

**Logan PTSO Meeting Minutes**  
**April 3rd, 2019**  
**Logan Mini Theater 9am**

*Attendees: April Weber, Jen Swarup-Stieves, Rosi Torres, Susie Guest, Kerri Randall, Sarah Jenkins, Will Wright, Tierra Jackson, Sarah Wist, Aron Butler*

*Meeting start time: 9:03 am*

***Principal Report – Will Wright***

- M-STEP testing starts next week. Fifth grade goes first with ELA, math, science, and social studies. Third and fourth grade go after, and take only EPA and math. These tests provide information for the state's school benchmarks and progress tracking. No need to study, just get a good night's sleep and have some breakfast.
- Report cards went home during break. If any are missing please contact your teacher.
- Our gym teacher, Mrs. Singleton, met with me last week and expressed excitement for the climbing wall and how it can be integrated into core strength and occupational/physical therapy programs for kids that may have trouble with other types of exercise.
  - Discussion of climbing wall funding options. Estimated cost is around \$5k installed. We could add a note to the PTSO dues request next fall specifically asking for funds for this project. Someone suggests it would be ideal to get it installed over the summer, so what about running a Spring Carnival campaign? Or start now with signs and a thermometer and then finish at Carnival? We should make it very easy to donate with tools like GoFundMe page, QR codes, etc. Consider applying for grants and asking for corporate donations. What about Planet Rock?
- Mr. Culbertson distributed letter asking what new country flags are needed and got responses for seven new countries. Kerri asks can she go ahead and order them now? Mr. Wright says yes, that seems fine, but let's double-check we're getting the right versions. We had a mix-up in the last order where we got a military flag instead of the more general display version.
- Request for Beautification Committee: Can we re-set or remove the stones around the front planting bed? Many have come out of the ground and kids are playing with them at recess, which is not safe. Also the brick/stone patio between the benches needs maintenance. Rosi says, yes, we will put this on the list for the next cleanup event, which is scheduled for Sunday April 14th from 12-2pm.
- We've been piloting an "A2 Stretch" period this year, a half-hour each week of focused support primarily for those who need reading intervention, ESL, or special ed instruction. We are now expanding this to include all students, so there won't be regular core instruction going on during this period but instead the kids can rotate in small groups between teachers offering focus on specific skills.
- Question: Where are we at for second grade classrooms/sizes for next year? Mr. Wright says we are just starting to assess that. Maintaining small class sizes is a priority, but we don't expect a need for more staff next year. Tierra says she has taught class sizes over 30,

and 27 kids will be fine.

### **Teacher Report – Tierra Jackson**

- Thanks to everyone who donated materials to classrooms during the book fair.
- Upcoming Lansing field trip will need to use a different busing provider than Durham (our usual) due to schedule conflict. We got a quote of \$595 from First Student, and they will bill before the trip based on estimated time & distance. They charge more per hour but less per mile compared to Durham. Discussion of payment timing and paperwork; expect that the bill will be paid directly by PTSO instead of hitting the school account first.
- Project Unify and Student Council are planning Earth Day events. Details forthcoming.
- Student Council is planning an end-of-year fundraiser, “Pennies for Pets”. Details forthcoming.
- Heritage Festival update from Chris Culbertson via email and read by Susie:
  - Event is Tuesday April 16th from 6-8.
  - We have put together a wonderful team of Logan parents to makeup the Heritage Festival Committee.
  - We will be adding to the Logan Flag Program: Thus far: Armenia, Haiti, Malta, Puerto Rico, Romania, Tunisia, and Switzerland.
  - We will have passports again this year, and the prize for completing the passport will be a World Bookmark!
  - We have changed the format so that performances will begin at 6:00, followed by food and displays so that families can leave when they are ready. The night officially ends at 8:00pm.
  - This year we have performances from: China, Korea, Brazil, and Taiwan. We will be rehearsing on April 11th from 4:30-5:30.
  - Forms with a final call for participation will go out this Friday.
  - Look for a promo video soon (if I can get it together!)
  - We need volunteers to help setup, run the passports/prize table, and clean up. Look for an updated volunteer sheet coming through the volunteer email.
  - Request for one or more parent photographers. Rosi agrees to take photos, and Mr. Wright says our yearbook company plans to send a photographer.
  - We invited Mayor Taylor again!
  - Can we count on PTSO to provide plates, napkins, etc.? Kerri confirms yes.
  - We expect spending to be around \$150; Kerri says budget is \$100 so we may need to discuss how to cover any overage.

### **Officer Reports**

- President – Susie Guest
  - Update from Pamela:
    - We had our goals discussion at last month’s PTSO meeting. Look for a draft document by email for review.
    - Nominations for 2019-20 PTSO positions will be accepted after April 15th. Pamela will share the slate at May meeting.

- Summer book drive: Discussion of dates for student “shopping” days. We should avoid overlap with other activities like Carnival and Field Day. Also, the book room is doing cleanout later in May, so that could give us more inventory to offer if we can push it back closer to end of school. Mr. Wright suggests we plan to run the shopping June 3-6.
- Treasurer – Kerri Randall
  - Income items: Book fair income minus the \$3600 invoice for our cost. Kroger, Applebee’s fundraisers. One PTSO dues check in our mailbox.
  - Payment items: We’ve completed transfer of FLL funds out to separate account. Check for AA PTSO Council dues. SCC field trip.
  - Need to set a date for 2019-20 budget planning meeting. What about including it in the May PTSO meeting agenda (like goals planning last month)? General agreement that it’s fine, so we’ll put it at the end of the May agenda.
  - Field trip funding discussion
    - Got a request for fourth grade to go to the new UM Natural History Museum. This would be their third trip this school year; we’ve never done more than two for a grade. We are getting close to our budget number, so we should discuss this.
    - Someone asks about kindergarten Health Exploration Station; has it happened this year? Jen says yes, Sandoe’s class went the week of March 18th. Kerri doesn’t have a bill for this, so will look into getting the invoice and making payment.
    - What about second grade Hands-On Museum trip? Kerri recalls an initial deposit payment last fall. Mr. Wright thinks they had to reschedule due to snow day; confirms yes, it’s scheduled for April 29th.
    - Lansing trip going up by ~\$230 due to new company (discussed above).
    - Someone asks whether fifth grade will go to DIA this spring? Mr. Wright says yes, April 24th. Kerri asks to confirm amount and due date so she can get it paid on time.
    - Our school year field trip budget is \$7k, and Kerri expects to be about \$6200 before the Natural History Museum. That trip would bring us right up to about \$7k.
    - Discussion of intent of these funds, fairness of distribution, reasonable notice for requests. Mr. Wright mentions that a fourth grade trip was arranged by the music teacher (PTSO funded with some grants perhaps), so we should think about how we count these if we’re trying to equalize class/grade counts. Also concerns were raised about PTSO being a de facto decision-maker on trips because of our funding process, when we’d prefer staff and/or principal are choosing.
    - General consensus is that we should encourage teachers to take field trips, but we also want to avoid last-minute requests. Consider making some written rules that require planning ahead, such as at least 30 days notice or a fixed deadline like January 31st for spring.
    - Susie moves to fund the fourth grade trip to the Natural History Museum. Motion is seconded and **VOTE PASSES** with none opposed.
    - Mr. Wright mentions he has seen other schools solicit parent donations for trips on a per-child basis in an amount roughly equal to their share of the cost.
- Secretary – Aron Butler

- No questions or comments on last meeting’s minutes. Motion to approve minutes was seconded and **VOTE PASSED** with none opposed.
- Fundraising Chair – Christina Shinsky *[via Susie]*
  - Spring Carnival update: Look for an email requesting help soliciting for gift card tree and/or silent auction. Expect Silent Auction to be teacher experiences, birthdays on sign, etc., while gift cards will go on tree.

### **Committee Chair Reports**

- Science Olympiad -- Tierra Jackson
  - We need 20 volunteers to commit to shifts of 2-4 hours. These don’t have to be parents, can be friends, family, etc. The May 11th event will need over 500 volunteers to run. Award ceremony times (at Pioneer HS) by grade are: 11:15am for second, 2:15pm for third, 5:15pm for fourth, 8:15pm for fifth.
  - Logan’s pre-event assembly will be May 10th at 2:30pm, where we cheer on our students.
- Social Events Coordinator – Tanya Whelan & Tierra Jackson
  - Spring Carnival update:
    - Committees are being formed, but will wait until after Heritage Festival to start requesting volunteers to avoid overlap.
    - An ice cream truck operator offered to set up and sell during Carnival, with us getting 30% of revenue. But the math seems better for selling our own snacks so we said no.
    - We’ve contacted several pizza vendors to see what seems like the best deal. We will likely go with Little Caesar’s because they are giving us a good deal on cost and are willing to deliver and leave the pizza warmer boxes for the evening. We also have a history of working with them for the Thursday night fundraisers.
- Yearbook – Rosi Torres
  - Still working on it, still a few pages missing.
- Beautification – Rosi Torres
  - Rosi asks if we can do a work day this spring to repaint the peeling areas of the gym walls. Mr. Wright asks her to email him some potential dates.
  - As mentioned above, we are planning an outdoor cleanup event for Sunday April 14th from 12-2pm.
- Hospitality – April Weber
  - Staff appreciation week is May 6-10. April is very busy with work and personal commitments that week, so would love some help with school events. She asks about calendar conflicts for staff during that week. Mr. Wright says there is school every day, and no conflicts he’s aware of.
  - She is planning to do the luncheon, but would like staff gift ideas. Aron asks about the binder of teacher wishes; Mr. Wright says yes, it’s in the office. April says she thinks individual personal gifts are more appreciated than group items, like a new break room coffee maker. Tierra says some of her favorite gifts have been Logan or teaching-themed T-shirts, tote bags, etc., and these might be easier to buy ahead of time

for everyone. (She recommended checking with a company called Stuart that they had used for similar items before.)

*Adjourned at 10:16 am.*

*Next Meeting Date: May 2<sup>nd</sup> at 7pm in Logan Mini Theater.*