

Ensign PTA  
Monthly Board Meeting

**Meeting Minutes** for Friday, October 1, 2021  
11:30 AM - 1 PM at Ensign

Attendees: Ashley Anderson, Maria Borisevich, Melissa Brownell, Therese Huhtala, Melissa Kendrick, Lauren McBrier, Emily Neuman, Hester Paul, Elizabeth Payne, Amanda Pulliam, Katrina Stratford

Excused: Erik Jacobson

Conducted by: PTA Co-President (Lauren McBrier)

Notes taken by: PTA Secretary (Therese Huhtala)

**Dates to Note:**

Next PTA meeting is Friday, November 5, 2021, at 11:30 AM to 1:00 PM (likely via Zoom)

Other dates:

- Apparel orders: now until October 24, 2021.
- Asynchronous day: October 5, 2021.
- Short day: October 13, 2021.
- Fall break: October 14 and 15, 2021.
- Halloween: **TBD** (Erik Jacobson) — likely Friday, October 29, 2021.

**Welcome and Introductions**

Each attendee shared their name and the grade(s) of their children at Ensign, as well as a weekly highlight.

**Officer Reports**

1. Presidents' Report (Emily Neuman and Lauren McBrier)

- Fall fundraiser:
  - We are just over halfway to our goal of \$15k, which means we are doing as well as any "normal" year.
  - There are a lot of slips in the office for participation.
    - Leftovers from fall bash will be used as a reward for students/class with the most participation.
    - Let's do this next year; tradition matters.
- PTA newsletter:
  - Hardcopy of the prior newsletter went to kindergarten classes; Katrina said it was beautifully done.
  - Highlight the dinner provided by Laila Lamani to teachers for SEP conferences last week.
  - Emily mentioned doing a mid-month newsletter, which could include photos of the garden and students/teachers participating in the tanner dance program.
- **Social media post to mention or show the drawing for the fall fundraiser shirt winner and class winner for the treats.**
- SCC meeting:
  - Lauren attended.
  - SCC decides how to spend some of the school's budget.
  - New chair was elected - Joe Fournier.
  - It would be good if PTA has a rep at SCC: at least one person for crossover.
  - Meetings will likely be the 3rd Tuesday of the month at 7pm, but SCC is still deciding.
- Vision screening: it lasted 2 hours with 5 volunteers.

- School pictures went well and had good turnout; PTA discussed how many volunteers are actually needed and what they are expected to do (i.e., fix hair?).
- Masks from the state:
  - Did Ensign get them? What did they get (type, size, etc.)?
  - Should PTA send a reminder to parents that masks are available?
- Spirit wear: Should PTA send out reminders?
- Communications plan: social media, Google group, etc. - Lauren
- Halloween: TBD - treat bags to bring in if no party
  - What does PTA want? PTA should present a plan to Erik to consider.
    - o Parents could bring treat bags if there are no parties
    - o Plan an outdoor parade (with parents and classes sitting outside).
    - o Plan to have the pumpkin “contest” outside.
  - Would likely be the Friday before (October 29).
  - Elizabeth planning the participation prizes.
  - Katrina mentioned asking Erik about when items are brought and have to sit for a certain amount of time before they can be handed out; also, prepackaged items.
  - It was discussed what PTA/Ensign/teachers can do if kids do not have costumes:
    - Katrina said that she has some costume items that kids can wear.
    - Email to reach out if you don't have a costume for your child (so teachers don't put costumes on kids whose parents don't want them in costumes).
  - No wearing masks/weapons.
  - Elizabeth will ask Erik for more information and go over these ideas with him.

## 2. Faculty Rep (Katrina Stratford)

- SEP Conferences went very well.
  - Thank you for the amazing meal.
  - Laila provided soups and pies, quiches, tarts, baklava, etc.
  - Thank you note from Katrina to give to Laila; she passed the card around the meeting.
- Ashley mentioned a live botany presentation with Smithsonian and suggested telling the teachers about it (i.e., those who are involved with the garden project). \*Completed.\*
- Drop-off help in the morning still needed; we discussed that the need was temporary.
  - Especially need volunteers for the kindergarten classes on Mondays.
  - Maybe just one volunteer is needed per day through October.
  - We should ask the parents who have kindergarten students (i.e., through room parents).
- Room parents:
  - We should provide instructions to room parents; some room parents aren't sending things out. Devon to help/Emily to ask Devon.
  - Teacher questionnaires not yet sent out.
- Google group: most parents are not on the Google group; Lauren will work with Devon on this.

## 3. Principal (Erik Jacobson) - N/A

## 4. Treasurer (Maria Borisevich)

- Fall fundraiser collections discussed; total collected: \$9,645.14
  - Mighty Cause: \$5,436.11; “Mighty Cause” line discussed: because all donations went through Stripe, we might need to change this notation and/or break it down further (of the actual amount in bank account).
  - Checks for fall fundraiser: \$1,294.00
  - Fall bash collection amount: \$2,915.03
  - Separated out membership dues and t-shirts/sweatshirts collected with cash (see below).
  - All/most checks are probably donations (fall fundraiser donations) rather than for tickets.
- Expenses for fall bash discussed: \$1,910.00
  - We brought in more money than we spent on fall bash.
  - There is one outstanding check request of about \$9x.xx for expenses.

- Fall fundraiser collections PLUS other collections minus fall bash expenses: \$8,248.02
- General account as of September 2021:
  - Balance on hand (9/1/21): \$18,643.42
  - Total deposits: \$12,306.80
  - Total payments processed: \$696.00
  - Outstanding checks/transfers: n/a
  - Fall fundraiser total: \$9,645.14 (minus \$1910 for expenses)
  - Membership dues: \$54.00
  - Spirit wear: \$52.00
  - Amazon Smile: \$56.88
  - Yearbook: \$350.00
  - Summary of accounts:
    - Balance of general checking (9/30/21): \$30,254.22
    - Balance of art account (9/30/21): \$21,999.29
    - Total: \$52,253.51
- Emily asked if Maria had collected all the checks from the office; **Maria will check with Dani.**
- Yearbook money deposited and an old donation check was found and deposited in Sept.
- Membership dues collected: 10+ members; Maria will bring the list next meeting.
- Art account checks: for band supplies and for paying Ms. Amy.
- Budget discussed:
  - Building Community/Fall Bash section:
    - Should Maria include how much was collected so it shows we aren't over the budget?
    - Emily mentioned that we should put what it costs (for future budgets); we don't want to leave fall bash as a deficit but should make sure to show that we zeroed out.
    - Elizabeth suggested that we put \$0 spent, but include the \$1910 as actual costs.
  - Supporting Teachers section: checks written for classroom supplies.
  - Administrative section: check for PTA fees.
  - Enriching the Academic Core: check for music (Ms. Amy); the year to date total is correct.
- Other:
  - Emily asked about the Kroger/Smith donation program.
  - Maria emailed them to see if account was still active; or, do they need an updated form to reactivate the account. They have not yet responded to her request.
  - We stopped receiving the donations from Kroger in 2020; we collected \$300 a month in past years (i.e., in 2019).

#### 5. Secretary (Therese Huhtala)

- Asked if the current process/timeline is working for everyone. Those present said that it was.
- Even if someone doesn't vote via email to approve, as long as there is a quorum and majority vote to approve, the minutes are considered approved and can be published.
- Therese publishes approved minutes to the PTA's Google drive and Google group; Jenny Desha publishes them on the website, and Katrina Stratford sends them to the faculty.

### **Business/Action Items**

1. Board members need to sign a document: **Emily collecting signatures.**
2. Bylaws need to be approved: President Emily Neuman asked for a motion and second to the motion to reaffirm the Ensign PTA Bylaws as posted, since sufficient notice of the need to renew has been given and no amendments have been proposed. **Ashley Anderson motions to vote to approve the bylaws as written, Melissa Brownell seconds. APPROVED by majority vote.**
  - A vote was taken of the members present and unanimous approval was given.
  - Members present and voting: Emily Neuman, Lauren McBrier, Maria Borisevich, Therese Huhtala, Katrina Stratford, Elizabeth Payne, Melissa Kendrick, Hester Paul, Ashley Anderson, Melissa Brownell.

## Commissioner Reports

### 1. Building Community Chair (Elizabeth Payne)

- Fall Bash:
  - The fall bash was a great event.
  - Elizabeth would like feedback on how to structure the signup spots for volunteers; maybe do an hour instead of 30 minutes, for instance, because we didn't have enough volunteers.
  - PTA agreed that Elizabeth did an awesome job with fall bash.
- Library events:
  - Mr. Baird wants to do multicultural/international night. **Elizabeth will connect with him now that the book fair is over**; he is sending an email to Lauren and Elizabeth.
  - Multicultural night: families sharing their culture; did it through Zoom last year in November.

### 2. Academic Enrichment Chair (Ashley Anderson)

- Junior Achievement and Biztown:
  - January 12th is Biztown.
  - There will not be parent volunteers to teach the curriculum at Ensign.
- STEAM fair:
  - January 10th: **PTA needs Erik to confirm this date.**
  - Will provide students with NearPods for science and art projects for the STEAM fair.
  - Everything will be hybrid, so all students will make a PowerPoint presentation but can still request boards, which can be placed physically on display in the school as well.
  - Ensign will share judging with Indian Hills Elementary (again).
  - How can we boost participation?
  - Note that it is an international year, which means there is an international STEAM fair (for 5th and 6th graders).
  - All grades can participate in Ensign's STEAM fair; 5th and 6th graders can advance to the district-level fair (and beyond).
- Grants:
  - Applied for a science teachers organization grant for Katrina Stratford.
  - Applied for a STEM grant for the garden.
- Garden project:
  - Classes planted garlic and bulbs.
  - Mystery project in winter.
- Tanner Dance program: has been successful and fun for students (and teachers).
- Music program:
  - The masks purchased for music have become an issue, at least temporarily: masks purchased by parents that were sent to the school (instead of their homes) are not being used yet because they are not all in, but these supplies have been purchased for students.
  - Ms Amy wants to do recorder.
    - Ashley suggested doing it in the spring for both covid and logistical reasons.
    - The issue is whether we would have access to the district's recorders or not; district always provides recorders for upper grades but PTA might need to purchase recorders for lower grades for Ms. Amy's classes.
- Library projects:
  - Where do library projects fall? Building Community: Elizabeth also reported on library events.
  - Battle of the books is happening this year: there was a BotB cart during book fair.
- RDT (Repertory Dance Theatre):
  - There is a teaching methods class at U of Utah.
  - Erik has the information/update.

### 3. Supporting Teachers Chair (Melissa Brownell)

- Book fair went well; Mr. Baird was pleased.
- Teacher gifts:

- Monthly teacher gifts will start in October with a mid-month timeline goal.
- There are enough volunteers for one to participate each month.
- The SEP dinner was September's gift.
- Will get pics of these gifts to share.
- Teacher funding requests:
  - Mr. Baird will be asking for a funding request.
  - Computer lab teacher asked for \$115 to buy incentive gifts for kids for leveling up in ST Math and Lexia. Melissa requested pre-approval: **Lauren McBrier motions to approve this \$115 request, Ashley Anderson seconds. APPROVED by majority vote.**

#### **Other Items for Discussion**

- Amazon smile discussed; anyone can participate.
- Donations directly to classes discussed:
  - Erik told a parent that it might be better for PTA to allocate donations, but what about small donations of supplies to teachers?
  - PTA agrees that it's okay to donate supplies directly to teachers, but to ask if teacher has spent their legislative money first.
  - Katrina will add a note to teachers to make sure they get supplies via their legislative money; it is more restrictive and has more rules than PTA requests, but it is lost if not spent.
  - Therese suggested that we ask teachers using the teacher questionnaire (room parents would do this). Katrina provided an example: "Supplies I always need in my class are: \_\_\_\_."

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

Money for computer lab teacher needed to be pre-approved (see above).

**Ashley Anderson motions to adjourn the meeting, Elizabeth Payne seconds. APPROVED by majority vote.**

Meeting adjourned at 12:59 p.m.