

**Junction Educational Foundation
Board of Directors Meeting**



MEETING DETAILS		
DATE	TIME	LOCATION
Thursday, July 6, 2017	5:00 – 6:30 P.M.	Junction Elementary Palo Cedro, CA

ATTENDEES		
Board Members Present	Kelly Lindblom: President Jessie Ambrozevitch: Secretary Erica Stark: Treasurer – 6:45 p.m. Melisa Wood: Board Member – 5:45 p.m. Meghann Ryan: Board Member Terri Henry: Board Member Andy Zappettini: Board Member Rich Gifford: Board Member	Heather Richards: Alternate Board Member Strikethrough indicates NOT in attendance.

AGENDA		
TOPIC	MEETING NOTES	ACTION ITEMS
Opening	The Junction Educational Foundation Board of Directors meeting is called to order by Kelly Lindblom, Vice President, at 5:02 p.m., at Junction School in Palo Cedro.	
Business Updates	<p>Meeting Minutes: Review of June Minutes, table until next meeting.</p> <p>Treasurer’s Report: Erica has not had access to the computer in room one. Tabled to next meeting. \$175 money collected for Jog-a-thon, all pledges have been collected.</p> <p>IRS Update: Fees abated.</p> <p>JEF Operations Manual: Kelly brought copies for members. Feedback from the last meeting has not been updated yet. Start the tax preparation for October filing. Vicki will return in August. Erica to reach out to her CPA to request information and pricing to</p>	Erica to prepare tax documents in August.

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	<p>file the JEF taxes in October.</p> <p>When June Minutes are approved, we'll need to update the bylaws as we had voted to reduce the size of the board from 9 to 7 members.</p> <p>Kelly requests to have Kelly and Jessie added to the bank account. Erica recommends that we go to the South Street branch. Must bring meeting minutes for verification of JEF officers.</p> <p>Dropbox: Need to add documents to folders. Target to start the new school year with update to date information.</p> <p>JEF Strategic Planning Discussion:</p> <p>Business Plan: Goals: Grant Projects, Events, Fundraisers and Communication Plan. Define 2-3 grant in which projects will be submitted, establish a budget that encompasses the short term and long term. Fundraising and reduce the number of fundraisers. Improve communication with the school board, administration, parents and community.</p> <p>Administration Fees: What should be the standard percentage for a non-profit?</p> <p>Band Teacher: Rich requests JEF to fund an additional hour of pay at \$30/per hour for 4 days week. Approximately \$5,000 - \$7,000. Fourth and 5th grade and possibly the lower grades. Erica shared that at her previous school, the parents paid for their student's recorder.</p> <p>Kelly motions to approve up to \$7,000 for the band program labor, administration costs and supplies. Erica 2nds. All in favor, none opposes.</p> <p>JESD Staff Meeting: Melisa requests that we have a formal presentation to the teachers at a staff meeting. We'll need to request time from the new principal. JEF also</p>	<p>Jessie research standard amounts of administration fees for a non-profit. Erica to review previous admin expenses.</p>

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	<p>needs to be present at the event scheduling meeting. Kelly has requested a time to meet to at the next meeting.</p> <p>Afterschool Program: Per Rich their curriculum is coming along, need to learn more about the program and enhancements as well as if they require any support from JEF.</p> <p>Marque Sign: To improve communication with parents and the community. Over \$20K in expenses. Sign-O-Rama decline. Permits, coordination with Safe Routes to School in 2018. Need electricity. Could be a good grant project.</p> <p>STEM: Discussion for next meeting when we have additional information about the middle school.</p> <p>Teachers' Lounge: Will be updated with a new roof, carpets, and paint via bond. McCoy to apply for a grant for decorations, couch, etc. Consensus that JEF will not need to provide any funding for updates.</p> <p>Teacher Grant Requests: Proposed two open grant periods in the school year. Beginning of the year for 6 weeks and then in January for 6 weeks. \$5,000 for each period.</p> <p>AR Trips: What was the JEF spend for the school year?</p> <p>West Camp: JEF to fund 2 students for the next calendar year.</p> <p>Scholarships Total: \$2,300 for new school year.</p> <p>Endowment and/or long term savings account: Discussion about how to operate more efficiently including using money will be deposited at the end of the year in a long-term savings account or creating an endowment.</p>	<p>Erica to research previous spend AR Trips for the 2016-2017 school year.</p>

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	<p>Events: We will be reducing the number of events in the upcoming school year, including not participating in the Honeybee Festival, Palo Cedro Country Christmas and Bike to School Day due to limited resources.</p> <p><i>Proposed Events:</i></p> <ul style="list-style-type: none"> · Monthly: JEF Board Meetings, JESD Board meetings, event subcommittee meetings · September: Ducky Derby, Moonlight Harvest Festival · October: Walk to School Day, Fall Carnival · November: Thanksgiving Dinner (Funding for pies and possibly coordinating volunteers) · December: Christmas Store · January: Math Festival · February: Spelling Bee (Funding Only) · March: Doctor Seuss Week (Volunteer Support Only) · April: Jog-a-thon · May: Teacher Appreciation week, Project Night BBQ, Open House <p>(See additional details below.)</p> <p>Master Event Schedule: Goal would be to create an events and fundraising master schedule including dates, details and contacts.</p> <p>Fundraising: Discussion about any fundraisers should be approved by JEF and only one fundraiser should be held at a time.</p>	
<p>Events & Activities</p>	<p>California Math Festival: Winter in January or February of 2018. Concerns about the cost. Hope is trying to get a grant cover a portion of the cost. We'll need to manage the expenses. Rich suggest that we just host the day event and not the evening event or change up the event to be more impactful.</p>	

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	<p>Band Instrument Drive: Lots of exposure on Facebook and the NPR. Heather Richards to donate a flute. **Received a donation offer via the JEF site form on 6/8, the instruments will be delivered to the school this summer.</p> <p>Moonlight Harvest Festival: Last meeting in June. Going well, we need more cash sponsors. Donation packages for baskets. \$2,000 from PG&E. Redding Peace Officers \$100, Red Bluff Ford \$250. Rail Road Museum Tickets, Quilt Donation from Blue Iris. American Flag/State Flag. Sacramento Zoo, Disneyland Tickets, Horseback Riding Licensing. Christmas Light Tour, Wine Tour Tasting. Crafty, homemade stuff. Will have another meeting in July more frequently in August.</p>	
<p>Parent Outreach</p>	<p>Parent Lists: To improve communication, JEF really needs parent contact information including email addresses to share event information, volunteer opportunities, etc. Would it be possible to get a form in the school packet?</p> <p>Jessie sent an email to Vicki about a school event list for the upcoming school year.</p> <p>Junction Apparel: Will have 3 new logos designed. Jessie submitted the request via Upwork. Jessie to follow up with Erica about Junction apparel.</p>	<p>Jessie to create a form and reach to Vicki to see if we can add a form to the enrollment packet.</p> <p>Jessie to follow up with Vicki about a school event list for the upcoming school year.</p>
<p>Adjournment</p>	<p>Kelly adjourns the meeting at 7:27 p.m.</p> <p>The next Board meeting will take place on Thursday, August 3, 2017 at 5:00 p.m.</p>	

***Referenced Communication**

Previous events/outcome: (Yes = Continue/No = End)

- Honeybee Festival Cookie/Doughnut Booth – September 10, 2016: 2 JEF volunteers, 7 additional volunteers – Kelly has the packet. - No
- Ducky Derby Ticket Sales – September 24, 2016: 3 JEF volunteers, many parent donations - Yes

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- Walk to School Day – October 5, 2016: 1 JEF volunteer, 3 parent volunteers - Yes
- Parent’s Night Out – October 7, 2016: 5 JEF volunteers, 10 parent volunteers – No (replaced by MHF)
- Moonlight Harvest Festival – Yes/Scheduled
- Junction Fall Carnival – October 29, 2016: 7 JEF volunteers, 9 parent volunteers - Yes
- Palo Cedro Country Christmas Festival – December 10, 2016: 1 JEF volunteer, 1 parent volunteer - No
- Jog-a-thon Fundraiser – April 27, 2017: 3 JEF volunteers, 7 parent volunteers, many parent donations – Yes
- Teacher Appreciation Week Luncheon – May 5, 2017: 12 contributors (food items prepared/donated) – Yes
- Meals on Wheels - No/Student Council
- Math a thon – Approved with the \$1,000 Grant. – Need to follow up with Hope. Parent involvement, could support the LCAP. One event in the evening.
- Spelling Bee – JEF to Fund and Student Council to Execute.
- Project Night/Spring BBQ – May 18, 2017: 6 volunteers - Yes
- Open House, - Yes
- Teacher Appreciation Week: Yes, need to get the teachers input/will ask Melisa.
- Teacher of the Year Awards, 8th Grade Scholarship Awards – May 25, 2017: 4 volunteers - Yes
- Christmas Store: Coordinated by Student Council. JEF funded and reimbursements. - Yes
- Bike to School: No- Maybe fund the BMX event instead?