



**BICS Board of Directors Meeting  
October 24, 2022, 7:00am**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order at 7:00 am by President Gary Boyer.

**ATTENDANCE**

The following members were in attendance: In person: Gary Boyer and Reneé Bernhard. Virtually: ; Patricia O’Sullivan, Steve Richardson, Theresa Murphy, Jackie Flynn and Rebecca Schell, Teacher Representative.

Staff members present: In person-Sofia Crittenden; Virtually-Christine Quam

**ADOPTION OF AGENDA**

A motion was made to adopt the agenda as presented (Flynn/O’Sullivan). Motion carried.

**ADOPTION OF MINUTES**

A motion was made to adopt the minutes of the September 26, 2022 Board meeting (O’Sullivan/Murphy). Motion carried.

**INTRODUCTION OF VISITORS**

Mr. Matt Carver, CPA-McDonough CPA Solutions, PA was invited to present the financial audit for June 30, 2022. The audit was previously approved at the September 26, 2022 board meeting. Mr. Carver expressed that the audit was a good one. He stated that the school is being run efficiently and our investments reflect strong numbers. He did point out that some procedures likely need to be updated, particularly in regards to payroll. He also recommended that Sofia obtain new accounting software.

**ACTION AGENDA**

1. Approval of new teacher: Russ Quam-6<sup>th</sup> grade math – Mrs. Bernhard stated that after consultation with our attorney, it was determined to be allowable to hire Mr. Quam, as long as our organizational chart and his contract state that at no time will he report to his wife, Dr. Christine Quam. He will only report to the Principal, Reneé Bernhard. A motion was made to approve the contract of Russ Quam (Murphy/Flynn). Motion carried.

2. Policy for the continuation of Reserve Accounts – Repair and Replacement and Surplus Reserve Fund – Mrs. Bernhard stated that this policy would allow for two accounts to be established and/or maintained upon the refinancing of the building. The first account, the Renewal (Repair) and Replacement account, would provide a target minimum amount of \$200,000 from which the school could draw funds in order to ensure repairs of the facility and equipment could be made in order to maintain ongoing operations and programs. The second account, the Surplus Reserve Fund, would be established with a minimum deposit of \$200,000 and annual deposits of \$50,000 thereafter. The target minimum goal of this fund is to have three (3) months of average operating costs set aside so that in the event of an emergency and funding is reduced, the school could still meet operating expenses.

A motion was made to approve the Reserve Account, effective upon the refinancing of the building (O’Sullivan/Flynn). Motion carried.

3. Election of BICS Officers – A motion was made to elect the following officers: Gary Boyer, President; Scott Gaenicke, Vice-President; Theresa Murphy, Secretary; Patricia O’Sullivan, Treasurer (Flynn/Richardson). Motion carried.
4. BICS Representative to the School Advisory Council – A motion was made for Patricia O’Sullivan to remain as the BICS Representative to the School Advisory Council (Murphy/Richardson). Motion carried.
5. Parent Liaison/Representative to the BICS Board – A motion was made for Jackie Flynn to remain as the Parent Liaison/Representative to the BICS Board (O’Sullivan/Murphy). Motion carried.

**INFORMATION AGENDA**-No items were on the Information Agenda

### **BOARD MEMBER REPORTS**

Building – We are still waiting for the AC units that were ordered in June, 2022. The expected arrival time is sometime in December. Roof drains were recently replaced in the hopes the roof leaks would be corrected.

Teacher Representative –. Becky Schell stated that Sculptor was currently celebrating Red Ribbon Week. This is a week that focuses on healthy behaviors, particularly staying away from drugs. She thanked Cheryl Vanatta and the Builders’ Club for their hard work in promoting the activities for this event.

There being no further business, meeting adjourned at 7:24am.

Respectfully submitted,

Reneé Bernhard, Principal