

B40 Home and School Club

2018-19



Welcome!

Introductions - Please introduce yourself by name and the grade level of your student(s)

If you have been on a Boosters Club here or elsewhere please let us know...

Agenda overview

What is the role of B40 Home and School Club (HSC)?

The Branciforte Middle School Home and School Club shall be a collaborative effort between Branciforte Middle School families, teachers, and administrators to:

1. Enhance the educational experience for all students
2. Strengthen and support our school community

The function of this (501c3 non-profit) club shall be to:

- a) Identify enrichment needs for the school;
- b) Plan and implement fundraising activities in order to fund those identified needs;
- c) Oversee expenditures of those funds on an ongoing basis.

Membership

All faculty, parents, guardians, and community members who subscribe to the Purposes and Policy of these bylaws are eligible for membership in the HSC. Membership is open to anyone. without regard to race, color, creed, or national origin.

Officers

President

Vice President

Secretary

Treasurer

Committees



President

The President shall:

- a) Coordinate the work of officers and committees of the HSC in order that the Purposes may be promoted;
- b) Call and preside over all meetings of the HSC and officers;
- c) Appoint all standing and special committees as necessary;
- d) Be a member of all committees;
- a) Perform such other duties as may be prescribed in these bylaws or assigned by the HSC;
- b) Have all newsletters, flyers and/or notices approved by the Principal prior to distribution;
- c) Co-sign any checks issued by the Treasurer over \$1,000.

Vice President(s)

- a) Act as aides(s) to the President;
- b) Perform the duties of the President in the absence or disability of that officer to act;
- c) Act as overseer(s) of committees, as needed.

Secretary

- a) Keep an accurate record of the proceedings of all HSC meetings;
- b) Read or make available for review the minutes of the previous meeting at the beginning of each meeting, for approval by the general membership;
- c) Be prepared to refer to the minutes of previous meetings;
- d) Record all expenditures in the minutes;
- a) Keep a current list of member of the HSC (as provided by the membership chairman);
- b) Keep a current copy of the bylaws;
- c) Conduct all necessary correspondence of the HSC as authorized by the President or HSC.
- d) Ensure the agenda for the next meeting is posted in a public place prior to the day of the corresponding meeting.

Treasurer

- a) Keep an accurate record of receipts and disbursements of the HSC funds;
- b) Pay bills that have had expenses allocated at prior meeting. Any bills over \$1,000 will require two signatures of HSC board members.
- c) Receive all monies for the HSC and deposit same in the name of the club in a bank approved by the HSC;
- d) Present a written Treasurer's report at meetings, and when requested by the HSC, to keep the membership informed of receipts and expenditures;
- e) Make an annual financial report to the HSC which includes gross receipts and disbursements for the year;
- f) Provide copies of bank statements including images of the front of the checks to President.

Committees

There shall be such committees created by the officers of the HSC as may be required to carry out the work of the HSC.

The chairperson and members of committees shall be members of the HSC, and shall volunteer to take the post or be appointed by the President.

What has the HSC done in the past?

Drive for Schools

Tamalada

Spring Festival

Athletic Tournaments (Boosters)

Dine for B40 (E.g. Oct 12 at Crepe Place)

Schoolwide Pledge Drive

Pancake Breakfast (Boosters)

Business Banner Sponsorships (Boosters)

Teacher Appreciation Lunch

eScrip? Amazon? Boxtops

Classroom Funds and Grants for Staff

Using proceeds from fundraisers the HSC has funded teacher classroom supplies (up to \$400/year per teacher in the past - but has decreased to \$200/year due to lack of parent participation and funds) and individual grants for teachers and staff who have come to request them.

HSC has also have paid for the 8th Grade Cornerstone Poetry Project/Book.

Treasurer's Report

Where are we financially now?

New Business Reports

Drive for Schools

Tamalada

Discussion or Q & A regarding roles for 2018-19

Next Steps (after discussion)

1. Meeting days/times & interest & ideas survey to come to all that have provided a (clearly written!) email.
2. Agenda, minutes, this slide show and B40 HSC by-laws to be posted on updated B40 website
3. Current Plan - 6-7pm, first Wednesday of the month
4. Next mtg - Nov 7, 6-7pm. Nominate & vote for officers and & possible funding requests