

Ensign PTA  
Monthly Board Meeting

**Meeting Minutes** for Friday, November 5, 2021  
11:30 AM - 1 PM at Ensign

Attendees: Maria Borisevich, Therese Huhtala, Erik Jacobson, Melissa Kendrick, Chrystal Mancuso-Smith, Lauren McBrier, Emily Neuman, Hester Paul, Elizabeth Payne, Amanda Pulliam, Katrina Stratford

Excused: Ashley Anderson, Melissa Brownell

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

Notes taken by: PTA Secretary (Therese Huhtala)

**Dates to Note:**

Next PTA meeting is Friday, December 3, 2021, at 11:30 AM to 1:00 PM

**Welcome and Introductions**

**Officer Reports**

1. Presidents' Report (Emily Neuman)

- Nominating Committee
  - It's time to form a Nominating Committee for next year's Board.
  - It will consist of three members:
    - one from the current board (anyone but the President)
    - two other PTA members
  - Lauren and Emily will work on finding volunteers to fill the committee.
  - The goal is to **have the committee formed by the December PTA Meeting.**
  - The Nominating Committee will identify members who are willing to serve as President-Elect, Treasurer, and Secretary beginning July 2022.
  - Their nominations will be due by the end of February.
  - This process is a priority for Emily. She thinks that cycling through new Board Members every year would be a healthy goal for our PTA, but that requires being proactive about asking people to serve in those roles; forming a Nominating Committee will help us do that.

2. Principal (Erik Jacobson)

- Performance Results:
  - Schoolwide focus on each performance result is now done for a month at a time.
  - "Contributor to the Community" is this month's focus. Each student will fill out a rubric.
    - Kindergarten is more challenging; teachers can use premade sentences.
    - Kids rate themselves, and they discuss the relevant performance result during daily announcements. For instance, today they did "showing kindness to self and/or others."
    - The students will rate themselves at the end of the month.
  - Teachers decide on the performance result two weeks before the month starts.
  - Success criteria changes per week during the month.
  - Growth is monitored because all kids took the social emotional survey at the beginning of the year and will take it again at the end of the year.
  - It's exciting and awesome to see progress; Erik is providing updates in the weekly email so parents/families can discuss at home.

- Interims:
  - All math and ELA interims are mandatory this year, so we aren't doing what we typically do.
  - These are done through the school district and are not national.
  - Ensign is above goal for math and near goal for ELA already, so students are proficient.
- Teacher meetings with Erik:
  - Erik has a monthly meeting with each teacher to talk about students and growth.
  - They go over the tiers and tier support that is needed.
  - They also discuss the performance results.
  - Erik enjoys it.
- Vaccine update:
  - Clinics offered throughout the district.
  - Erik will put all the info out there as he receives it.
  - Quarantine rules for unmasked environments for unvaccinated students will be changing and will be more strict.
  - Ensign has had seven cases this week, but none positive at school; exposure letters are not going out if the infected student wasn't at school with a positive covid test.
- Kindergarten volunteers: This has been going great.
- Red Ribbon Week:
  - We don't have to discuss it today, but **we should put it on the agenda.**
  - At Ensign, this is usually messaged as an anti-bullying/drug free event, and more about making healthy choices.
  - We usually have daily themes that week.
- Write Your Heart Out: tentatively scheduled for Feb. 10 (not official; is pending a staff vote).
- Talent Show:
  - **Need a date scheduled.**
  - Erik wants to go over the details when we get closer (i.e., do we want virtual or not).

### 3. Faculty Rep (Katrina Stratford)

- Shared the Thank You card from Mr. B. for the book fair.
- Ms. Kean wanted to thank the PTA for the pumpkin contest.
- Ms. Picklesimer put in a request/application for the spelling bee and wants about \$50 for prizes when we get closer to the event.
- Budget/spending:
  - Teachers want more clarity for things such as the PTA fund rollover and accepting donations from parents.
  - Katrina explained that the SIC has to vote on this plan again because it has changed since the original plan was voted on.
  - Faculty concerned that when PTA asks for a \$50 donation per student, there is only \$9 going directly back to the student's classroom; faculty would like to be able to request \$20 per student to directly benefit the class.
  - Faculty has expressed that the receipt process (for PTA funds) is more of a hassle.
  - **Emily will create a subcommittee to better understand the process**, and she wants to send a message to the teachers that PTA apologizes for not meeting teacher expectations and wants to be on the same page.
    - Committee (faculty, Erik, PTA/Maria, etc.) to bring this to SIC and iron out the process.
    - Elizabeth discussed process at a different school, and the plan they developed resolved similar issues.
    - Erik stated that having everyone (including specials) just get an amount (i.e., \$100) for supplies would be helpful.
    - Elizabeth mentioned the importance of this process being clear.
  - Erik talked about equitable issues with teachers asking parents for donations (and some other factors) for why they changed things in 2019. Erik discussed using PTA money before the district money for FTE/staffing considerations.
  - Ensign is almost back to precovid numbers.

- PTA will continue to work on this process offline. PTA is looking for the following criteria:
  - o Transparency
  - o Flexibility
  - o Simplification

4. Treasurer (Maria Borisevich)

- Deposits collected: \$5,082.09
- Payments (mostly related to art): \$3,779.33
- Bank account total (general and art): \$51,339.77
- Register breakdown discussed: mostly related to fall fundraiser and a few to membership, etc.
- Reimbursements discussed: mostly related to art, fall bash, and teacher appreciation.
- Amount raised (year-to-date amt.) discussed: so far we raised \$12,898.73 (fall fundraiser) plus \$524.88 (other) minus fall bash expenses (-\$2,310) for a total of \$11,113.61 collected.
- Fall bash's budget line-item discussed; Maria explained that she changed it to show the surplus (\$1k after paying for itself) and asked if PTA likes it shown this way.
  - Lauren said she likes how Maria has it now.
  - Maria said she could also ask Monica from district about it; Maria wants clarity for planning purposes.
- Kroger donation program:
  - Kroger hasn't yet responded to Maria; they are supposed to send a check every quarter.
  - Kroger did confirm that Maria doesn't need to submit a letter from the state, but Maria still wants to know why we aren't getting checks from them.
- Other:
  - Maria hasn't yet received a refund check (~\$200) from the state; Maria is keeping track of it.
  - Erik asked about the admin/principal's fund:
    - o It was removed from the budget.
    - o Erik would use it for catering a winter party or something similar.
    - o Maria says we can add it back through a vote.
  - Emily asked for the fall fundraiser total: it was about \$11k.
    - o Emily points out that this amount represents a third of what we need; it's not yet 1/2 of what we need by the end of the school year.
    - o **End-of-year giving discussed: table this issue for December's meeting.**
- General account as of November 2021:
  - Balance on hand (10/1/21): \$28,037.72
  - Total deposits: \$5,082.09
  - Total payments processed: \$3,779.33
  - Outstanding checks/transfers: N/A
  - Fall fundraiser total: \$12,898.73 (minus expenses)
  - Membership dues: \$66.00
  - Spirit wear: \$52.00 (same)
  - Amazon Smile: \$56.88 (same)
  - Yearbook: \$350.00 (same)
  - Summary of accounts:
    - o Balance of general checking (10/31/21): \$29,340.48
    - o Balance of art account (10/31/21): \$21,999.29 (same)
    - o Total: \$51,339.77

**Business/Action Items**

1. Bylaws were approved.

**Commissioner Reports**

1. Academic Enrichment Chair (Ashley Anderson)  
\*Report was emailed and included here with minor changes.\*

- Art:
    - To Ashley's knowledge, our BTS, district, and PTA art classes (Ms. Amy & Tanner Dance) continue as typical.
    - For Mrs. Fifield (BTS Visual Arts): Ashley sent an email checking that Mrs. Fifield has supplies for clay projects.
    - For Ms. Amy: **Ashley will go over recorder ideas with her after the Thanksgiving break.**
  - STEAM fair:
    - January 10th: Erik has the dates to send to SIC.
    - Nearpods will go out soon directly to faculty for students to participate; these can be shared on one asynchronous day as well.
    - **We will need judges in January and can make a SignUp over the winter break.**
    - Amanda MacPherson (Griffin Evan's mom; Kerr) is going to help with Facebook posts.
  - Junior Achievement:
    - Ashley requested the prerecorded online curriculum for BizTown only.
    - **Ashley will communicate this directly to Laura Hamilton to send headcount to JA.**
  - Garden:
    - **Ashley will send this video to Erik for morning announcements:** <https://spark.adobe.com/video/NmEYTaOkIS8kZ> if people would like to give feedback.
    - We have received \$781 from the STEM Action Center to fund spring projects.
    - Ashley will direct teachers to pull items that can't over-winter soon; all bulbs are planted (thanks to the Lamani-Sader family for soil amendments).
  - Outreach:
    - Ashley wants any parent who wants to help with these programs to reach out; she doesn't want to exclude anyone; no one has been clamoring to be involved.
    - Wants to get the word out that STEAM Fair and gardening with classrooms are great ways to get involved with academic enrichment.
  - Performances:
    - Emily's question to Erik and/or Ashley: will there be December performances or a Tanner Dance "informance?" \*Erik says Dec. 4 (which is a Saturday) for the Tanner Dance performance and second one is on April 26 **\*Erik will follow up with Tanner Dance.\***
    - PTA is wondering if parents will be able to come into the building to see performances.
    - Band/strings/choir (district performance) is set for Dec. 13 at 9am. **\*Erik doesn't know about inviting the community in or not.\***
    - Ms. Amy's music performance will probably be separate.
    - C&A 1st/2nd-grade performance not yet scheduled.
2. Supporting Teachers Chair (Melissa Brownell) - N/A
- Room parents/teacher questionnaires discussed:
    - Questionnaires (list of favorite things) not yet sent out to room parents; **Devon still following up with teachers.**
    - **Erik will follow up with the staff; needs to give new staff the favorite things questionnaire.**
    - Once the questionnaires are complete, Devon will disseminate the teacher and staff questionnaires to the assigned room parents. **\*Emily will communicate this action item to Devon.\***
3. Building Community Chair (Elizabeth Payne)
- Halloween:
    - Parade happened outside.
    - There were 38 pumpkins displayed.
    - A parent donated money for treat bags for the pumpkin "contest" (so no receipts needed to be submitted for that).
  - Library:
    - Mr. Baird wants to do a thanksgiving-themed Night at the Library event.
      - Discussed dates (Nov. 16, 17, or 18). Elizabeth and Lauren prefer Nov. 17.

- Discussed food (cookies and cocoa); decided to package the food for people to take on their way out. \*EVENT COMPLETED\*
- Would need up to four volunteers to help with stations: Melissa B., Suyin, Lauren, and Melissa K.
  - Multicultural/international night will be in December or March.
- Veterans Day program discussed: canceled for this year (it was Ms. Romney's project).
- Service project discussed for December.
  - Is this something we want to do through the Building Community Committee?
  - Ms. Toney will be spearheading a giving tree or snowman/snowball project.
  - Flyers. \*COMPLETED\*
  - Moveable board for this project discussed. \*Emily to email Ms. Toney about it.\*
- PTA bulletin board discussed; we could give it to Ms. Toney for her project or another project (i.e., Erik suggested they could use it for performance results).

### **Other Items for Discussion**

- Spirit ware: will be in/disseminated next week. \*COMPLETED\*
- Calendar discussion:
  - Erik wants proposed dates; we are following the written agreement, which is:
    - SIC if teachers need to be involved, and they will either vote or give a diff recommendation.
    - Staff votes.
  - Monday (11/8/21) SIC will vote on STEAM fair date.
  - Talent show doesn't need to go through SIC.
  - Red ribbon week goes through SIC.
  - Write Your Heart Out: goes to SIC for a vote on Monday (11/8/21).
  - Mr. B.'s events do not need to go through SIC.
  - Field day has to go through SIC.
  - April and May are open.
  - Gallery Stroll: May (and outside) or maybe very end of April.
    - Teachers will be busy with testing and joint performances harder to coordinate in May.
    - Does need to go through SIC: Dec. 3 proposal/vote date.
    - Tinkling (i.e., tinkling practice) is a consideration.
    - Notices need to be given to teachers for performances.
    - Erik to look into what we can and can't do.
    - Leadership for Gallery Stroll will be Elizabeth and a team/committee.
    - Date proposed for the end of April/beginning of may; start with committees in January.

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

N/A

**Erik Jacobson motions to adjourn the meeting, Emily Neuman seconds.  
APPROVED by majority vote.**

Meeting adjourned at 12:59 p.m.