

Logan Meeting Minutes

Wednesday, September 28

Hybrid meeting (Mini-theater in person & on Zoom)

Start Time: 9:02 am

Attendees: Kerri Randall, April Weber, Pamela Fine, Rosi Torres, Suzanne Vu, Will Wright, Aron Butler, Catherine Archibald, Yim McCabe, Erin Barbossa, Susie Guest

Principal's Report - Will Wright

1. Welcome and introductions of all attendees.
2. It's good to be here together in person and online. We are currently wrapping up NWEA testing and establishing routines. Students and staff seem happy and things are going well.
3. Discussion regarding follow-up on early September meeting items:
 - a. Safety and security at Logan: There are a number of security systems that allow you to barricade doors. At Logan, all doors have locks. The staff is trained on ALICE (Alert, Lockdown, Inform, Counter, Evacuate) and it provides a series of options the staff can make based on individual circumstances. Logan is set up in ways that there is an added layer of safety as we can easily evacuate via classroom doors. We practice safety drills and we have one today. We don't use the language 'active shooter drills' as that exposes the students to unnecessary trauma. We are practicing a shelter in place drill today.
 - a. Technology usage guidelines for students and families: We have heard the feedback. The building leadership staff committee will be meeting soon and we plan to give families guidance on technology usage.
 - b. Bus Tracker: The app is gone but they plan to launch a new app as there were glitches with it. A new tracking app will be shared with families when it's ready.

President's Report - Kerri Randall

1. Welcome to all and thank you for attending today. The year is off to a great start with lots of upcoming activities.
2. As a follow-up to the meeting timing discussion, we will continue our Wednesday morning meetings as we have typically had the most attendance during this time. We have tried evening meetings in past years and they have had even less attendees than in the morning. Please continue to hold this time and attend at the best of your ability, whether in person or via Zoom.
3. Job Description Review: Jen Swarup expressed concern that the Picture Day Coordinator Role seems redundant given that it's handled mainly by the Logan office team. Discussion regarding the Picture Day Coordinator concludes that the role is more of a 'day of' position rather than a planning role. This brings up the need to review job descriptions and update based on actual roles today vs. what they may have been prior. Pamela to follow up with PTSO Officers and Chairs to review role descriptions.

Secretary Report - Pamela Fine

1. Minutes Approval: Approval of September 7 Meeting Minutes - Kerri moves, Rosi 2nds to approve.
2. PTSO Roles: Christine Pipitone has taken on the position of Community Connections Liaison. Welcome Christine! We are still looking for a co-chair. Jayme Gherke will be working with April on Hospitality. The Science Fair Coordinator role is still open and co-chairs or shadowing interest for all roles are always welcome.
3. Logan Parents Night Out: Scheduled for Thursday, October 20 from 7:00 - 9:00 pm at Rappourt. This is the first event for the Community Connections effort presented as a casual, low-pressure event for Logan parents to connect. Will offers to add the Parents Night Out event to the Logan Community Calendar.

Fundraising Report - Christina Shinsky

1. Fun Run: The Fun Run is scheduled for October 12. Very exciting and positive updates! We have lots of volunteers in place. A raindate discussion concludes that Friday, October 14 would be a good backup.
2. Donations: Off to a great start. We are at \$5K with 60 students registered. We need 120 students registered to hit our goal.
3. Fun Run T-shirt: Susanne Vu provides an update regarding Fun Run t-shirts. We are rocking and rolling with \$2400 raised and we have enough to cover Fun Run shirts for the students. Discussion regarding staff t-shirts and the PTSO moves to cover the cost. Keri moves to spend from balance on purchasing t-shirts up to \$500.00. Kerri moves, Susie seconds to approve.
4. Businesses donating will be listed on the t-shirt. We can add other sponsors on the eBackpack. The t-shirts will be passed out to the students on the day of the Fun Run. Discussion regarding leaving the year off the t-shirt to utilize them in the future. We will work with the teachers to get sizing. April mentions utilizing staff appreciation spreadsheet for staff t-shirt sizes. Overall, amazing fundraising result and there are lots of ways to use the donated funds to support Logan.

Treasurer Report - Aron Butler

1. Review of emailed Treasurer's report. Dues/donations total this fall is \$8445, which is within about 5% of what we received last year.
2. We have had a busy month with lots of teacher vouchers coming in and dues and donations. To date, we have received \$1600.00 from corporate sponsors and two field trips are scheduled.
3. Discussion regarding [grant proposals](#) (see attached overview). The conclusion is that all grants are reasonable and we have the budget to approve.
4. Approved across the board. Kerri and Aron will communicate that grants are approved to the teachers.

Academic Coordinator Report - Susie Guest

1. Susie looked into the enrichment opportunities we discussed at the previous meeting and has lots of updates:

- a. Jim Basketball Jones is scheduled for Tuesday, November 22nd. Will to discuss schedule with teachers.
- b. Science Alive scheduled for December 2022.
- c. Constitution Assembly scheduled on Tuesday after President's Day 2023.
- d. A2 Symphony Orchestra isn't scheduling until November. If interested, the students will have the opportunity to go to the show if selected as a class field trip.
- e. Struggling with scheduling ice skating as our contact is not responding. We are following up.
- f. Open to other ideas. Please contact Susie with ideas.

Beautification Update - Rosi Torres

1. Picnic Tables: Beautification planned for two picnic tables for the Upper El playground last year as we updated the outdoor space, but we ran into supply issues.
 - a. Discussion regarding picnic table options and cost. Picnic tables made out of wood cost approx \$2076 vs. plastic is estimated at \$1059. Poly is estimated at \$2190. Discussion concludes that a round, poly table is the preference. Wood requires more work to maintain and there are fewer splinters for little ones. Poly is like Trex and will last long and require less to maintain. Will discuss options with facilities and let the PTSO know the recommendations.
2. Flags: We are extending the response date for the Flag request two more weeks. Even if your flag is already there, please respond. We are planning for 60 flags in the Cafeteria with 37 new, smaller flags.

Social Chair Update - April Weber

1. We are exactly one month from Beats & Treats scheduled for Friday, October 28 from 6:00-8:00 pm. Many volunteers will be needed to pull this off.
2. We have started advertising support and will start planning soon. The event will be held outdoors unless the weather is bad. Looking forward to a fun event and bringing this event to the Logan community again!

Meeting adjourned at 10:10 am ET

Next meeting: Wednesday, November 2 at 9:00 am ET (Hybrid: Logan Mini-Theater and via Zoom)