

Ensign Elementary PTA Budget Meeting Minutes

Friday, May 15, 2020 11:30am (online via Zoom)

Attendees: Amy Fehlberg, Jenny Desha, Alissa Kean, Igor Borisevich, Ashley Anderson, Erik Jacobson, Lauren McBrier, Emily Neuman

Excused: Laura Cushman, Molly Sprague

Conducted by: PTA Co-President (Amy Fehlberg)

Notes taken by: Secretary (Jenny Desha)

Items for Discussion

- 2020-21 Budget
 - Overview:
 - Amy Fehlberg says that we will need to scale back the budget this year. We have to assume we will raise little or no money during our 2020-21 fundraisers. There may also be cuts to district funding. Erik Jacobson says that originally the state legislature granted a 6% increase in education funding, but an upcoming special session of the legislature could involve budget cuts.
 - Erik says that due to the current economic situation it is highly unlikely that there will be an increase in staff to facilitate social distancing in schools. Therefore we will have the same students per teacher, just organized differently.
 - Arts budget:
 - Funding for Ms. Amy is secure for next year and there may be a stipend for summer prep.
 - The Arts Committee would like to approve expenditures totaling their account remainder at the end of the 2019-2020 academic year. This total is expected to be \$22,354, but could be higher.
 - Any discrepancies between the total of \$22,354 and next year's starting balance would be diverted into the Enrichment line item or the Emergency line item as determined by the Arts Committee.
 - Any grants received from the Salt Lake City Arts Council or the Utah Division of Arts and Museums would divert funds to Enrichment and Emergency line items as determined by the Arts Committee.
 - The "2020-2021 Proposed" tab of the [arts budget spreadsheet](#) is shared.
 - We got a grant to have a school garden.
 - Little arts money was spent this year. Since funds have been underutilized, we will shift to covering arts expenses on an as-needed basis. The white PTA form can be submitted to request art funding as needed.

Emily Neuman motions to approve arts expenditures totaling their account remainder at the end of the 2019-2020 academic year. This total is expected to be \$22,354 but could be higher. Jenny Desha seconds. APPROVED

- General budget
 - A copy of the [PTA budget spreadsheet](#) is shared (see the tab 2020- 2021)
 - Field Trips/Classroom Supplies
 - Erik Jacobson says we have 14 classes, not including specials.
 - It is pointed out that not all classroom funding was spent this year. Alissa Kean (standing in for Molly Sprague as teacher rep.) says that she spent all of her PTA classroom funding before the school year even started, including \$200 that still needs to be reimbursed. Amy Fehlberg says reimbursement is still possible. Igor Borisevich has the checkbook and Amy can co-sign checks. Emily Neuman asks why other teachers don't spend the money and submit receipts? Given that they aren't, why not reduce the budget line item? Alissa says she is still building up her classroom and other teachers may not need to do this. Emily says that kindergarten teachers asked for no money. Erik points out that the previous kindergarten teachers left a lot of supplies. New teachers also get a little additional money for supplies from the district, and workbooks were provided to kindergarten teachers. Erik says teachers expressed confusion about accessing arts funding and opted to use classroom funding instead.
 - We will circle back to this line item.
 - At this point the budget is reviewed line-by-line.
 - Insurance
 - This is a fixed cost.
 - Staying at \$275.
 - President's Fund
 - Decreasing from \$200 to \$0.
 - Supplies
 - Mailings, paper, stamps, etc.
 - Staying at \$300.
 - Year End Audit
 - No way to do this for less than \$350.
 - Increasing from \$100 to \$350.
 - Principal's Fund
 - Staying at \$200.
 - Safety & Wellbeing
 - This line item is added to cover PPE (Personal Protective Equipment -- masks, gloves, wipes, hand sanitizer). It can cover online software subscriptions as well since these facilitate social distancing. Some subscriptions that are temporarily free right now will cost money later.
 - Budgeted at \$2,800 (14 classrooms x \$200 per classroom).
 - PTA Leadership Conference
 - No one has ever attended this and there are stipend grants available if anyone ever does want to.
 - Decreasing from \$200 to \$0.

- Bank/Collection Costs
 - Staying at \$50.
- Miscellaneous
 - Staying at \$150.
- Bulletin Boards
 - Will parents even be in the building to see bulletin boards?
 - Decreasing from \$100 to \$0.
- Publicity
 - Melanie Rogers is working on a general banner to put in front of the school.
 - Staying at \$100.
- Kindergarten Orientation (cookies)
 - We are still assuming fall events will happen.
 - Staying at \$75.
- New Student Popsicle Party
 - We are still assuming fall events will happen.
 - Staying at \$75.
- Boohoo/Yahoo Breakfast
 - We are still assuming fall events will happen.
 - Staying at \$75.
- Flowers for 6th Grade Parents
 - Staying at \$50.
- 6th Grade Promotion Memorabilia
 - Staying at \$400.
- Faculty/Staff Monthly Appreciation
 - Staying at \$700.
- Faculty/Staff SEP Dinners & Appreciation
 - Staying at \$800.
- Volunteer luncheon
 - Decreasing from \$500 to \$0.
- Misc. Staff Gifts
 - Staying at \$200.
- STEAM Fair Boards/Workshops
 - Science Fair has been renamed to STEAM Fair
 - Staying at \$600.
- STEAM Fair Prizes
 - This category is to be removed.
- Spelling Bee
 - There is a \$150 fee, plus the cost of prizes.
 - Staying at \$175.
- Field Trips/Classroom Supplies
 - Since funds have been underutilized this will be reduced and we will shift to covering field trip and classroom supply expenses on an as-needed basis.
 - Erik Jacobson will have a conversation with teachers in the fall about utilizing available funds. The policy is to use funds in this order:
 - 1) Use district funds first since they don't roll over.
 - 2) Use PTA field trip/classroom supply funding.

3) Use the PTA pink form for general funding requests and the PTA white form for arts funding requests on an as-needed basis.

- Alissa thinks teachers are using the process, but there are a lot of veteran teachers who don't need a lot of supplies.
- Decreasing from \$9,000 to \$5,600 (14 classrooms x \$400 per classroom)
- Jr. Achievement/Biztown
 - Staying at \$500.
- Student Folders
 - Staying at \$500.
- Red Ribbon Week
 - Staying at \$500.
- Maturation
 - No one seemed to miss the maturation toiletry kits this year, normally provided by the PTA.
 - Decreasing from \$300 to \$0.
- Emergency Prep.
 - We are switching from emergency bags per student to an emergency backpack per classroom (see [PTA Minutes 12.5.19](#)).
 - Erik will find a way to cover the new backpacks.
 - Decreasing from \$150 to \$0.
- Talent Show
 - Staying at \$150.
- Fall Bash
 - This event usually more than pays for itself, but we have money set aside just in case.
 - Staying at \$500.
- Assembly Fund
 - This money has never been spent. Going forward, money will be allocated as needed.
 - Decreasing from \$500 to \$0.
- Family Culture Night
 - This used to be Night at the Library.
 - No money was needed this year since families provided materials for Family Culture Night.
 - This could come back later if needed.
 - Decreasing from \$400 to \$0.
- Write Your Heart Out
 - Staying at \$600.
- Tinikling
 - The money is used for t-shirts, which cost \$350.
 - Room parents can donate for a class party.
 - Staying at \$350.
- Field Day
 - We will be changing to an old-fashioned, cheaper field day without bounce houses or other expensive bookings.
 - Decreasing from \$1,000 to \$300.
- Veteran's Program

- The students travel for the Veteran's Program every other year and next year is a non-travel year. We will zero out this line item for this year, but leave it in the budget so we remember to add it in next year.
 - Decreasing from \$350 to \$0.
- School Stomp
 - The DJ is free.
 - We will not hire Thirst this year and will instead use a Snack Shack model with donated items.
 - Decreasing from \$400 to \$100.
- P.E. Supplies
 - Staying at \$300.
- Library
 - We cut Night at the Library funding.
 - Library funding should be on par with P.E. funding.
 - Increasing from \$200 to \$300.
- Total
 - The total 2020-21 general budget is \$17,075.00.
 - Igor says we have about \$20,000 in the bank for the general account.
 - This means spending all but \$3,000 in the bank. Amy points out that we have never spent the entire budget. It has always been our goal to have an extra year's worth of funding in the bank, and the current circumstances justify using it.
- General discussion
 - Cookies & Cocoa is not an expense since we only provide the cocoa.
 - Online education
 - The district is discussing moving to Canvas for online education, but Erik Jacobson says that we will stick with Microsoft Teams since we are already up and running with it.
 - We have grants for ST Math and Lexia. Zearn is temporarily free, but we may have to pay for it at some point.
 - Alissa Kean says we should have 1-2 more years on our Mystery Science license (see [PTA Minutes 5.24.19](#)).
 - Amy Fehlberg says that there may be changes to special education funding that may affect us. She asks that Erik Jacobson let us know if we need to speak up about this issue at some point.
 - Amy Fehlberg reminds us that we are looking for a new PTA secretary to replace Jenny Desha, and also please let us know of anyone interested in being PTA president. Amy is willing to continue as PTA president if needed.

Erik Jacobson motions to approve the [PTA 2020-21 general budget](#) as discussed, Lauren McBrier seconds. APPROVED

Emily Neuman motions to close the meeting, Jenny Desha seconds. APPROVED

Meeting adjourned at 12:41 p.m.

Next Meeting: Fall 2020