

Ensign PTA
Monthly Board Meeting

Meeting Minutes for Friday, September 2, 2022
11:30 AM - 1 PM

Attendees:

Zoom: Kelly Baron, Jenny Desha, Melissa Kendrick, Maria Enniss

In-Person: Melissa Brownell, Harry Fishleigh, Betsy Garlish, Kyanne Gochnour, Therese Huhtala, Erik Jacobson, Lindsay Johnson, Chris Jones, Elizabeth Lucas, Chrystal Mancuso-Smith, Lisa Mangiapani, Lauren McBrier, Michelle Pate, Amy Picklesimer, Amanda Pulliam, Kaitlyn Reddish (sp), Devon Musson Rose

Excused: Ashley Anderson, Elizabeth Payne

Conducted by: PTA President (Lauren McBrier)

Notes taken by: PTA Secretary (Therese Huhtala)

Welcome and Introductions (Lauren McBrier; 11:30 a.m.)

- Lauren gave an introduction to PTA.
- Devon is the room parent coordinator (which will be discussed later during the meeting).

Dates to Note:

- Labor Day (no school): Monday, September 5th
- Fall Bash: Friday, September 23rd
- Short Day: Thursday, September 29th
- Non-student Day (no school): Friday, September 30th

Officer Reports

1. Principal's Report (Erik Jacobson)

- Things are going smoothly.
- Staff updates:
 - New teachers are great and each is finding their niche.
 - We have more coaches and more support staff:
 - We have 2 behavioral specialists and a full-time social worker.
 - Erik is trying to get as much support as possible.
 - There will be a science coach (quarter-time) for exploratory science instruction.
- After-school activities:
 - Artistic Endeavors dance class: Ms. Kim is an amazing instructor.
 - Odyssey of the Mind: Likely for younger kids; it would be great to have a coach for the upper grades.
 - Lego League: We have 2 volunteer coaches.
 - Kid Stage (theatre program)
 - Mad Science is a goal.
 - Ski bus (January): Ensign hoping it returns this winter.
 - Girls on the Run (starting): We have a coach but need a volunteer for Wednesdays (there is someone volunteering on Fridays).
 - Erik mainly needs coaches, and Lauren asked people to "spread the word."
- Pickup and drop off going well.
- Street signage:
 - We need to request a time change for the "Wrong Way" and "No Parking" signs.
 - **Chrystal Mancuso-Smith and John Desha volunteered to call the city and make the request.**

2. President's Report (Lauren McBrier)

- Expressed thanks to all of those helping and volunteering.
- Shared that there is a new protocol for reimbursement (see Treasurer's Report below).
- Back-to-School Night was fun; Lauren thanked those who volunteered.
- The Volunteer Appreciation event was also fun.
- Meeting schedule update:
 - Mix of both evening and day meetings; Thursday evenings.
 - Meetings closer to big events (fall bash and GS).
 - October and march meetings in the evenings.
 - Friday meetings will be the same.
- T-shirts for new students; we will sell leftovers and there is an ongoing ordering process.
- Stickers for ensign: these things increase visibility.

3. Treasurer's Report (Elizabeth Lucas)

- Elizabeth will put the Treasurer's Report on the Google Drive rather than print copies.
- Account updates:
 - Change: Arts account will be renamed Academic Enrichment account (to make it broader).
 - General account:
 - Beginning balance: \$21,987.07
 - Deposits (total: \$265.51): Amazon Smile (\$46.78); Might Cause (\$22.98); Kroger (\$181.19); Arts account reimbursement for pottery glaze (\$14.56)
 - Checks/debits (total: \$2,964.75): Poetry night (\$147.58); Audit (\$425.00); T-shirts (\$837.50; mostly self-funded); new signs in front of school/Pres. Fund (\$167.07); Fall Bash (\$975.00); pottery glaze (\$14.56); scavenger hunt (\$398.04)
 - Outstanding checks (total: \$502.49): garden (\$52.69); insurance (\$230.00); volunteer appreciation (\$121.00); Boohoo/Yahoo (\$74.97); administration/supplies (\$23.83)
 - Current balance: \$18,785.34
 - Elizabeth is waiting for the popsicle party reimbursement form submission.
 - Arts account:
 - Beginning balance: \$26,245.35
 - Deposits: \$494.53; PTA employee match *Check with employers to see if they match donations.*
 - Checks/debits: pottery glaze (\$14.56)
 - Current balance: \$26,725.32
- Check with employers to see if they match donations (last year's donation in report).
- Budget discussion: there is a new line for unbudgeted spending (scavenger hunt).
- New Reimbursement process described by Elizabeth L.:
 - There are pink check reimbursement forms—hardcopies—in the office.
 - You must scan receipts or take photos using a white background (submit jpg files).
 - The instructions are in the comments on the digital form (in the Google Drive).
 - You can forward email receipts to Treasurer/Elizabeth Lucas.
- Field trips process described by Elizabeth L.:
 - Dani told everyone the new process.
 - Dani will invoice Treasurer/Elizabeth L., who will track it.
 - This money was approved and voted on; there are additional funds available upon request.
 - This is one of the big chunks of PTA's funding.

4. Secretary's Report (Therese Huhtala)
 - Therese volunteered to reorganize the PTA Google Drive; PTA members agreed.
 - Therese mentioned the issue of where to put all of the yearbook photos/files from prior years; Erik said we could put it on the school's drive. *Therese to follow up with Erik.*
5. Faculty Rep's Report (Amy Picklesimer)
 - Thanked the PTA for the faculty/staff scavenger hunt.
 - Erik mentioned that if there is anything fun in the community to let him know because it, in turn, helps the Ensign community to participate.
 - Avenues Street Fair:
 - Erik meant to add it to the weekly email but will send out info on Monday.
 - He might do the parade but thinks Adrienne from Wasatch will lead it this year.
 - NEXT year, we should have a booth for Ensign.
 - Amy mentioned that we should also tell teachers about community events with which they can get involved.

Chair/VP Reports

1. Fundraising VP (Lisa Mangiapani)
 - List of monthly fundraising opportunities:
 - October: Fall Fundraiser
 - November: Box Top print cartridge drive, Amazon Smiles, etc.
 - December: community projects, i.e., Snowman toy drive
 - Other December community opportunities discussed:
 - Last year, Ensign/PTA supported a family; another group of parents helped a family.
 - PTA/Ensign wants to support families in a way that doesn't make people feel like they must contribute.
 - December is also when kids apply for scholarship/colleges; in the past, we had parents go to West HS to help with writing applications and paperwork; Laila teaches it, and we could get involved through her.
 - Northwest Middle: can help with Pace scholarships (to help kids go to SLCC).
 - Food pantry at Bryant discussed.
 - January: another opportunity for teachers to make an ask for supplies or other things.
 - February: restaurant fundraiser
 - We need volunteers to organize this if we do it monthly.
 - Those interested in volunteering to organize monthly restaurant fundraisers should reach out to Lauren or Lisa.
 - Maria E. mentioned that we need to coordinate restaurant fundraisers with other schools; some have already planned their dates; **Maria will get the list for us.**
 - Bonneville did Jump Around Utah as a fundraiser.
 - March, April, may: Gallery Stroll
 - Total fundraising goal: \$30k for the year.
 - Fall Fundraiser: \$10k goal
 - Theme is science.
 - There will be a pumpkin drop/competition with a tower, and maybe an apple bridge crash.
 - Can kick it off at Fall Bash, or have it go through and end on Halloween and coordinate it with the Pumpkin Parade (i.e., October 15-31) *PTA liked option 2.*
 - Additional discussion (chat catchup):
 - Melissa K. asked if the dance program was the only one for 1st graders; Erik said no and mentioned the other programs for younger grades (i.e., OM, LL, MS, Uwk).
 - Kelly B. volunteered to help with Girls on the Run (on Wednesdays).
 - Parr's mini golf for events and Avenues Street Fair book mentioned in chat.

2. Volunteers VP (Betsy Garlish)

- Conducted sign ups at Back to School night.
- Trying to get parents to sign up for Google Groups (mentioned a flyer to help with this).
- Mentioned that Devon volunteered to be room parent coordinator.
- Elizabeth Lucas will be running the square (with other volunteers) at Fall Bash.
- For Fall Bash, we still need snack shack volunteers and treats.
- People want volunteer opportunities that aren't activity-based, such as doing something for x number of hours at home; i.e., assembling teacher appreciation gifts.
- Betsy sent out list of volunteers who signed up for various things to the chairs.
- Volunteer needs:
 - Board positions
 - A communications person
 - A membership chair/spirit-ware chair
 - Drop-off and lunch volunteers: Per Erik, things are running smoothly even though we don't have additional volunteers for morning drop off and lunch.
 - A photographer discussed; it would be great to have a resident photographer.
- Betsy mentioned that she finds paper sign ups are not as efficient.
- QR codes are preferred because she can share more detail; she added
- OM volunteers still needed; Betsy would like to send out more information about it (and other things, like Lego League).
- STEAM fair; yearbook positions for next year (and beyond) still need to be filled.
- Can do homemade snacks for Snack Shack but they should be individually wrapped.
- We are back to volunteer sign-ins so we know who is where.
- Therese mentioned that certain volunteers need to have a district background check (i.e., those who go on field trips); **this needs to be communicated to parents.**

3. Room Parent VP (Devon Musson Rose)

- We still need 17 room parents:
- Devon will email teachers who still need room parents to encourage them to ask parents.
- Devon asked Dani for updated staff list for the Adopt-an-Educator program.
- Amy was asked who the ideal room parent is; she answered: someone who can plan/throw fantastic parties.
- PTA members went over some general room parent responsibilities.

4. Supporting Teachers VP (Melissa Brownell)

- Volunteer opportunities/needs: For example,
 - Monthly teacher gifts: 4-5 times a year
 - Help with SEP dinners
 - Lunch in January for faculty and staff
- Volunteers can look on PTA's Instagram to see past gifts.
- If you want to help or know someone who might, contact Melissa B.
- Amy mentioned that the teachers/staff love Ensign's PTA.
- Book Fair discussed: they are at the beginning of Oct. and beginning of March.
- Melissa B. has thank you letters to businesses for us to sign for scavenger hunt donations; letters passed around during meeting.
- Thank you letters for Gallery Stroll businesses would be a good idea for this year.
- Lauren will ask what is specifically needed before she sends out an email for the aforementioned volunteer and fundraising needs, etc.

5. Building Community VP (Elizabeth Payne; presented by Lauren M. per an email from Elizabeth P.)
 - Fall Bash:
 - Squatch Pizza has been confirmed.
 - Bounce houses will come with attendants (so we don't need parent volunteers).
 - There will be tattoo and face painting booths.
 - Taco truck wants us to pre-purchase items to guarantee a minimum. (Lauren will set up an email chain about this; she thinks pre-purchasing will work out.)

6. Academic Enrichment VP (Ashley Anderson; presented by Lauren M. per an email from Ashley A.; see Addendum A)
 - Room parents to work with the art teacher to coordinate schedules.
 - Harry to help with grant writing.
 - Requested for Amy P. to connect with her/Ashley on opportunities to request materials.
 - Parker can help Kelly with STEAM fair this year and take over next year.

**Elizabeth Lucas motioned to adjourn the meeting; Melissa Brownell seconded.
APPROVED by majority vote.**

Meeting adjourned at 1:02 p.m.

Addendum A

Sent via email from Ashley Anderson on 9/2/22 at 10:08am:

- Specials include BTS Arts with Ms. Brooks will start next week, I've coordinate with her spending up to \$725 in supplies with a preference for clay and large projects we've been wanting. She will also prioritize legislative and district funds to grow what she needs. Room parents can coordinate volunteers for her based on class schedules if that's desired.
- Also in specials is music with Mrs. Adams! She has an inventory of supplies and we will look at potential grants to grow her materials, checking in with her around SEPs for what she may find she needs.
- Tanner Dance will also start for K-2 which is great! It will start with oldest grades and move to kinder.
- We have a new volunteer, Harry Fishleigh, willing to work on grant writing. Thank you for helping dig into to some of our annual applications and look for new ways to fund projects.
- Odyssey of the Mind is a program Mr. Jacobsen wanted to bring to Ensign and parents from Mrs. Kean's class volunteered to coordinate. At the next meeting we will need to vote to approve a \$290 chapter fee. The program will be after-school and first come first served.
- Kelly Baron will be running the STEAM Fair this year and I'm passing details onto her. Because she's a 6th grade parent, it would be great to have a parent of younger grades join who may be able to run the fair next year.
- Our school garden is up and running again with several teachers starting projects. **Can our faculty rep connect with me about how to communicate opportunities for teachers to request materials?**