

Ensign PTA
Monthly Board Meeting

Meeting Minutes for Friday, December 3, 2021
11:30 AM - 1 PM at Ensign

Attendees: Ashley Anderson, Maria Borisevich, Melissa Brownell, Maria Enniss, Therese Huhtala, Erik Jacobson, Melissa Kendrick, Chrystal Mancuso-Smith, Lauren McBrier, Emily Neuman, Elizabeth Payne, Amanda Pulliam, Juliette Stewart, Katrina Stratford

Excused:

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

Notes taken by: PTA Secretary (Therese Huhtala)

Dates to Note:

- 5th- & 6th-grade winter concert: December 13
- Tanner Dance INFORMance: December 14
- Vaccination clinic: December 14 (There was good turnout at the first one in November.)
- STEAM Fair: January 11th
- Next PTA meeting is Friday, January 7, 2021, at 11:30 AM to 1:00 PM

Welcome and Introductions

Officer Reports

1. Faculty Rep (Katrina Stratford)

- Shared a Thank You message for the funds for Write Your Heart Out (Ms. Kean).
- Reimbursement process discussed:
 - Subcommittee met twice.
 - There will be a folder to make it easy for teachers to make reimbursement requests.
 - They've been identifying specific things PTA reimburses for and the process for doing so.
- School improvement committee (SIC) defined/discussed:
 - Made up of upper-grade, lower-grade, union, and staff reps, a president, and the principal.
 - Meets as a committee once a month to discuss things that affect the school and what the school can do to improve.
 - Recommendations discussed and then voted on by the faculty.
- Proposal for the new reimbursement process will go to the SIC committee:
 - SIC will meet next on Monday, January 4th, 2022.
 - Proposal was read out loud.
 - Discussion of proposal:
 - Emily described that teachers will submit receipts and invoices directly to PTA (which is a change from the previous process).
 - **Still need to figure out some of the specifics** (i.e., the process for field trips).
 - If teachers don't use field trip money, they should still request money for supplies through the PTA process; field trip money does not roll over.
 - Proposal amounts are dependent on fundraising (unforeseen circumstances noted in the proposal) and determined on a year-to-year basis, but PTA should still try to commit to a dollar amount in the budget for the next three years.
 - This is a PTA priority.
 - Money goes here first.

- Includes specialist teachers now (still need to figure out who that will be and exact dollar amounts for those specialist teachers).
- Donation requests discussed:
 - Only having the PTA ask for donations and then providing the money to teachers is a streamlined process established in prior years.
 - This new reimbursement process is a medium ground so that teachers can ask for supplies from parents and PTA for other funds.
 - This won't change the fall and spring fundraising requests.

2. Treasurer (Maria Borisevich)

- Deposits collected: \$512.71
- Activity:
 - Invoices from Ms. Amy (\$1000 deduction because of grant funding)
 - Fall bash reimbursements
 - Pottery expenses (also in budget): \$276.00
 - Spelling bee: \$175.00
- Correction in budget pointed out for SEP dinners.
- Collections (total as of November 2021): \$11,487.93
 - Amazon Smile: \$80.03
 - Tax refund: \$356.31
 - Mighty Cause: \$22.98
- Budget discussed:
 - New items: pottery expenses, spelling bee fee
 - No changes for classroom supplies.
 - Annual PTA fees: \$48
 - We are currently under budget.
- Kroger Funds: These funds are set up to come directly to the school, and it's always been that way; it's in the budget; there was a check for \$40.
 - Erik brought this up and said it can go to schools or directly to the PTA.
- BoxTops: we have lost money due to the new digital process.
- We need to send out an email to inform parents about Kroger, BoxTop, and Amazon donations.
- End-of-year giving discussion (tabled for this meeting):
 - Is it appropriate to send out an end-of-year letter requesting donations and, if so, should we mail it or do we send it through Erik as a direct email.
 - PTA needs the donations.
 - Discussion about how to tell parents how to donate directly or use other (indirect) contribution methods:
 - Amazon Smile, Kroger, BoxTops, etc.
 - Can go in the Eagle folders (if indirect contribution information).
 - Lauren will do a Canva and will ask Jenny to put the information on the website.
 - Erik can send the information out in a weekly email.
 - Can accept checks or do a GalaBid event.
- General account (November 2021):
 - Balance on hand (11/1/21): \$29,340.48
 - Total deposits: \$512.71
 - Total payments processed: \$668.28
 - Outstanding checks/transfers: N/A
 - Summary of accounts:
 - Balance of general checking (11/30/21): \$29,184.91
 - Balance of art account (11/30/21): \$21,951.90
 - Total: \$51,136.81

3. Principal (Erik Jacobson)

- Vaccination clinic: December 14th (link will go out next week)

- Tanner Dance performance: December 14th
 - Winter concert: December 13th
 - 5th and 6th grade
 - Live streaming via Zoom and in-person
 - FTE discussed:
 - Ensign is fully staffed per our FTE.
 - Next year we will add a third kindergarten class to build up our numbers.
 - We can pay a teacher out-of-pocket next year. (Erik discussed the process of rolling over certain funds to pay for it; Ashley voiced some concerns about this process/the transparency of it, and Erik addressed these concerns.)
4. Presidents' Report (Emily Neuman and Lauren McBrier)
- Nominating Committee (headed by Lauren):
 - Good group of people participating.
 - Lauren will set dates.
 - Timeline discussed: A week before the March meeting, we will need one person minimum nominated for the main roles.
 - Adding other roles discussed: i.e., volunteer coordinator, chairs for the three main committees, legislative coordinator, etc.

Commissioner Reports

1. Building Community Chair (Elizabeth Payne)
 - Library events:
 - Night at the Library was well attended.
 - 100 take-home packets all went; maybe had about 200 people there.
 - Multicultural Night is still in the works (no date yet).
 - Giving Snowman:
 - Looks awesome - thanks to Melissa K.
 - Have had gifts coming in; kids can bring in anything (small or large) and it can be for any gift-giving holiday.
 - Today the plan is to roll it out into the parking lot.
 - Will put it out on social media, and Erik will put it on the school FB page.
2. Academic Enrichment Chair (Ashley Anderson)
 - Art/Music:
 - Ceramic supplies have been paid for.
 - Recorder discussion with Ms. Amy.
 - Performances:
 - An email from room parents would help explain the concerts/performances for only the relevant classes/grades. *Ashley and Lauren to email Devon.
 - Tanner Dance
 - Winter concert for the 5th and 6th grades
 - Garden:
 - 112 students submitted answers to the garden question that went out, which is considered high participation.
 - Video announcement will be sent to the school.
 - STEAM fair:
 - Kids need to start working on projects.
 - Ashley will send out a reminder that teachers send the Nearpod/STEAM fair info in their asynchronous lesson plans.
 - Some teachers have used a STEAM fair project in place of an assignment.
 - Ashley to send email with Lauren and Katrina to get this info to teachers.
 - Another flyer can go out in the Eagle folders as well.

3. Supporting Teachers Chair (Melissa Brownell)

- Teacher appreciation gifts will be there on Wednesday (cookies from Ruby Snap).
- Room parents/teacher questionnaires discussed: Questionnaires (list of favorite things) for staff.
*Lauren will send Erik an email about doing it for staff.

Other Items for Discussion

- Erik mentioned that the district wants space to store special ed equipment. He wants to use part of the PTA room, which needs to be cleaned out anyway.
- January bulletin board (Melissa K.)
- Red ribbon week: *to be discussed next meeting
 - Erik mentioned the theme could be tied into the Performance Results.
- Need dates for Gallery Stroll and Multicultural Night.

Funding Requests/Other Items Requiring a Vote

N/A

**Melissa Brownell motions to adjourn the meeting, Maria Enniss seconds.
APPROVED by majority vote.**

Meeting adjourned at 12:55 p.m.