

**Manual PTSA Minutes**  
**September 16, 2015 – 8:30 am**  
**Senior Cafeteria**

**ATTENDING:** Gloria Manimuthu, Leslye Arnett, Missy Smith, Becky Mosley, Barb Wainwright, Shannon Evans, Vidya Ravichandran, Jill Jelsma, Judith Bradley, Tracy Shah, Laura Bollinger, Barbara Coffield, Rebecca Donahoe, Jerry Mayes, Beth Brown, Ann Schwartz, Penny Devenuto, Carolyn Judy, Kathleen Kronauer, Trish Kline, Leslie Fowler, Pinky Jackson, Jerry Mayes

**CALL MEETING TO ORDER: 8:31 AM**

**INSPIRATION:** Commonality: importance of building relationships and commonality despite diverse members and views

**REPORTS FROM GUESTS**

**PRINCIPAL'S UPDATE** – Jerry Mayes [gerald.mayes@jefferson.kyschools.us](mailto:gerald.mayes@jefferson.kyschools.us)

- Auditorium stage shut down for safety reasons. \$60,000 of work may be needed to update equipment that is original to the building
- Year is going well
- 72 applicants for assistant principal, 12 have been selected for interviews which will be cut to 5 for extended interviews and then 2 finalists will be selected. Committee will then decide. Mr. Mayes has removed himself from the final decision as well as a few others who may have conflicts of interest. He will, however step in if the selected applicant is someone he does feel comfortable with.
- Mr. Farmer is reviewing the safety plan which has not been looked at for eight years
- Some changes are being made to the homecoming court in an effort to make it more inclusive
- Shannon Evans noted to Mr. Mayes that Laura Spiegelhalter is doing an excellent job on SBDM

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

- Dress Code draft policy (distributed to attendees). The dress code policy has been drafted by the dress code committee and taken by Mr. Mayes to the faculty to get their feedback. It has not come before the SBDM board for approval as of yet. Hoping it will come before the SBDM in the October meeting for discussion and a possible vote. Any comments should be sent via email to Mr. Mayes or SBDM representatives before the October meeting. An alternative draft policy was distributed by Shannon for consideration.
- A demonstration of how a Manual teacher currently does a dress code check was given. A concern was brought from a parent who left work, went home to get other clothes, then drove to Manual after a call from her student about a dress code violation. Upon arriving at school, no one in office could explain how daughter was in violation. There was nothing written and no violation was apparent. It was noted that faculty and staff need to be educated about the proper way to enforce the dress code. Mr. Mayes agreed and said that he would address both issues immediately, which he did.
- The AP position left open by Dr. Kingsley has been posted and closes on September 12.
- The stage in the auditorium (behind the curtain area) is closed until repairs can be made.
- The visitor entry policy that was in the announcements at the beginning of the year is correct-- all visitors must enter through the front door. PTSA board members will be issued a photo ID (to be turned in at the end of your term). You will be allowed in through the back parking lot door if

you show the ID. PTSA board members will be photographed and get badges made by Mr. Farmer.

**CRIMSON MISSION** - Sondra Wojciak crimsonmissioninc@gmail.com

- We are actively planning the Growing the Mission Gala. We are in need of sponsors of the Gala to help eliminate our expenses. If you know of a business or person/family that would be willing to be a Sponsor for the Gala, please contact Pam Fasteen (who is also on the PTSA Advocacy group). We have many levels of sponsorship so everyone can be a Sponsor. All Sponsors are listed on our website at [www.crimsonmission.org](http://www.crimsonmission.org). Please take a look and see who has already sponsored the Gala!
- ***Sponsor Levels:***
- White Sponsor Under \$499
- Red Sponsor \$500 - \$999
- Ram Sponsor \$1000 - \$4999 + (*includes table for 8 at the event*)
- Crimson Sponsor \$5000 + (*includes table for 8 at the event*)
- We are also in need of Silent Auction items! Please contact Sondra at crimsonmissioninc@gmail.com if you have a silent auction item!
- Finally, we are accepting donations to the Crimson Mission at all times – 24/7, 365 – remember, all money donated goes directly to the students at Manual! All donors are also listed on our website at [www.crimsonmission.org](http://www.crimsonmission.org). We would LOVE to see all PTSA members listed as donors on our website.

**REPORTS FROM PTSA OFFICERS & COMMITTEE CHAIRS**

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

- Please make sure to use [manualpts@gmail.com](mailto:manualpts@gmail.com) for communications with President, so the info is archived for next year's President.
- Pres and Prin were invited to Sept 14 School Board mtg for awards recognition. Pinky has a prior commitment, so Trish went in her stead
- Wellness & Compassion programming/committee needs to be developed. Pinky will meet with Laura Spiegelhalter to understand student/school needs and brainstorm ways PTSA might help. If anyone is willing to help look at this, please email [manualpts@gmail.com](mailto:manualpts@gmail.com)
- ACTION ITEM: Pinky is planning a reorganization of the ptsa email account and google drive to make it easier for Board To find items. If you have any docs that you have not already sent for the drive , please send them to [manualpts@gmail.com](mailto:manualpts@gmail.com)
- [Here is the link to "Your Guide to Google Drive"](#) created by Amanda Tu. It is now set up so that anyone with the link can comment, so if you have questions or comments, type them right into the document.
- Presentation: I would like us to consider (for a possible addition to our standing rules at a future meeting) establishing a Leadership Team that consists of the Executive Board, the Magnet Liaisons, and the Advocacy Chair. Initial ideas for the purpose of the Leadership Team would be to provide more breadth and depth to processing that Executive Board, Ways & Means, etc need to have in between our meetings.
- ACTION ITEM: Pinky will get existing standing rules on the drive and distributed to the full Board to see if any updates are needed.
- Open House went well.
  - Thank you to everyone who helped make Open House a success! We appreciate all the communication, preparation, and participation! Special thanks to the PTSA Board, Jerry Mayes, David Zuberer, Mr. Kuhn, Michelle Bynum, Trish Kline, Delene Taylor, Ms.

Mattingly, NHS members who volunteered to help guide parents, and the hospitality team, who provided dinner for the faculty.

- “Outreach at Open House” was simple to set up thanks to Zube, Jane, Trish and office staff communicating the “first come, first served, setup your own table plan, but it was really busy, so I recommend we have 4 designated volunteers next year (who are not on Executive Board or Membership Committee, because they have other responsibilities with the meeting that night) to:
  - greet club reps
  - tell them where/how to set up
  - offer them sign holders and sign making supplies
  - make sure they do not block doorways or hallways
  - retrieve our sign holders and supplies afterwards.

Ryan and Austin Kline did a GREAT job with this this year, but we needed 4 people from 5-6:00, and 2 people at 8:00 to make sure all supplies get back to PTSA room and tables get folded and back to the cart. No one is needed from 6:30-8:00 when the classroom visits are occurring, so all volunteers can go to their child’s classes. However, folks were visiting booths during breaks and study skills classes, so if student or other PTSA vols can staff our hallway table from 6:30-8:00pm, that might help offer member benefits and/or get more memberships and donations. These tasks should be added to someone's job description for next year.

- Delene talked folks through new web/communications. She suggested having a ppt for next year, which is a great idea. The stage has a screen and the library has a projector, so we will just need to have a library aid or someone show us how to do that in advance (counseling office does it frequently, so they may have recommendations)
- Meeting went well. Only question about budget came after the meeting, which was from a parent who wondered about the \$15.00 line item for J&C publications. She thought it was our full funding planned for J&C. I recommend we change, in next year’s proposed budget, that description to “Crimson Record subscription”, because that is what that is for.
- We welcomed members by letting them know that if they are in back and want to keep shopping or speaking to outreach booths, please just speak quietly so that those who want to hear speaks may. This was in response to feedback that folks want both at open house, and if we do not say it, some think others are being rude. However, the outreach tables in the back of the auditorium made it difficult to hear so consideration should be given to locating all tables in the hallway next year.
- Remarks were well received. Thank you to Mr. Mayes and Mr. Kuhn for recommending that everyone join PTSA. Teachers expressed gratitude that fewer (any?) parents went to classrooms early - explaining why this is important (so teacher have time to eat and prepare their parents presentations) surely helped - understanding is key. “Manual parents are infamous for hovering” (so don’t go to class until announcement to do so) and “Manual parents are famous for supporting student success through parent involvement” (so join PTSA)
- Sharing our standing rule on resources was helpful in making it clear that if enough people join, donate, and volunteer, we will be able to implement everything on our budget, and if they do not, we will not. This is simply resource truth, and does not need to be negative at all - just a matter of fact. Sharing the history that before that rule we had a small board and fewer programs for the school because it was too burdensome on board members to execute without funds and volunteers was helpful.

- Telling folks that we hope to wrap our membership drive and donations request ASAP so we can move on to implementing programs was also key, and having the vintage incentives for \$50.00 membership/donations seemed to generate memberships.
- Next year; both parking gates need to be open for entry and exiting and traffic direction is needed at both parking gates
- Noe and YPAS parking also need to be utilized as much as possible

VP of Programming needed to create and maintain one calendar of PTSA programs and support the program chairs if needed. We already have the ways below to find those dates, so the "job description" can be as simple as someone who can update the existing "["All School Events" Google calendar](#), check in with chairs as needed via email or text, and attend the monthly PTSA meeting. Contact [Trish Kline](#) if you or someone you know is willing to serve on the Board and has this skill set.

1. all of the calendars on the school's home page: <http://www.dupontmanual.com/>
2. our blog posts: <http://dupontmanual.com/manualptsa/post-blog/>
3. our facebook page. <https://www.facebook.com/groups/ManualPTSA/>
4. our board members: <http://dupontmanual.com/manualptsa/about-us/board/board-roster/>
  - [Back to School, Back to PTA](#) workshop day is September 23, 2015 9:00am-3:00pm at Gheens.

#### **Advocacy Team** - Pinky Jackson (Co-Chair/ Chair- Elect needed)

- Manual representation at the September 1 Special meeting of the JCPS Board was coordinated via email with Advocacy Team and Magnet Liaisons.
- Thank you to everyone who attended: Ann Schwartz, Leslie Fowler, Keith Robbins, Mike Hirn, Patty Morgan, Leslie Fowler, Mike McDaniel, Maria Sorolis, and Pinky Jackson.
- [Here is the link to a very brief process review](#) that is broad enough to perhaps be helpful to the other schools that we are forming relationships with. Attendees were asked to add anything else needed and then forward it to the contacts they have/are making at other magnet (etc) schools, and "reply all" (to advocacy team) with the names of the schools, and the specific people in those schools, with which you will be communicating.
- ACTION ITEM: vols asked to let the school contacts know that you would like to visit them/their school, hear about what makes them "magnetic", learn from and about them, and invite them do the same.
- Pinky has followed up with Mr. Kuhn and he is on board with guests visiting as part of our reciprocal visits/relationship building. I mentioned to Dr. Hargens on 9/1/15 that we had not forgotten about her response to "how can we help?" and that we were reaching out to other schools in this way to promote programs on an individual level while staff worked on promoting schools on a district level. She said it was a great idea.
- Ann Schwartz provided the following content review of the meeting: Several parents attended the special JCPS Board meeting tonight. The objectives of the meeting was to have a common understanding of the student assignment plan and to discuss the purpose of magnet schools/programs within JCPS.
  - The materials and power point can be found here- <https://portal.ksba.org/public/Meeting.aspx?PublicAgencyID=89&PublicMeetingID=14438&AgencyTypeID=>

- The student assignment plan guiding principles have been choice, quality, diversity, predictability, stability, and equity. It was brought up that cost/efficiency should also be considered. The principles were discussed for the first two hours highlighting the successes and challenges of each.
- The third hour was spent discussing magnet schools. Different definitions were given along with the JCPS definition of a magnet school. Discussion continued with trying to come up with the definition and that input is needed from both the JCPS board and the magnet steering committee (yet to be formed). JCPS's magnet system was compared to 8 other large school districts highlighting the difference and similarities.
- Ms. Duncan mentioned the recommendations of MSA (Magnet Schools of America) was centralization, no exiting, and using a lottery system for admissions. Mr. Jones replied that he did not agree that that was the recommendation of MSA.
- At the end of the meeting, the makeup of a steering committee to discuss MSA's magnet recommendations and to develop a plan for magnets within JCPS was presented. The model consisted of up to a 12 person core team and up to a 12 person extended team to form the base of the committee. Input would be solicited from community stakeholders which included all interested people. The committee would also work with several department work teams. It was stated that students and principals should also be included. The need for an application process and a facilitator were mentioned. No timeline for the process was given.
- The meeting was basically a presentation to the board to give background information on the application process and magnets. No decisions were made. It looks like it will take time to form the magnet steering committee and for the committee to develop its recommendation to the board. If you have any input that you would like to convey to your representative, please contact them.

- Link to JCPS Board Member District Map:

[http://www.jefferson.kyschools.us/board/BoardMap/Board\\_District\\_Map.html](http://www.jefferson.kyschools.us/board/BoardMap/Board_District_Map.html)

- Link to Board Member's contact information:

[http://www.jefferson.kyschools.us/board/BoardMap/Board\\_Members.html](http://www.jefferson.kyschools.us/board/BoardMap/Board_Members.html)

- Get out the Vote! At our summer meeting with District and State PTA Presidents, we recommended a district wide voter registration drive to empower all students to participate in the process, be empowered, be heard.
  - District PTA President Heather Wampler followed through and got an online access point on the site: <http://15thdistrictpta.org/> Encourage registrations, which include printing out form..
  - Isaac Weiss, student member of communications team. is a member of Inspire Kentucky, which has a goal of 85% of participating schools' senior class registering. Advocacy team is supporting him in planing a Manual drive
- Parent and student members continue to ask about dress code. This is an SBDM committee. Advocacy team members Robin Weiss and Tricia Lister are volunteering for this local issue; Tricia is on the committee.
- Research being done and shared with JCPS staff and board as to how to best serve students throughout district

**Alumni Service Corps**– Tony Sweazy [tsweazy@gmail.com](mailto:tsweazy@gmail.com)

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

- No Updates at this time

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

- Review of Google Docs User Guide put together for us by J&C student Amanda Tu [https://docs.google.com/document/d/1C\\_YadxypVlrWsm3\\_W07qmehPZlhXI4x5VzR-uR1QY/edit?usp=sharing](https://docs.google.com/document/d/1C_YadxypVlrWsm3_W07qmehPZlhXI4x5VzR-uR1QY/edit?usp=sharing)

- Final minutes for 8/19/15 were sent for posting

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

- PTSA State/National Dues expenses line item was increased to \$8400 from \$7800, a \$250 line item was added to expenses for Reflections, line item for Purchases for School/Student Programs was reduced to \$3,398 from \$4248
- See attached budget report

**1<sup>st</sup> VP/PROGRAMS – position open**

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

- NO REPORT

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

- No report

**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)

- Male /Manual collection will be school supplies for KY Refugee Ministry. It was noted that this organization is government funded and serves all regardless of faith
- Manual will also collect jeans for CAP and Male will collect shoes for Waterstep but these collections will not be part of the competition

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

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

- All 60 volunteer slots have been filled
- New volunteers have been trained
- Outdated reference materials were recycled; current materials are organized and available for check out
- Numerous college rep visits scheduled for Sept & Oct - communication to students/parents via school website CCC calendar, Krista Just emails to Juniors/Seniors, weekly posting on PTSA FB page, and plan on writing article for the POST
- CCC will make efforts to publicize the resource to parents
- A note is needed from home in order for students to miss class to attend college rep visits

**Programs-Amy Lapinski [adlapinski@gmail.com](mailto:adlapinski@gmail.com) and Punita Halder [thehaldersare@gmail.com](mailto:thehaldersare@gmail.com)**

- College 101 will be Wednesday, March 16<sup>th</sup>, 2016 from 5-9pm
- Date picked based on last year's success of hosting event during U of L Spring Break which allowed for no parking issues.

**Project Graduation- Jill Lauroesch [jill@yaho.com](mailto:jill@yaho.com)**

- No report

**Hospitality – Peggy Loy [bloy679382@aol.com](mailto:bloy679382@aol.com), Paula Hutchins [phutch80@hotmail.com](mailto:phutch80@hotmail.com)**

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

- No report

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

- Two ID Fest committee meetings have been held

- Sign up Genius set up for the Fall Idea Festival volunteer sign up
- Dates/Venues under discussion for IdeaFestival JCPS in the Spring
- Narrowed down to KY Center/Science Center combination venue, tours have been taken of both venues
- Pricing under discussion
- Programming for the event being led by Student Team
- 155 applications were received for 55 slots to attend the Louisville Idea Fest. Applicants were chosen with consideration to magnet, grade and willingness to help with the Manual ID Fest this spring. There was an attempt to include students from all magnets.
- There was discussion of the importance of reaching out to ECE and achievement gap students for inclusion in this. Faculty should be asked to review the applicant lists and also asked to nominate students who may benefit from the ID events. This concern will be relayed to the ID committee.

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

Missy Smith [missyky@twc.com](mailto:missyky@twc.com)

- YPAS annex will be decorated this year in addition to the main building. Decorating will take place Oct. 16 at 2:40 PM. Volunteers will be needed to supervise students.
- PTSA will only provide popcorn for Ramstock
- Other events include mini olympics, bonfire and tug-of-war
- It was requested that a schedule of events be shared with parents well in advance

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

Carolyn Judy [dcajudy@yahoo.com](mailto:dcajudy@yahoo.com)

- No report

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

- No report

**Volunteer Coordinator**- Tisha Payne tishapayne@yahoo.com

**SignUp Genius:**

- No report

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

**Membership** - Trish Kline

- Student membership is down 303 students due to the opt out option at registration
- Possibility of using spirit wear as an incentive to students who join was discussed. Approval will be needed from executive board and Ways and Means. Spirit Wear is fully paid for and no club has accepted the invitation to sell it as a fundraiser. If approved, membership may set up at the homecoming game.
- Posts from last year's PTSA scholarship winners may be solicited to use as way to encourage seniors to join as they are not eligible for scholarships if not a PTSA member
- A class challenge was also mentioned as a way to promote student membership
- Total goal: 3000 members - currently at 2447
- Adult member goal: 1500 - currently at 1250
- Student member goal: 1500 - currently at 1197
- We have met our budgetary goal of \$24,000 or 2400 members! :)
- Total donations = \$3952
- PTSA Board goal - 100% participation; currently at 98% (42/43 Board members have joined; the remaining person has been contacted and encouraged to sign up)
- Teacher goal - 100% participation; currently at 86% (96/112 teachers have joined). Mr. Mayes, Mr. Zwanzig, and Ms. Kronauer are reaching out to teachers who have not yet joined.

- Faculty goal - 100% participation; currently at 69% (125/181 staff + teachers have joined)
- Contacted KY PTA Treasurer and Membership Chair to ask about possibility of 2,3, or 4 year memberships
- Pinky plugged Membership at 9-10-15 Open House with PTSA table fully staffed collecting new member dues

### **Magnet Liaisons**

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

- Alumni Show opening was held 9/3/15 and was well attended
- Fundraiser is being held for the VA program by Brenda Berry and her non profit group, Giving O.W.L. Corp.. They will organize and host the event at their property and make a contribution to the VA Program in the name of her niece Alyssa, who was accepted into the Va program several years ago, but died of cancer before she could attend. Her cousin, Darcia in now a freshman in VA. VA will provide some volunteer support. This is a great opportunity to receive extra funds since a parent group is not yet established. Approval has been given by the administration and the event, which will be open to the public, will be held Saturday, 9/26 from 6-10 PM.
- Parent survey results have continued to come in and will be reviewed with particular effort given to contacting those interested in forming a VA parent group
- St. James Art Fair will take place 10/2-4. VA will have a booth to sell handcrafted notecards and hopefully some VA work will be on display at the event as St. James scholarship winners.

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

- A table was set up at Open House to introduce the Catalysts to the Manual and MST communities.
- Catalysts set up a webpage, FB, and Twitter account- All a work in progress but they are up and running.
  - [manualmst.com](http://manualmst.com)
  - FB- duPont Manual MST Catalysts
  - Twitter- @mstcatalysts
- Mr. Zwanzig had a successful funding request using DonorsChoose. Eight hot plates were funded within the magnet through online donations. Additional needs are still present in the science department and funding requests are submitted.

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

- I met with with Ms. Stottman and Ms. Hunt. The problem with advocating on behalf of HSU is that there are no specific HSU teachers.
- We are creating an HSU parent database through the remind ap. Jennifer Tuvlin has been approved as a Manual representative. We will ask parents to sign up for this ap for communication purposes. The teachers do not have access to all HSU parent emails.
- Ms. Stottman and Ms. Hunt do not want an all HSU class at this time. There was such a class and it was not a success. They appreciate the diversity in their classes and believe it benefits all magnets to be together.
- They will be meeting with all Freshman in the next 2 months to discuss majors.
- We did discuss increasing HSU identity and the teachers feel the best way is to have a social event for each grade. We would like to have an ice cream social for each grade after school. They would like PTSA support to pay for this event.

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

- Kathleen Kronauer faculty liaison reported on events taking place at YPAS and noted the talent and dedication the students and staff demonstrate. She noted that tickets to *Mary Stuart*



production are slow. Attendees noted that they were not aware of the production and perhaps more efforts need to be made to publicize YPAS performances.

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

- We held our annual Ice Cream Social on Thursday, September 3rd. Publishers, the J&C parent support group, put the event on. All J&C students were invited. Many upperclassmen spoke about the publications they are involved with and encouraged the underclassmen to join the various publications to learn with and assist them. There was good attendance at the Social with the greatest number being freshman students and their parents. Mr. Miller, Mrs. Palmer, Mrs. Ritchie, Ms. Mattingly, and Mr. Abplanalp introduced themselves and spoke about the different publications, the history of J&C, the future plans for J&C, and what's planned for the 2015-2016 school year. Publishers spoke about their role within the J&C magnet and of the plans for the 2015-2016 school year and beyond.

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

- Met with Mrs. Strohmayr (ECE Dep't Head). We are inviting ECE families to help with several planned "inclusion" opportunities.
- We'd like help incorporating ECE friendly activities into Red/White week (& encouraging their participation).
- Planning an ECE staff & student holiday breakfast in Ms. Strohmayr's room on Monday, 12/14.
- Met with Mrs. Stevenson to learn about the Learning Lab and how we can support.
- Learning Lab provides peer tutors. Lots of resources, great space & great kids. We will plan something special to celebrate & thank the tutors.
- Ms. Todd would ideally like two tutors per block for AEMS. I will be working next week on setting up a marketing campaign to get the word out. AEMS is now focused strictly on math & reading remediation . . . if a student wants help in another subject area, they will go to Learning Lab.
- I am also working to call attention of JCPS Board & district staff to inequities which exist in current screening policies for advanced program. Current policies make access very difficult for disadvantaged and disabled students. I am lobbying for a change in the way students are screened
- Focusing on making people aware of ECE and the need to make efforts to include them

**3<sup>rd</sup> VP / WAYS & MEANS** - Beth Jolly [56jolly@gmail.com](mailto:56jolly@gmail.com)

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

- The proposed budget for the 2015-2016 school year was approved at the general PTSA meeting at Open House on 9/10/15.
- The new funding request form was created in Google Forms and sent to all magnet liaisons. The funding guidelines and the request form are available on the PTSA website under Links/Forms. Thanks to everyone who helped out with this process.
- Please be aware that this is a transition year for funding requests. Last year the PTSA brought in over \$36,000 from Partners and Spiritwear, two income sources that are no longer available. This year we currently have \$3,398 set aside for requests. The Crimson Mission will take care of many of Manual's needs in the future, but I just wanted to stress the difference as many who would submit a request are not aware of this and expect the PTSA to have more funds than we do. And we can't spend it all up front because the \$3,398 is also a cushion for any unforeseen expenditures we may have. Hopefully this pot of money will increase if our Membership and Donation numbers exceed budgeted expectations. I should know about Membership income by the next board meeting.

- **Funding Requests-** We have one submitted request from Ms. White in the Science Dept. See the request detail at the end of the agenda so that we may discuss at the meeting. After discussion, the request was tabled until conflicting information about available funds from other sources can be resolved/confirmed in writing.
- **ACTION ITEM:** Resolve/confirm in writing conflicting information about available funds from other sources.

**Spirit Wear** – Open position

**4<sup>th</sup> VP/COMMUNICATIONS-** Delene Taylor dtaylor@dmlo.com

- I'm sorry I will miss this meeting; I'm speaking at another event at the same time. My updates are below.
- **ACTION ITEM:** We have received some great PTSA Perspectives submissions from parents and teachers, but still need more as we continue our membership campaign and strive to communicate the true impact of our PTSA. If you, your student, or former student would be willing to write something, please let me know! Pinky and I will also be meeting soon to record a video.

**Digital News-** Amanda Tu

- Amanda and Pinky are doing a great job transitioning to our new process of creating blog posts and then compiling into a digest format for the weekly Manual Post. We spoke briefly about the new format from the podium at Open House, and as of now have 50 subscribers to our blog posts.
- Congrats to Amanda on qualifying as a National Merit Semifinalist!

**Google Group Listserve/Calendar-** position open

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

- District PTSA has requested that we submit a digital scrapbook this year, so we are definitely looking to capture some great moments on camera. Thanks to our volunteer photographers; however, they cannot be everywhere, so please take and share your photos too!

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

- Macy and Isaac are going to be posting on Instagram about the various clubs and groups that meet on campus, as well as 'day in the life' type posts using the hashtag #duPontDays. We will also cover news from the 5 magnets (I will cover VA since my daughter is in that magnet, and we'll split up the rest - more to come on those assignments.

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

**Website Design/Development-** Delene Taylor

- Enhancing the website is an ongoing process, so please keep sending content related to you focus areas, and suggestions for improvement. If you would like to try your hand at creating some blog posts, let me know - it's quick and easy and will help us streamline getting your news out timely.
- **ACTION ITEM:** Coordinate meeting with parties involved to tweak the process of online form submissions and Paypal payments.

**Historian** – Tammy Nofsinger tasnofsinger@att.net, Laura Bollinger [lbollinger@x-gen.us](mailto:lbollinger@x-gen.us)

- Laura and Tammy are working on updating the PTSA trifold. As mentioned above, we are always looking for good clear photos, so if you have any that tie in to our four pillars or to events with PTSA involvement, please share!

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

- Condolence note and Memorial donation to ALS in honor of Stan Williams
- Founders' Day 2015 pictures to 5 honorary Life recognition recipients

- Condolences to All Pro (PTSA Spirit Wear partner) on passing of Jennifer Hood
- Founders' Day e-mail request postcard in production
- Two lovely thank-you notes received for PTSA funding for two dMHS counselors to attend the Harvard Summer Counselors conference (in appendix)

**ANNOUNCEMENTS:** None

**NEW BUSINESS:** None

**NEXT MEETING:** October 21, 2015 8:30am YPAS auditorium lobby

**ADJOURNMENT:** 10:41 AM

**ATTACHMENTS:**

- Funding Request

FR1
9/5/2015
09/05/2015
Lisa White
<a href="mailto:lisa.white@jefferson.kyschools.us">lisa.white@jefferson.kyschools.us</a>
Yes
Science Dept.
502-418-5859
\$50-\$100/science teacher
\$50-\$100/science teacher for 14 teachers
09/07/2015
<p>The day school starts each science teacher is planning to do activities and labs which require materials such as perishables, garden nursery items, hardware store items, Target or Walmart items. This has always been a problem because we have had to wait for Lab fees to be collected, processed and made available to us. However, until this year there has been some allowance made for us to go ahead and make some local purchases with our own money, then get reimbursed by turning receipts in. This year that changed; the district policy is now for all lab fees to first go to the district, get processed and then have almost all items be approved and ordered by the district which can take several months.</p> <p>Manual's purchasing clerk has managed to work with the district to approve purchasing items from Kroger that are not warehouse items to go through her which will help but we still have to wait until the fees are processed and available from the district at some unknown future date. Until then, we have a choice of not doing activities or purchasing items out of our pocket. All of the biology teachers so far this year have been buying items with their own money. The next few weeks for me are intro to chem for biology and I usually do several fun labs with food items. I have been purchasing things up to now but purchasing for 100 students for 3 full labs is beyond what I am willing to do at this time. I am also running into the same problem with my AP Environmental Science class and I know Kathy Fries is</p>

**purchasing items for her AP biology class because we can't really wait. There are items all year long which will be problematic to use the new system such as purchasing seeds, fertilizer, pots and top soil for classes which I used to find on sale locally and on sale. Now I must find them months in advance and purchase them at a much higher price through school supply catalogs.**

**Not appropriate for this venue.**

**09/10/2015**

**Lisa White or Diane McKim (Science Chair)**

**120 West Lee St. Louisville, KY 40208**

PTSA-

I want to express my appreciation for your generosity and support of my professional development experience at the Harvard Summer Institute. The PTSA's Personal Commitment has been incredibly helpful and allowed the counselors to further their knowledge with our students.

Thank you for investing your money with the Counseling Department that we may better invest our time with students.  
Sincerely,  
Marti Johnston

Dear PTSA Partners,

Please accept my heartfelt thanks for your generosity that allowed two Manual Counselors to attend the Harvard Summer Counselors conference this past June. We have already implemented a tremendous amount of knowledge and techniques gained at the conference. We truly appreciate the opportunity to serve Manual families; thank you for enhancing that service. Warm Regards,  
Amy Medley

## 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 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 Senior cafeteria
    - 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)