

Logan PTSO Meeting Minutes
August 24, 2017
Logan Mini Theater 6:30 PM

- *Introductions (Susie Guest, Tanya Whelan, Carlos Brito, Will Wright, Karen Wasco, Lily Guzman, Pamela Fine, Aron Butler, April Weber, Christy Landefeld, Christina Shinsky, Rebecca Lazarus, Katie Pecoraro, Tierra Jackson, Rosi Torres, Kerri Randall)*
- **Principal Report – Will Wright:**
 - *School opening day is next Tues with staff. He's excited about starting his second year.*
 - *He is proposing a theme this year of "one child at a time", emphasizing that there is no one-size-fits-all approach to education.*
 - *Logan Family Handbook drafting is complete, which includes the Homework Committee findings and recommendations. Primary distribution will be electronic so look for a weblink soon.*
 - *Playground committee has a near-final-draft plan for updates to both lower and upper areas. Universal accessibility is a guiding principle. No equipment removal on upper playground, adding zipline, hanging spinner, and rope climbing structure. Lower playground removes 4-seat bouncer and balance beam, adds a honeycomb climbing structure and a merry-go-round. Next steps are district office review, then forwarding finalized plan to installers to schedule work. Will all be done in one phase, and no additional funds needed. District wanted poured surface on upper area, and is covering this cost. Woodchips to stay in lower area.*
 - *New PLTW staff Bridget Zeuty will replace Mrs. Manthey in spring, covering K-5.*
 - *Emma Gallo-Chasanoff (goes by Mrs. GC) will take over 2nd grade for Yost.*
 - *PE teacher Adam Jurasek moved to Clague; replaced by Phil Campbell and Kristin Bailey.*
 - *New strings teacher, Tim Wilkins.*
 - *Social worker Susan Jackson replaced by Julie Budd.*
 - *New library/media center furniture is in place. We are a pilot school for these items, which are expected to roll out later in the rest of the district. In January all Logan classrooms will get new furniture. New system is focused on movement and flexibility of classroom structure, to be accompanied by staff professional development on how to incorporate this into teaching programs. (Question about cafeteria tables; they are not being replaced.)*
 - *Discussion of status of Green/Nixon roundabout. It is believed to be on schedule to re-open on 9/1.*
 - *Discussion of new housing in Logan attendance area. Related enrollment is expected to increase gradually over the next five years. We are on the watch list for modular classrooms. One is being set up at Thurston if anyone wants to see what they look like.*
 - *Confirmation of new bell schedule: start at 8:56 (second bell), and end at 3:59.*

- o *Welcome Back popsicle event is on Thurs 8/31 from 4:00-5:30pm. New family orientation from 3:30-4:00 will tour classrooms, answer questions about first week procedures, etc. Several PTSO members should plan to be on site by 3:30 to meet and welcome new families and recruit for open positions.*
- Teacher Report – Tierra Jackson & Chris Culbertson
 - o *PTSO closet has been moved to new location within the gym. The lock was moved from the previous closet, so the key is the same and available as usual in Tierra's classroom.*
- Officer Reports
 - o President – Susie Guest – Calendar of events & Meeting schedule and new agenda format for timely monthly meetings, packet stuffing Tues 8/29 9-11 am
 - *Science fair has moved to November 9th.*
 - *PTSO meeting dates have been adjusted to be majority morning meetings as those seem better attended. Tierra updated the online calendar.*
 - *Goal of achieving a 1-hour meeting length. Some ideas include using name tags instead of introductions, and sticking closely to agenda with time limitations (e.g., one-minute committee reports). Can see how this goes and make adjustments. Dave/Kerri will make name tags, to be ready by the welcome back picnic; stored later in the copy room.*
 - *Packet stuffing is at 9am on Tues 8/29. Volunteers are needed, ok to bring kids. Tanya to email the group, and Katie to put it on social media. Expected enrollment is 328, so plan to make 360 packets. Any additions to the materials should be sent to Tanya & Christy by Monday.*
 - o Vice President of Communications (& Ledger) –Katie Pecoraro – communication of updates this year, bulletin board
 - *Subscribe to our twitter feed, @A2LoganPTSO*
 - *Katie plans to do a Welcome Back e-Backpack next Friday summarizing upcoming events, etc. She will send out a note requesting materials shortly. She will also send out a reminder about the Welcome Back Picnic.*
 - *There was a help ticket submitted to get Katie access to the Logan PTSSO website. She wants to post recent Ledgers and e-backpacks, and will send to Rebecca to get them up in the meantime.*
 - *Katie can't typically attend the Weds AM meetings, so anything for posting should be sent to her by email (personal email or PTSSO communications address).*
 - *Aron to send Weds meeting minutes to Katie by COB Thurs.*
 - *Hallway bulletin boards are in the works for start of school, with intent to update seasonally.*
 - *Anything going up on Facebook should tag Logan/Logan PTSSO.*
 - o Treasurer – Kerri Randall – Grant applications due in October for teachers
 - *Science Olympiad went over budget by \$280. We should figure out what happened and consider whether to allocate (or raise) additional funds*

next year. [In a follow-up email after the meeting, Kerri clarified that the DTE grant had been omitted from the calculations, so after the correction this program was within budget.]

- *We didn't receive the second box tops check; Christina is looking into it.*
- *Discussion of revenue from Fall Social (Beats & Treats). Propose this year to do free entry and game play, and one free voting ticket to each student, but collect money for additional voting tickets. Cash only; no credit cards (didn't work well last year). Mr. Wright suggests putting out PTSO donation buckets. After some discussion, there was a motion to zero out the "Fall Social" projected income line, and split that \$1000 into \$500 at the raffle line and \$500 increase in general dues and donations since we expect to get more there. Motion was seconded and the vote passed.*
- *Discussion of student art print greeting cards fundraiser proposed by Carlos last year. Rosi said she talked to Ms. Wubben, who is on board with the idea. Production cost is \$350 and expected profit potential is \$1000. Christina says she will look into how to work this into the fundraising budget.*
- *Noted funding adjustment for July payments for software licensing and Brainstormers deposit.*
- *Staff vouchers are going out. Kerri asks Mr. Wright for a staff list to verify the numbers.*
- *Discussion of the PTSO grant program. Kerri circulated a draft staff letter and highlighted key points. PTSO mission statement on the website is pretty general, so no concerns about inconsistency with this use of funds. Consensus was to address it broadly to teachers and staff, as we want any and all good ideas. Kerri requests review of these documents and any comments sent back to her by email.*
- *We're eliminating PTSO money being budgeted directly for need-based FLL dues scholarships. Instead we have \$200 going to Harold Logan fund, from which such scholarships could come, avoiding PTSO involvement in disbursing those funds. We can contribute additional funds if needed. Discussion of ways to publicize who HL was, and what the HL fund is. Katie offers to include something in the Ledger.*
- *Vouchers and reimbursement forms were posted to website.*
- *Dues and donations can be paid by PayPal, and Kerri will verify it's set up correctly.*
- o Secretary – Aron Butler
 - *Discussion of setting up sign-in sheets for meetings. Pamela to send PTSO officer list to Tierra, who will make sign-in sheets for meetings. She will also send to Dave & Rebecca.*
- o Fundraising Chair – Christina Shinsky – Fall Fun Run Wednesday 10/4, dues & donations forms going out in student packets
 - *Fundraiser event dates are on the calendar.*

- *We are actively soliciting sponsors; will have a form at the WB picnic to recruit Fun Run helpers.*
 - *We are always interested in new ideas for fundraising.*
 - *Discussion of the fact that Fun Run is the same day as Count Day; Christina will get in touch with Donna to find ways to streamline collection of teacher info before/during events.*
 - o Academic Coordinator – Christy Landefeld - Brainstormers is booked: Take-Off Show Tuesday, September 12 at 9:15 AM and The Sky Writers Show will be Tuesday, February 1st at 9:15 AM. Awaiting a call back from Science Alive to schedule. Other ideas and suggestions for assemblies for the school year contact Christy.
 - *Science Alive is tentatively set for two days, November 14-15. Christy to confirm with SA presenters.*
 - *Family Reading Night / Art Fair tentatively scheduled for March 21 with artist Kevin Kammeraad doing a theatrical presentation. He is driving from GR so we are looking into coordinating with other AA schools, in which case we could potentially split his travel costs.*
 - *Art Fair will exhibit submitted works from students, made at school or home. Not currently intended to be a fundraiser (Book Fair going on).*
 - *After all this, there should be some money left for additional presenters, but free events are best. Please send Christy any suggestions.*
 - o PTO Council Representative (& Webmaster) – Rebecca Lazarus
 - *She will be posting the new officer/chair list to the website shortly; anything else to be posted should be sent to her by email.*
- Committee Chair Reports
 - o Art Fair – Lily Guzman – Family Reading & Art Night Wednesday March 21?
 - *Christy will help coordinate Art Fair details with Ms. Wubben.*
 - o Beautification – Rosi Torres & Carlos Brito – summer clean up dates
 - *Tentative summer clean-up dates are next Mon & Weds (8/28, 8/30) starting at 5pm. Remaining work is mostly weeding and cleaning planting beds. Katie asks for confirmation of details ASAP so she can put it up on social media.*
 - *Christy asks about trimming bushes/trees overgrowing sidewalk west of Gretchen's House. Mr. Wright recommends submitting the request via the city's ClickFix site/app.*
 - *Carlos says Lowe's has a good grant program, with emphasis on education uses. He is planning to meet with a manager and present our school and project ideas. Mr. Wright says two ideas are a shed for playground stuff, and some kind of shade structure for the lower playground.*
 - *Rosi reports the buddy bench on the lower playground is done.*
 - *Carlos circulated some proposed PTSO logos, to make an event banner. After some discussion, the group took a vote deciding on option #1 of 3.*
 - o Book Fair –Christy Landefeld & Sarah Jenkins (The evening event for the book

fair will no longer be the Talent Show. We are in the process of brainstorming ideas for a Family Reading Night and have contacted Michigan author/artist/performer Kevin Kammeraad about performing that evening.

- o Box Tops – Karen Wasco
 - *She has reviewed the detailed info from the outgoing person and is considering additional drop boxes in the school. Discussion of having multiple contests among the students/classes, and focus on using no-cost or donated prizes like popsicle/hot cocoa parties, name on a plaque, etc.*
- o Bylaws & Goals Coordinator – Pamela Fine – bylaws updates (VP of Communications, Treasurer, Room Parents), Goals Committee Mtg updates to website)
 - *Pamela will send around link to current BL version, and anyone can comment or propose edits. Any edits need to be voted on, so she will periodically circulate an updated draft for voting on at the next meeting.*
 - *Kerri suggests edits to BL to clarify records retention schedule and signature requirements for PTSO checks.*
 - *Discussion of other edits to remove long-unfilled coordinator positions like walk-to-school or ink cartridge collection.*
 - *Goals committee update from last year was sent to Rebecca for website.*
- o Disability Awareness Workshop – 2/16/18 date needs to be rescheduled (TBD)
 - *Conflict for the current date of 2/16; Mr. Wright is currently working on resolving this.*
- o First Lego League (FLL) and FLL Jr – Tanya, Christy, Rebecca and Jennie Sekiya – For grant application purposes, affiliate with PTSO moving forward?
 - *Acknowledges earlier discussion of grant funding mechanism to get PTSO money into grants via HL fund.*
- o Food Fundraiser & Grocery – Robyn Schmier
- o Hospitality – April Weber – Welcome back lunch for teachers 8/29 11:30 am, Welcome back coffee & bagels 9/5 9 am, PTSO closet move & bins, cart purchase, September staff appreciation lunch 9/29
 - *Looking for volunteers for the teacher luncheon setup/cleanup on 8/29. Maybe some packet stuffers could shift over to lunch setup when finished? Planning to do sandwiches and chips from Jimmy John's, then request donations for drinks and desserts. Katie or April will set up a sign-up sheet online.*
 - *Confirmed welcome back bagels/coffee for parents on first day.*
 - *New shelf placement in PTSO closet is not ideal; need to look into getting it moved. April will set up a closet cleaning date to review contents and estimate number and sizes of storage bins needed. Hope to get this done before school starts.*
 - *Decision to move forward with purchasing two PTSO carts through Amazon. April to send a link to Kerri for the desired bins, though may want someone with a Prime membership to make the purchase.*
 - *Discussion of registering PTSO with Amazon Smile donation program,*

