

# Junction PTC Board August Meeting Minutes

02 August 2021 / 6:00pm - 6:45pm / ZOOM Video Conference Call

## Attendees

Greta Lawson, Corrinne Clay, Sarah Gorman, Kerri Moore, Jen Worth, Melissa Oviedo, Diala Jawhary, Leah Hagans, Maria Solis, Nicole Galvin, Elizabeth Smith-Gallegos & Julia Mochrie

## Absentees

Yolanda Radford, Tara Daftary

## Board Update

1. Sarah Gorman now appointed as Club Treasurer effective 07/01. Katie Sauvageau resigned effective 06/30, and treasury responsibilities have been transferred to Sarah.
2. Vanessa Koons has joined the PTC as Jaguar Jam Chair!

## Treasury Update

1. Current account balance: \$34,253.55
2. Notable expenses in the past month
  - a. Kindergarten playground restriping
  - b. Boosterthon base cost for Jaguar Jam
  - c. Staff appreciation breakfast supplies
3. Business sponsors: All sponsors from last year have returned! Raised \$2,900! Corrinne will send out thank you notes.
  - Dana Gualco Photography – Bronze
  - The Betley Group – Gold
  - Pelican Hauling & Junk Removal - Gold
  - Innova Periodontics and Implant Dentistry - Platinum
  - Realtor Jose Chavez - Platinum
  - a. Also reached out to MoeJoes and Kitchen747 but have not heard back yet and will check back in a few weeks(Nicole will reach out to management )
  - b. Planning to also reach out to other tenants in the new Village Westpark Center
4. New e-check reimbursement option in addition to Paypal and checks
5. Kinder carpets will be ordered in the near future - \$1100 in the budget that has been carried over for the past couple of years

## 2021-2022 PTC Budget

1. All categories were restored back to pre-covid levels or increased
2. Although administrative category = \$13,865, the true projected administrative costs of the club for the upcoming year is only \$1,340. Additional funds budgeted for various support items (office support, school improvement, etc.), teacher appreciation week funds, PTC hospitality and 5th grade promotional t-shirts
3. Classroom/Teacher Support budgets – all increased to \$300
  - a. Budget included for new Teacher on Special Assignment (TOSA) - Carrie Choi
  - b. 2 speech budgets to account for Mrs. Lottes and Mrs. Easterbrook

4. Grade Level Expense Budgets - \$2k per grade level and \$500 for TK
5. Includes \$5k starting budget for 2022/23 school year
6. **Motion to approve 21/22 budget by Melissa. Motion is seconded by Kerri. No opposing votes. Budget passes 13-0**

### **August Planning**

1. 08/02 - Staff Appreciation Breakfast: Provided Noah's bagels and pastries, Starbucks coffee and juices for staff training today.
2. 08/03 - Staff meeting – Greta will provide update to staff for support budgets, grade level monies and upcoming events
3. 08/05 - First Day of School
  - a. Amy Knudtson set to have balloon towers for the marquee
  - b. Welcome Back Jaguars lawn letters provided by Sign Gypsies - Placer County. Luxe Lawn Cards experienced an error and did not get our reservation request; was nice enough to suggest alternative company that could help us
4. 08/05-08/31 - Jump Start Donation Drive
  - a. Website updated for online donation options. Also have link on front of the ptc webpage
  - b. Flyer to go home to all students in back to school paperwork
  - c. Will promote on marquee, online, tuesday talk and friday folder
5. 08/05-08/20 - Fall Spirit Wear Sales:
  - a. Options finalized and waiting on order form from printer - 2 graphic options in either grey or navy blue. T-shirt, pull over sweatshirt and zip up hooded sweatshirt
  - b. Hoping to include order form in back to school paperwork.
  - c. Will look into the possibility of selling masks in smaller sizes.
6. 08/13 - Kona Ice After School at Festersen:
  - a. Will be there 2:30-4pm
  - b. Need to have \$350 in presales
  - c. Will get preorder link this week to include in Friday Folder and Tuesday Talk emails
7. 08/17 - Dine Out at the Fountains (CPK, Jack's Urban Eats, Big Spoon Yogurt)
  - a. CPK/Big Spoon - all day / Jack's 4-8pm; receiving 20% back from all
  - b. CPK - must show flyer or use promo code Back20%
  - c. Jack's - mention Junction Elementary or use promo code JacksFun
  - d. Big Spoon - mention Junction Elementary
  - e. Working on social media graphics
8. 08/23 - PTC General Meeting (#1), 6:30pm - will introduce ourselves and what we do to new Junction families, discuss fundraising and upcoming volunteer opportunities
9. Back to School Skate Night Rescheduled: Per district guidelines, off campus events cannot occur so this date has been cancelled and are rescheduling for later date in the year

### **Miscellaneous**

1. Volunteers update - more information coming soon, but per current District guidelines, volunteers are allowed back on campus and must be masked.
2. Room Parent Orientation – 09/08 in the evening via Zoom. Looking to work on informational flyer and FAQ for the PTC webpage

3. Art Docent - will ask teachers to seek volunteers now and will start to work on logistics of how monthly art lessons with Mrs. Mochrie
4. Additional dine outs scheduled – BJ's / 20% back (Sept), Kitchen 747 (Oct). Also reached out to Monks Cellar, The Place and I05 Noshery for possible dine out opportunities but have not heard back. Suggested to reach out to Nick the Greek for possible dine out.
5. Birthday marquee messages available again
6. School supply kits for next year - offered a 10% discount if we re-sign with them by 08/31. Received great feedback and Mrs. Mochrie was in favor of moving forward. Will be nice to have set up and can promote earlier next year.
7. Suggested revisions for club bylaws - elimination of Hands Free Fundraising Chair Board position. Box tops responsibilities have decreased significantly and other HFF duties can be managed by the President. No significant interest this year and we can always make changes in the future if additional needs arise. **Motion made by Elizabeth and seconded by Jen. No opposing votes. Change approved by Board.**
8. Mission statement revision suggestion: adding “positive”: “to support the education of children at Junction Elementary by fostering positive relationships among the school, parents and teachers”. **Motion made by Greta and seconded by Melissa. No opposing votes. Change approved by Board.**
9. Board Action Items
  - a. Board Member Webpage – please send Greta a picture of yourself (or your bitmoji!) to include on a new page for the PTC website.
  - b. Approve meeting minutes via email or provide needed updates

**Next JPTC Board Meeting – Wednesday, September 1<sup>st</sup>, 6:00pm**