

JPC Meeting Notes

Thursday, October 12, 2023

6:00-8:00 pm, Jefferson School and via Zoom

Attendees: Brice Burton, Sara Eldridge (Chair), Julie Feldman, Leann Murphy, Laura Sankey Keip (Treasurer)

1) Principal's Report

(a) Child Find Screening

- Child Find Screening started at Jefferson this month; it will occur on the 2nd Monday of each month starting in October. This is when Helena Public Schools holds regularly scheduled clinics at the Lincoln Center to identify preschool students ages 3-5 who may have special needs or developmental delays. Hope to fill up all available slots, max. of 10 with max. of 40 across the district.
- 3 sessions, AM/PM on Tues/Thurs, and AM/PM on Wed/Fri.
- The district advertises Child Find, but unsure of where they do it. Mr. Burton will send information to families in the Jefferson district.
- Jefferson will get a gated chain-link fence along the North Lawn, off the garden, for safety from the road. There are also playground sets from Ray Bjork but there is an issue with trying to move or modify permanently installed equipment. Also, will have to remove grass around climbing equipment over a certain height. Sand table and wagons are available.
- Should JPC consider fundraising for more Pre-K playground equipment? Are there grant opportunities? We can create a small, gated playground like the one in front of Central school.

(b) Parent-Teacher Conferences

- SignUpGenius went out to families yesterday (Oct 11); trying to accommodate families with siblings first.

(c) Other

- New kitchen staff member Amy. She comes from C.R. Anderson Middle School. She wants to get to know all the kids, provide more fruit/veg. options, and bring back more popular food items.
- Bringing back school-wide assemblies, which we have not had since before COVID. The first was Adopt-a-Species with Montana Wild. Kids got to see white-tailed deer via Zoom; learning and art exercises related. The Nov. assembly will be the Magpie Singers, a tribal drum team. Winter performances will be in December so there will not be an assembly. Can we move to a larger auditorium, so the kids don't have to do 3 performances? Need to get more information.
- Field trips are in full swing. Water Watchers, the City of Helena Wastewater Plant tour, the 2nd grade trip to the downtown fire station, etc.

- Question about the Ray Bjork Center: it may be rented out by the hospital for childcare.

2) Budget/Financial Report

- Laura presented bank transactions since Oct. 1
- Discussed use of QuickBooks; subscription is \$15/month for first year, then \$30/month after but there is option to pay annually.
- Can't print budget report until we have QuickBooks set up.
- This change in Treasurer and new use of QuickBooks is good opportunity to set up the budget again and reevaluate funding structure.
- Do we need to keep 2 bank accounts?
- Need to set up QB before we can distribute teacher stipends and Ms. Cantrell's purchase request. Laura has the letter for teacher stipends.

3) Updates

a) Gear Swap

- Overall successful: many donations, moderate attendance during first hour.
- General agreement that we should continue the event; suggest moving to later with colder weather and adding a second event in late winter or early spring.
- Sara has left-over donated items and will keep for future events or can bring to school if needed.
- Angel Fund will bring boots and coats to Jefferson also.

b) SECGC, Fall Cash Drive

- Won't get info on SECGC until it ends on Oct. 20
- Cash Drive doing well, unsure of how donations compare to previous.
- How to send "thank you's?" **Sara to compose and send bulk email to donors.**
- Donation receipts? Don't need to provide if donation is electronic.
- Consider doing Spring Cash Drive to prepare for next school year.

c) Walk-to-School Day

- Brice: staff said was the best we've had in years.
- Cinnamon rolls were popular, ran out quickly.
- Many parents got free breakfast since the district allows a free breakfast with student once per month.
- Funny incident where Karen Ogden brought film crew for interview to Jefferson instead of Smith Elementary by mistake.

4) Upcoming/planning

a) Original Works

- **Sara to collect and send artwork on Monday, Oct 16.**
- **Sara to send letters to parents for Brice to distribute via email on Oct 23**
- Online ordering will be Nov. 6-17.

b) P-T Conferences

- A few SignUpGenius slots still need to be filled on Oct 26, JPC can fill in where needed.
- Add reminder to have food set up by 3:00pm when sending out Signup link again.

c) Halloween Carnival

- Carnival meeting was held Oct. 2, and Sara sent out SignUpGenius next day.
- Discussed building access with Mr. Burton; he will provide fob for setup access, **Sara to ask Brenda to unlock doors 1:30-5:30pm.**
- Setup will start Friday after school, tent setup outside, then setup cafeteria games and concession inside. Saturday morning setup for outdoor games 8am-noon.
- Set up Venmo for donations and get 3 cash boxes out.
- Discussed charging money for concession items; decided to keep everything free.

d) School Psychology Week

- **Sara will bring coffee card/flowers to Taylor Floming on the day she is here, Wednesday, Nov. 4.**

Next Meeting, Nov. 9, 6:00pm