

**Logan PTSO Meeting Minutes**  
**May 2nd, 2019**  
**Logan Mini Theater 7pm**

*Attendees: Susie Guest, Christy Landefeld, Will Wright, Pamela Fine, Maricela Garcia, Rosi Torres, Tanya Whelan, Kerri Randall, Aron Butler*

*Meeting start time: 7:03pm*

***Principal Report – Will Wright***

- Thanks for a great Heritage Festival. Seemed like one of the biggest turn-outs ever.
- M-STEP is underway.
- School improvement planning on goals for next year starts now. Literacy has been a big focus because it's really important and because of the third grade reading law going into effect next spring. We've been talking about summer supports for kids. One is the year-end book drive we're doing. There are also summer school opportunities through the district, but we're thinking about a Logan specific summer program where a couple of teachers would meet with selected kids on a weekly basis. We're looking at options to fund materials, but have no way to pay teachers for summer work. Scope is nine sessions for two staff members, so total compensation of around \$1000. Would PTSO consider covering part of this through increased teacher vouchers? Discussion is generally favorable, but holds any specific action until budget discussion later in the agenda.

***Teacher Report – Tierra Jackson [from Susie]***

- Thanks to all the parent volunteers for Heritage Festival! Was a great event, seemed like our highest attendance to date.
- Thanks to parents who donated snacks for staff meetings!
- M-STEP testing has completed for fifth grade. Fourth grade started this week, and third will begin in two weeks.
- NWEA testing will begin for all grades next week.
- Earth Day activities went well: Rock painting and clean-up of school grounds.
- Pennies for Pets fundraiser by student council is underway through May 17th. Flyers went home last week.
- Project Unify end of year party is Weds June 5th at 1pm. Ms. Woods is looking for parent helpers.
- Girls on the Run practice 5k is next Tues May 7th at Logan. Parents are welcome to come and cheer. Actual 5k event is Saturday May 11th. You can look up our info at [GirlsOnTheRun.org](http://GirlsOnTheRun.org).
- Logan Science Olympiad Assembly is Friday May 10th at 2:30pm, when we will get the school together to cheer on our team. Competition day is Saturday May 11th. Thanks to everyone who signed up to volunteer for this event!
- Carnival committees have been formed. Next meeting is Monday May 6th after school. Sign-up genius link for May 31st event will be shared in upcoming communications.

- Request of \$453 to purchase megaphones and pop-up tents to be used at Carnival and other outdoor events.
- Budget requests for next year to add/increase line item for \$300 for academic games, and increase student council from to \$300 to cover more activities and materials. Let's hold any decisions until the budget discussion later in the agenda.

### **Officer Reports**

- President – Susie Guest
  - Heritage Festival was budgeted at \$200 but total spending was around \$600.
    - We understand Culbertson family offered to cover some of this, so what is the right amount on a recurring basis? Discussion of how we like that it's free, and how it's grown, so maybe we need to plan for things like table rental we did this year. Maricela says \$450-500 should be good going forward. Kerri says increasing going forward should be fine.
    - As for this year, who should be reimbursed by how much? A-frame sign and water cooler should be covered as PTSO capital expenditure, and paper products should be covered out of PTSO supply. **Motion to approve \$257 additional expense to reimburse Culbertson family for rental of table cloths. Seconded and VOTE passes**, none opposed.
    - Discussion of putting out a donation plate at this and other PTSO functions to give people the option to contribute. Consider looking for a corporate sponsor in exchange for ad in passport?
  - The kids have been working on writing persuasive letters, including to Mr. Wright about things at school. He recently forwarded to PTSO a letter from a second grader requesting soccer goals for lower el playground. Is this something we could fund?
    - Kerri says new soccer goals are also of interest for the upper playground. Did some research and found metal goals of appropriate size with nets for ~\$270 total for two goals shipped. Adding two pop-ups for lower el would be another \$60 or so. We have \$300 unspent capital expenditure remaining in budget. After some additional discussion, there was a **motion to purchase the soccer goals out of capital funds. VOTE passes with none opposed.**
- Treasurer – Kerri Randall
  - Deposit highlights: PTSO Thrift Shop check for \$1113, also Michigan Arts and Humanities Council grant check for Brainstormers for \$400.
  - Payments out: Several new country flags, staff appreciation gifts, pass-through for Science Olympiad, teacher vouchers, fifth grade padlocks, Harold Logan fund. Mrs. Wubben came back to work this week and had some requests for art supply updates.
  - Circulated an updated field trip spreadsheet. Can we double-check whether upcoming fourth grade field trip needs a second bus? Seems they fit into one before and it would save a lot of money.
  - Proposed budget document for 2019-2020 is circulated. Discussion of significant changes:
    - Bumping up income estimate for dues and donations and Fun Run; otherwise

- income numbers are the same.
- Moving into expenses, does it make sense to move academic games to a separate non-PTSO budget, like Lego Robots? After some discussion, we decided to leave it as a budget item and increase to \$300 as requested. Discussion of reasonable amounts for other line items for Science Olympiad, Student Council.
  - What about book drive? Current mechanisms seem adequate.
  - What about second book fair? Someone recalls we asked Mrs. Rodriguez to go ahead and secure a date with the vendor (Follett). Does this need any more PTSO funding? Mr. Wright says the school has an accounting mechanism to buy library materials, so maybe we can use that to take revenue and buy books.
  - Book room/literacy carries over.
  - Suggest increasing assemblies and presentation programs, since this has been successful and seems like a core purpose of PTSO fundraising.
  - What about the \$5000 goal for rock wall? In earlier meetings we had discussed running a targeted capital expense campaign during dues drive. Someone suggests that if we are doing targeted fundraising, this could be like a pass-through item, not budget/balance spending. Reminder that we had discussed buying playground sheds with any surplus funds from this campaign.
  - Working on streamlining the field trip funding planning process.
  - Christina said Fun Run line item was ok.
  - Our big three areas of support for the school are assemblies, field trips, and teacher vouchers. Should we consider increasing teacher vouchers to \$300 each for a total of \$7500? Susie says yes, and maybe we can roll into this the support for hours in summer literacy program.
  - Spend from balance is around \$7000, good in comparison to last year. Even if all fundraising stopped we could still cover planned expenses and maintain most of our reserve fund.
  - **Motion to approve budget as proposed and discussed. Motion is seconded. VOTE is approved, none opposed.**
- Secretary – Aron Butler
    - Final minutes from last meeting were circulated by email. Any questions or comments? Hearing none, a vote to approve April meeting minutes was called. **VOTE PASSES with none opposed.**
  - Fundraising Chair – Christina Shinsky
    - From Susie: Emails were sent to folks involved with PTSO requesting each of us try to get donation of at least one gift card for \$20 or more. The idea is to charge game participants \$20 each, so there's no downside.
  - Goals Committee - Pamela Fine
    - Some minor adjustments to the goals document to incorporate feedback from last meeting:
      - Update to goal 3 with details regarding frequency of attendance of PTSO representative at staff meetings.
      - Update to goal 5 to transfer webmaster duties to VP Communication.

- Update to goal 9 to provide volunteer overview at first PTSO meeting of school year.
- Adding goal 10 to provide for second book fair directly supporting the library.
- Adding goal 11 to provide support for additional science fair poster boards and other activities.
- Adding goal 12 to plan for long-term fundraising campaigns, e.g., for Rock Wall, that don't decrease current dues and donations
- **Motion to approve goals is seconded, VOTE passed.**
- Nomination slate for officer and chair positions. List of positions is circulated with current status of each. Discussion of changes:
  - Removing room parent liaison, adding Heritage Festival coordinator.
  - Tanya reminds us we do have a google doc of classroom parents. Discussion of including them in more PTSO and volunteer request communications.
  - Currently open positions are: VP Communications, PTSO Council rep, fundraising co-chair, PTO Thrift Shop liaison, sign coordinator, library/book fair coordinator. Webmaster role will be moved into VP Communications. Aron agrees to take directory coordinator role.
  - Request for people currently serving to write up what they do for their position, how many hours per month, etc. We had a google drive space for these docs last year; please try to put your docs there.
- Summer book drive will continue this year. Shopping dates are June 3-6. We'll request parent volunteers to help run the event; kids are generally excited so it's fun. Book donations should start May13th. We are looking at teacher book room surplus, and considering purchases from Scholastic. Christy says to check our local Nicola's Books store, as they offer discounts for AAPS buyers, and often match Amazon prices.

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

- Social Events Coordinator –Tanya Whelan & Tierra Jackson
  - Handout with estimated Carnival costs. Current estimate of spending will be \$1435 of \$1500 budget, so that seems ok. Discussion of megaphone and tent purchases. Decision to start with two megaphones and one tent. If tent quality is good, we will order four more to cover outdoor carnival events. If not, consider other options at Costco or Amazon. These items also useful for fun run, field day, etc.
- Yearbook – Rosi Torres
  - Yearbook is coming together, looking pretty good. Reminder that every kid will get one, so families don't have to order one.

*Adjourned at 8:33 pm.*

*Next Meeting Date: Weds June 5<sup>th</sup> at 9am in Logan Mini Theater (last meeting of the year).*