

**Logan PTSO Meeting Minutes**  
**October 3, 2018**  
**Logan Mini Theater 9:00 AM**

*Attendees: Sonali Shaubhag Pradhan, April Weber, Kerri Randall, Karen Thurman, Jen Stieve-Swarup, S. Daphnir Joseph-Cross, Cindy Fellows, Stacy Tiburzi, Lily Guzmán, Rosi Torres, Sarah Jenkins, Carlos Brito, Christina Shinsky, Tierra Jackson, Danielle Isaac, Will Wright, Susie Guest, Aron Butler*

*Meeting start time: 9:02 am*

***Principal Report – Will Wright***

- A big thank-you for the new laminator. It's been in heavy use the past few days catching up.
- Another big thank-you for the staff luncheon last week. It was wonderful.
- We hired Haley Baker as a new self-contained classroom teacher. Still looking to hire someone to replace her role as a teacher consultant (TC), and expect to post that position soon. Question about what is a TC. This position fills state-designated roles in special education and as a teacher resource.
- Update on options for spending the additional funds that were once allocated for poured playground surfaces but then held for use elsewhere. Some ideas we had discussed were sheds for outdoor equipment, an indoor climbing wall, and a gaga pit. The district office contact wanted to wait until next summer before spending the whole amount they originally offered, but they are willing to fund something small like a gaga pit. Mr. Wright says we should go ahead and take them up on that, because he's not sure all this money will actually come through in the end. Someone asks whether we should also/instead ask for soccer nets because ours are in bad shape. Mr. Wright says he thinks that could be significant expense since we should get nice, durable ones, but he will look into it.
- Another idea for an outdoor improvement is to plant some shade trees on the south side of the lower el playground. Perhaps we could ask for donations to help with this. Brief discussion about looking into whether we might need to move the fence to fit them.
- Toll Brothers is building an access path to the upper el playground from the new housing development on the north side of the school property. They've already done much of the grading work, but won't break through the fence until later in the project timeline.
- Question about how many kids are we expecting from this area? Mr. Wright's developer contact says up a few hundred, but this seems high. Question about whether there will be any lighting for the path, for security and usability reasons. Mr. Wright says there are no plans for lighting, but he can ask AAPS facility folks about it. There will be some posts installed at the fence opening to prevent vehicles from coming through. Someone reminds Mr. Wright that we want to post signs at this and other property entrances advising that the area is closed to public use during school hours.

***Teacher Report – Tierra Jackson & Chris Culbertson***

- We want to thank all the parents who helped with staff lunch, including those who stayed to greet and visit with us.
- NWEA testing (reading and math) is finished for this fall (grades 1-5 take it, not Y5 or K).

- Request reminder be put in the Ledger for winners of parking spaces and yard sign postings to contact PTSO to remind us.
- Staff would like to know how best to let PTSO know about field trip requests. Kerri says something on paper or an email to me is fine, it doesn't have to be too formal.
- Student council officers were elected. First meeting is next (?) Thurs during the lunch hour. The books from the penny drive are arriving.
- Permission slips for existing members of Project Unify are due this Friday. We are looking for new recruits as well.
- Academic Games Club (AGC) had its first tournament last weekend, and placed pretty well. Next one is October 20th at Huron. We are requesting donations to help pay for registration fee of \$175. We were a new team so the Michigan Academic Games (MAG) organization did donate several games to get us started, which so that was a savings, but we need to cover registration. Since this fee will recur each year, there was discussion of whether we should add a line item to the PTSO budget. Question about where this MAG organization gets its funding; is it a state-sponsored body? No, Tierra says, it gets funding primarily from dues/fees. Question about whether we compete as school or district. We compete as Logan elementary within our local competitions, but at the state level we may compete as AAPS. AGC is a great way to increase interest in math, history, etc. Ten kids are signed up so far from 4-5 grades, but we are opening to 3<sup>rd</sup> grade. **Motion to add line item is seconded. Vote passes.**

### **Officer Reports**

- President – Susie Guest
  - Review of teacher grant applications we received last month. We have seven, described in the handout. Do we want to just fund them all?
    - Kerri says we're about \$2500 below last year's balance at this time of year, but we did just buy the laminator, and our plan last year was to spend from balance to try to use funds within the year they were donated. We've brought in over \$10k in dues, and Fun Run is going well so far, so we should have sufficient revenue this year to cover these grants.
    - The Handwriting Without Tears (HWT) program will require some ongoing funding annually. Question: Can we get version that doesn't include numbers, to save money? Susie clarifies that it's all one book this year, so that doesn't seem like an option. Question: Could there be district funding for these materials? Mr. Wright says there is no official district handwriting policy or curriculum, and no funding for these materials. We've chosen to spend some school funds on HWT for Y5s, but not beyond that. He says handwriting is one of those things that there is a range of opinions about, but the recent research says that speed is more important than letter formation (neatness) for composition quality. So his goal is on getting kids to be efficient more than forming perfect letters, but he understands a desire especially at a young age to focus on handwriting. Question to clarify the scope of this grant: Y5s already have this program, so this grant is just about covering it for kindergarten.
    - Discussion of the drying rack for the art room, with a suggestion that we allocate enough to allow purchase of a nice, big one that is useful for a range of projects.

- Kerri suggests we clarify the grant wording to read “up to \$600”.
- iPads: Question: What about district funding? Mr. Wright says that although our number of classrooms has increased this year, the district isn’t giving us any more devices so we’re having to stretch what we have. He gave examples of pulling seldom-used devices from some specials areas to put into classroom use. The good news is that if PTSO funds more devices, the district IT folks will install their standard software and support them going forward.
  - Some very brief discussion of other items.
  - Question: How often we do these grants? Once a year in the fall, and we have limits on this type of spending under our tax designation.
  - **Motion to fund all seven requests is seconded. Vote passes.**
- Parent concern: Bus 40 is still arriving at school too early in the morning. Where should students wait? Mr. Wright says the driver is supposed to hold them on the bus till 8:45. Parents of kids who ride this bus are present, and confirm that isn’t happening. They also report that this bus makes its stops earlier than listed. Mr. Wright says he made a call to the bus company about this earlier in the school year, and thought it was resolved. He will make another call to escalate the issue.
- Treasurer – Kerri Randall
    - Referred to budget and ledger sheets that were circulated. Dues and donations are looking good so far, coming in above last year’s. Discussion of how to collect and hand off in-school donations for the Fun Run.
    - Field trips we’re funding include kindergarten to Wiard’s orchard, 4<sup>th</sup> grade to a Willy Wonka production; 3<sup>rd</sup> grade camp deposit, and 2<sup>nd</sup> grade to Ann Arbor Hands On Museum.
    - Teacher vouchers are getting spent. Brief explanation given about those: Each full-time teacher gets \$250 for classroom spending; each part-time teacher gets \$60.
    - We funded purchase of some new balls for the playgrounds.
    - Discussion of ordering additional flags for lunchroom. Ideally this would happen in the fall, which would allow time for delivery and installation before Heritage Fest in the spring. Let’s communicate with Mr. Culbertson sending flyers out to families about countries represented, with a goal of a December 1<sup>st</sup> deadline for ordering any new flags. Discussion about fixing flags that are currently falling/hanging down. Mr. Wright says he has put in a work request with the district, but doesn’t have a firm timeline.
  - Secretary – Aron Butler
    - Current procedure was briefly outlined, which is to post draft minutes within 36 hours, collect comments electronically, and then finalize the document for posting on the website. The quick initial posting is to allow the VP Communications to incorporate any relevant details in the Logan Ledger, something that continues to be useful. However, this process doesn’t include any vote on approving the minutes. Aron proposes a change that would keep the 36-hour turnaround on sharing draft minutes, but then hold off on publishing the finalized version until they are approved at the following meeting. Susie agrees to circulate draft final minutes with the agenda. No objections to this plan were voiced. **Vote is called to approve last month’s minutes, and passes.**
  - Fundraising Chair – Christina Shinsky

- Fun Run (October 10<sup>th</sup>)
  - We've raised about 70% of our \$7500 goal, which is great. We expect donations to continue through the 17th. The Get Moving Crew (our new fundraising vendor this year) online dashboard provides some nice insights we didn't have before. We can see that about 33% students are registered on the site, with donations from about 28% so far. We can also see variation across the classrooms. We did some tracking in earlier years, and found a similar number of about 30% donating. Note that the vendor website allows donors to add their fee to the base donation, instead of having it taken out of what the school gets, and it looks like a significant fraction of donors are doing this. So we should expect to net >97% of the donation total. Overall this vendor has been a good experience so far.
  - We have a Sign-up Genius page set up for race day volunteers, so please look for that.
  - We need to mark the field with the running path the day before the event. Dave Randall has the equipment and paint for this, but asks for a volunteer to do the marking on Monday night since he will be busy coaching. Rosi offers to do this, and will coordinate with Dave to get the equipment.
  - Mr. Wright clarifies that everyone participates in the event, regardless of fundraising, and will earn jelly bracelets for laps, etc.
- A spirit wear promotion is currently underway.
- Reminder to take advantage of Thursday night restaurant fundraisers, and passive fundraisers from Amazon, Kroger, Busch's.
- ZapZone is offering free play tomorrow (Thursday) evening from 6-9pm for PTSO officers/chairs and their families (up to four people).
- Academic Coordinator – Sarah Jenkins
  - Science Alive is coming October 15 & 17.
  - Drummunity is on January 23<sup>rd</sup>. This is an all-day event with the kids getting to drum in small groups. We expect to get a grant for 40% of the \$1000 fee from the Michigan Arts & Humanities Council.
  - Working on a possible Detroit Lions outreach program next spring.
  - Brainstormers will return in March.
  - Seems like the fall schedule is pretty busy, but we might consider adding other events next spring. Please email any ideas.

### ***Committee Chair Reports***

- Beautification – Rosi Torres & Carlos Brito
  - Traver Lakes Youth Group (organized by Amy Whitebell) did a trim/cleanup of vegetation along cafeteria entrance walkway a couple weekends ago.
- PTSO Thrift Shop – Stacy Tiburzi
  - We will be selling raffle tickets at Beats & Treats, with money due back to the Thrift Shop on November 6th. Tickets will also be sold on November 5th during parent-teacher conferences. Stacy would like to set up a Sign-up Genius page to schedule sales helpers. Susie suggests coordinating with Christy Landefeld on getting onto the master volunteer request for B&T.
- Hospitality – April Weber

- We received a request to consider providing staff dinner for parent-teacher conference night, since many of the teachers are booked solid from 4-8pm and don't have time to get dinner. April thinks she we cover it from the current hospitality budget.
  - Question: There are three conference nights, which one are we talking about? November 5<sup>th</sup>, when all teachers are here and probably working the longest hours.
  - Susie suggests looking at parent volunteer forms for possible helpers. What about doing a sign-up to ask for drinks or desserts? April has concerns about asking for food help again on the heels of the staff luncheon, etc., so maybe this could be an event where we just purchase food. Discussion of how making the food contribution request more detailed, like a menu, may help donors focus and the lets the coordinator know what specifically will need to be purchased at the end.
- Social Events Coordinator – Tanya Whelan & Tierra Jackson
  - There was a Beats and Treats planning meeting last month. Some take-aways:
    - We should have more food available than last time.
    - Need to improve lighting for the exit path on the NW side of the building, possibly using something solar/rechargeable, and removable.
    - Plan to better optimize the locations of dancing area, food vending, etc.
    - Would be fun to do some dancing games, for example a flossing contest. Please email us other ideas.
    - Like last year, games and activities will be free; food is the only cost.
    - Question about how we are advertising. We are working on signs for the building, and it will be in the upcoming Ledger email.
    - Question about whether it's supposed to be Halloween themed event. Yes, kids can wear costumes, but it's not the main focus. Danielle suggests we include in our marketing a reminder that costumes should be family-friendly, as we want to avoid knives, blood, etc. Some examples of concerns from last year were discussed.
    - Need to send a note to teachers reminding of the pumpkin decoration contest, emphasizing that the pumpkins should remain uncut/intact. We had problems with rotten pumpkins last year.
- Box Tops Coordinator – Karen Wasco *[via Christina]*
  - We've collected 724 so far this year. September prize was pajama day. October prize will be extra recess.
- Volunteer Coordinator – Christy Landefeld *[via Susie]*
  - Help-wanted requests should be sent to Christy by Thursday afternoon for inclusion in the weekly all-school email. Please send them to both [loganeventvolunteers@gmail.com](mailto:loganeventvolunteers@gmail.com) and her personal email acct. Try to include a Sign-up Genius link in your request, or let her know if you need assistance with that.
- Art & Book Fair Coordinators – Lily Guzmán & Jen Stieve-Swarup
  - Should we plan for the art fair, given Mrs. Wubben's maternity leave? Mr. Wright says yes, we should do it, it was a good event. The substitute teacher should be able to handle this.

*Adjourned at 10:12am. Next Meeting Date: Thursday, November 8th at 7pm in Logan Mini Theater.*