

BoSCO Board Meeting Minutes

09/14/2010

Commenced 7:12

- I. Attendees:
 - A. Kara Anderson, President
 - B. Jill Bukres, Vice President
 - C. Lisa Alan, Treasurer
 - D. DeDee Heinsen, Co-Treasurer
 - E. Tanya Stump, Director of Committees
 - F. Scott Whipple, Secretary

- II. Old Business
 - A. June 1, 2010 BoSCO board meetings approved

- III. Volunteer support update – Kara Anderson
 - A. Classroom coordinators for each class are now in place
 - B. Elaine will give a presentation on volunteer sign-up on curriculum night
 - C. Volunteer coordinators are continuing efforts to recruit more volunteers
 - D. Volunteer training session was well received (DeDee / Tanya)

- IV. Committee Leads – Tanya Stump
 - A. All committees have committee leads
 - B. Some committees would like new people to take over committees, particularly Geography Club
 - i. Current committee leads have all agreed to stay in place until replacements are secured
 - C. BoSCO is searching for co-leads for Science Fair and Website administration
 - D. Several committees are having problem finding volunteers, particularly educational support
 - i. Efforts are being made to get additional volunteers
 - E. Pancake breakfast was a success

V. Fundraising – Jill Bukres

- A. Alicia Burns will be co-leader for Jog-A-Thon
- B. Restaurant Nights – Jill will contact Karla Bright to determine if she will continue to run restaurant nights and if so, BoSCO will continue this fundraising program
- C. Write-A-Check
 - i. Initial report of write-a-check is approximately \$15,000 in funds raised; final amount raised subject to further accounting and additional contributions
 - ii. Jill is going to request spreadsheet from Danette Scales to make sure that accounting is proper
 - iii. Danette is going to place thermometer in school to encourage participation in school – the thermometer will focus on participation and not amount raised
- D. Jill will give presentation at Curriculum Night about what BoSCO does and how it fundraises to pay for the various activities it supports
- E. Jill will follow-up to make sure that BoSCO is taking the appropriate steps to maximize matching funds from area employers

VI. Treasurer Report – Lisa Alan

- A. We received a number of check reimbursement requests after the close of the 2009-10 fiscal year
 - i. The reimbursements will be applied to 2010-2011 budget
 - ii. As a result, BoSCO members may have to vote to approve new budget amounts
- B. Biz Town Reimbursement for bussing the students for 2009-2010 has not been paid
 - i. The bussing cost was not included in the 2009-10 budget and paying the invoice would cause BoSCO to be significantly over budget for this line item
 - ii. This issue will be discussed with community members at the next meeting
 - iii. Kara will check with Mr. Epstein regarding Biz town expenses for 2010-11
- C. Tax return is almost complete
- D. BoSCO needs to update authorized people on the BoSCO accounts
 - i. Scrip Account – Wanda Werstlein; DeDee Heinsen; Lisa Alan
 - ii. Checking / Money Market Account – Lisa Alan, DeDee Heinsen; Kara Anderson; Jill Bukres
 - iii. All other people currently listed as authorized signers shall be removed from the account
- E. For the 2010-11 school year, Scott Whipple will review and sign off on monthly account statements to satisfy insurer's fidelity bond requirements

- F. DeDee will be primarily responsible for deposits

VII. Principal's Update – Kara Anderson

- A. The school's budget is the lowest it has been in eight years
- B. Principal Haskins expects to be asking for more help from BoSCO to cover school expenses (e.g. to fund book room)
- C. BoSCO should expect specialists (Music, P.E. etc.) to ask for BoSCO's monetary support
- D. There are twenty – two classes this year
 - i. Principal Haskins intends to ask for \$300 per class for classroom supplies, a total of \$6,600
 - ii. BoSCO budgeted \$6,000 for teacher classroom supplies in 2010-11
 - iii. There is general support among the board for the increase budget request, when and if the request is brought to the BoSCO community.
 - iv. As a condition of the expenditures on classroom supplies, BoSCO will be asking for more detailed information to support classroom requests so that BoSCO can have appropriate records in its files.
- E. Principal Haskins intends to ask for BoSCO to purchase PYP materials
 - i. There is no line item in the 2010-11 budget for PYP materials
 - ii. Once we receive a specific request, the BoSCO board will discuss and present to the BoSCO members for a vote
 - iii. There is general support among the board for funding this type of request, subject to review of the particular request

VIII. President's Report – Kara Anderson

- A. On Oct. 12, Howard Hiton will speak to BoSCO members about bullying issues
 - i. BSE lost its counselor who was spearheading this discussion
 - ii. Kara will be working on appropriately marketing this event
- B. Tanya will discuss with Kim about BoSCO being present at teacher meetings to get more input and involvement from the teachers and to gauge teacher satisfaction with BoSCO programs.
- C. There continue to be issues with volunteers making decisions without BoSCO board input or support
 - i. This creates an awkward situation for BoSCO
 - ii. It is important that volunteers are supported in their effort and not micro-managed, but coordination is necessary to make sure there are not duplication of efforts, unfunded expenditures, etc.
 - iii. Kara will address chain of command issues at next membership meeting

Adjourned: 8:40