

Ensign PTA  
Monthly Board Meeting

**Meeting Minutes** for Thursday, March 10, 2022  
7:30 PM - 9 PM

Attendees:

Ashley Anderson, Maria Borisevich, Laura Cushman, Suyin Chong, Jenny Desha, Maria Enniss, Betsy Garlish, Therese Huhtala, Melissa Kendrick, Lauren McBrier, Jana Neal, Emily Neuman, Elizabeth Payne, Michelle Peterman, Devon Musson Rose, Michael Sorensen, Katrina Stratford, Juliette Tennert

Excused: Melissa Brownell, Erik Jacobson

Conducted by: PTA Co-Presidents (Lauren McBrier & Emily Neuman)

Notes taken by: PTA Secretary (Therese Huhtala)

**Dates to Note:**

- March 14-18: Spirit Week; Multicultural Night at the Library: March 16
  - We have a great committee headed by Ms. Toney and Chris Jones.
  - Events are scheduled for Monday through Friday.
  - Mr. B organized a wonderful speaker: Darren Parry (Mr. B is planning to be back by this time).
  - Thursday will also feature therapy animals.
- March 21-25: College and Career Week
- April 23, 2022: Gallery Stroll
- April 8 (Friday) at 11:30am: April PTA Meeting

**Welcome and Introductions**

**Officer Reports**

1. Principal (Erik Jacobson): No report
2. Faculty Rep (Katrina Stratford)
  - Katrina thanked PTA for the SEP dinner.
  - Discussed follow-up on the SIC resolution (vote) for the supporting teachers/supplies budget:
    - Emily stated that to the best of her knowledge it's still unresolved, and we are looking for clarity/a resolution.
    - Katrina said that the faculty had a vote and want to change the process next year such that the office does the supplies funding instead of the PTA, which represents the previous process.
    - The previous process was as follows:
      - Parents were asked to donate a suggested amount (i.e., \$20) at the beginning of the year.
      - Ensign/the office collected those donations.
      - For big-ticket items, faculty would come to PTA with a proposal and ask for approval.
      - Field trip funding was also done through PTA.
    - Emily asked about the funding for this year, and Katrina said that she reminded faculty to use the funds allocated for this year and gave out reimbursement forms; she will continue to remind them about using it.
  - Spirit Week logistics discussed:
    - Monday's pep rally is at 2pm.
    - Katrina brought up issues surrounding the younger kids needing to bring all of their belongings and snow gear to the rally, as well as dismissal concerns.
    - Mr. Sorensen said he will figure out the logistics/resolve these concerns and communicate the details to the teachers.

- Volunteers needed to help Ms. Toney (i.e., pass out materials).
- Read-a-thon on Friday: Katrina mentioned that the kindergarteners can't read for more than 30 minutes in the hallway. \*Katrina to check with Ms. Toney on the logistics/timing and Lauren offered assistance.\*
- Access issues discussed for masked students:
  - o Streaming will be available, and all children will have access to the items (i.e., pompoms).
  - o Ashley mentioned that it's better if streaming happens for entire classrooms (or larger groups of students) so that students aren't singled out.
- Katrina made a video for Laila to thank her for the SEP dinners.
- Elizabeth reminded PTA that tinikling would need to be canceled on Monday at 2pm, and Jana said that she will try to reschedule the tinikling.

3. Presidents' Report (Emily Neuman and Lauren McBrier): No report

4. Treasurer (Maria Borisevich)

- General account:
  - Balance of \$28,343.81 as of February 1, 2022
  - Deposits collected: \$205.35
  - Outstanding check: \$32.31
  - Payments: \$3,306.72
  - Remaining balance on hand (as of 02/28): \$25,242.44
- Art account:
  - Balance (as of 02/28): \$18,599.90
  - No activities for art account; same as last month.
- Transfer was made in March for a check in February (music).
- Total for both accounts: \$43,810.03
- Year-to-date fundraiser summary:
  - Mighty Cause: \$22.98
  - Kroger: \$182.37
  - Garden supplies included (\$186.74 as part of the \$2,587.74 listed for fall bash and garden expenses) but were covered by the STEM grant (\$781); Ashley agrees with how it is shown.
  - PTA has raised \$13,771.65 so far.
- Budget discussed/questions/votes to approve funding requests:
  - Maria added columns to show actual costs, anticipated savings, and monthly differences (as discussed in prior PTA meetings).
  - For money that was covered by the STEM grant, she can change the amount shown.
  - Spelling bee cost adjustment (from \$175 to \$225) can be made, but Emily mentioned that we need to make sure we have the correct fee amount for next year in the budget.
  - Class supplies:
    - o There is a request for over \$100, which needs PTA approval by vote; it was for about \$159 (a new teacher ordered pockets that go over kids' chairs).
    - o Emily vouched for this cost and proposed that we vote to cover this request.
    - o **Vote to approve: passed by a majority vote**; all visible participants voted to approve.
  - Spelling bee cost adjustment:
    - o Ashley motioned that we vote to reallocate money to the spelling bee.
    - o **Vote to approve: passed by a majority vote.**
  - Zoom account vote: Lauren said that we signed up for a year and provided justification.
    - o **Vote to approve reimbursement: passed by a majority vote.**
  - Spirit Week:
    - o \$423 for supplies (eagle decorations, pompoms); budget was \$200 for this event.
    - o Chris spent ~\$50 on a map that he donated; PTA agreed we should reimburse him for it.
    - o Question: Does Ms. Toney have a budget? Emily answered: Not specifically.

- Emily asked if we spent anything on cookies and cocoa? Lauren said PTA should reimburse Suyin for the cookies for that event.
- Talent show had no expenses.
- Emily said we could count Spirit Week as an additional school-wide event: ~\$473
- Ensign United Initiative (Red Ribbon/Spirit Week) has \$200, so adding the additional event amount of \$300 would give us \$500 for Spirit Week. **\*Note to think about for next year.\***
- Field Day: was \$0 last year. In prior years, we rented bouncy houses and spent event money; Emily proposed that we deal with Field Day at a later date. We can put the leftover amount from the Additional School-wide Events line item into the Field Day line item.
- Maria asked where to put the Zoom expense; she will put it in the Administrative section.

## 5. Secretary (Therese Huhtala)

- Yearbook discussion:
  - Therese proposed that she and Rebecca Robrecht purchase two copies of Affinity Publisher this year (it can be used for future years).
    - They used Adobe InDesign for the past two years because that's what the prior yearbook volunteer used to create the templates, but it's a subscription-only software and is expensive.
    - Affinity is not a subscription; it's \$55 plus tax (\$54.99 plus tax) per copy.
  - Therese requested that the yearbook be part of the budget; it hasn't been in previous years because it pays for itself, but with such an expensive project, Therese thinks it should be its own line item.
    - Last year, it cost \$1,421.06 to print 235 yearbooks. At \$10 a book and 204 orders, we collected about \$2040.00 (although she never received a final collection amount and doesn't know what other checks/payments were made/collected later).
    - Ensign always orders extra to account for any 6th graders who don't submit an order.
    - Extras are sold on the last day of school at \$20 a book.
  - Emily proposed to reimburse \$130 total for the software; Lauren seconded.
    - **Vote to approve: approved by a majority vote.**

## Additional Items for Discussion

- New banners discussed:
  - Lauren mentioned that Michelle P. facilitated the design and creation of new banners.
  - All costs are being donated.
  - Michelle asked for design feedback and shared her spreadsheet. **\*Michelle to email Dani to ask for images (i.e., the eagle image).\***
  - Michelle will give us a couple of options to review/from which to decide.

## Commissioner Reports

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

- Book fair: There are no book fair numbers yet.
- 3D printer: **Melissa needs to follow up with Mr. B now that he's back.**
- Melissa asked about when to celebrate teacher appreciation week; PTA discussed celebrating the same day as the national one, which is usually the first week of May.

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

- Trans Day of Visibility flag:
  - Project Rainbow will come and put up a flag at Ensign for \$15 the week before since we will be on spring break during the actual week of Trans Day of Visibility.
  - Mr. Sorensen doesn't know of any objections/concerns.
  - Emily asked what it means for them to put up a flag, and Ashley explained that they will stake a flag wherever you want on the grounds.
  - **We can decide on reimbursement for the \$15 at the next PTA meeting.**

- Garden/STEM action grant: Garden planting is happening now.
  - Fine arts/Gallery Stroll:
    - Art prep for gallery stroll discussed; we talked about filming performances.
      - We need a volunteer to film and edit performances a couple of weeks after spring break; plans to ask potential volunteers (i.e., Scotty Riding or Chris Jones). *\*Ashley to reach out to them.\**
      - Having a high-quality video of our music program is important; it is very helpful to have a demo of what is happening in the music room for parents/future parents.
  - Volunteers needed:
    - Ashley needs volunteers to help get involved in these activities; *Lauren to make a social media post to publish a list to help get the needed volunteers.*
3. Building Community Chair (Elizabeth Payne)
- 6th-grade promotion:
    - We will need food, gift for grads, and flowers for leaving families.
    - There is a budget, but reimbursement needs to happen quickly because it's the end of the year.
    - Sports den can supply hats (as gifts) at around \$10 a hat.
  - Gallery Stroll:
    - Elizabeth thanked volunteers for working on Gallery Stroll.
    - We need help soliciting items for the silent auction.
    - We need more volunteers to contact businesses.
    - Elizabeth wants to share the overall plan during April's PTA meeting.

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

- Ashley Anderson brought up parents opting out for photographs/social media images; Therese mentioned wanting to cross-check the opt-out list for the yearbook. *\*Therese will talk to Dani about parents who have opted out.\**
- Lauren thanked Katrina Stratford, Alissa Kean, and the other teachers for Write Your Heart Out, Ms. Picklesimer for the spelling bee, Ashley A. for STEAM fair, Melissa Brownell for book fair while Mr. B was out, Devon for class baskets, Melissa Kendrick for helping with lost and found and making such amazing bulletin boards, Ashley A. for advocating with SCC on full-day kindergarten, Therese for the meeting minutes, which got a shout-out at the SCC meeting, Scotty Riding for the Talent Show, Chris Jones and Ms. Toney for Spirit Week, Ms. Toney for Career Week, Elizabeth for Gallery Stroll, Michelle P. for the new banners, and Jana Neal and Tami Kamerath for helping with tinikling. She thanked PTA members/volunteers for everything they do.
- Looking for volunteers:
  - Spirit wear: Lauren brought up her idea for buying a bunch of spirit wear and selling it at events; 10 of certain sizes because it's expensive. *\*Will think about this for May or the fall fundraiser.\**
  - Restaurant fundraiser nights discussed; other schools do this and we should, too. *\*happening on 4/4 with the Crack Shack\**
- Nominating committee update: things are looking good, and it seems we have found a Treasurer.
- SCC meeting: the goal is to get more enrollment; discussed ideas, marketing strategies, letters to the editor. Ashley suggested meeting with other schools/PTAs in our precinct.

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

N/A

**Emily Neuman motions to adjourn the meeting, Ashley Anderson seconds.  
APPROVED by majority vote.**

Meeting adjourned at 9:11 p.m.