

Ensign PTA
Monthly Board Meeting/Special Budget Meeting (2 of 2)

Meeting Minutes for Friday, May 12, 2023
11:30 AM - 1:00 PM at Ensign

Attendees:

Melissa Brownell, Harry Fishleigh, Betsy Garlish, Kyanne Gochnour, Therese Huhtala, Erik Jacobson, Elizabeth Lucas, Lisa Mangiapani, Lauren McBrier, Amy Picklesimer,

Guest: Rojan (has an incoming kindergartener)

Excused: Ashley Anderson, Emily Neuman, Elizabeth Payne, Devon Musson Rose

Conducted by: PTA President (Lauren McBrier)

Notes taken by: PTA Secretary (Therese Huhtala)

Welcome and Introductions (Lauren McBrier; 11:40 a.m.)

Lauren explained the format of monthly PTA meetings, our three main areas of focus, and a bit of history.

Officer/VP Reports

1. Faculty Rep's Report (Amy Picklesimer): Amy expressed her thanks for spearheading Teacher Appreciation Week, which has been fun.

2. Principal's Report (Erik Jacobson)
 - Gallery Stroll was fun; more teachers attended, which was good community building.
 - Teacher Appreciation Week has been great.
 - Field Day update:
 - Teachers set the date for Field Day for June 7.
 - Erik expressed his hope that PTA can run the games so teachers can stay with their classes.
 - Teachers voted to keep it this way (as was done in the past).
 - Staffing update: Erik hired a new kindergarten teacher (Ms Herrera) who has been a kindergarten teacher for the last five years and is coming to Ensign from Mary Jackson Elementary (SLCSD).
 - Kindergarten party: Ms Johnson and Ms Hogan are coming in for this party for the kindergarteners; thanks to the PTA to organize and run this event.
 - Ensign is currently a little short staffed but things are going smoothly.
 - Testing update:
 - Request for parents from Erik/teachers: had kids out during testing, which causes logistical issues.
 - Acadience results have been good.
 - Lauren confirmed the classroom supplies vote with Erik (refer to the 5/11/23 minutes for more information).
 - Additional staffing info/changes:
 - Mr Smith will be staying next year; Erik mentioned that having an assistant principal makes a difference and gives him time to get what he needs done.
 - Ms Hogan moving into Ms Leavitt's spot (Ms Leavitt is leaving).
 - We will have more support because we will have a new interventionist.
 - Gallery Stroll scheduling discussion:
 - Lauren brought up pushing Gallery Stroll up to March or early April.
 - Music performances can also be added.

- Erik mentioned moving it to a Thursday evening.
- PTA will need to coordinate with tinkling practices/performances, district music teachers, Ms Adams, Ms Brooks, etc.
- Betsy mentioned that March 21/22 might be good. Or April 12 would be the next option.
- Erik mentioned all the outdoor stuff (food/eating areas) and members discussed moving the food trucks and tables in case of bad weather.
- SEP conferences are scheduled for March 13 and 14.
- Lauren said it would be great to get the date finalized soon.

3. Treasurer's Report (Elizabeth Lucas; account info provided from May's Treasurer's Report)

- Gallery Stroll update:
 - Reconciliation report is final; the treasurer's report is out of date so Elizabeth L said she will update and email it out.
 - As of today, we have net \$11,586.46 (GalaBid; post merchant fees); there is some outstanding amount.
 - Credit card transactions at the event: \$3,347.15 (check: \$325; cash: \$2,895.55)
 - Total net (income before expenses): \$18,154.16
 - Expenses so far: \$1,362.75 (we had \$1,500 in the budget after an additional \$500 was approved, so we are under budget for that).
 - Elizabeth L asked if anyone knows any additional outstanding amounts.
 - Lauren noted that we accounted for more expenses and still made more money.
 - Someone stated that we could encourage people to pay by check; members discussed asking bidders to cover the admin costs/fees as a donation.
 - Elizabeth L will type up final numbers and email them to the board.
- Elizabeth L discussed scheduling a time for signers/new signers to go to the bank (Zions); PTA board will be dropping Emily, and adding Betsy and Peter as new signers.
- Elizabeth L asked about yearbook expenses:
 - Therese gave her the bid amount for 250 books (\$1,563.97), which can change.
 - The max spend amount approved was \$1,600, but it always pays for itself.
- Arts account (April 1 through May 13):
 - Beginning balance: \$18,524.25
 - Deposits: none
 - Checks/debits (total: \$968.67 for music)
 - Outstanding: none
 - Current balance: \$17,555.58
- General account (April 1 through May 13):
 - Beginning balance: \$24,107.99
 - Deposits: \$4,745.55 (total)
 - o \$968.67: Arts/Music teacher reimbursement
 - o \$22.98: Mighty Cause
 - o \$41.10: Amazon
 - o \$3,501.61: Gallery Stroll
 - o \$157.39: Kroger
 - o \$37.80: Chip Cookies fundraiser
 - o \$16.00: ink cartridges
 - Checks/debits (total: \$4,263.10)
 - o \$968.67 Arts/Music teacher
 - o \$197.92: Asynchronous day lunch
 - o \$889.17: Gallery Stroll
 - o \$415.06: monthly teacher appreciation
 - o \$182.20: Yearbook 21/22
 - o \$279.12: STEAM fair
 - o \$60.00: Baseball Banner
 - o \$1,134.00: Merch to sell

- \$86.96: Secretary/librarian day
 - \$50.00: Flags
 - Outstanding: none
 - Current balance: \$24,590.44 (includes outstanding/upcoming)
4. Secretary/Legislative VP (Therese Huhtala) - No report.
 5. Building Community (Elizabeth Payne) - No report.
 6. Academic Enrichment VP (Ashley Anderson) - No report.
 7. Supporting Teachers VP (Melissa Brownell)
 - Melissa explained that we bought swag for staff appreciation gifts; we need to pay for that out of the Supporting Teachers budget (\$136). Melissa B will tell Elizabeth L what category to take it from in the budget and Elizabeth L will move it to the swag/merch line item.
 - Elizabeth L recommends having a June meeting.
 - Elizabeth should post the proposed budget and finalize it by the end of the year; Lauren confirmed that it could be approved via email.
 - Lauren will get the arts grant info from Peter that he mentioned during the 5/11/23 budget meeting and give it to Harry; Lauren will connect them so they can discuss these new grants.
 8. President's Report (Lauren McBrier)
 - Administrative budget proposed (these line items are new/weren't broken out this year):
 - **Volunteer appreciation:** proposed amount is \$500.
 - **Signs/advertising/marketing:** \$500; printer can update signs (it cost ~\$2000 this year, which wasn't allocated in the 2022-23 budget). Side note: Betsy is doing Avenues Street Fair next year (we got an additional sign for free for this event).
 - **Printer ink:** proposed amount is \$1,000.
 - Paper subscription discussed: range is \$25-\$75 month.
 - **Administrative misc.** (website, Zoom, stamps, etc.): keep it at \$500 but pull out printer ink as its own line item.
 - **President's fund:** keep it at \$300; discussed that this money can be used for whatever the President wants that benefits the school.
 - **Insurance:** \$250 (same as this year)
 - **Audit:** \$400 (same as this year)
 - **Annual fees:** \$50 (same as this year)
 - **Bank/collection costs:** \$25 (same)
 - Merch proposal discussion (new line item):
 - PTA bought kindergarten t-shirts and that needs to be separate and is not in the current budget; Lauren stated that it cost \$880 this year.
 - Elizabeth L suggested we have two budget categories for merch in the Administrative budget: one category is free swag to give away and one is self-funding:
 - The give-away swag: \$1,000 proposed.
 - Merch that is sold: **\$500 proposed but subject to change**; Lisa stated that we need to replenish the supply, add t-shirts, and sell merch at every event.
 - We need someone to run these merchandise events, create signage, etc.
 - Someone mentioned selling merch at last day of school; Therese followed up the idea with selling the remaining yearbooks at that same time.
 - **Lisa and Lauren will look at what we bought/sold to determine what we should have in the budget for merch to sell.**

Additional Discussions/Motions:

- We also need a Communications volunteer (in addition to Building Community VP and Merch volunteer).
- Further discussed buying paper for teachers.
- FOLLOW UP is needed on student activity budget and paper needs.
- Melissa mentioned wanting to move money to classroom teacher support within her own budget:

Elizabeth Lucas motioned that as long as each of the three budget categories are within budget, the chairs can move the money within their own budget into any subcategory; Lisa Mangiapani seconded; APPROVED by unanimous vote.

- Erik returned and Elizabeth L asked about the music teacher coverage; Erik said that Ms Adams will be here on Tuesdays from 11:30 to 2:15 (which is less hours). She's teaching K-2. The district is covering one more class/grade.

Melissa Brownell motioned to adjourn the meeting; Lisa Mangiapani seconded. APPROVED by majority vote.

Meeting adjourned at 1:01 p.m.