

Junction Educational Foundation Board of Directors Meeting



MEETING DETAILS		
DATE	TIME	LOCATION
Thursday, March 9, 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 (Left at 5:28, back at 6:15.) Melisa Wood: Board Member Rich Gifford: Board Member	Meghann Ryan: Board Member Terri Henry: Board Member Andy Zappettini: Board Member Heather Richards: Alternate Board Member (From 5:15) 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 February Minutes. Andy makes a motion to approve the meeting minutes from February 2, 2017. Melisa 2nds. All in favor, none opposed.</p> <p>Treasurer's Report: We're profitable for this school year with the Ducky Derby fundraising money. Two checks were issued to Mrs. Tuggle, one should have been canceled per Andy. Erica to review that only one check was cashed. Erica's friend, a financial advisor has offered to present various investment options for non-profit organizations like JEF at no charge.</p> <p>Mail: We received t-shirt money and bank statement along with Kyle Goodman's receipt.</p>	

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	<p>Tax Filings: Kelly checked the site and we're clear from the delinquency for previous filings. The 2016 have been filed. <i>*As of 3/13/2017 the 2016 tax filings have been accepted. All files tax filings are current</i></p>	
<p>Grant Requests</p>	<p>McCoy/Spelling Bee: Erica makes a motion to approve \$150 for the Spelling Bee. Andy 2nds. All in favor, none opposed.</p> <p>McCoy/Band Equipment: Roger is submitting it as an advocate for the band program to get the program up and running for the next school year. Concerns that we do not have a permanent teacher in place currently. However, it's one of the only true electives in the middle school so it's very important to the school. Kelly met with Roger to review the program in more detail and put together a JESD action plan.</p> <p>Discussion: Mockingbird grants allow for funds to be applied for the teacher's compensation. We'll hold off on applying for the grants however we'll need to gather the current band information to preparing. Send out a request for instrument donations from the Junction community via newsletter and Facebook page. Request to have the band teacher to present at the next meeting to share his plans. *Recommendation to table the grant approval funding.</p> <p>Wood/Radio Kindergarten Roundup for \$1,500: Andy makes a motion to approve the \$1,500 for radio advertising to promote Kindergarten Round Up. Kelly 2nds. All in favor, none opposed.</p> <p>Goodman/Middle School AR Field Trip for \$300: Kelly makes a motion to approve the \$300 for the middle school AR trip. Heather 2nds. All in favor, none oppose.</p>	<p>Kelly to meet with the band teacher upon Rich's approval to learn more about the program and take pictures. Kelly will ask the music teacher to present at the next board meeting to share the program and future direction.</p> <p>Kelly to attend the JESD board meeting to learn more about the future of the band program. <i>*JESD Board Meeting: Request for inventory of current band equipment prior to investing in additional instruments.</i></p>

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<p>Events & Activities</p>	<p>Jog-a-thon: Thursday, April 27th. Kelly to motion to approve the Jog-a-thon date of April 27th. Jessie 2nds. All in favor, none opposed. Heather has the envelopes, we'll need to print new labels. There's a label on file, the school will print it.</p> <p>T-Shirt Order: We'll postpone the t-shirt order. Thoughts are to revamp the order and put an order form online. We have a surplus of Junction Raiders stickers, we'll be giving them out at events/awards ceremonies to help support marketing and branding of the school in the community. Will discuss further at our April meeting to review options.</p> <p>Open House: JEF table at open house on May 25th. Raffle the class project, Melisa to give let the teachers to know about the project so they have time to prepare the craft. Kelly makes a motion to approve the Open House JEF Table. Andy 2nds. All in favor, none opposed. <i>*One option would be to host an ice cream social in conjunction with the Open House</i></p> <p>Project Night: May 18th, JEF host a dinner, perhaps a BBQ. Andy suggests that we invite the public and have the Lion's Club help with preparing the BBQ. Jessie & Andy co-lead and Kelly to support the Project Night BBQ. Andy makes a motion to approve a \$500 budget to include food, drinks and advertising. Kelly 2nds. All in favor, none opposed.</p> <p>Bike To School Day: May 10th. We received the Bike to School Day packet in the mail. It is on Weds, May 10. If someone attends the "training day" meeting on March 30 from 5:30-7:30pm, Junction will get free bike safety kits for the school and they will come and host a little event at the school on the day of the event. Deadline to register for the training and other perks is March 23. Discussion: Heather proposes that we</p>	<p>Melissa and Jessie to start preparation for the Jog-a-Thon</p> <p>Jessie and Kelly to research other options for orders.</p> <p>Melisa to share the class project information at the next staff meeting.</p> <p>Andy to contact the Lion's Club to see if they will assist with preparing.</p> <p>Erica will check with R&R to see they will offer any discounts or donations.</p>

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	<p>partner with the BMX and use part of the Ducky Derby funding. Concerns that it's testing week and we may not have the resources to execute the event properly. Will discuss at the April meeting</p> <p>Wine Tasting Event: Subcommittee meeting to be held on Friday, March 17th at 2:30 in Palo Cedro, details will be emailed early next week.</p> <p>Student Scholarships: Open from March 20th to May 1st. The grand amounts have been \$250 in the past. Voted via email to approve additional funding amounts, see notes below.</p> <p>Propose having a form for all students to submit. Could print a hard copy and/electronic form. List grades, attendance, volunteer work, extracurricular activities. Have a committee to review. Get rid of the categories and reward general scholarship. What are your goals? Personal statement.</p> <p>JEF will host 2 workshops, one to share the initial grant information on March 31st. The 2nd workshop will be on April 21st. Draft due Wednesday prior to each workshop to work more efficiently at the workshop with students. Due on Monday May 1st. *Kelly to present the scholarship packet to Ms. Lee on Friday, March 17th</p> <p>Kool April Nights: Kelly followed up with the PC Park Chamber and they currently offer dinner options and have concerns with JEF offering a drive thru dinner. We will not proceed with this option.</p> <p>Rummage Sale: Parent requested via email that JEF host a rummage sale like those in the past. After further discussion we will not add this activity this school year.</p>	<p>Kelly to send details of the subcommittee meeting to the board.</p>

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	<p>Meals on Wheels: Jessie followed up with Peggy Hazen (530-226-3060 /peggy.hazen@dignityhealth.org) the Business Development Assistant at Dignity Health to learn more about ways to support the program. Peggy shared that we can provide crafts to the seniors at any time. Given the late year projects, events, etc. we'll partner with Meals on Wheels next school year.</p>	
<p>Parent Outreach</p>	<p>JEF Website: Kelly has completely revamped the JEF website to include information about the foundation, events (including Kindergarten Roundup) and grant payouts. Flyers were sent out to parents on March 7th to share the updated site/URL.</p> <p>Newsletter: March review of content. Andy makes a motion to approve the \$90 per newsletter for printing at Palo Cedro Print Shop, in full color, 2 sided. Melisa 2nds. All in favor, none opposed.</p> <p>Facebook: Concerns about the original Facebook page. Kelly and Jessie still to not have access and there have been no updates to the page since November of 2016. We need to use the page to provide updated content to the community and post sponsored ads to promote the page and Kindergarten Roundup. Jessie makes a motion to publish new Facebook page and remove old page, Melisa 2nd. All in favor, none opposed.</p> <p>Kelly makes a motion to post ads on Facebook for \$250 to promote the page and Kindergarten Roundup. Melisa 2nds. All in favor none opposed.</p>	
<p>Adjournment</p>	<p>Kelly adjourns the meeting at 7:55 p.m.</p> <p>The next Board meeting will take place on Thursday, April 6, 2017 at 5:00 p.m.</p>	

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***Referenced Communication**

Email Vote, dated March 13th:

Subject: 8th Grade Scholarship

Hello everyone,

At the meeting last week, we decided to open the 8th grade scholarship application period on Monday, March 20. The due date for the applications will be Monday, May 1.

We decided to offer three scholarships this year, but did not seal that decision with a vote due to time constraints. We also did not decide on a dollar amount. We would like to include this information in the application package so parents will be enticed to encourage their students to apply. Given the time critical nature of this:

I motion to award 3 eighth grade scholarships as follows:

1st place: \$1000

2nd place: \$800

3rd place: \$500

I would greatly appreciate your vote by email within 48 hours so we can get these out on time.

*Thanks,
Kelly Lindblom*

Kelly motions to approve the above request. Jessie 2nds the motion. All board members in in favor by electronic form, none opposed.