

Ensign Elementary PTA General Meeting Minutes

Friday, October 4, 2019 11:30am in the PTA room (Room #124 in Pod B)

Attendees: Laura Cushman, Jenny Desha, Melissa Brownell, Lauren McBrier, Molly Sprague, Emily Neuman, Dalynn Thomas, Erik Jacobson, Ashley Anderson, Natalie Harden, Melanie Rogers

Excused: Miles Romney, Amy Fehlberg

Conducted by: PTA Co-President (Laura Cushman)

Notes taken by: Secretary (Jenny Desha)

Welcome and Introductions

Each attendee introduces themselves and talks about something they are looking forward to and not looking forward to in October.

Approval of Minutes

Lauren McBrier motions to approve the September 6th, 2019 minutes, Dalynn Thomas seconds.

APPROVED

Dates to Note:

Friends Helping Friends: Books & Boots	October 1 - November 1
Picture Day	October 9
Fall Break/UEA	October 17-21
Red Ribbon Week	October 25 - Thursday, October 31
Veteran's Day Essays Due	October 19
Community Health Fair	October 24
Pumpkin Parade	October 31
Next PTA meeting	November 8 -- 7:30am!

- Lauren McBrier needs someone to run the pumpkin display. Last year's flyer is in the Google drive. The Pumpkin Parade Involves sending out a flyer, setting up tables, providing prizes & certificates, and tossing out pumpkins after. The school-wide costume parade starts in classrooms at 9:00am and reaches the auditorium for parents at the end of the parade around 9:30am. Parents should not line the hallways, but rather wait in the gym to see all of the children.

- Volunteers are filled for picture day.
- Community Health Fair: The PTA is invited, but not obligated, to have a booth. Melanie Rogers would like to use the health fair as the kickoff for Red Ribbon Week. She may even put together a Red Ribbon Week booth for the health fair if time permits. Erik Jacobson says the health fair will have free flu shots from LDS Hospital, bike tire replacement, Love & Logic representatives, the Wasatch Elementary school counselor presenting Second Steps, the crazy maze, a teddy bear station, a smoothie bike, vision screenings, and more. 6th grader teacher Deb Romney has worked on this with her students. Melanie will put the health fair on Red Ribbon Week flyer. Erik Jacobson can put the Red Ribbon Week booth on the health fair flyer as well.
- The next PTA meeting had been planned for Friday, November 1st at 7:30am, but since that is the morning after Halloween, it is agreed to move the meeting to Friday, November 8th at 7:30am.

Officer Reports

- 1) Principal (Erik Jacobson)
 - a) A FAQ page has been added to the school website. Please let Erik know if any information is missing. Jenny Desha suggests adding Halloween celebration information and Erik says it will be added somewhere else on the website rather than the FAQ since the information is relevant for only a few weeks of the year.
 - b) Amy Fehlberg has committed the PTA to running the Science Fair. The Science Fair is on Jan. 15, 2020. Amy has workshops scheduled. This has been committed to at the district level.
 - c) Trail: We have Lewis Kogan from the city coming at 1pm today to meet with parents to come up with a maintenance plan for the trail. Parents were told they could fix the trail, but kids got mad about sticks that were added to prevent erosion. The city might have funds to help with materials. Ashley Anderson points out that Goldman Sachs has volunteer incentives and groups of their employees have repaired trails in the past.
 - d) At West High School, next week is college application week. Seniors will be working on essays, college applications, and scholarships. West is looking for adult volunteers to help with this process on Wednesday and Thursday next week. Erik is hoping that Ensign parents will help. Just the college application process is a barrier for families without experience doing FAFSA, applications, etc. To volunteer, contact Delilah Martis at West. Erik previously emailed out the info with dates and times, as well as posted the info on Facebook. This is a rewarding experience and requires only basic writing skills and the ability to fill out applications. We can help build up West since it is a feeder school for us.
 - e) Enrollment: The projected student enrollment was 336, including 15 special education students that we don't have due to changes in the district special education program. Based on the projected 321 students, the district gave us an additional 0.25 FTE. Currently we have 350 students. 14 students are from out of the SLCS boundary.
 - f) The C&A (Curriculum & Assessment) program is getting attention from outside our school, from the district and the ASCD (Association for Supervision and Curriculum Development). Visitors to Ensign on Sept. 24th included 24 different school officials doing observations in all three C&A classrooms. Erik presented data with differences

between the two programs. The C&A teachers got recognition and feedback on how to improve the program. The visitors were from all over the country.

- g) T-shirts: There have been multiple requests for Ensign t-shirts and sweatshirts. Melanie Rogers has a company lined up. She asks if anyone has the PDF of the previous t-shirt design? No one has it, so it might have to be recreated. She floats the idea of doing a simple block E design as well. The t-shirt company will provide a website where people can order directly on their own. In the past we have always done t-shirts for cost. If we charge more it could be a fundraising opportunity. East High School makes a lot of money selling merchandise. On the other hand, we don't want to make the t-shirts unaffordable and exclude people. Melanie's contact prints only what is ordered, so we won't have to guess how much stock to order. Erik says that if it is used as a fundraiser, we could use profits to give free t-shirts to those who can't afford one. Another option would be to provide an opportunity on the website to donate a t-shirt for other kids.
 - h) Field trip funds: Currently funds need to be in an account to make a deposit on buses. There has been an issue with the timing of getting the money into these accounts. The 3-hr. minimum bus fee is \$120. Some places like Wheeler Farm want payment 8 months in advance. There is a discussion of different options for paying for buses that would be more convenient for teachers. Emily Neuman says we need an electronic trail (e.g. spreadsheet) of how money is spent. Emily asks if we can have a report from so far this year? Natalie Harden points out that in many schools, buses get invoiced directly to the PTA without any need to go through the school administration. Should we handle bus payments directly through our PTA? Natalie says teachers at Hawthorne Elementary invoice the PTA directly and she writes a check.
- 2) Communications (Jenny Desha):
- a) We followed up with district IT and the Ensign online calendar subscription is fixed!
 - b) We followed up with the new parents who expressed concerns about communication and appreciate their detailed feedback. A new FAQ page has been added to the Ensign school website to address common questions for new families. The administration will direct people with questions to the webpage and email about it at the beginning of the school year.
 - c) An Arts page has been added to the PTA website with the newsletter linked.
- 3) Teacher (Molly Sprague)
- a) Molly presents a thank you (cute bee poster) for the SEP dinner on the first night of conferences. Laila Lamani's food was delicious. Erik Jacobson says it means a lot to teachers to have a rare chance to sit and spend time together as a whole staff.
 - b) Emily Neuman asks if teachers are clear on field trip procedures. Molly says she explained the process through email and no teachers have asked questions. The key is to use district funds first, then PTA funds. District funds for supplies do not roll over. PTA funds do roll over, if we have money to give. We need detailed data on what teachers need when we are making budget decisions. Data is being collected this year. There are individual spreadsheets for teachers' expenses. Laura Cushman asks if it would be possible for the PTA to get quarterly reports? Erik will talk to Dani Phifer about reporting options.
- 4) Treasurer (Laura Cushman fills in for Miles Romney)

- a) We will push the Fall Bash and Fall Fundraiser financial discussion to the November meeting since Miles is still working out the Square numbers and we don't have the final totals.
 - b) Ashley Anderson says the Mayor's office has funded bounce houses for public events. We could apply for funding for next year's Fall Bash. In our application we can argue that it would boost neighborhood enrollment. Lauren McBrier suggests that we post flyers at preschools. The Fall Bash is already a free event. The application is due Oct. 31st.
 - c) Erik Jacobson discusses student loss in the district. New townhomes and apartments are not set up as single family homes. This is not affecting middle/high schools yet, but we lost 350 students in district elementary schools this school year. Ashley Anderson points out declining birth rates as well. Ensign is in the bottom 4-5 elementaries in terms of size. However, a district demographic study showed that our school-age population will stay stable due to our proximity to the University of Utah and hospitals. Next year we will be pulling 12 1st graders out for C&A, so there will be no additional 1st grade teacher. The remaining 54 students will result in two classes of 27. A teacher FTE is based on 28 students per class. Ashley says parents can email Lyle Hillyard (the legislator who oversees Public Education Appropriations) if they are frustrated with how FTE is calculated because it necessitates huge class sizes. Erik says we are fortunate to have only 22 students in our kindergarten classes. Fundamentally, education is underfunded at the state level.
 - d) Jenny Desha says Amy Fehlberg has a Fall Fundraiser flyer going out Monday. The donate button will stay up on the PTA website all year.
 - e) Some Ensign boundary families are going to Wasatch Elementary. Ensign gets some students from Washington Elementary boundaries. One strategy for attracting students is branding. Ensign is strong in academics and we could figure out how to brand that. Ashley says the district is studying schools for closure. They have a reconfiguration policy that encourages branding but doesn't provide assistance. She suggests we ask them for help with branding. Jenny points out that some private school families from out-of-boundary won't apply to Ensign because there isn't a 100% guarantee that a younger sibling will be accepted later. Erik says the out-of-boundary lottery prioritizes siblings first, then boundaries (for C&A), a parent employee, and in-district.
- 5) Volunteers (Lauren McBrier)
- a) Spring Stomp needs a chair. Lauren will contact Leslie Simon about chairing it.
- 6) Arts (Ashley Anderson)
- a) Ashley and Emily Neuman have reviewed the arts budget.
 - b) There will be a new art contest format. The arts committee will still send out a Reflections flyer, but there will be no additional Reflections support from the PTA. Nov. 15 is the Reflections deadline.
 - c) The arts committee is working with Amy Fehlberg on a K-3 art contest themed on scientific cycles to be timed with the Science Fair (grades 4-6). Theme ideas will be given to teachers. Molly Sprague likes the idea of beefing up the science curriculum in lower grades. This will also help younger students build up to the science fair. Laura Cushman asks about bringing Bryant in for the science activities. Ashley will ask Amy about that. Someone asks if Bryant teachers could be science fair adjudicators? Erik will contact

Bryant. Maybe they can help with science fair workshops. We could use some projects to fill empty display cases.

Items for Discussion

- Fall Bash wrap up (Laura Cushman)
 - Fall Bash went smoothly overall.
 - The bounce house with jousting was problematic. We will seek to replace this option next year since it resulted in tears and the bounce house had to be turned off.
 - Emily Neuman says there was a higher than expected demand for drinks at the Snack Shack. People might not have known about the food truck. Laura thinks the food truck did well. Weather affects demand.
 - Laura says that Miles Romney has suggested having an opportunity basket drawing for leftover tickets. Prizes could include sweatshirts or activities such as a secret tour of the school.
 - Overall Fall Bash was a success.
- By-laws (Laura Cushman)
 - We will talk about this in November.
- Red Ribbon Week (Melanie Rogers)
 - Melanie will meet with the principal and school counselor this week to get the Red Ribbon Week plans approved by staff. Red Ribbon Week will end on Halloween. Each teacher will get a mustache kit in their box. There will be a pajama readathon. The West High School connection is gone. Do we have connections with the University of Utah (e.g. College of Health)? We need 10-15 people on Friday, Oct. 25th. We will concentrate on addiction. Red Ribbon Week is also about anti-bullying. Two 6th grade classes will do the readathon. Erik Jacobson suggests including the 5th graders as well.
- Room Parent Coordinator – Halloween Parties (Lauren McBrier)
 - An email went out to room parents about Halloween parties.
- Erik Jacobson says lunch is going ok with the new rules for younger students.
- Erik Jacobson can give us his business cards to hand out to neighbors who have questions about Ensign.

Ashley Anderson motions to close the meeting, Lauren McBrier seconds. APPROVED

Meeting adjourned at 12:55 p.m.

Next Meeting: Friday, November 8, 2019 7:30 am