

Ensign PTA
Monthly Board Meeting

Meeting Minutes for Wednesday, August 10, 2022
1:00 PM - 3 PM

Attendees:

Zoom: Ashley Anderson, Jenny Desha, Brianne Emery, Melissa Kendrick, Elizabeth Payne

In-Person: Melissa Brownell, Betsy Garlish, Kyanne Gochnour, Therese Huhtala, Erik Jacobson, Elizabeth Lucas, Lisa Mangiapani, Lauren McBrier, Amanda Pulliam

Excused: Emily Neuman

Conducted by: PTA President (Lauren McBrier)

Notes taken by: PTA Secretary (Therese Huhtala)

Welcome and Introductions (1:07 p.m.)

Dates to Note:

- Popsicle party: August 23rd at 6pm
- Back-to-School Night: August 25th at 5-6:30pm
 - PTA table, bulletin board, and dues discussion took place (what do we want to present?).
 - Dues discussion:
 - We've been paying the bare minimum, and we can determine what we want to d.
 - Elizabeth L mentioned that there are reasons to have more memberships and to track volunteer hours; let's confirm so that Elizabeth L can pay the dues.
 - **Elizabeth L will look into the details and email the board.**
- Volunteer Appreciation Social: August 27th at 9am
 - The activity will be mini golf (which we won during Gallery Stroll).
 - We have to pay to use the park (\$120).
 - Maybe funding this activity is not worth it in the future.
 - It's for everyone.
- First day of school and Boo Hoo/Yahoo Breakfast: August 30 at 8am (after drop off)
 - We can probably do it outdoors (see [Additional Discussion](#) below).
- September PTA meeting: September 2nd at 11:30am-1pm
- Fall Bash: September 23rd

Additional Discussion: Discussion related to above dates/activities/other dates for consideration.

- PTA Meeting schedule: currently set as first Friday at 11:30-1; hybrid.
 - Night ones better for Erik and many parents.
 - Erik also mentioned it's good to have at least 2 meetings before big events.
 - If we give dates to Erik, he will add them to the school calendar.
 - In what months should we schedule evening meetings?
 - The September meeting will be during the day and outside.
- Boo Hoo/Yahoo Breakfast discussion:
 - Will have bagels/coffee/donuts for parents.
 - Elizabeth P asked if Lauren needs help.
 - Erik mentioned that Einstein's has donated to us in past so **Lauren will call them.**
 - Erik wants parents to see it and suggested putting the tables where the cones are located (in parking lot or grass next to the lot).

- Elizabeth L asked who is in charge of these activities; is there a committee?
 - Elizabeth L volunteered to be in charge of popsicle party.
 - Elizabeth P volunteered to be in charge of Boo Hoo/Yahoo.
 - Lauren M will be there for popsicle party with Melissa K and Elizabeth L.
- Morning drop-off discussion: Per Erik, students will be organized by grades.
- Gallery Stroll dates discussed:
 - April/end of April, for instance, April 22nd (which is a Saturday);
 - Erik stated that he would like it on a Friday because you might get more teachers there.
 - We should have one of the evening meetings before Gallery Stroll.
- Reprised PTA meeting schedule discussion:
 - Two evening meetings: one in October and the other in March or April
 - Ashley volunteered to set up a poll for PTA meeting time preferences and Therese sent it out with these minutes. ***complete***

Officer Reports

1. Principal's Report (Erik Jacobson)

- His goal is to have as much fun as possible this year.
- Staff changes:
 - New Assistant Principal is Mr. Smith; he was at SLCSE (high school) and won't be here for another month.
 - New 6th-grade teacher is Ms. Dastrup.
 - New 2nd-grade teacher is Ms. Leavitt (who is moving to second grade from sixth).
 - New Kindergarten teacher (replacing Ms. Stratford) is Ms. Hogan.
 - New art teacher will be Kate Brooks:
 - The district is still processing her contract.
 - She will be at Ensign Monday, Tuesday, and every other Friday.
 - Her schedule has been developed to give her free time on Fridays; Erik wants her to do art installation(s) (i.e., for Gallery Stroll).
 - New music teacher is Ms. Adams.
- Erik asked PTA to update the FAQs on the school website.
- Erik is sending his first email to parents the week of August 20th.
 - PTA to make a blurb for it (i.e., including the Popsicle party info).
- Performance Results: Erik's focus will continue to be on the Performance Results, SEL curriculum, etc. (same as last year).
 - We committed to 3 years of implementation (we are on year 2).
 - It needs to be tweaked so it's better for lower grades.
 - The 1st seven weeks will be an overview; first month's result will be Contributing to Community (will take 6 weeks to figure out how to tweak things).
- Fall Bash: Lauren asked about fire fighters coming to fall bash. Elizabeth P will reach out.
- Scavenger hunt:
 - Erik wants to provide community background knowledge to teachers and help them to connect with their students.
 - Melissa B asked how many teachers to expect; Erik said 17-20 in teams of 4.

2. President's Report (Lauren McBrier)

Lauren presented the following funding requests/items requiring a vote:

A. May Meeting Minutes:

- Vote to approve May minute needed.

Melissa Brownell moved to approve the May minutes (emailed out on 8-8-22 by Therese); seconded by Elizabeth Lucas. APPROVED unanimously.

B. PTA 2022-23 Board:

- Lauren read out the board members/titles:
 - President - Lauren McBrier
 - Secretary & Legislative VP - Therese Huhtala
 - Treasurer - Elizabeth Lucas
 - Supporting Teachers VP - Melissa Brownell
 - Community Involvement VP - Elizabeth Payne
 - Academic Enrichment VP - Ashley Anderson
 - Volunteers VP - Betsy Garlish
 - Fundraising VP - Lisa Mangiapani
 - Room Parent VP - Devon Musson Rose
 - Past President - Emily Neuman
- Lauren asked those interested in being co-president or president elect to reach out to her.

Melissa Brownell moved to approve the PTA board as presented by Lauren McBrier; Lisa Mangiapani seconded. APPROVED unanimously.

C. Adding new Treasurer to and removing past members from PTA bank account:

- Adding new Treasurer: Elizabeth Lucas
- Removing prior members: Amy Fehlberg (past president) and Maria Borisevich (past treasurer)
- Confirmation of 22-23 singers:
 - Lauren McBrier
 - Elizabeth Lucas
 - Emily Neuman
 - Elizabeth Payne
- Need meeting minutes for bank as soon as possible.

Erik Jacobson moved to confirm current signers and removed (ex) signers; Elizabeth Lucas seconded. APPROVED unanimously.

Discussion of/updates for additional agenda items (that don't need approval/a vote):

- Back-to-School Night discussion:
 - Elizabeth L asked if PTA will stand up to talk.
 - PTA planning to table with a bulletin board/sign-up sheets.
 - Lauren's idea is to order stickers from PTA's national website that we could wear.
 - PTA sign-up sheets for PTA memberships and for general volunteers?
 - Teachers will have their own sign ups in their own classrooms.
 - We will hold off on membership sign-up sheets, so we don't have to worry about taking payments at the event. *sign-up sheets for general volunteers only (i.e., book fair, room parent, lunch/drop-off, etc.)*
 - Printouts/flyers for what PTA does.
- Volunteer needs:
 - Kindergarten morning drop-off volunteer needed (at the playground), and also it would be good to have one by the hill/trail (for upper grades) and one up front per Erik (three total).
 - Lunch help very much needed; someone for 2 weeks at least (because younger kids don't know how to punch in their student numbers).
 - Online sign ups on tablet (Lauren volunteered) in addition to the hardcopy sign-up sheets.
 - Betsy clarified that anyone can volunteer (regardless of PTA membership status)
 - Melissa B brought up that some teachers/specialists ask for volunteers differently; PTA can ask them how we can help.
- Spirit ware update:
 - The site is live.
 - Lauren will follow up with Erik's contact (we need to find a new screen printer).

- All new students and Ks will get t-shirts.
 - Part of the costs will be recouped at Fall Bash.
 - Discussion on pricing/costs once Elizabeth L becomes a signer.
 - Membership coordinator has been found.
 - Other activities offered (i.e., after-school programs):
 - Erik working with getting the first Lego League started.
 - After-school dance program; Erik is hoping to expand it to upper grades.
 - Erik is hoping other after-school programs will come back.
 - French club: **someone should email Laila Lamani at West High to restart club.**
3. Treasurer's Report (Elizabeth Lucas)
- Audit completed, certified, and in the possession of Elizabeth L.
 - Elizabeth L has a compiled copy of the approved budgets; she requested that people tell her if there are mistakes so she can make corrections.
 - Classroom supplies discussion:
 - Melissa B suggested we see what teachers get and where funds are lacking.
 - Erik says the teachers had the info and decided to go back to doing it this way.
 - Elizabeth L wants to have an offline discussion to flush out the process.
 - Erik's preferred process: anything over \$200, teachers have to ask PTA for approval.
 - Elizabeth L reiterated that we need a mechanism to release and account for that money.
 - Elizabeth would like to have a plan and bring it to the PTA.
 - Therese asked about Katrina Stratford's replacement as faculty rep; we don't know who it will be; will go through SIC per Erik.

4. Secretary's Report (Therese Huhtala): No report.

Commissioner Reports

1. Fundraising Chair (Lisa Mangiapani)
- Lisa wants to create an annual plan that outlines each event and other options for fundraising (i.e., box tops, restaurant match), and put it into a master calendar.
 - Fall Fundraiser:
 - Discussed past/history of the Fall Fundraiser.
 - Plans to have the kick off at Fall Bash with a 2-week campaign.
 - Fundraising goes into the general fund (the art fund is filled via Gallery Stroll).
 - Erik mentioned wanting signs for Ensign around the neighborhood (Lauren said we can have SLC Print do some for us). Ideas:
 - An awesome Ensign student lives here
 - Advertising for Gallery Stroll/Fall Bash
 - Yard signs discussed.
 - Utility box signs discussed. **Lauren to find out more information.**
2. Building Community Chair (Elizabeth Payne): No report.
3. Supporting Teachers Chair (Melissa Brownell)
- Scavenger hunt 26th
 - 9/9:30am start time.
 - Erik providing grand prizes.
 - Teachers will take photos of themselves in the different locations.

- Our costs: treats/small prizes at certain locations.
- Melissa B would like three or four places where there is a family/volunteer there.
- \$200-400 ask; vote to approve upper limit needed, which would come from the general fund because this is not included in the budget.
- Melissa B asked for volunteers to brainstorm.
- Needs to get the plan/details to Erik by August 24th.

Lauren McBrier motioned to approve up to \$400 (from the general fund) for the scavenger hunt; Lisa Mangiapani seconded. APPROVED by majority. *Some board members on Zoom left prior to this vote; i.e., Elizabeth P and Ashley A. (Brianne and Melissa K also left prior to this vote).*

- Where should we put this scavenger hunt funding (we could still add it to budget)? It could be in Supporting Teachers within the Teacher Appreciation Week line item or a separate line item as a before-school teacher activity/event.

NOTE from Elizabeth: PLEASE review the budget that's on the PTA's Google drive to ensure it is correct.

4. Academic Enrichment Chair (Ashley Anderson; presented by Lauren M. per an email from Ashley A.)
 - Described academic enrichment programs created/managed/coordinated by Ashley:
 - Music teacher K-4 funded by PTA
 - Art teacher (PTA funds art materials)
 - STEAM fair
 - Garden
 - Grant writing
 - Debate program for 6th
 - Kelly Baron running STEAM fair this year
 - French and engineering clubs
 - Destination Imagination program brought up again by Erik; he's looking into it.
 - Need volunteers for these and other (new) programs.
 - Drip lines should be taken care of soon; **Erik to follow up.**

Additional Items Needing Approval (Votes to Approve)

- Park permit: vote needed. Melissa Brownell motioned to approve the \$120; Betsy Garlish seconded. A majority voted to approve; however, we did not follow through with approval because we didn't have enough members remaining at this point to conduct the vote.
- Teacher t-shirts (i.e., for scavenger hunt): Should be ready by the activity and all will be available to buy. **NEED TO VOTE to approve the cost of \$837.50 *Lauren will conduct an email vote for the above two items.***
- Lauren to send out an email regarding additional, time-sensitive votes that we need to conduct online. This email, listing the items that need a vote, is an addendum (Addendum A) to these minutes. Official votes conducted online will be added to September's minutes.

Melissa Brownell motioned to adjourn the meeting; Lauren McBrier seconded. APPROVED by majority vote of those present.

Meeting adjourned at 3:04 p.m.