

Junction PTC Board Meeting Minutes

28 April 2020 / 6:00pm - 7:30pm / ZOOM Video Conference Call

Attendees

Greta Lawson, Katie Sauvageau, Renee Smedley, Kerri Moore, Jeanette Harmon, Tara Daftary, Erika Janowiak, Diala Jawhary, Melissa Oviedo, Leah Hagans, Summer Betley, Corrinne Clay, Yolanda Radford & Julia Mochrie

Absentees

Ariann Betke, Sara Gergis, Cheri Sullivan, Michelle Barber & Julie Hagans

Welcome

Greta thanked the Board members for their time and dedication to the PTC this year!

Treasurer's Report

Balances on 02/29/2020

Money Minder - \$19626.83

Wells Fargo - \$ 19909.86

Uncleared Withdrawals (2) - \$283.03

Uncleared Deposits - \$0.00

PayPal - \$0.00

March Income \$2,412.47

misc - \$12.00

dine out - \$1,101.87

jog a thon - \$210.00

jump start - \$120.00

spiritwear - \$945.00

escrip - \$23.60

March Spending \$5,251.41

bank fees - \$64.44

misc - \$171.21

school donation - \$935.40

luau - \$269.02

jog a thon - \$3,128.32

box tops - \$9.60

gle - \$513.39

tsf - \$160.03

Expected End of Year Expenses

1. 5th grade promotion t-shirts – the PTC purchases t-shirts each year to celebrate the promotion of the 5th graders to middle school. T-Shirts arrived and teachers are sorting the shirts (and lawn signs) for 5th graders. Katie confirmed the invoice has been paid.
2. TAW Amazon gift cards - will be purchased week of 05/04
3. Teacher/Staff support – we will continue to reimburse teachers and staff through their classroom support budgets.
4. GLE - teachers looking into possible virtual experiences and also working with companies for events that had to be cancelled to receive refunds or have funds carry over to the next school year
5. PTC Taxes/Insurance

Bylaw Updates

1. New position description for Hands Free Fundraising Chair Board position. Combined position was approved previously, but no position description was provided for inclusion in bylaws
 - a. Position Description to be added: Creates and distributes materials explaining and promoting the various programs to parents and teachers throughout the year (e.g. Box Tops/eScrip/Benefit/Amazon Smile); Cuts and submits Box Tops throughout the year.
 - i. Revision motioned by Greta and 2nd by Melissa APPROVED
 - a. Removal of “father-daughter” and “mother-son” verbiage in event chair titles in bylaws
 - i. Revision motioned by Greta and 2nd by Corrinne APPROVED

End of Year Items

- 1. Process for 2020-2021 Board Nominations -**
 - 04/24: Item in Friday Folder asking families to watch for an email regarding Board nominations on Monday
 - 04/27: Email sent out to Junction families with link to Google form for Board nomination. Nominations remain open through Sunday, 05/03
 - 05/04-05/07: Voting period, email sent out to Junction families with slate of officers to vote on
 - 05/08: New Board announced via email and social media
- 2. Spring Spirit Wear** – We are holding the order until Fall 2020. If Junction families would like to cancel their order and be reimbursed, they can contact Greta at president@junctionptc.com
- 3. Yearbooks** - Ordered and scheduled to be delivered to school by the end of the school year. School is planning for a pick up day the 1st week of June for all remaining school materials, artwork and hopefully the yearbooks.
- 4. Teacher Appreciation Week (05/04-05/08) -**
 - a. Ariann to send out email to room parents with suggestions
 - b. PTC is purchasing \$25 gift cards for teachers that can be sent electronically

- c. Classes have discretion to spend their classroom budgets on appreciation gifts for their teachers.
- d. Other ideas:
 - i. Social media shout outs from PTC
 - ii. Flip grid videos sent to teachers
 - iii. Shout out during week zoom class or “technology shout out” during the week.
 - iv. If we do not utilize the full budget of \$1800, we can use a portion of that to provide something for the teachers when school resumes in the Fall (luncheon, coffee cart, etc.)

2020-2021 School Year Budget/Event Planning

1. New District Guidelines -

- a. Per District guidelines distributed today, there can be no scheduling of assemblies, events. or field trips/GLE's for Fall 2020 - this affects Jaguar Jam, Fall Carnival, Skate Nights, McTeacher Night

2. What does PTC look like for Fall 2020?

- a. Focus on support of teachers and classrooms
- b. Look at moving Carnival to Spring, possibly a Carnival/Luau combo?
- c. School Spirit (i.e. Virtual spirit weeks, live dance parties for school spirit on FB and Instagram)
- d. Most likely volunteers will not be allowed on campus, so the art docent program will be affected.
- e. Possible balloon arch for first day of school
- f. Greta will reach out to Boosterthon about possibility of moving JJ to spring
 - i. Amy Knudtson had made an initial purchase for the balloon arch. Greta will reach out to make sure she is reimbursed.

3. Fundraising ideas for Fall -

- a. Business Sponsors - will rework sponsorship levels
- b. Disneyland raffle at the beginning of the year - the PTC is receiving 10 tickets from the Clean Up Event. \$20 a raffle ticket and you can win a group of 8 disney tickets
- c. Dine Outs through Drive Thru!
- d. Families should hold on to Box Tops collected and they can be collected in the Fall

Next Meeting – Greta will reach out to schedule a July planning meeting (virtually or in person)