

## Jefferson Parent Council Meeting Notes

Wednesday, August 21, 2019

3:00 pm, Lona Carter's Office

Attendees: Lona Carter, Sara Eldridge, Leann Murphy, Kim Patterson, Meghan Trainor, Jamie Peterson

*Note: Decision was made to have a second meeting in another week or to (TBD) because of the long agenda and the need to keep the current meeting to 1 hour.*

### 1. Review of vision, mission, guiding principles for JPC

- Kim read aloud the vision, mission, guiding principles

### 2. Budget: Leann, Kim, and Lona

- The primary budget and Spring Art Gala budget were considered separately
- Gala budget:
  - There is approx. \$17K going into this year; need to raise approx. \$13K to make the goal of \$30K total.
  - Discussed budget modifications: monthly art supplies and other line items based on last school year expenditures.
  - This year will be the 15<sup>th</sup> anniversary of the Gala, so need to discuss more how it will look moving forward. Lona will prepare a proposal/plan.
- Primary budget:
  - There is approx. \$13K coming into this year.
  - Discussed separating line items: MT State Giving campaign, Amazon Smile
  - Cash Drive: JPC will "bump up" efforts, considering cuts to other, smaller fundraising events (see notes from August 1, 2019).
  - Tech Run: Lona proposed that JPC no longer include technology in their fundraising efforts because providing technology to students is not directly in line with the JPC mission/goals.
  - Lona presented a list of JPC items for Lona's consideration and a list of items for JPC to consider taking over this year.
  - **Items considered and discussed:**
    - Box Tops for Education: Allow Brenda to take over
    - Technology needs: will go back into Jefferson's budget to manage
    - Parent-Teacher Conference dinners, Nov 12, 14; Feb 4-5: JPC to take over
    - Teacher Appreciation Day, Tues May 5, 2020: JPC to take over
    - Para Appreciation Day, Thurs. April 2, 2020 (during Spring Break): JPC to take over
    - Second Chance Breakfast: JPC to take over; Second Chance Breakfast was provided to students last school year as an opportunity to fill their bellies to

enhance their learning under the *No Kid Hungry* Act. Lona provided a breakdown of the year and what was provided each month. The number of students served was greater than what was listed, as many non-Free/Reduced-classified students took advantage of this program also. The program is considered successful and beneficial to all students, so it makes sense for JPC to fund it this school year. A motion was carried and unanimously voted on ***in favor of funding***.

- Other 2019-2020 budget questions/issues discussed:
  - Jefferson foreign language program: Lona has prepared a proposal. The proposed cost is \$3K for the in-school French and Spanish program for 2019/20. This includes 80 hours of in-class instruction (40 x 2), as well as materials and preparation. The program will be for ALL GRADE LEVELS.
  - Morgan's earmarked items: money from Tech Run (how to spend?), community garden (\$200 available). **AI: Need to create and post and volunteer job description for Jefferson Community Gardener and all other volunteer positions**
  - Stipends/Classroom Materials: Revisited discussion from August 1 about JPC providing teacher stipends and the grade-level ambassador program to determine teachers' needs. There are 12 teachers plus specialists to provide for. Proposed giving each a check for \$100 at the start of the school year. Teachers should submit receipts for all purchases, and the funds will not be available after the school year ends. Requests for additional items, including magazine subscriptions, can be covered by "mini" grants. JPC also decided to KEEP the 4<sup>th</sup> grade field trip to Lewis and Clark Caverns in the budget for upcoming school year as an addition to the stipends.
  - Student snacks: will be replaced with Second Chance Breakfast
- The final 2019/20 JPC budget will be voted on at the next JPC meeting.

### 3. Jefferson Open House

- We will hand out Otter Pops again this year. We should have a table on the playground AND near the school entrance.
- JPC goal will be to let families know about us (and our website) and to sign people up for the JPC e-newsletter.
- Leann prepared a handout with the e-news sign-up link to hand out and Sara will bring tablets for people to sign up during Open House. if they want to.

### 4. Communication Initiative

- Website/newsletter **<https://jeffersonjpc.org>**: Sara has set up basic structure of the JPC website; it is still "clunky" and needs more work. **AI: Review the Back-to-School JPC newsletter once Sara sends it out early next week. Goal is to have it approved and distributed by August 30.** Newsletter will be approx. monthly; JPC meeting notes, agenda, budget updates will be posted on the website. We will also create and post

volunteer job descriptions and use the website to help with volunteer sign-ups (for example, a link to Sign-Up Genius, etc....) and provide information about JPC events.

- Grade-level ambassadors
  - Kindergarten: Meghan
  - 1<sup>st</sup> grade: Kim
  - 2<sup>nd</sup> grade: Sara
  - 3<sup>rd</sup> grade: Leann
  - 4<sup>th</sup> grade: Lynn
  - 5<sup>th</sup> grade: Jamie
  - Ambassadors should also attend Student Council Meetings, if possible.
  - Best time to reach teachers is just before school or right after school (note teacher meetings, etc.)
  - **AI: Meghan will draft an “ice-breaker” or info-gathering questionnaire for ambassadors to discuss with teachers to get started. First meetings should occur early in September, just before or just after classes**
- 19-20 JPC meeting schedule: agreed to schedule meetings for the **second Thursday of each month from 5:30pm to 7pm**; however, we will not hold a meeting in December. The location of the meetings is yet to be determined, but all agreed meetings should be held at Jefferson.