

Ensign PTA  
Monthly Board Meeting

**Meeting Minutes** for Friday, January 13, 2023  
11:30 AM - 1:00 PM

Attendees:

In-person: Melissa Brownell, Harry Fishleigh, Betsy Garlish, Kyanne Gochnour, Christel Hohenegger, Erik Jacobson, Elizabeth Lucas, Chrystal Mancuso-Smith, Lisa Mangiapani, Lauren McBrier, Emily Neuman, Elizabeth Payne, Amy Picklesimer, Amanda Pulliam, Devon Musson Rose

Zoom: Therese Huhtala, Melissa Kendrick,

Excused: Ashley Anderson

Conducted by: PTA President (Lauren McBrier)

Notes taken by: PTA Secretary (Therese Huhtala)

**Welcome and Introductions** (Lauren McBrier)

**Dates to Note:**

Lauren mentioned that the January/February calendar will be sent out next week (let her know if there is anything that needs to be added to it). Agenda shared with the following dates:

- Friday, Jan. 13: Friday ski bus to Brighton begins
- Friday, Jan. 13: signup deadline for STEAM Fair
- Monday, Jan. 16: NO SCHOOL - Dr. Martin Luther King, Jr. Day
- Wednesday, Jan. 18: Ensign C&A Info Night - 6pm
- Friday, Jan. 20: Ensign STEAM Fair
- Thursday, Feb. 2: February PTA evening meeting - 7-8pm
- Friday, Feb. 3: end of open enrollment
- Friday, Feb. 3: Spelling Bee
- Thursday, Feb. 9: Write Your Heart Out - 5:30-6:30pm
- Tuesday, Feb. 14: Valentine's Day
- Thursday, Feb. 16: short day
- Friday, Feb. 17: at-home learning day
- Monday, Feb. 20: NO SCHOOL - Presidents' Day
- Wednesday, Feb. 22: spring picture day
- Thursday, Mar. 2: short day
- Friday, Mar. 3: NO SCHOOL - non-student day
- Thursday, Mar. 9; Thursday, Mar. 16: short days (SEP Student-Educator-Parent Conferences)
- Monday, Mar. 27 - Friday Mar. 31: NO SCHOOL - spring break
- Friday, May 5: Ensign Gallery Stroll - 5-8pm

**Reports**

1. Principal's Report (Erik Jacobson)

- STEAM Fair: Erik needs to know how many participants have signed up so they can determine the timeline and logistics.
- School testing update:
  - Tier 1: Great results/growth overall.
  - Tier 2: Ms G has graduated 16 students (she usually has 50-60 students), 3 moved from red to yellow, and she only added 3 new students.
- Lego club: First weekend in Feb. the kids will present in Weber at a Lego festival.

- New school-wide expectations (that match with the performance results) being rolled out (rules shown throughout the school, main idea, actions; shows connections between performance results and school rules).
    - MTSS (Multi-Tier System of Support) team will meet to discuss how to assess/ review this plan throughout the year.
    - The plan is that SEL and rules will be tied directly to the performance results, and accountability ticket system will be modified to match.
    - Brings consistency to the kids/staff.
  - School closure update:
    - Erik has no new information to report.
    - Closure decisions will be made next year.
    - Erik sees that Ensign's school culture would be beneficial for the rest of the district.
  - Hiring update: All paras have been hired, including a recess monitor (discussed last month), so we are now fully staffed.
  - Erik explained the 3-tier system (MTSS) to answer a question.
2. Academic Enrichment (Kelly Baron presenting on STEAM Fair)
- PTA needs a volunteer to take over for next year.
  - Do to list:
    - Set up gym (needs help with tables; who can help set up).
    - Purchase prizes.
  - Over 20 kids are signed up last she checked.
  - Erik explained how they have set things up in the past and that he will take care of the setup with Mr. Lynn.
  - Kids are to bring projects in the morning.
  - Erik will have it set up by Thursday evening; needs to designate areas for the different types of projects; Kelly to share how many they have of each by Thursday.
  - Kelly to send out reminders (to bring project in Friday morning, etc.).
  - Kelly asked about participant numbers, and Erik said he could take care of numbers, too.
  - Prize discussion:
    - In past years, Ashley assembled them.
    - Ribbons: Elizabeth thinks there is a box of ribbons.
    - Elizabeth L mentioned we have \$200 already approved for STEAM Fair (for prizes).
    - Boards were provided by the district.
    - Prize ideas discussed.
    - We can allocate more via vote if needed; Kelly can turn in receipts for reimbursement.
  - Judging discussed;
    - The time allotted so far might not be sufficient.
    - Needs volunteers.
  - Walkthroughs/open house discussed:
    - Erik mentioned that kids will walk through during school (different grades at different times).
    - Parent walkthrough: Erik asked if we could integrate that into the time and would prefer to do that (i.e., from 8am-1pm); in the past it was done at night.
    - Decision was to have parents come in the morning.
  - Participation seems better this year.
  - If someone has a movie, they will send it to Erik so he can have it set up for people to watch, and so it can be emailed to the judges.
3. Faculty Rep's Report (Amy Picklesimer)
- Spelling Bee (2/3/23):
    - Needs one more judge; Melissa K volunteered to fill that spot.
    - Needs reimbursement; Elizabeth L said there is \$50 left in the budget (we can approve more if needed).

- Write Your Heart Out:
  - Cookies are set up already through LDS Hospital (donation).
  - Elizabeth L can pay directly or through reimbursements for materials, etc.
- Reimbursement discussion (in the context of a particular request that PTA received):
  - Melissa B explained that teachers voted to ask parents for supplies this year so we removed that from the budget; PTA approves funding for specials as they come in.
  - A teacher requested funding for supplies so we need to figure out how to respond.
  - Erik explained that this is what we decided at the beginning of the year; it's a valid ask, but it needs to go through the right people (i.e., the room parents).
  - Elizabeth L wants teachers to feel supported but also needs to have the correct communication surrounding it.
  - Melissa B clarified that this process doesn't apply to special teachers.
  - Amy asked about a science project and how to fund it (owl pellet dissection); it was explained that it could go through the science specialist/coach for PTA approval.
  - Amy will tell teachers if they have special requests like that, what they should do (tell Amy and she will go through Melissa B); **Melissa B will send Amy the request form.**
  - Elizabeth has two questions for requests:
    1. Is this covered by the existing budget?
    2. If not (not budgeted or maxed out), what resources do we have to cover it?
  - PTA wants to use the process that was voted on at the beginning of the year but also wants to support teachers.
  - Melissa B clarified that teachers can directly send the request forms to her (PTA does not want to list items that might be approved because PTA did not pre-approve any funding for teacher supplies).
  - **New process/clarification of process for teachers:**
    1. **Ask parents through room parent first** (the room parent would ask class parents).
    2. **Go through specials next** (i.e., for the dissection project).
    3. **Ask PTA last.**
  - Elizabeth L asked if the teachers should come to PTA with what they want or if PTA should determine the process; PTA wants to support teachers despite the vote/determination that PTA no longer provides funding for class supplies.
  - Devon suggested a flow chart.
  - Erik mentioned that this particular request should go through Dani and be funded out of the classroom donation fund.
  - Melissa B wants to make sure it's done in advance (if the request comes to PTA).
  - Erik will bring this request to Dani and have the teacher paid out of the class donations fund, and he will clarify the process with the teacher.
  - **Amy will send out clarification to the teachers with the form that teachers can use to request funds; questions and forms to go to Melissa B.**
- 4. Treasurer's Report (Elizabeth Lucas)
  - General account (Dec. 1 through Jan. 13):
    - Beginning balance: \$26,999.58
    - Deposits: \$3,181.93 (total)
      - Fall Fundraiser: \$250
      - Mighty Cause: \$22.98
      - Reimbursement from Arts account for music teacher (Ms Adams) and art supplies: \$2,778.95
      - Crack Shack: \$130
    - Checks/Debits: \$2,005.27 (total spent)
      - Arts: \$1,473.35 (music teacher and art/kiln supplies)
      - Teacher appreciation: \$140
      - Teacher scavenger hunt: \$60
      - Yoga mats: \$331.92

- Outstanding: \$3,084.72
  - o Dec music teacher: \$1,305.60
  - o Field trip (est. costs for completed): \$1,500.00 (see discussion below)
  - o STEAM Fair banner: \$279.12
- Current balance: \$25,091.52
- Fall Fundraiser: reconciled/closed out and everything is accounting for.
- Field trip discussion (vote needed):
  - We voted at the beginning of the year to fund class field trips.
  - Three categories received:
    - o Garden grant pays for the garden field trip.
    - o Pre-approved process pays for other field trips (i.e., BizTown for \$446)
    - o Music teachers requested approval for cost of \$200 for Festival of Trees choir/strings field trip (which was not pre-approved).
  - Melissa B mentioned adding field trip funding for specials in PTA's future budget.
  - Emily N mentioned approving the request WITH a note communicating to the teachers that this is not typical the process; **Amy will address that in her email.**

**Lauren McBrier motioned to approve funding \$200 for the music field trip; Melissa Brownell seconded. APPROVED unanimously by vote.**

5. Secretary (Therese Huhtala): No report.

6. Community Involvement VP/Fundraising VP (Elizabeth Payne/Lisa Mangiapani)

- Gallery Stroll plan/discussion:
  - Fundraising side (Lisa)
    - Created a spreadsheet with links to all the donation request forms so volunteers can ask for Gallery stroll donations.
    - Created a Frequently Asked Questions form to make the process easier.
    - Elizabeth P asked about a new letter; Lisa said she will do a new letter and is reworking that.
    - IRS letter was also put into the same folder on the PTA's Google drive.
    - Date of Gallery Stroll: May 5th at 5-8pm
    - **Lisa M to send an email out to parents (a push to get volunteers).**
    - Restaurant gift cards and experiences are the most popular.
  - Events side (Elizabeth)
    - Elizabeth explained last year's event/the event in general.
    - Lead/key volunteer positions needed:
      - o A volunteer to help Ms Brooks label all of the art.
      - o Lisa is heading up the auction portion of fundraising.
      - o A class baskets lead volunteer (to communicate to room parents).
      - o Snack shack lead/volunteers needed.
      - o Art activity volunteers were traditionally needed, but Elizabeth shared her idea for a new way to do these activities:
        - We had a difficult time getting volunteers last year so Elizabeth P would like to see if she can get orgs/companies (4 or 5) to table activities (i.e., the planetarium, museums, etc.).
        - Erik mentioned having a dance performance to advertise for the dance teacher, Tanner Dance, etc.
        - Elizabeth P to take on this task.
      - o Food trucks/food vendors volunteer/contact needed.
    - Betsy offered to help get volunteers; Elizabeth P and Betsy will coordinate this effort after STEAM Fair.

- Betsy mentioned that Snack Shack sold out at Fall Bash.
- Elizabeth L stated that Fall Bash is different because kids use tickets for the baskets at Gallery Stroll.

#### 7. Supporting Teachers VP (Melissa Brownell)

- Melissa wants to pre-approve a funding request today for specials (a \$500 pool) to help speed up certain reimbursement requests.
- Elizabeth L went through the outstanding/prior approvals for specials:
  - Library/counseling events (has some funding remaining but Mr. B could need more for Maker's Space)
  - PE (\$331 for yoga mats)
  - Science
  - Computer lab (prizes for \$100; Elizabeth L hasn't seen that request yet)
- Elizabeth L determined that \$831.92 would be the total approved for specials plus \$100 outstanding approved (for computer lab prizes).

**Melissa Brownell motioned to fund \$500 in teacher supplies for specials in addition to what has already been approved; Lisa Mangiapani seconded. APPROVED unanimously by vote.**

- Avenues Street Fair (booth for next year):
  - In March, the fair committee will meet for the street fair; the application process will open in April.
  - It's unknown if they will waive the fee for Ensign (\$150 has been the fee in the past).
  - Melissa B will continue to provide info/updates when appropriate.
- Teacher appreciation: staff lunch
  - Lunch will be on the day of the STEAM Fair.
  - It's budgeted at \$600.
  - It will be box lunches from a local restaurant and Kyanne will provide dessert.
- Lauren asked about the Talent Show (Scotty can run it again); **Erik said that PTA just needs to tell him the date** because it doesn't involve teachers.

#### 8. Past President's Report (Emily Neuman)

- Food drive results:
  - We had so many donations (2 vehicles full: a large truck and a minivan).
  - A new parent volunteer helped drive the donations to West.
  - Emily said it went great, and she would do it again next year.
  - The Ensign community was very generous.
  - Elizabeth P mentioned that there were three drives all within the same timeframe (sock, food, clothing); we should keep that in mind when planning for next year.
  - Lauren to find out how the clothing drive went.

#### **Additional Discussions**

- Grants update (Harry Fishleigh)
  - Art: Harry met with the art teacher and will be working on a fibre arts grant for next fall.
  - Music: Discussed piano lessons with Ms Adams so he will look this spring for a way to get pianos/keyboards for that.
  - Outdoor classroom grant: Harry will work on it this spring.
  - Library: Mr B's STEAM grant money came through for the 3D printer/supplies.
  - Artist in the Classroom grant: TBD on the timeline for this one.
  - Received a list of spring grants to research.
  - Emily suggested that Harry talk to the science coach as well.

- Elizabeth P mentioned that Whittier Elementary teaches piano and has a keyboard room that was funded by a grant. Harry will call them for information.
- Holiday class gifts: It seems like holiday gifts went smoothly with room parents and the adopt-a-staff program.
- Tinikling:
  - Emily mentioned that Ashley is requesting a volunteer to fix/paint the polls.
  - PTA needs volunteers to help with practices, which are Fridays at 8am.
- We need a new Academic Enrichment VP to replace Ashley (a critical role).
- Elizabeth L mentioned that we need to spread the word that if volunteer spots are not filled, we will have to not do some things.
- Odyssey of the Mind update (Christel Hohenneger):
  - There are 7 kids participating.
  - Another volunteer has offered to help Christel.
  - Lauren asked if Christel needs anything from PTA; Christel answered no but ask about the boards left over from STEAM Fair.

**Lauren McBrier motioned to adjourn the meeting; Elizabeth Lucas seconded.  
APPROVED by majority vote.**

Meeting adjourned at 12:57 p.m.