolyn Judy, Lisa Hamilton, Becky Mosley, Terri Kendall, Jerry Mayes, Pinky Jackson, Leslie Fowler

CALL MEETING TO ORDER – 8:30 am

INSPIRATION –From the Charter for Compassion, as distributed at JCPS
Teacher/Community training event: Living Compassion, presented by Cory Lockhart, walkingthewalk.co

“...Compassion impels us to work tirelessly to alleviate the suffering of our fellow creatures, to dethrone ourselves for the centre of our world and put another there, and to honour the inviolable sanctity of every single human being, treating everybody, without exception, with absolute justice, equity, and respect...”

REPORTS FROM GUESTS

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

- Thank you PTSA for all you do.
- Founders' Day was great.
- Mr. Farmer has gotten a promotion. He is now the Principal at Ramsey Middle School. Regarding Manual's new Assistant Principal, Mr. Mayes has requested of JCPS that it not be a placement (versus allowing us to have input).
- Crimson Gala went well.
- Mr. Mayes will not be able to attend College 101 Night due to a family commitment.
- Bids are set for the \$9.3 million YPAS renovations and some activity will begin during the school year. Mr. Mayes has met with the contractor.
- Encouraged those in attendance to step forward into a PTSA leadership position.
- In response to the loss of a senior earlier in the year, some activities are planned as pilot projects to increase connection between students: March 31 senior only lunch, May 16 drive-in night on the football field. If they go well, these or other activities will be continued next year and may be expanded to other classes. The Rams and Lambs mentoring program will also be reinstated.
- Please support YPAS New Works this weekend.
- 2,800 AP exams are being taken by Manual students this year.

- After meeting with Tom Hudson of JCPS, Manual will not lose a teaching position next year but will lose a transition position and will see the budget cut \$108,000. (Which is the cost of 2 teaching positions)
- JCPS is trying to eliminate duplication of magnets but Mr. Mayes emphasized that Manual is unique as the only district wide competitive magnet.

DISCUSSION: Some JCPS magnets are magnetic per students' interests. Manual is magnetic per students' competencies/established bodies of work. Are was a magnet like the others, or a college prep high school?

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

Shannon Evans sme02@bellsouth.net

- SBDM Board meeting was held on March 2, 2016 at 3:00pm.
- The Arts Specialization Policy had a second reading by the board. The board received feedback from the staff and considered it for the reading. This policy was reviewed at the beginning of the 2015-16 school year and procedures were followed at that time to approve the policy in September 2015. The board was asked to review the policy again, which was done over the last couple of months. The board chose to leave the policy that is on file from September 2015, in place for the 2016-17 school year.
- Manual's Exit Policy was brought forward by Mr. Mayes for review. Our policy will be sent to Barbara Dempsey for her advice on our policy and then it will be discussed at the next board meeting.
- Class fees were discussed. It was approved by the board to increase class fees by \$3.00 (only if needed).
- The next SBDM board meeting will be held on April 13, 2016. Although normally held on the first Wednesday of every month, that will be Spring Break week.

CRIMSON MISSION- Sondra Wojciak sonwojciak@yahoo.com

- Thank you to all that attended the first Annual Growing the Mission Gala! We hope you had a wonderful time! As of the time I am typing this, I do not have the final figure for the amount raised. The volunteer Gala Planning Committee did a fabulous job and the Crimson Mission can't thank them enough for all their hard work. It was a GREAT night for Manual! We are looking forward to the 2nd Annual Growing the Mission Gala next March!
- The Crimson Mission will be starting the Brick Sale program again for the Manual Alumni Association. For those that don't know, the Alumni Association sells personalized bricks that surround the Veteran's Memorial right inside the main

gates at historic duPont Manual Stadium. Please watch the Manual Morning Announcements for the order form.

GUEST SPEAKER: Terri Kendall, Mindfulness Trainer, JCPS School Psychologist, Aerialist

Terri Kendall, mother of two daughters (ages 12 and 22) and school psychologist for 22 years, is also a passionate aerialist and instructor who has trained in various cities with a variety of instructors in the USA for the past six years. As a school psychologist, she regularly counsels teens who deal with mood issues. This year she has been training district and school staff on mindfulness. In addition, Terri has done classroom lessons with younger students on mindfulness as well as workshops on stress management and mindfulness with adolescents. In the performance realm, she has performed for the past several years at theaters, clubs, bars, festivals, and churches with small circuses, bands, musicians, DJs, magicians, and burlesque troupes. In addition to instructing regularly at Turners Circus, Terri owns XALT, a company that performs and trains aerials, educates others about emotional wellness, and inspires others to live to their mental and physical potential. She recently published her first book on emotional wellness called *Be Your Best Self, A Holistic Plan for Emotional Wellness*.

- Terri gave a primer on *mindfulness*, putting attention on the present moment without judgement as a way to deal with anxiety and stress. People who dwell in the past may become depressed, those who live in the future may become anxious as their present challenges snowball into imagined consequences. Techniques such as music, walks, coloring books, yoga and deep breathing can help the person stay in the moment and not become overwhelmed.
- Attendees brainstormed ways that *mindfulness* training could be introduced to Manual students, parents and staff: College 101 topic, insert the topic into annual the suicide prevention program, train the staff that participated in the student for a day exercise, pause during morning announcements for *mindfulness*, offer training during study halls, have a training for mentors and ambassadors during registration days.

REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS

PRESIDENT – Pinky Jackson manualptsa@gmail.com

- Review and update of current standing rules needed so that we all have a copy of them. They streamline processes and allow our committees to operate efficiently outside of the monthly meeting, while inside their budgets, PTA policies, and our PTSA standards.

- Agenda for tonight's PTSA meeting just prior to College 101 event - 5:00-5:20: Promotion of Project Graduation; mention of upcoming online elections; logistics for the evening
- Help needed from 4-6pm in small gym distributing meals/assisting No Barriers dinner

Advocacy:

- Pinky and Tony Sweazy met with Jane Crady to discuss some outstanding facilities funding requests and a new request. The new request for the bathroom in the VA wing was taken care of by Jane and staff right away, and the facilities request (building mod) for electric hand dryers (which are already on hand) has now been submitted to JCPS. Goose neck faucets that allow water bottles to be filled (which the PTSA will provide) will be installed by the staff.

Wellness and Compassion: Pinky Jackson pkjackson9@gmail.com

- Living Compassion training attended. Met several terrific JCPS and Louisville professionals committed to mindfulness and compassion. Terri Kendall is our guest today; I will be meeting with Donna Benton soon; visited Doss on 3/16
- Anyone willing to move this opportunity forward?:

[Enhance School Meals in your School](#)

National PTA's [Healthy School Meals Grant](#) provides local PTAs with tools and funding to use in partnering with schools to improve the quality of school meals. School meals are an opportunity for students to receive one-third of their daily nutrient needs.

Grants of up to \$2,000 will be awarded to PTAs who can most clearly demonstrate their capacity to partner with school administrators and food service providers to implement the requirements of the healthy school meals grant program. Eligible applicants must be a local PTA in good standing, as determined by the state PTA. This opportunity is made possible through funding from Pew Charitable Trusts.

https://www.magnetmail.net/actions/email_web_version.cfm?recipient_id=2327807538&message_id=12253665&user_id=NTLPTA&group_id=1324763&jobid=32609985

- **ACTION ITEM:** Judith and Pinky will contact Karyn Moskowitz and Amanda Tu to see if they are interested in pursuing this. (This has been done)

Alumni Service Corps– Tony Sweazy tsweazy@gmail.com

- Facility support with Jane Crady, see above under advocacy

NOMINATING COMMITTEE CHAIR- Trish Kline tkline102@gmail.com

- Actively recruiting for Exec Board and Committee Chair positions. Currently about 85% filled. Biggest need: Membership Co-Chair. Mar 31 is target date to have Exec Board positions filled on a slate to present to membership for vote
- Thank you to Nominating Committee members: Tanya Marquardt, Laura Bollinger, Barbara Benjamin Coffield, Vidya Ravichandran, Lisa Hamilton, and Ann Schwartz.
- There is currently only one person who is willing to be on the slate as President, This person has not served on the board in the past. She had planned on joining us today, by a medical need for a friend prevented that.

TREASURER – Gloria Manimuthu gloria@cei-engineering.com

- Please see attached budget report at the end.

Budget Chair- Beth Brown

Budget Review: According to the February budget report, we had \$2128 left in the original budget for funding requests, and approximately \$4500 extra earned through increased actual income over planned income. (plus an additional \$500 extra towards reserve)

- **DECISION** Funding request pre-approved for final vote: Class of 2015 is donating an LED sign for the back lot/car pool lane, and needs our help with installation costs. The bid from the approved JCPS vendor is \$1,034.80. Proposal to approve made by Ann Schwartz, seconded by Barbara Coffield and approved unanimously.
- **DECISION** Thank you to everyone for helping to electronically approve the \$600 funding request to provide meals for families attending the No Barriers College 101 program. Transportation is an obstacle, and most students would otherwise be unable to get home for a meal and back in time for the program.
- **DECISIONS** Here are a few items that have either come up quickly, or have been delayed and Pinky wanted to make us aware of them so when the paperwork is in order, we can move to a decision in a (more) timely manner:
 - \$30.38 for Sharpies for office (there may be other needs; this was just a quick request) Approved. It was suggested that the standing rules be amended to allow appropriations of \$50 or less to require board approval only.

- \$3,060. for 20 gooseneck water glass / bottle fillers for school water fountains. *Proposal to approve \$3,060 made by Barbara Coffield, seconded by Ann Schwartz and approved unanimously.
- \$600-1,200? I am just taking a guess as to what it will cost to install 12 brand new hand dryers that were donated. We are waiting for wiring/installation estimate from JCPS. (This one was not approved, as there is no cost estimate; we are just keeping it in our awareness)

(*Note: The main bldg can use 20 fillers. I am still waiting on YPAS needs, if any.)

- **ACTION ITEM:** Turn in all receipts ASAP
- **ACTION ITEM:** All committee chairs are asked to review their 2015-16 budgets and let the Budget/Ways & Means teams know if they anticipate spending all of their budgets by the end of the school year; if they will need more funds to successfully implement their program; or if they will have surplus funds can be allocated for another purpose.

Our goal is to spend our members' funds in the school year in which they were donated in order to have a timely impact on student success. The Budget Committee plans a reserve amount to cover expenses before the following year's dues and donations come in.

1st VP/PROGRAMS – OPEN

Awards – Tanya Marquardt tanyamarquardt@icloud.com

- No report

Beautification - Gretchen Davis gretchenwdavis@yahoo.com
Barb Wainwright barb2k@twc.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

- Prepared flyer for College 101 night and Kelly/Trish/Pam Wolford will be present in CCC to answer any questions and tell people what the CCC has to offer

Programs (College 101)-Amy Lapinski adlapinski@gmail.com

Punita Halder thehaldersare@gmail.com

College 101 night is scheduled for March 16th from 5-8pm at Manual. There will be 12 presenters this year and each attendee will have the opportunity to attend 3 program

sessions. The event is being heavily promoted this week at Manual (posters, announcements, daily emails) and through social media (Facebook, etc).

Project Graduation- Jill Lauroesch@yahoo.com

- Update and how to support this important event! Need volunteers and donations. This will be addressed to parents at the meeting before College 101.

Hospitality – Peggy Loy bloy679382@aol.com

Paula Hutchins phutch80@hotmail.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

- No report

Scholarships – Denise Mallett dmallett26@gmail.com

- Need 3 Volunteers to be reviewers/judges for the Scholarship awards. Redacted Scholarships with instructions will be emailed to reviewers March 30th. Please contact Denise Mallett to volunteer to be a reviewer/judge.

Volunteer Coordinator- Tisha Payne tishapayne@yahoo.com

- No report

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

- Mailed award nomination for Outstanding Membership Campaign to both 15th District PTA and KY State PTA
- Mailed final membership dues check to KY State PTA
- Mailed final membership report to KY State PTA - grand total 2583 members
- Member Planet software program not the best fit for our Membership data; currently working with Delene to use Google forms to create online membership sign up
- Because the PTSA membership will not be able to be included in the school fee check, we anticipate a membership reduction next year. May use a video loop at registration highlighting PTSA and it's contributions to Manual. May also look at requiring annual membership to qualify for scholarships and use daily announcements or other means to better communicate PTSA contributions.

Magnet Liaisons

VA Liaison– Leslie Fowler lesliejfowler@bellsouth.net

- Met with Mr. Mayes to discuss VA parent group. He suggested we explore going under the Crimson Mission Banner to consolidate school fundraising efforts and to avoid need for tax free status
- First Parent Organization meeting took place March 6 with follow up set for March 29
- **Action Item:** Contact Sondra Wojciak to discuss above
- **Action Item:** Provide ballots for students to vote on organization's name
- VA senior show *Aurora* opened on Monday
- Two bids for pedestal work have been received and one parent has expressed interest in helping with labor. Wes Curtis is handling this project.
- **Action Item:** Submit budget request for this project with three bids to PTSA and Manual Crimson ASAP.

MST Liaison– Ann Schwartz annmerm@gmail.com

- Pie for Pie Day for all of the Manual/YPAS teachers and staff was held on Monday March 14th. Thank you to Heine Brothers for donating the coffee, PTSA for loaning the serving utensils and beverage servers, and parents for donating the pies!
- The Catalysts began a monthly newsletter in January. Announcements are sent around the second week of the month. If you would like to announce anything to the MST parents, please email Ann Schwartz.
- Fundraiser at California Pizza Kitchen to support the MST magnet will be on May 16th (no school on May 17th).
- MST Open House being planned for April 21st from 6-7:30 in the Freshmen cafeteria.
- Extracurricular successes: 1st, 2nd, and 3rd place at Regional Science Olympiad Competition, 3rd and 5th at Regional Science Bowl Competition, 1st, 2nd, 3rd, and 4th, at the Junior Science and Humanities Symposium, and students will be moving on in the American Mathematics Competition (AMC) after succeeding on the AMC 10A and AMC 12A tests and compete for the AIME (American Invitational Mathematics Examination).
- Science Fair was great. 5 Intel Winners. Manual had 46 projects advance to state competition. There were 240 judges and 350 projects.

HSU Liaison –Jennifer Tuvlin jbtuvlin@twc.com

- No report

YPAS Liaison - Lisa Hamilton lhomanzi@aol.com

YPAS March Music Madness!!! (I just did a “strike through” so you all could see everything that’s been going on lately! Amazing!

Guitar Concert - March 3rd at 7pm in the Bob West Experimental Theatre at YPAS

Piano Concert - March 4th at 7pm on the Polly St. Clair Mainstage at YPAS

Percussion Concert - March 7th at 7pm on the Polly St. Clair Mainstage at YPAS

Vocal Concert - March 7th at 7pm at St. Boniface, 531 E. Liberty St, 40202

Orchestra Chamber Concert - March 10th on the Polly St. Clair Mainstage at YPAS

- o **Band Concert - March 15th at 7pm on the Polly St. Clair Mainstage at YPAS**
- o **Jazz Concert - March 17th at 7pm on the Polly St. Clair Mainstage at YPAS**
- o **Percussion Concert - March 22nd on the Polly St. Clair Mainstage at YPAS**
- o **Tri-M Benefit Concert - March 25th on the Polly St. Clair Mainstage at YPAS**
- o **Senior Piano Recital - March 30th on the Polly St. Clair Mainstage at YPAS**

New Works - If you've not had the opportunity to see anything at YPAS this is your chance to experience almost everything the YPAS students have to offer! Student written, directed, performed, choreographed, danced, and sometimes composed and performed by YPAS students! Please join us!

o March 18 & 19 : Slates 3 & 4 will be performed at 7:30pm

o If you are interested in attending a matinee performance please contact Kathleen.Kronauer@jefferson.kyschools.us to confirm that we have seating availability.

Matinees will be performed on:

§ March 17 @ 9:30am - Slate 3

§ March 18 @ 9:30am - Slate 4

- Producers approved \$27,000 to pay for auditorium seat upgrade from those budgeted in the renovation.
- The Chamber Choir sang at the national directors convention and was very well received. They are only the second choir from Kentucky ever invited to perform.

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

- No report

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

- Best Buddies friendship ball is this Friday at Manual.
- April 16 is the Best Buddies walk at Manual.
- Two Manual students are on local billboards promoting Best Buddies.

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

- No report

4th VP/COMMUNICATIONS- Delene Taylor delene07@hotmail.com

- Due to popular demand, the weekly Post will be reinstated.
- Looking for a parent to be involved in the communication team.
- Will be doing Club spotlights.

Digital News- Amanda Tu

- No report

Google Group Listserve/Calendar-

- No report

Photographers- Becky Mosley, Andre Wilson, Joe Wilson

- No report

Social Media- Macy Shah

- No report

Website Maintenance- Sudha Srinivasan, Greg Schwartz

- No report

Website Design/Dev't- Delene Taylor

- No report

RECORDING SECRETARY – Leslie Fowler lesliejowler@bellsouth.net

- No report

Historian – Tammy Nofsinger tasnofsinger@att.net

Laura Bollinger lbollinger@x-gen.us

- No report

Corresponding Secretary - Barbara Benjamin-Coffield

barbarajbenjamin@gmail.com

- Six Kentucky PTA Honorary “Life” Recognition awards were presented at the Founders’ Day Luncheon on February 18. These awards are presented to those who have given outstanding service to children or youth. The 2016 winners were:
 - Mrs. Alana Alford, Manual teacher (VA)
 - Mrs. Theresa Mudd, Manual teacher (retired, YPAS)
 - Mrs. Krista Just, Manual staff
 - Mr. Sal Rubino, Community volunteer for Manual
 - Miss Amanda Tu, Manual student
 - Mrs. Pinky Jackson, Parent volunteer for Manual
- Correspondence:
 - Founders’ Day picture to each honoree
 - Condolence card to Lynn Wilbar (former PTSA Board member)
 - Beautiful note from Mrs. Alana Alford regarding Founders’ Day attached

PARLIAMENTARIAN/SBDM ELECTIONS – Vidya Ravichandran

vidya@glowtouch.com

- Manual students will receive free membership to the Speed Museum and parents will receive 50% off of memberships.

ANNOUNCEMENTS: None

NEW BUSINESS: None

ADJOURNMENT :10:34 am

ATTACHMENTS:

- https://docs.google.com/document/d/1dgCT4eXGugWfhsLpU7_2xgkkn3pamxqEmop0CWhohql/edit?usp=sharing
- <https://docs.google.com/document/d/1iXrqxltLEFqd5IGGoMU7B8iZlku9uq8qbH9qiw7pFqo/edit?usp=sharing>
- Budget Report

NEXT MEETINGS

Our next meeting dates are:

- March 16, 5:00 General Meeting auditorium
- April 20, 8:30am senior cafeteria
- May 18, 8:30am (we will discuss this setting later in year)

Generally, Board/Committee meetings are the 3rd 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.

3/14/2016

duPont Manual PTSA
Budget Report 2015/2016

| | Budget 2015/2016 | YTD Budget 3-14-16 | |
|---|---------------------|-----------------------|---|
| 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 | - | \$0.00 | |
| E-learning (Partners Funds) | 4,500 | \$4,725.00 | |
| TOTAL INCOME | \$30,750.00 | \$36,470.60 | |
| 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 | \$1,323.79 | |
| Welcome Back (Aug) | 50 | \$81.96 | |
| Open House (Sept) | 50 | \$0.00 | |
| Conference Days (Oct/Feb) | 150 | \$196.81 | |
| 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 | \$253.44 | |
| 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 | \$200.00 | |
| Wellness & Compassion Fund | 1,000 | -\$192.55 | *1000+242.55 in donation -\$50 + Set aside \$500 for Mental Health/Homeless/Emergency needs=\$692.55 remaining Budget |
| Idea Fest | 250 | \$0.00 | |
| Advocacy | 250 | \$0.00 | |
| Reflections | 250 | \$0.00 | |
| Purchases for School/Student Programs | 3,398 | \$1,270.00 | |
| 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 | \$19,598.68 | |
| BALANCE | | \$16,871.92 | |

Note
from
Mrs.
Alana
Aitken

Mammi's Amazing PISA, ☺

Thank you so much for awarding me the Honorary Life Recognition at the Founder's Day luncheon. I hope I can live up to the distinction I saw when reading all of the names

on the banner who have also been given this honor. The luncheon, as all PISA sponsored events are, was amazing. I have to thank you also for (somehow) talking my son into speaking about me. This certainly made

the day and the award very personal, even more so. Having my husband and parents there was pretty special too. As you said, I love Mammi and without the gift Thank you doesn't even come close to what I need to say here.

Mammi's PISA is very supportive of the ASES and we all thank you for that! What an amazing place this is, what an astounding group of parents, staff and students I am lucky enough to

work with and serve each day!

Many thanks,
Alana
Aitken

