

Junction PTC Board December Meeting Minutes

02 February 2022 / 6:00pm - 6:40pm / ZOOM Video Conference Call



Attendees

Greta Lawson, Kerri Moore, Sarah Gorman, Jen Worth, Melissa Oviedo & Julia Mochrie

Absentees

Corrinne Clay, Vanessa Koons, Tara Daftary, Leah Hagans, Nicole Galvin, Elizabeth Smith-Gallegos, Maria Solis & Yolanda Radford

1. Welcome / Minutes Approval:

- a. Approval of January Meeting Minutes – majority Board approval of 01/05/22 meeting minutes received via email

2. Treasury/Budget

- a. Current account balances
As of 01/30/22 -
\$31,681.76 - account balance
\$30,566.00 - moneyminder balance
\$1,115.76 - uncleared withdrawals (reimbursement to school; teacher support funds)
- b. Expenses paid this month - school improvement funds purchased standing work station and new office chairs for front office
- c. Fundraising - received checks for Red Robin (\$213.62), Mod Pizza (\$242.54), corporate matches (\$161.10 total - free money!), leftover spirit wear money and marquee birthday messages.
 - i. Need to promote Nugget E Script more in hopes of getting additional funds through escrip
- d. Benefit gift card program discontinuing. Item has been removed from hands free fundraising page on PTC website

3. January Review & February Planning

- a. 01/19 - Panera Dine Out - waiting on giveback check
- b. 02/08 - Kitchen 747 Dine Out from 5-9; receiving 10% back and only valid for dine in, not to-go orders
- c. Valentines Class Parties:
 - i. Jen to send out reminder email to room parents to reach out to teachers for any help they need
 - ii. Snacks are okay but must be individually wrapped (no homemade treats). Teachers will try to have classes eat outside if possible to reduce the time they are in a classroom maskless
- d. New outdoor tables installed: 8 new concrete tables were installed on campus last week. Funds from the school donation budget category were used for this new school asset. They will provide more opportunities for outdoor learning and outside lunch.

4. Jaguar Jam

- a. This is our opportunity to host a fun event for the school and help create community spirit at Junction. This is also where we are going to need the most help from the Board and volunteers.
- b. Timing
 - i. Kickoff - Monday March 7th
 - ii. Fundraising period: 03/07-03/18
 - iii. Jaguar Jam Jog-A-Thon: March 18th
- c. Financials
 - i. School goal: \$35k
 - ii. Event budget: \$13,500 (includes cost of tshirts, prizes and percentage Boosterthon will take from our fundraising)
 - iii. PTC Budget commitment: \$21,500
- d. Greta had kickoff meeting with Boosterthon last week and there are a few changes/updates from last year:
 - i. New website: www.mybooster.com; if people go to old website, it will redirect them to new website
 - ii. Online processing fee increased by \$.50 - now \$2.50. When donating, people are given the option to pick up the cost of the online processing fee or pass it back to the school. Last year the PTC had to pick up around 30% of the online fees and Junction families picked up the rest.
 - iii. Sweepstakes to Disneyland package: Every student who completes the 3-step student registration process will be entered into a drawing for a family disneyland package
- e. Tshirt order submitted this week to boosterthon
 - i. Thank you to the teachers for getting the tshirt sizing to us for the order. Shirts also ordered for Junction staff and Junction business sponsors
 - ii. 732 tshirts ordered at \$4.37 per shirt for a total cost of \$3,199.84
- f. Volunteers for the day of the event
 - i. The main goal is to have the check in process with Gail and Elizabeth easy and seamless as possible.
 - ii. Gail is clarifying covid/testing requirements with the District and will get back to us so we can communicate clearly what volunteers need to have on file prior to the day of the event.
 - iii. Jen will send volunteer information to room parents in early March.
 - iv. Greta will set up a sign up genius for volunteers to sign up with. A list of names then can be given to Gail/Elizabeth to check and ensure they have proper clearance on file ahead of the event day.
- g. School prize/incentives
 - i. Top earning class in each grade - doughnut and juice box party. Need to look into having Krispy Kreme donate donuts and Raleys to donate Juices.
 - ii. Top 5-10 fundraisers - drawing for fun experiences/items -
 - i. Need to start soliciting donations and reach out for help (six flags, seaquest, quarry park, sacramento zoo, fairytale town, etc).
 - iii. If school raises \$35k, silly string/students vs staff battle - Mrs. Mochrie to check and see how we can make this happen.

- a. 2 battles: 1)TK-2nd and 2)3rd-5th - 2 fundraising students from each class randomly chosen. Other students will sit in a huge square on the grass and watch the fun with popsicles.
 - iv. If school raises over \$40k - principal challenge. Mrs. Mochrie thinking of ideas
- h. Next steps
 - i. Working on schedule and layout of the event. Greta's husband has volunteered to help with track design and set it up the day of the event
 - ii. Start asking for donations for top student fundraiser prizes. Greta will share donation letter with the Board and also a spreadsheet to track donation requests
 - iii. Emcee: Mrs Mochrie's husband checking his availability. We will also need to figure a sound system and speakers to play the run soundtrack
 - iv. Decorations: Greta will reach out to Amy Knudtson to reserve balloon arch, and the PTC also has 2 blue inflatable arches in the PTC shed that students will be able to run through
 - v. Start recruiting volunteers in March
 - vi. Greta to speak at 03/02 staff meeting and hand out teacher materials
 - vii. Prize and Tshirt Storage - storage options are limited at school at this time
 - i. Greta will store tshirts at her house until the day before the event. They will be distributed to teachers on the afternoon of 03/16
 - ii. We will store Boosterthon prizes in the PTC shed until the start of the fundraising campaign and then will move 1 box of each prize to the staff supply closet to make daily student prize bags. Vanessa and Greta will come in early during the 2-week period to assemble student prize bags in the staff workroom before school starts

5. Additional Items

- a. Dine Outs
 - i. Chipotle Dine Out (galleria blvd) scheduled for 05/11, 4-8pm.
 - ii. Kona Ice - scheduled for 04/29 and 05/20 after school on campus
 - iii. Still need to schedule dine outs for march and april
 - iv. Currently raised \$2,499.57 in Dine Outs. \$3,300 is the budget commitment, so we need to make \$800 by the end of the year. We look to be in good shape to make that with future plans: kitchen 747, chipotle, march/april dine outs and kona ice april/may
- b. Art Docent Update: New lessons were uploaded to finish off the rest of the school year from Cami Walker. Melissa is going through them and making sure we have enough supplies on hand.
- c. Drama Club Support - The PTC will advertise and sell tickets online for the drama club.
- d. Last General Meeting of the year to happen after next month's board meeting. The March board meeting will be shortened so the general meeting can occur at 6:30pm. Julia suggested having a raffle with some of the donations we receive for Jaguar Jam to entice people to attend.
- e. Board updates/elections
 - i. Diala moving to southern california and leaving the board. Greta will handle dine outs for the remainder of the year. Diala's email accounts have been

forwarded to the president's email address so we do not miss any correspondence.

- ii. 2022-23 Board Election process
 - i. No interest in the President position as of yet. Julia suggested letting teachers know of the open positions in case they know of parents who might be interested
 - ii. Timing
 - Nominations run 03/28-04/03
 - Elections run 04/04-04/07
 - Announce new board on Friday 04/08

Next Junction PTC Board Meeting - Wednesday 03/02/22 at 6pm