

Junction Educational Foundation Board of Directors Meeting



MEETING DETAILS

DATE	TIME	LOCATION
Thursday, February 2, 2017	5:00 – 6:30 P.M.	Junction Elementary Palo Cedro, CA

ATTENDEES

Board Members Present	Melissa Kalinowski: President Kelly Lindblom: Vice President Jessie Ambrozevitch: Secretary Erica Stark: Treasurer Melisa Wood: Board Member Rich Gifford: Board Member (Until 5:25 p.m.)	Meghann Ryan: Board Member (Until 5:25 p.m.) Terri Henry: Board Member (Until 5:25 p.m.) Roger McCoy: Teacher Heather Richards: Alternate Board Member Strikethrough indicates NOT in attendance.
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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 5:04 p.m., at Junction School in Palo Cedro.	

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<p>Department of Justice Updates, Secretary of State – Member Listing Issues & Tax Filing Statuses</p>	<p>The taxes for FYE 2015 were completed by Rick Elkin on Monday, January 31, 2017. Melissa, as the President, will need to sign the tax forms so they can be filed by Rick Elkin. Erica contacted Melissa on 1/31/2017 to make her aware that we need the tax documents signed ASAP.</p> <p><i>*Update on 2/8/17, the taxes were filed on 2/7/2017.</i></p> <p>FYE 2016 filings are also late (they were due 11/15/2016), but are not considered “delinquent” by DOJ until after 6/30/17.</p> <p>Statement of Information was mailed on January 15, 2017 The new board information has not been update on the website as of 2/1/2017.</p> <p><i>*Update on 2/3/2017, we received notification that that paperwork would need to be refiled due to an error in the identification number. Kelly corrected the information and resubmitted the paperwork on 2/3/2017. On 2/6/17 the updated filing was shown complete on the Secretary of State web site: https://businesssearch.sos.ca.gov/CBS/Detail</i></p>	<p>Melisa to follow up to see if Melissa K. has signed the tax documents.</p> <p>Kelly to call to follow up with the Secretary of State re: SOI.</p>
<p>Grant Requests</p>	<p>Teacher Grant Requests: Teachers are still able to submit new teacher grant requests via the JEF website, however they will not be reviewed by the board until later this spring.</p> <p>Gifford/\$700/Skateboard Locker - discussion tabled for next meeting as we hope to learn more from Meghann about the number of middle schoolers that ride their skateboard to school and/or would start if they had a place to safely store their board.</p>	<p>Melisa to inform the teachers that JEF is still accepting grant requests but they will not be processed until later this school year.</p> <p>Meghann to share an update re: Middle Schooler feedback at the March meeting.</p>

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<p>Bond Update</p>	<p>Rich shared the Citizen Oversight Committee met last week to review the project and meet the architect. Planning is moving along smoothly and construction of some projects is tentatively slated to begin this summer.</p>	
<p>Events & Activities</p>	<p>Discussion and next steps for upcoming JEF sponsored events: Taste of the Future, Student Scholarship Writing Workshop, Spelling Bee & Jog-a-thon</p> <p>Taste of the Future: Erica called Gover Ranch, and we can move the date to October. Therefore, the event will be moved to October. The idea is floating at this point is to combine the positive attributes of both the PNO and the Wine Event and have a new combined event. It will be important to engage the community as was done with the wine event, but equally important to engage the families of Junction ESD. The board recognizes and appreciates that Gover was willing to work with JEF to change the event date, and that we could have lost our deposit money had they not been so considerate of our situation.</p> <p>Discussion: It was suggested that we host a PNO in the spring, since the Wine Tasting would be in the fall. Concept of having a social event, perhaps not as intense as PNO, is nice. Drive thru dinner could be another option. This led to the suggestion below about Kool April Nights.</p> <p>Kool April Nights: It was suggested that we partner with this organization to host an event this spring. The dates are April 22 – 30, 2017. Palo Cedro typically has an event during the week at the funeral chapel across the street from Junction, and perhaps Junction could tag along with it.</p>	<p>Kelly to look into Kool April Nights details.</p>

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	<p>Rummage Sale: Parent requested via email that JEF host a rummage sale like those in the past. We most likely would not be able to add this activity this school year. We will invite the parent to a future board meeting to discuss the idea further.</p> <p>Student Scholarship Writing Workshop: Spring TBD. Will discuss details at the next board meeting.</p> <p>Spelling Bee: Student Council will be taking on this event. February 24, 2017. Per Roger, they are still researching award ideas. Board members offered to pay for the registration fee for those students that move on the county bee, separate from JEF.</p> <p>Jog-a-Thon: Melisa stated we can host the Jog-a-Thon in May. Should have plenty of time to plan. Details to come.</p> <p>Meals on Wheels: Jessie to follow up with Peggy Hazen (530-226-3060 /peggy.hazen@dignityhealth.org) the Business Development Assistant at Dignity Health to determine if Junction students could create a spring craft to deliver to seniors. If not, we do plan to participate during the holiday season in 2017.</p>	<p>Jessie to follow up with parent re: rummage sale to extend invitation to next board meeting.</p> <p>Jessie to present alternative Meals on Wheels craft ideas at the next meeting.</p>
<p>Processes & Procedures</p>	<p>Mail Process: Per the JEF Internal Controls Document from 9/12/2013, there is an established mail process that will be implemented going forward:</p> <p><i>U.S. Postal Mail: Mail shall be retrieved and sorted by the JEF Vice-President. Upon collection by the JEF Vice-President, the mail will be distributed to the appropriate individual in a timely manner at a mutually agreed upon location, but not to exceed two weeks. Bank statements and billing invoices will be opened and reviewed by the Vice-President prior to being given to the Treasurer.</i></p>	

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	<p>Email Process:</p> <ol style="list-style-type: none"> 1. Secretary to check JEF Gmail account weekly 2. Set up files and distribute emails to individuals as necessary. <p>Teacher Reimbursements: Melisa reviewed the Teacher Grant Reimbursement process at the staff meeting on 1/23. Rich didn't recall having sent out notice of the new process, and only a few of the teachers were aware of the new process. Teachers will be reimbursed via the classroom account and will need to contact Rhonda to submit receipts.</p> <p>Erica developed a teacher reimbursement form explaining grant amount awarded and the reimbursement process so teachers are aware of the process as we move forward. Example in notes below. *</p> <p>Calendar: Create centralized calendar tied to JEF Gmail account with reminders and deadlines for each regulatory/compliance related filing, event, bills, etc. Will review group calendar during board meetings.</p>	<p>Jessie to attach forms to these meeting notes and upload to Dropbox.</p> <p>Jessie to set up calendar and share with all board members by next board meeting.</p>
<p>Reports</p>	<p>Meeting Minutes</p> <ul style="list-style-type: none"> - 12/8/2016 & Special Meeting 1/22/2017 <p>The meeting minutes from the 1/22/17 Special Meeting were reviewed in detail to ensure that the status of the board and actions taken are clear among board members.</p> <p>Melisa makes a motion to approve the 12/8/2016 meeting minutes pending edits suggested by Erica, Erica to 2nds. All in favor, none opposed.</p> <p>Kelly makes a motion to approve the 1/22/2017 special meeting minutes,</p>	

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	<p>Melisa 2nds. All in favor, none opposed.</p> <p>Treasury Report: Erica shared the reports. The Ducky Derby check has been received as of 2/3/2017 but not deposited.</p> <p>While reviewing the balances, Kelly shared that the foundation has an obligation to spend or invest the money it earns (not hold it in an account that is earning minimal interest year after year). This obligation is discussed in the California Attorney General’s Guide for Charitable Trusts (<i>note: this is on page 41, and indicates the following: “Directors are required to make prudent investments of charitable assets under their control...Directors may be help personally liable for imprudent investments that result in losses to the charity... Directors may also be held personally liable to lost earnings on surplus funds left in a non-interest bearing account.”</i>) Roger stated that we could invest the money like creating an endowment. Get some returns on our investments so other projects could be funded. The goal would be operate from of the interest. The board would like to determine how we fund projects at a larger long-term scale to have a lasting impact on the school.</p> <p>Jessie makes and motion to approve the Treasurer’s report. Kelly 2nds. All approved, none opposed.</p>	<p>Erica to inquire with her friend, a financial advisor, to research various options for non-profits.</p>

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Parent Outreach	<p>Newsletter: Roger McCoy suggested that JEF create newsletter to share important information with parents on a monthly basis. Kelly designed 3 templates and the group preferred the 1st layout with the dates highlighted on the front page. Kelly recommends that we print the newsletters in color and we would need 300 copies for all of the students including preschoolers. The content would be presented at the JEF monthly meetings and published mid-month.</p> <p>JEF Website: To create more transparency with JEF, one idea presented would be to post meeting dates and times on the JEF website along with other JEF events. Kelly offered to review the site and make improvements.</p> <p><i>*Update 2/4/2017: Kelly completely revamped the JEF website to include board meeting information, an activity date section, updated the About JEF section, volunteering information with form. The enhanced site also includes the teacher grant disbursement information along with an update of the JEF activities for the 2016-2017 school year.</i></p> <p>Social Media: Facebook, Melissa has still not given admin permissions to Kelly and Jessie after several request.</p>	<p>*Kelly is researching cost for full color newsletter printing.</p> <p>Melisa to follow up with Melissa regarding Facebook admin permissions.</p>
Adjournment	<p>Kelly adjourns the meeting at 6:45 p.m.</p> <p>The next Board meeting will take place on Thursday, March 2, 2017 at 5:00 p.m.</p>	

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*Referenced Documents

Reimbursement Notification:

Junction Educational Foundation
PO Box 321
Palo Cedro, CA 96073

Date: _____
To: _____

From: JEF Treasurer
RE: Receipt Reimbursement

Dear _____:

Thank you for submitting the following receipt(s) for reimbursement:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____

On _____, \$ _____ was submitted to Junction ESD to be credited to your classroom account. Thank you!

Reimbursement Request Form:

Junction Educational Foundation
PO Box 321
Palo Cedro, CA 96073

REQUEST FOR REIMBURSEMENT *ATTACH ALL RECEIPTS TO THIS REQUEST*

Name: _____ Email or Phone: _____

Expenditure was for: (grant, special event, etc.) _____

List Expenditure(s):
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Amt. of Requested Reimbursement: \$ _____

Signature: _____ Date: _____

Teachers only: You will be notified via letter when reimbursement is submitted to Junction ESD on your behalf

Junction Educational Foundation
PO Box 321
Palo Cedro, CA 96073

REQUEST FOR REIMBURSEMENT *ATTACH ALL RECEIPTS TO THIS REQUEST*

Name: _____ Email or Phone: _____

Expenditure was for: (grant, special event, etc.) _____

List Expenditure(s):
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Amt. of Requested Reimbursement: \$ _____

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JEF Treasurer Use

Check #	Date	Amount	Event	Date Approved in Minutes