

Ensign PTA  
Monthly Board Meeting

**Meeting Minutes** for Friday, April 8, 2022  
11:30 AM - 12:45 PM

Attendees:

Ashley Anderson, Kelly Baron, Maria Borisevich, Melissa Brownell, Therese Huhtala, Melissa Kendrick, Lauren McBrier, Emily Neuman, Elizabeth Payne, Michael Sorensen, Katrina Stratford

Excused: Erik Jacobson (Michael Sorensen is in attendance as acting principal), Ashley was excused after giving her report

Conducted by: PTA Co-Presidents (Lauren McBrier & Emily Neuman)  
Notes taken by: PTA Secretary (Therese Huhtala)

**Welcome and Introductions**

**Commissioner Report #1**

Academic Enrichment Chair (Ashley Anderson)

- Enrichment programs are winding down: finishing art; Ms. Hamilton's class is doing debate.
- Ms. Amy is leaving, and there needs to be a discussion about this transition:
  - Ashley mentioned the creation of promotional materials in the future for the music/art programs at Ensign (this is something we should be keeping on our radar).
  - The current goal is to prioritize Ms. Amy's last weeks for spending with the students.
  - There is an interested candidate, whose name will be shared at a later date (hopefully by May).
  - Discussed the transition logistics/budget plan (i.e., the replacement having the same pay, a similar schedule made by SIC, etc.)
- Parents have reached out about math extensions and resuming French language opportunities.
- Ashley encouraged others to continue to share and implement ideas for
- Emily thanked Ashley for all that she does plus taking the lead on hiring a new teacher.
- Ashley mentioned shifting the arts schedule in the future to allow for more opportunities/programs and using trimester segments instead of yearlong segments so that students can do, for example, dance for part of the year and music for part of the year.

\*Note that the officer/commissioner reports are slightly out of order due to minor technical difficulties and scheduling/timing needs.\*

**Officer Reports**

1. Treasurer (Maria Borisevich)

- General account:
  - Balance of \$25,242.44 as of March 1, 2022
  - Deposits collected: \$1,921.63
    - o Amazon Smile: \$105.59
    - o Stripe (likely gallery stroll donations): \$297.06
    - o Mighty Cause: \$22.98
  - Expenses:
    - o Classroom supplies
    - o Zoom subscription
    - o Spirit week costs (as discussed in the March meeting)
    - o Check for Amy has not cleared yet (outstanding check: \$3,128.00).
    - o Transfer to art account

- Payments: \$1,192.60
- Remaining balance on hand (as of 03/31): \$22,843.47 (includes outstanding check)
- Art account: balance (as of 03/31): \$17,103.90
- Total for both accounts: \$39,947.37 (includes outstanding check)
- Year-to-date fundraiser summary:
  - Gallery Stroll donations
  - Amazon Smile
  - No other changes besides that as of March.
- Budget discussed:
  - Spirit Week costs
  - Class supplies
  - Redistributions (made per discussions in March's meeting; refer to March meeting minutes for additional details):
    - \$50 moved from STEAM Fair supplies to Spelling Bee line item.
    - \$150 moved from Ensign United Initiative line item (to Additional School-wide Events).
    - \$75 for Kindergarten orientation (cookies) amount moved to Additional School-wide Events (so there would be no overages).
- Questions/additional discussions:
  - Emily asked about Ms. Amy's outstanding check from her Feb/March invoice not showing on the budget yet, and Maria confirmed that is about half of what's left in the budget for her.
  - Check requests:
    - Melissa Brownell asked if Maria received check requests from Betsy or Laila; Maria hasn't seen those yet, and **Melissa will follow up to make sure they do.**
    - Emily mentioned a mid-April deadline for checks/existing requests, so we can see what we have in the bank before our 2022-23 budget discussion in May; if we can get requests done before the next meeting, it will help inform our budget discussion at that meeting.
  - Field trips:
    - Maria brought up field trips and asked if we have upcoming field trips scheduled; Katrina doesn't know of anything, but Dani would have a better idea.
    - Katrina asked teachers to let us know if they had/would be scheduling field trips.
    - **Maria will follow up with Dani** to ask if any field trips have been scheduled.
  - Budget items:
    - Emily asked if there are any outstanding items/reimbursements we don't know about.
    - Lauren said the Crack Shack donation was \$190, and they would send a check soon.
    - Emily asked about the Fundraiser-to-Date page; she would like to have separate sections next month, so we can see the Gallery Stroll and Fall Fundraiser amounts separately.
    - Emily clarified with Maria that **anything coming in April 1st or later would be separated out to show the difference between the Fall and Spring fundraisers.**
  - Emily asked if Elizabeth Lucas was talking over as Treasurer; Maria says they will meet later this month. **Emily suggested that she/Maria encourage her to come to the next meeting.**

## 2. Presidents' Report (Emily Neuman and Lauren McBrier):

- Restaurant fundraiser (discussed whether we should do this again):
  - Crack Shack made \$1200-1300, and Ensign PTA will receive \$190, which is on par with other schools according to Crack Shack.
  - Low effort/low reward, but requires coordination.
  - Therese asked about delivery: it's not offered as an option (dine-in or take-out only).
  - Emily said that if someone (a parent/volunteer) loves this idea, they could pursue it and be the coordinator (and pursue different restaurants, i.e., ones that offer their own delivery).
  - Melissa Kendrick feels that it was worthwhile for community building purposes, and \$190 seems like a good amount for low effort.
  - PTA members agree that it is a good idea for community building; we could encourage room parents to organize it for their classrooms.

### 3. Faculty Rep (Katrina Stratford)

- Thanked PTA for pot of gold teacher gifts.
- Mr. Sorensen has been great; he brings a real sincerity, a great perspective, and works well with teachers; they love the morning jokes (the kids laugh and then ask what it means, which she loves).
- Eagle folders:
  - Emily asked about Eagle folders, which are already budgeted in advanced for spending in August; there are almost enough for all students.
  - We need to know how many per student we will need so we can have enough next year.
  - Katrina said they always do one per student; **she will send the info out to teachers as well to see if she can get that information.**
- Gallery Stroll discussion:
  - Basket donations: teachers can put them in the PTA room with a label to show what class.
  - Emily asked where teachers are at regarding gallery stroll. Katrina said some of the new teachers might not understand what it's about, and **she will send out an email to explain a bit about Gallery Stroll.**
  - Emily mentioned having kids learn where their art is so they can show their parents.
  - Ms. Fifield is still wrapping up some of the firing for the pottery, so the pottery and 3D pieces won't go out until the Friday before; she will begin hanging wall art.
  - There will be 2-3 art pieces per student; Katrina mentioned the younger grades didn't make pottery or 3D pieces.
  - Elizabeth has a map that shows where the art will be displayed.
  - Katrina asked if teachers need to take down teacher bulletin boards, and Elizabeth said no; Ms. Fifield is using the PTA boards at the front of the building, and the wire on the brick will also be used to display art.
- Melissa Kendrick asked about the shamrock board, and if she should take it down/do something else with it; Elizabeth said they don't need it taken down for Gallery Stroll, but she has another idea for it (to discuss offline).

### **Commissioner Report #2**

#### Supporting Teachers Chair (Melissa Brownell)

- Book fair:
  - Final numbers: sold \$8,200-8,300 worth of books (normally it's \$5-6k).
  - This amount is similar to our fall book fair.
  - This translates into about \$2k for Mr. B to spend on books and supplies for the library.
- Teacher Appreciation Week: It's May 2-6 nationally, so we will do the same week; Melissa B. will coordinate with room parents.
- Gallery Stroll:
  - Melissa B. asked if we need cellophane to wrap the baskets; she will check with what we have in the PTA room. Melissa said most room parents would be getting them done on Monday.
  - Auction/basket items discussed.
  - Emily reminded us to lock the PTA room.
  - Melissa B. asked about inventory lists/values/graphics to sharing on social media (i.e., for the auction items/baskets); Lauren can print those and Elizabeth can step in if Lauren needs help.
  - Elizabeth said Mr. Sorensen would raffle the baskets during morning announcements after GS.
  - Elizabeth said they need labels for the ticket containers for the raffle; Melissa B. can do labels.
  - Melissa B. asked about when we need to have pictures of the baskets for Lauren to do promotion; Lauren said anytime is fine/maybe during the week before.
  - Silent auction closes at 10pm on April 23rd.
  - Overall Gallery Stroll plan: TBC (after Mr. Sorensen's Principal Report).

## **Officer Report**

Principal (Acting Principal Mr. Sorensen):

- There is a 6th-grade teaching vacancy next year:
  - Interviews are happening today, so they are close to sending a recommendation for hire to HR.
  - Mr. Sorensen is excited about the candidates who have applied.
  - Hiring committee: Brian Connelly (area director over Ensign), Ms. Hamilton, Ms. Wilson, and Ms. Picklesimer joining that committee (1:30-4 today)
- BTS grant was approved for next year.
- Mr. Sorensen mentioned that Ensign is a special place, and he loves this community and feels welcome.

## **Commissioner Report #3**

Building Community Chair (Elizabeth Payne)

- 6th-Grade Promotion: May 26th, 9am to 9:45am
  - We need to get the time listed on the school/PTA website and/or included in the weekly emails.
  - Mr. Sorensen said he added it yesterday to the website/calendar and weekly email.
  - Elizabeth will ask Jenny D. to put it on the PTA website and will ask room parents to disseminate the information as well.
- Gallery Stroll overall plan:
  - Mr. Sorensen was instrumental with GS plan/layout.
  - Lauren and Lisa working hard on silent auction items (we still need more); info going out to room parents and from Mr. Sorensen to ask for items.
  - Auction discussion:
    - When can we start adding items to Gallabid? Lauren said next week, and Elizabeth and Lauren will touch base to discuss further.
    - Is 10pm the right time to close the auction? Lauren said earlier can work, too. Emily advocated for 10pm since the event ends at 8pm.
  - Art activities:
    - Chalk art
    - Thaumatrope optical activity
    - Poetry/film activity
    - Thanks to Emily and Ashley for running activities.
  - Food:
    - New options this year.
    - All food will be outside (weather permitting).
    - Snack shack will require tickets.
    - Squatch Pizza will give us 5-15% of profits.
    - Shylo's will give us 10% of profits.
    - Drinks sold at food trucks.
    - Elizabeth asked if we should provide drinks at snack shack. Long lines and logistics discussed; PTA decided to provide just water at snack shack; people can get cold beverages at trucks.
  - Elizabeth shared menus; there are good GF and vegetarian options.
  - Elizabeth shared the layout.
  - Tinikling will be at 6pm (might be two performances).
  - Tables outside by the trucks for eating (weather permitting).
  - Punches: 3 punches gives you a ticket (tinikling/art activities = punches).
  - Questions/further discussion:
    - Emily thinks the layout looks great; wonders about balancing outdoors/indoors. The poetry/film needs to be indoors for quality, but the thaumatrope activity could be outdoors; Emily recommends that be done outside, weather permitting (i.e., under the tree at the corner or concrete area near the grass). Elizabeth agrees that drawing people outside is good.
    - Who would do punches for tinikling? Elizabeth said she could have her son do it. Emily thinks maybe just the three art activities should get punches. Lauren mentioned that last time only

about 10 kids made sure to do all of the punches, and it doesn't affect revenue. Decision made to only have art activities get punched.

- Art activities are free.
- Tickets are for snack shack and the opportunity baskets.
- Postcard shared (Henry's art from prior year).
- Ways to get involved will be shared by Mr. Sorensen and room parents.
  - donate items (auction/baskets)
  - bring treat for snack shack
  - volunteer at Gallery Stroll
  - attend/participate in Gallery Stroll (buy food/tickets, bid, etc.)
  - donate money
- Bulletin boards:
  - Three in front hallway will be used for artwork as part of the GS display.
  - Elizabeth doesn't need the PTA/SCC one, but that one needs a little attention.
  - Who could revamp this board because it will be next to art displays? **Emily will reach out to SCC person (Brian) to find out.**
  - Elizabeth can make it look better and then put back the stuff that's up now if necessary.
- Elizabeth thanked everyone for their help.
- Budget issues for 6th-grade promotion discussed:
  - \$450 is currently in the budget for promotion.
  - Hats are more expensive than in years' past (and same with the postcards and other things).
  - Emily says we can ask parents to directly donate the cookies and/or borrow from the tinikling budget; Elizabeth says we can do both of those things.
  - Lauren said it helps to send out a specific signup (i.e., one tray of cookies). Elizabeth mentioned that she would prefer to buy the flowers (and not have them donated) so they are all the same.
  - Elizabeth can find out about mini bouquets or a flower and not a bouquet (it was a flower per family in prior years) in order to save money and stay within the budget.

#### **Additional Items for Discussion**

- Katrina mentioned that Kindergarten Orientation is on May 6th from 1:30 to 2:30pm.
- PTA usually comes and gives a PTA pitch; Lauren will be there and will touch base with Katrina.
- Yearbook photos needed: **\*Katrina will put out an email to teachers; Therese will send emails to room parent coordinator (Devon) and Mr. Sorensen for his weekly update, and will make sure Katrina and the teachers receive information about statements and photos from the Yearbook team. Therese will CC Lauren so she can promote the photo request.\***

#### **Funding Requests/Other Items Requiring a Vote**

N/A

**Lauren McBrier motions to adjourn the meeting, Melissa Brownell seconds.  
APPROVED by majority vote.**

Meeting adjourned at 12:48 p.m.