

**Logan PTSO Meeting Minutes**  
**September 6, 2017**  
**Logan Mini Theater 9:00 AM**

Attendees: *Susie Guest, Kerri Randall, Aron Butler, Christina Shinsky, Christy Landefeld, Carlos Brito, Rosi Torres, Sarah Jenkins, Karen Wasco, Pamela Fine, April Weber, Chris Culbertson, Virginia Ashida, Sonia Hovelson, Jasmine Zhang, Janice Wang, Karen Thurman, Amanda McMurtrie, Danielle Isaac, Will Wright.*

- Principal Report – Will Wright:
  - *First day generally went smoothly. Mr. Wright didn't see any tears at all yesterday in K and Y5 classes, which is a big accomplishment. Buses seemed to run on time as well.*
  - *Lunchroom volunteers were great. We've consolidated lunch blocks this year to try to have everyone eating closer to noon. This adds some logistical challenges but we are managing ok.*
  - *Thanks for the first day bagels and coffee event.*
  - *Curriculum night is Monday, September 18<sup>th</sup>.*
  - *There is a building-wide staff meeting is next week. Any PTSO agenda items? Susie says yes, she will follow up with a couple things.*
  - *Reminder that first two weeks' snacks should be fruit/veg only. April says she put some fruits in the office fridge for kids who need a supplement during this period.*
- Teacher Report – Tierra Jackson & Chris Culbertson
  - *Chris introduces himself as PTSO staff liaison and coordinator of the English-Language-Learner (ELL) program at Logan.*
  - *Thanks for the staff luncheon last week, much appreciated.*
  - *Student council interest forms will come home next week for grades 3-5.*
  - *Notes there are 35+ new ELL families and he is very excited to welcome them and get translators lined up. He has several languages in the works (including Korean and Arabic which were difficult last year), and he is currently assessing which others are needed.*
- Officer Reports
  - President – Susie Guest
    - *New volunteer coordinators (Tiffany and Ana) can't attend Weds AM meetings, but they have a weekly request for volunteer needs by Thurs, in order to send out the school-wide email on Friday. They prefer we use their personal email addresses (tmvbeckerleg@gmail.com, amgrbic@gmail.com) rather than the PTSO one.*
  - Vice President of Communications – Katie Pecoraro
    - *The e-Backpack is a weekly email sent out on Friday with items relevant for the upcoming week; these are due to Katie each Friday by noon. The Logan Ledger is a monthly newsletter, and entries this month are due Monday, September 11.*

- o Treasurer – Kerri Randall
  - *Update from on Science Olympiad discussion from last meeting: Last spring we did not overspend after the DTE grant was included. So for next year, we either need to trim spending or make sure we apply for the grant again.*
  - *The missing box top check discussed last meeting still hasn't been found. Discussion of other mailbox or cubby locations in the office that should be double-checked.*
  - *Updates about how expenses for the PTSO closet bins and utility carts were being categorized in the budget docs.*
  - *Fundraising checks from a few events late last year continue to come in.*
  - *Reimbursement forms are in the office in PTSO treasurer folder, if you are spending money for PTSO you'll need to turn in one of these.*
  - *PTSO grant program: In the evaluation description, we are including an additional preference for items benefiting students with greatest academic need. Applications will be due Sept 26<sup>th</sup> and presented at Oct 4<sup>th</sup> PTSO meeting after review by Mr. Wright. Depending on the number, we may need to consider a process for a second round.*
  - *Beth Trossen Fund: We have found a document that describes directing the funds (\$200) toward student volunteer projects benefiting Logan or community. We will get the word out to teachers and staff, and if we don't get interest we could consider offering the money to Student Council as this seems related.*
  - *Brainstormers haven't cashed their check from the summer, so can we ask about that when they come on Tuesday? Also notes that we will need to pay another installment on Tuesday.*
- o Secretary – Aron Butler
  - *Aron outlined a proposal for 36-hr turn-around on publishing draft minutes to a shared Google Doc, followed by a 7-day review and comment period. The minutes will then be finalized and made available on the PTSO website. He also requests that anyone adding their name to the meeting sign-in sheet should include their email address if they wish to get a link to the draft minutes.*
- o Fundraising Chair – Christina Shinsky
  - *Outline of primary fundraisers for newcomers. Dues/donations and Fun Run are our biggest sources of funds annually. Fun Run has a committee of five people (yay!) lined up to work on fundraising and organizing. Other sources include Spirit Wear; Box Tops; grocery store fundraisers (Busch's & Kroger, need to go online and select Logan); Amazon Smile (need to designate this too); takeout Thursdays for pizza, sushi, and other restaurants that return a portion of sales to PTSO; year-end event Carnival and silent auction; PSTO Thrift Shop raffle sales and logo advertising revenue.*
  - *Always looking for volunteers to get involved with organizing and running these events. Don't hesitate to get in touch with other ideas too.*
  - *Discussion of trying to circulate raffle basket donation themes earlier in the*

- year so that parents have more time to acquire interesting items and good deals (will pass this along to Tierra and Tanya).*
        - Question and discussion about how the Book Fair proceeds are spent, e.g., specific donations to literacy programs, Logan media center, teacher wish lists. Christina would like to collect ideas for review at a later meeting.*
      - o Academic Coordinator – Christy Landefeld.
        - Look for email/e-Backpack notice for a planning meeting for the Art Fair / Family Reading Night. Also feel free to send any suggestions, ideas to Christy ahead of time.*
        - Brainstormers coming on Tuesday for the initial visit to discuss ideas that will feed into the performance visit in February.*
        - Send ideas to Christy for any other performances, etc.*
      - o PTO Council Representative (& Webmaster) – Rebecca Lazarus
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- Committee Chair Reports
  - o Art Fair & Sign Coordinator – Lily Guzman
    - One of the raffle prizes last spring was for a student to get a “happy birthday” notice on the school’s front yard sign. Student Council is managing this, and Tierra is the staff contact for making that happen.*
  - o Beautification – Rosi Torres & Carlos Brito
    - Carlos summarized key points from his email to everyone sent yesterday.*
    - Lowe’s grant program: Feedback is requested by September 13<sup>th</sup> on the proposed list of items (includes sheds and other items for the playgrounds, kitchen appliances for staff lounge). From this they will prepare the application and materials for discussion with the store manager.*
    - Art card fundraiser: Rosi will work with Mrs. Wubben to choose art work and then scan and prepare it for the printing company. Upfront investment is \$350 for printing, with total revenue potential of \$1,000 by selling 100 packs of 15 cards for \$10 per pack. Christina says we should include this on the October agenda to get a vote on committing funds for the upfront purchase.*
    - PTSO logo: Final version was included in yesterday’s email for use on PTSO materials.*
  - o Book Fair – Christy Landefeld & Sarah Jenkins
  - o Box Tops – Karen Wasco
    - Karen continues to develop ideas for incentivizing collection of box tops, and will be emailing some ideas to Christina and Mr. Wright for consideration.*
  - o Bylaws & Goals Coordinator – Pamela Fine
    - Pamela would like to post the Bylaws on the front bulletin board, and will coordinate with Katie on how best to do that. They’re also available on the PTSO website via <http://bit.ly/2xPse6l>*
    - We’re in the process of updating them, removing older committees, etc. Please review and comment (especially those with defined PTSO roles) by next Friday, September 15.*
    - Aron asked “Who is the board”? Answer is that it’s defined as the elected*

*officers plus appointed coordinators/chairs, but the question illustrates the point that the document could be streamlined and clarified.*

- *Additional discussion of utility of certain sections, e.g., corporate records. Amanda cites training saying bylaws should be brief, kept to outlining the structure of PTSO, and don't get into details of document storage, etc. We should review some samples of bylaws from PTO Today website. Susie will email website login info to Pamela and Christy.*
- o Disability Awareness Workshop –
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- o First Lego League (FLL) and FLL Jr – Tanya, Christy, Rebecca and Jennie Sekiya
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- o Food Fundraiser & Grocery – Robyn Schmier
- o Hospitality – April Weber
  - *PTSO closet. Move from stage location to main floor location was completed over the summer. Note that shelf is NOT bolted down currently so be careful. New bins have been filled, but most aren't organized yet by category, event, etc. Also looking to get a few bigger bins for large items. April will set a date for a closet work day for some volunteers to sort and reorganize.*
  - *PTSO will provide a staff appreciation lunch September 29th. Send ideas for a fun theme, and she will create sign-up sheets for item donations.*
  - *PTSO will provide snack & drink for staff meetings twice monthly. April will also set up donation sheets for this; look for a link via the help wanted email (will coordinate with Tiffany and Ana).*
- o PTO Thrift Shop – Judi Scramlin Jones
  - *Look for email about PTSO thrift shop/raffle.*
- o Room Parent Liaison – Tanya Whelan
  - *Tanya is wrapping up a draft of a new job description for room parents, with the goal of having it ready before curriculum night when most teachers recruit room parents.*
- o Science Fair – Dave Randall
  - *Reminder that date is now November 9.*
- o Spirit wear – Robyn Schmier
  - *Every Friday is spirit day, so please order and wear Logan gear!*
- o Volunteer Coordinator – Tiffany Beckerleg & Ana Grbic
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- o Science Olympiad – Tierra Jackson
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- o Social Events Coordinator –Tanya Whelan & Tierra Jackson
  - *First social event this fall is Beats & Treats. Planning meeting will be Monday, Sept 11 at 4pm in Mrs Jackson's room (253).*
  - *April says we have lots of leftover tickets that can be used for the pumpkin contest, so don't buy any.*
  - *Fun Run date has been moved to Wednesday, Oct 11 to avoid student count day.*

- o Yearbook – Rosi Torres
  - *Reminder to please send first day/week photos to Rosi for yearbook.*
- Meeting adjourned at 9:55am.
- Next Meeting Date: Weds, October 4, at 9am in the Logan Mini Theater.