

Ensign PTA
Monthly Board Meeting

Meeting Minutes for Friday, September 3, 2021
11:30 AM - 1 PM at Ensign and via Zoom

Attendees: Jewel Alik, Ashley Anderson, Brian Arthur, Maria Borisevich, Melissa Brownell, Suyin Chong, Maria Enniss, Therese Huhtala, Erik Jacobson, Melissa Kendrick, Chrystal Mancuso-Smith (Zoom), Lauren McBrier, April Mohanty, Emily Neuman, Hester Paul, Elizabeth Payne, Devon Musson Rose, Melissa Shepherd, Katrina Stratford, David Thieme, Keanu Tiem

Excused:

Conducted by: PTA Co-President (Emily Neuman)

Notes taken by: PTA Secretary (Therese Huhtala)

Welcome and Introductions

Each attendee shared their name and the grade(s) of their children at Ensign.

Dates to Note:

Next PTA meeting is Friday, October 1, 2021, at 11:30 AM

Officer Reports

1. Presidents' Report (Emily Neuman and Lauren McBrier)
 - Attendance at PTA today is the best in years.
 - Popsicle party and back-to-school night had great turnout.
 - PTA has had great sign-up participation so far.
 - PTA always needs more help/more volunteers.
 - Wants everyone to feel welcome to jump in and help.
 - Wants to have a supportive PTA community.
 - Please feel free to give suggestions or volunteer in whatever way you can/would like.
 - All positions are filled **EXCEPT for volunteer coordinator**.
 - Thanked Erik for the weekly update emails.
2. Faculty Rep (Katrina Stratford)
 - Her students are already doing incredible things.
 - Thanked the PTA for the bagels on the first day of school.
 - Thanked the PTA from the faculty for clarification on the available funds/reimbursement process.
 - Wants to provide deep, enriching, supportive experiences to our students and is thankful for the PTA funds, which help teachers do that.
 - Ms. Cornelius wants the correspondence that goes out to have a PTA identifier. (PTA communications usually do, but maybe things that are not school- or PTA-sponsored have caused confusion.)
 - The faculty appreciates the PTA so much; they help make the students be the best they can be.
3. Principal (Erik Jacobson)
 - Things are running smoothly.
 - Ensign is fully staffed.
 - Staff changes: We are very excited to have hired Ms. Toney. She has experience at elementary and middle schools and came to Ensign before officially starting to get a feel for the school.

- Covid update:
 - A case reported this week (the second since school started).
 - Reminder to parents: Please don't email if/when numbers on the dashboard change; if your child is exposed you will be notified, and Ensign is following the protocol.
 - Erik has to do the contract tracing, which is time consuming. He does understand the anxiety that people feel when they see there is a case/possible exposure.
 - The only time there is a possible exposure is during lunch because all people are masked except for lunch.
 - At lunch, students are 6 feet apart as best as possible; Erik is being very cautious and will submit names for students who could have been less than 6 feet from a positive student.
 - If there is a case in the class, parents will get a letter even if their child was not exposed.
 - Suggestion to make the process more clear: there was additional discussion about reporting.
 - Erik will provide more information about this process in the weekly email. *completed*
 - Morning/Drop-off update:
 - 1st grade and K classes still need volunteers in the morning at drop off. *Sign-up form shared on FB page and via email.*
 - Erik would love parents to advocate for keeping others moving in the drop-off zones; he has received requests to enforce the idling rule, and it would be helpful if other parents advocated for that as well.
 - Erik likes being the crossing guard for safety AND as a good touch point (so doesn't need crossing guard volunteers at this time).
 - Junior Achievement (JA)/Biztown
 - Ensign can't have volunteers in the building right now, so volunteers cannot come in the school to teach the JA curriculum.
 - Could use Zoom instead (but no outdoor JA lessons).
 - Can go to BizTown.
 - Ashley and Erik to figure out if all the 6th graders can go: i.e., do we need to get on a list/sign up? Ashley will figure out the curriculum part (i.e., do we have to teach all of the lessons to go to Biztown?).
 - Questions/Misc.
 - Lauren: What about doing PE and lunch outdoors? Erik explained that PE can be done outdoors per the PE teacher, but lunches cannot be outdoors because it is logistically difficult and he doesn't have the staff.
 - Emily asked about the PTA providing emergency kits. Erik said there is a 72-hour kit for each class so everyone is covered; if, in the future, PTA wants to organize kits, we should make them all the same without personal extras.
4. Treasurer (Maria Borisevich)
- General account activities and breakdown of Aug. payments were discussed.
 - Balance on hand (8/1/21): \$19,964.57
 - Total deposits: \$79.86
 - Total payments processed: \$1,401.01
 - Outstanding checks/transfers: n/a
 - Fundraiser/donation/collection amounts: \$102.84
(Mighty Cause: \$45.96; Amazon Smile: \$56.88)
 - Summary of accounts:
 - o Balance of general checking (8/31/21): \$18,643.42
 - o Balance of art account (8/31/21): \$24,215.79
 - o Total: \$42,859.21
 - Budget discussed
 - Supplies paid to teacher(s).
 - Paid for insurance below-budget.
 - Audit was successful.
 - Administrative payments have been within budget.

- Nothing to approve at this point.
- Amazon Smile (and other donation options, like Smith's and Box Tops) discussed: **Maria/Erik need to send out an email to inform people and tell them how to sign up.**
- Gallery Stroll (last year's) breakdown discussed, including:
 - \$11,406.00 brought in.
 - Most came from the silent auction
 - Some cash (about \$2k)
 - Square (about \$1300)
 - Mighty Cause (\$692)
 - **Erik mentioned that there are still auction items in the office that were not picked up.**

Business/Action Items

1. Board members need to sign the document that they are not receiving a benefit from being on the board. *All board members have signed.*
2. Bylaws need to be approved.
 - Discussed process for changing the bylaws, which must be reviewed/approved every 3 years.
 - Emily proposes we keep them as-is.
 - Things we can change
 - Dues: \$4.25 is the minimum amount that we could charge for dues. We have \$6 written in our bylaws, so \$1.25 stays at Ensign. The \$4.25 goes to National, State, and Regional dues. Emily does not feel it's worth going through the bylaws amendment process to reduce dues.
 - Number for a quorum: we are already at the minimum number.
 - Our bylaws state that all 6 Officers of the Board are required to be paid members of our PTA.
 - Emily posting/emailing the bylaws; the bylaws are also on the PTA's website. *completed*
 - **Please review and let the co-presidents know within the next week of any proposed changes; we will vote on the bylaws next month at our next meeting.**
 - Need board members present for that bylaw approval vote.
3. PTA zoom account approval: **Ashley Anderson motions to approve a PTA zoom account and Erik Jacobson seconds. Approved by majority vote.**
4. Fall Fundraiser (Emily Neuman)
 - Asked for volunteers. *sign-up form shared on FB page and via email.*
 - \$15,000 is our goal, which is slightly half of our approved budget; will promote \$50 per student in the school.
 - Proposed using the bid site that we used for gallery stroll; 5% loss but easy for parents; there can be a button on the main page to choose an amount: i.e., 50, 100, custom.
 - To set up and launch next Friday (9/10).
 - To end at the end of September.
 - Passed out newsletter mockup and asked for people to provide suggestions or changes: does the mockup communicate what you want to know to feel comfortable giving? **Please mark it up and give it to Dani or email Emily.**
 - Ashly suggested adding non financial ways to donate for those families who are not able to contribute.
 - **Emily could maybe add the Amazon Smile info and other ways to give.**
 - Priced out paper printing/mailing but wants to stick with newsletter/emails/bid site.
 - **Will ask teachers to send home and at least Erik will send home.**
 - Contribution methods discussed:
 - Venmo - PTAs can't use Venmo.
 - Checks and cash are best.
 - Square account also good; PTA can be at fall bash with a square reader, which is only a 3% charge.

- Proposal for ensign shirt weekly raffle for those who donated in any amount.
- Parent suggested that responses also result in a prize (i.e., a popsicle).
 - We could save fees if we put it out on paper and people can respond and/or contribute; the most responses results in a treat for the class.
 - We could do a weekly incentive versus a one-time incentive.
 - Small committee formed with Hester Paul and Maria Enniss.

Commissioner Reports

1. Academic Enrichment Chair (Ashley Anderson)
 - Includes the arts committee and art specialist, but also other programs (i.e., the new garden program).
 - Writes grants: i.e., science association grant, action center grant, tanner dance with matching funds for the arts; 5 classes are participating in the tanner dance program (Molly expressed thanks to the PTA for that program).
 - Beverly Taylor Sorenson Arts Learning Program (BTSALP):
 - Kathleen Fifield indicated she has enough supplies for clay and materials.
 - Ms. Amy also contacted: **waiting to hear back**. She should be sending her invoice(s) to PTA.
 - Erik explained that 4th and over plus the 3/4 split is district music, and 3rd and under plus C&A 3/4th is Ms. Amy.
 - Ashley reached out to the Fine Arts Director Adam Eskelson regarding band protocols. He indicated that Mr. McCallister had disposable masks to use as masks or bell covers for students.
 - Using recommendations from national organizations, PTA could create an Amazon wishlist of materials and invite parents to purchase and cover any gaps.
 - This is \$15-30 per student, which is achievable and would demonstrably reduce the risk of band per aerosol studies.
 - There is consensus and support from Mr. Jacobsen and parent members.
 - Arts committee will discuss details as needed.
 - Science/garden project: PTA to send thanks for the drip lines: **Ashley to email Ricky Martinez and the grounds crew to say thank you for the garden project/drip lines.**
 - **Flower bulb donations from families/the community would be great.**
 - Steam fair update:
 - We will do it with Indian Hills again.
 - Can we align steam fair with asynchronous days? The judging can also happen online.
 - JA was already discussed in Principal's report.
2. Building Community Chair (Elizabeth Payne)
 - Fall Bash
 - Flyers done.
 - Date: Sept 17th at school from 5-8
 - All activities will be outside (weather permitting).
 - Masks will be required.
 - Bounce houses/inflatables will be in the back of the school.
 - Need help with/volunteers for monitoring bounce houses. *Sign-up form shared on the FB page and via email by PTA; Erik also sent out specific information and a request for monitors in weekly email.*
 - There are different shifts for different grades; an hour per shift: K and 1st for the first hour, then 2nd and 3rd, and last 4th-6th.
 - 30-min signup slots available.
 - Will have to deflate without volunteers.
 - Question to Erik - Does Elizabeth need to fill out a special custodial form? *complete: Elizabeth submitted the facility-use form* Gratuity also discussed; Amy can provide information from prior years, and the gratuity is paid from the cash box. *Lynn will receive a \$100 tip.*
 - Activities: Face painters will do mask designs; there will be balloon artists and henna tattoos.

- Food truck
- Snack shack: NEED HELP with donations. *Sign-up form shared on the FB page and via email by PTA; Erik also sent out specific information and a request for monitors in weekly email.*
 - o All food items must be individually portioned/wrapped.
 - o All food must be store-bought and clearly labeled (i.e., ingredients).
 - o Drinks are popular and smaller drinks are also good donation options.
- Volunteer sign ups will be conducted online.
- Costs/budget discussed:
 - o Bounce houses are free for the kids.
 - o Other activities/items require tickets.
 - o Food truck: people pay individually.
 - o \$500 budgeted, but will need ~\$2,000 to pay for everything, which means we need to bring in \$1500.
 - o Face painting should be about 5 tickets; Emily suggests finding out the number the artists can do in the time we have to figure out how many tickets.
 - o Balloons should be 2-3 tickets.
 - o Offline discussion to go over selling tickets and the budget; this year is not that off compared to prior years.
 - o Maria B. mentioned needing a check request form.
 - o Free ticket will be provided to all students.
- AVENUES street fair discussion:
 - Erik will send out street fair information in the email with covid policies. *completed*
 - He will be leading a children's parade with other community members/educators.

3. Supporting Teachers Chair (Melissa Brownell)

- Has built a good committee.
- Teacher appreciation gifts (mostly monthly gifts).
- Devon Rose volunteered to be the room parent coordinator.
- **Dani will get emails/contact info next week for the PTA/Devon.**
- Staff members added to classes.
- Discussed the "get to know you" forms for teachers.
 - What mode is better? Erik said whatever is easiest and offered to do an MS form.
 - **Will get the forms/room parent info back to Devon next week.**
 - There are more paras this year than last year, and Erik wants to include everyone.
 - When assigning staff to classes, keep in mind that all second graders (and below) have had the K paras, etc.
- Lauren mentioned an idea to have multiple room parents with assigned roles.
- Offline discussion: There are three people/staff members Erik wants included.

Other Items for Discussion

Halloween - No visitors allowed in school for parties/the parade, but the policy is revisited every 30 days.

Funding Requests/Other Items Requiring a Vote

None

Melissa Brownell motions to adjourn the meeting, Lauren McBriar seconds. APPROVED

Meeting adjourned at 12:56 p.m.

Note: Zoom stopped working at 22:12 minutes (sound).