

Junction Educational Foundation Board of Directors Meeting



MEETING DETAILS

DATE	TIME	LOCATION
Friday, August 2, 2019	3:00 – 4:00 p.m.	Junction Elementary Palo Cedro, CA

ATTENDEES

Board Members Present	Jessica Snyder: President Jessie Ambrozevitch: Secretary Kayla Colburn: Treasurer Melisa Wood: Board Member Kelly Lindblom: Board Member Hope Bjerke: Board Member Open Board Position	Strikethrough indicates NOT in attendance. Guests: Principal: Mr. Shawn Martinez
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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, President, at 3:08 p.m., at Junction School in Palo Cedro.	
Business Updates	<p>Melisa makes a motion to approve the June minutes. Kayla 2nds. All in favor. None opposed.</p> <p>QuickBooks online, Kayla uploaded all the historical data. When it was updated, all of the categories reverted back. Requests to meet with the accountant and format the information for the new year. Kelly suggests bringing the new business plan for review with the accountant.</p>	Kayla to set up QuickBooks for the new school year.

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<p>Open Board Positions</p>	<p>Jessie \$250 for Kayla to meet with the accountant to set up QuickBooks for the new school year. Melisa 2nds. All in favor. None opposed.</p> <p>Kelly contacted the IRS to check the status of our appeal. The IRS had just received the letter from our CPA and it the status us still under appeal.</p> <p>Per Kelly, the annual raffle report is due to the State of California/Department of Justice. As well as file the registration for this school year. Jessica will file the report this year.</p> <p>Melisa to discuss the open Teacher JEF board position at the first staff meeting.</p> <p>Business Planning: Reviewed previous business plan and discussed the 2019-2020 initiatives for JEF. Some initiatives include the robotics program, school garden, teachers' lounge, Junction After School Program (JASP), STEM/Math Festival night, overall school esthetics along funding, traditional JEF events, classroom funding, teachers' grants, club support and athletics uniforms. Jessie to share business plan at the September meeting.</p>	<p>Jessica will file the report this year.</p> <p>Melisa to discuss the open Teacher JEF board position at the first staff meeting.</p> <p>Jessie to share business plan at the September meeting.</p>
<p>Projects</p>	<p>Sundial Raffle Raffle: Junction application should be consistent to funds spend to include substance abuse prevention. Jessica to submit the registration form. Jessica and Chrystina Tenney will lead the fundraiser and seek assistance from additional parents. Packets will need to go out to students by back to school night.</p> <p>First day of School: Jessica proposes that we print "Welcome Back" banners for the first day of school. She's seeking a discount and funding would come out of the JEF printing budget.</p> <p>Moonlight Harvest Festival: Planning and fundraising is going well, we've raised over \$10,000 in sponsorship money including a food and beer sponsor. We'll need to push to get donations for live and silent auction items. We're partnering with</p>	<p>Jessie to email the registration information Jessica. Jessica to submit the forms for Raffle Raffle.</p> <p>Jessica to have banners printed to hang on the first day of school.</p>
<p>Events & Activities</p>		

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	<p>Woody's Brewery and Moseley to provide adult beverages at the event. Next MHF committee meeting will be 8/7 at Woody's from 6-8 p.m.</p> <p>Jessica makes a motion to approve the Moonlight Harvest Festival budget. Melisa 2nds. All in favor. None opposed. (Attached)</p> <p>STEM Night: See Hope's update below. Discussion about student/parent engagement at the event. Suggested that we just host an evening event and create contests/prizes/extra credit to encourage students to complete the activities. Funding for the event will be included in business plan.</p>	
Adjournment	<p>Jessica adjourns the meeting at 5:15 p.m.</p> <p>The next board meeting will take place Thursday, September 5th 2019 at 5:00 p.m.</p>	

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NOTES:

From: Hope Bjerke [mailto:hbjerke1@gmail.com]

Sent: Tuesday, July 30, 2019 5:06 PM

To: Ambrozevitch, Jessica L <JAMBROZE@amfam.com>

Cc: kjl7angulo@gmail.com; mwood@junctionesd.net; kjle@pge.com; ambrozevitch@gmail.com; Junctionef@gmail.com; marcusandkayla@gmail.com; msjessicasnyder@gmail.com; smartinez@junctionesd.net

Subject: Re: JEF - August Meeting Agenda DRAFT - 08/02/2019

Hi Jessie,

I won't be at the meeting on Friday as we'll be at our granddaughter's wedding in Utah. The minutes from June to good and I see a discussion of the Math Festival in on the agenda for Friday. I will be able to attend the planning meeting on Tuesday evening, August 6. I am providing information about the California Math Festival below which you can use for a discussion at the meeting. I will be working with Shawn Martinez and Clay Ross on Tuesday, August 6, when I will share this with them.

The Small School (400 students or less) Math Festival costs \$1500 and then the Family Math Festival costs an additional \$700 if done the same day at the same facility. There are also travel-related expenses like a two night stay in a local hotel, meals for the 2 presenters, and gas costs based on the trip from the Bay area to Palo Cedro. They do have availability for Friday, March 13, 2020.

If we only want the Family Festival in the evening, that would cost \$1500. Or we could have a Saturday Family Math Festival for \$1500. I think maybe Thursday, March 12, might be better because families may not want to give up their Friday evening or Saturday to attend. I will be discussing this and other logistics with our Principal and Superintendent on next Tuesday. I can apply for a \$1000 grant toward the Festival cost from California Math Council this fall.

I am attaching more information about the logistics for the Festival. Having the daytime event for the school requires a lot of extra work for us as we have to recruit parents to volunteer for supervising the children at the 4 different sessions. I have attached the information about organizing the daytime event which you can share with the other Board members. My recommendation would be to have a Family Math Festival Thursday evening, March 12, and then teachers could follow-up with a Pi Day lesson for their students in class on Friday, The number Pi is equal to 3.14..... and that is why we call March 14, Pi Day...get it? I have lots and lots of ideas for Pi Day which I would be glad to share with teachers at one of their Monday staff meetings in February or March.

Please let me know how the discussion goes on Friday.

Hope Bjerke

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Moonlight Harvest Festival

Event Budget

Description	Target	Notes
Expenses	-\$	Use negative values
Venue	\$0	Donation by McConnell Foundation
Tables, Chairs, Lighting & Rented Equipment	-\$3,600	
Food	-\$4,500	Cost of food. \$15/per plate for 300 guests
First Drink	-\$675	
Band	-\$600	
Comp Tickets	-\$105	
Marketing (radio, advertising, printed materials)	-\$1,000	
Licensing/Permit/Insurance Fees	-\$200	
Auction Enhancements	-\$500	
Total Expenses	-\$11,925	
Anticipated Earnings	\$	Use positive values

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Event Budget

Description	Target	Notes
Ticket sales	\$12,000	
Other sales (food, beverages, activities)	\$2,250	
Sponsorships	\$15,000	
Auction	\$12,000	
Total Earnings:	\$41,250	
Total (Net)	\$29,325	

Apparel Order: Email Vote/All in favor, none opposed.

On Aug 19, 2019, at 8:54 PM, msjessicasnyder <msjessicasnyder@gmail.com> wrote:

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Good evening,

Since we have quite a few new families to Junction, I think we should purchase and sell purple shirts at Back to School night. I reached out to Shirtzone who already has us in their system so they are able to print the shirts by Thursday. I need a vote from the board to approve purchasing 100 shirts. Each shirt will cost about \$7.50. We will sell them for \$15 per shirt for a potential profit of \$750.

Please respond ASAP to all with your vote. I will order them tomorrow morning pending the number of yes votes.

Thank you,

Jessica