

**Junction Educational Foundation
Board of Directors Meeting**



MEETING DETAILS

| DATE | TIME | LOCATION |
|-------------------------|------------------|---------------------------------------|
| Friday, October 4, 2019 | 3:30 – 5:00 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 Kendra Sills: Board Member | Strikethrough indicates NOT in attendance. Guests: |
|------------------------------|--|---|

AGENDA

| TOPIC | MEETING NOTES | ACTION ITEMS |
|-----------------------------|---|--------------|
| Opening | The Junction Educational Foundation Board of Directors meeting is called to order by Jessica Snyder, President, at 3:35 p.m., at Junction School in Palo Cedro. | |
| Business Updates | Kelly makes a motion to approve the September minutes. Hope 2nds. All in favor. None opposed. Treasurers report review. Kelly motions to approve the Treasurers report. Jessica 2nds. None opposed. | |
| Open Board Positions | | |

AGENDA

| TOPIC | MEETING NOTES | ACTION ITEMS |
|------------------------|--|--------------|
| <p>Projects</p> | <p>Bank Account: Jessica needs to be added to both checking and savings account. Kayla to be added to the savings account. Appointment set for 11/8/2019 with Tri Counties Bank.</p> <p>Raffle Report: has been filed per Jessica, check cashed but not reported on the website as filed yet, delayed.</p> <p>Insurance Review: Review of items covered under our policy.</p> <p>Apparel Order: Jessica to get the order out last week of October or first week of November. There's interest in ordering teacher and staff apparel, polos and baseball shirts.</p> <p>School Improvements: Staff Lounge: paint walls, wall décor, silverware, ladles, serving spoons, dishes, drying rack, Keurig coffee maker, storage cabinet, display table, refrigerator, dining tables, clock (requesting what funding is available for from JESD). Kelly recommends that Melisa and Kendra research and purchase item and JEF has a working meeting to put together furniture, paint and decorate.</p> <p>Kelly makes a motion to approve the improvements to staff lounge for items not covered by JESD. Improvements are contingent on approval from JESD. Kayla 2nds. All in favor, none opposed.</p> <p>School Improvements: Suggested that we add a cabinet and HVAC to the ladies restroom, landscaping. Requested that the teachers and staff discuss options and provide ideas of improvements to the school.</p> <p>Teacher Grant Request:</p> <p>Wood/K: STEM request. See attached.</p> | |

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|--------------------------------|--|--------------|
| TOPIC | MEETING NOTES | ACTION ITEMS |
| | <p>Jessie makes a motion to approve the STEM materials. Jessica 2nds. All in favor, none opposed.</p> <p>Kindergartner: Brainstorming Workshop is October 30th from 3:00p.m. – 5:00 for JEF, Preschool Director, TK/K teachers and principal.</p> <p>Riffle Raffle: \$6,560 sold so far!!</p> <p>MHF: We've raised over \$19K in sponsorship money. Everything is on track for successful event</p> <p>Fall Carnival: Budget attached.</p> <p>Jessie makes a motion to approve the Fall Carnival Budget. Jessica 2nds. All in favor, none opposed.</p> <p>STEM: Per Hope, the grant is not available unless we have the day event along with the event.</p> | |
| Events & Activities | <p>**After board meeting JEF unanimously approved the Business Plan via email vote.</p> | |
| Adjournment | <p>Jessica adjourns the meeting at 4:53 p.m.</p> <p>The next board meeting will take place Thursday, November 7th 2019 at 5:00 p.m.</p> | |

NOTES:

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Fall Carnival Budget

| Description | Target | Notes | Actuals |
|---|--------------|---|------------|
| Expenses | | Use negative values | |
| Bags, Pumpkin Decorations, and Wristbands | -300 | Only if Needed | |
| Haunted House supplies | -\$350 | Black and White photo copies at School, 2 or 3 flyers | |
| Bounce House | -\$400 | | |
| Pumpkins | -\$250 | | |
| Cakewalk Supplies | -300 | | |
| Anticipated Earnings (Goal) | | Use positive values | |
| Ticket sales | \$2,000 | 200 @ \$10 each | |
| Total (Net) | \$400 | | \$0 |

Donated:
Contest Gift cards \$100
Various supply upgrades/refresh \$180