**Don Bosco School Board summary for October 12, 2011**

The meeting was called to order at 6:00 pm.

**Roll Call:** **Present:** Larry Delagardelle, Scott Reiter, Jamie McMahon, Eric Eckerman,

Sharon Mayer, Stephanie Thoma, Barry Thome, Jeff Keen, Christine Rolf, Father Huber,

Jessica Ortner, Tim Horrigan, Father Stecher

**Absent**: excused: Sue Davis

**Absent:** Father Blake

**Visitors:** Jane Becker, Carol Barry

**The Opening prayer was led by Jamie**.

The Leader Board Gram was discussed. There is a full bus going to the National Catholic Youth Conference. This is the largest group ever and the archdiocese has the largest group in the 25 year history of NCYC.

* The minutes of September meeting were amended to read The Motion was made by Tim and seconded by Larry to approve the minutes as amended. Motion carried.
* The agenda was amended to add under New Business: Hawkeye College Information. The motion was made by Jamie and seconded by Christine to approve the agenda as amended. Motion carried.
* Action item: Approval of New Hires: Assistant Baseball Coach, Alex Funke and Assistant Girls Basketball Coach, Ben Andrea. The motion was made by Larry to approve these hires and seconded b Jamie. Motion carried.

Reports: Most were written with the exception of Finance and Personnel as they had just

met Tuesday morning. The following is the new policy for expenses:

***EXPENSE OVERSIGHT (DRAFT)***

***All payments made at Bosco System Catholic schools will be classified into one of two different tiers. Each tier will require different types of oversight and approval before the payment is made. A tiered system will allow for oversight in cases where we need it most while not bogging down the school board or administrative staff with approving expenditures that require little or no oversight. Any expense that takes a line item over budget will require school board approval.***

***Tier 1***

***Type of Expense – Tier 1 consists of set non-discretionary expenses. Included in this tier are all wages for full and part time staff and all utilities related to the operation of the facilities.***

***Oversight required – None. Expenditures in this category are absolutely essential to the operation of the school and should be paid in a timely manner.***

***Tier 2***

***Type of Expense – Tier 2 consists of all discretionary expenses. Examples of these expenses include but are not limited to development office materials, grounds and maintenance, and technology.***

***Oversight required – All Tier 2 expenses should be included in the general ledger that is submitted to the school board monthly. Any tier 2 expenses that are in excess of $250 or exceed their line item should also be voted on individually by the school board.***

***REQUIRED REPORTING***

***The following reports should be provided by e-mail to the finance committee the day prior to the monthly school board meeting. Details to be included on these reports can be changed by the finance committee one month prior to the due date for said reports.***

* ***Balance Sheet***
* ***Income Statement***

***In addition to the reports given to the finance committee the school board should receive the following reports at its monthly meeting.***

* ***Proposed Payment List***
  + ***The proposed payment list should list all payments that need to be made for the month. It should make a special note of any payments in excess of $250 or that go over the line item’s budget. No payments should be made prior to school board approval.***

Jamie made the motion to accept the new policy with Larry seconding. Motion carried*.*

The finance committee also discussed the purchase of a new accounting program and presented the information to the board. Discussion was held. Motion was made to purchase the Quicken Books Premier. Larry made the motion to purchase this program with Barry seconding. Motion carried. It will take Peggy some time to move all the information from the old program to QB, but the reports will be more easily understood and percentages of the yearly budget will be included in the reports. Farmers State Bank has donated a faster computer for Peggy.

There was quite a discussion about the technology in both buildings and how outdated. They money has to be found to update this system. The technology fund has been used to just mend the problems. The finance committee will see if they can find the funds to help update the system and purchase new laptop computers. This was tabled until Eric can find more information – possible a vote by email.

Carol Barry talked about some of the problems she is having renting the new St Mary Center. The consensus of the board that was to take each situation and talk to the people involved. Usually they will made concessions for more priority items. **However, it is to be made clear that the cafeteria is for the students’ lunches and that is the first priority.** The center only seats a fire safety capacity of 226 people. We have tables and chairs for 195.

The Next board meeting will be November 9 at 6:00

Tim made the motion to adjourn the meeting with Christine seconding. Meeting adjourned at 8:10 pm.