

A Guide for Volunteers  
2019-2020

## Parents Council Board

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	Beth Herbster	bethherbster@gmail.com
7th Grade Co-Chairs	Nicole and Joe DiMartini	ndimart@icloud.com
	Stephanie and Aaron Zwicker	parkstephanie@hotmail.com
8th Grade Co-Chairs	Laura and Steven Busch	laura@mibuschfamily.com
	Ann and Jim Dillon	anndillonmail@gmail.com
9th Grade Co-Chairs	Katie and Sandy Schenck	katiemschenck@gmail.com
	Dee and David Stokes	deejstokes@gmail.com
10th Grade Co-Chairs	Tracey and Ian Guthrie	guthriet@wustl.edu
	Alison and Tom Sheehan	atsheehan416@gmail.com
11th Grade Co-Chairs	Jan Clarke and Tom Borcharding	jcfetch@gmail.com
	Shannon Morgan-Gillard and Tim Gillard	morgangillard1@gmail.com
	Kristin Wright and JD Sobol	drkristinwright@gmail.com
12th Grade Co-Chairs	Lyn and Warren Grace	lyn.grace6@gmail.com
	Susie and Bill Hizar	susie.hizar@gmail.com
	Caroline and Adam Sky	carolinesky@ajskymd.org
13 <sup>th</sup> Grade Co-Chairs	Anne Bishop	annerochellebishop@gmail.com
	Cheri Smith	cheri@6smiths.com

*Thank you for agreeing to serve on the Parents Council Board and for the amazing volunteer work you are doing for Burroughs. Your contributions of time, energy and talent – and your very presence on campus – make Burroughs a true community.*

*This guide outlines basic services provided by various departments at JBS and provides tips to facilitate your committee work. Please do not hesitate to contact either of us for additional information or clarifications.*

*One or both of us will attend all meetings to field questions, to share and develop resources and to help avoid potential problems or conflicts. Please copy us on all general committee mailings and e-mails.*

Ellen Bremner  
Parents Council Liaison  
314-993-4045 ext. 355  
ebremner@jburroughs.org

Heather Strahorn  
Parents Council President  
314-600-1874  
pcpresident@jburroughs.org

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## COMMITTEE BUDGETS

The Parents Council consists of multiple committees that conduct events and activities through different financial plans that make up the overall yearly budget. All committees and chairs are charged with maintaining accurate accounting records and staying within their budget. If you have any questions about your budget, contact:

Liz Isaak, Parents Council Treasurer  
314-323-7973  
eisaak@charter.net

### Committees with Budgets

These committees are assigned a budget based on the prior year's expenditures and anticipated costs for the upcoming year:

13 <sup>th</sup> Grade Chairs	Lost & Found
Book Store	Seniors & Seniors Parents Party
Blue & Gold Dance	Summer Opportunities Fair
Family Network	The Producers
Hospitality	

### Committees with Self-Supporting Budgets

These committees are responsible for maintaining a self-supporting financial plan including income and expenses:

Annual Dinner & Auction*	Grade Chairs**
Back-to-School Night	Potpourri
Unique Boutique	

**All committee chairs with budgets should monitor budget status by reviewing the monthly trial balance ledger**, which is e-mailed to committee chairs by the Parents Council treasurer. Upon request, copies of invoices are also available.

\*The budget for the annual dinner should be approved by Ellen Bremner.

\*\* Grade Chairs maintain self-supporting budgets for their class dinners through parent assessments. However, the Parents Council provides alcohol, linens and decorations.

### Committees without Budgets

Executive  
Library  
Nominating

## REVENUE, EXPENSES, REIMBURSEMENT

### Revenue

Manage incoming revenue from your committee's events and programs through the Business Office by:

- ▶ Requesting that payments by check be made out to JBS
- ▶ Signing over checks made out to committee chairs to JBS
- ▶ Using the storecard system: Contact Mary Bieker at [mbieker@jburroughs.org](mailto:mbieker@jburroughs.org) to obtain storecard lists and/or to reserve iPads to process charges to student or faculty/staff storecard accounts (see more below). Please allow at least one-week advance notice for iPad requests – two weeks for large events like Unique Boutique, Potpourri and Auction.

If you have questions about your committee's budget or procedures for expense reimbursement or managing incoming revenue, contact Liz Isaak, Parents Council Treasurer, 314-323-7973, [eisaak@charter.net](mailto:eisaak@charter.net)

### On-Campus Resources

- ▶ Each committee has an account number to obtain supplies such as letterhead, envelopes and Parents Council postcards from the Business Office and a code to use the Business Office photocopier (listed inside your committee folder in the Business Office).
 

Photocopies	.06/ per
Colored paper	no charge
JBS envelopes (mimeo not bond)	no charge
JBS letterhead (mimeo not bond)	no charge
Parents Council postcards	no charge
- ▶ Packets of 25 individual blank JBS nametags are available at no charge. They are available in the bookstore and in the Advancement Offices located across from the Business Office.
- ▶ iPads are available through the Business Office and are used to process charges to student or faculty/staff storecard accounts. Please allow at least one-week advance notice for iPad requests – two weeks for large events like Unique Boutique, Potpourri and Auction.
- ▶ SignUp Genius is an online program to organize volunteers. Many activities and event-specific sign ups are already created. Log in to [SignUpGenius.com](http://SignUpGenius.com) by using your committee's [jburroughs](mailto:jburroughs) e-mail address.
- ▶ The Parents Council storage area, located on the lower level of the Brauer Building, is a good resource for reusable items (decorations, vases, linens, etc.). Keys are available at the school's reception desk in the Brauer Building. Ellen has a second set. NOTE: *Sign out all items on sign-up sheet located in storage room. After use, please clean all items and return them to their original location as soon as possible. Food or perishables may not be stored in this area!*
- ▶ The school also has an inventory of equipment which Parents Council volunteers may request for school events. These include, but are not limited to, market lights, 8' tables, 60" round tables, cocktail tables, easels and white folding chairs.

## Making Purchases & Expense Reimbursement

To be reimbursed for money spent on JBS activities and events, or for any check request, please fill out the Expense Reimbursement/Disbursement Request form. The form can be obtained in the Business Office or on the Parents Council website.

Please attach all receipts/invoices to the form.

- ▶ Be specific. Describe each expense in detail. Use the reverse side (or second page) of the form to find the account number that best suits the expenditure. *Committee chairs must sign off on the form before it can be submitted for payment.*
- ▶ Be timely. Place completed form, including the necessary attachments, in Susan Pohrer's box in the Business Office as soon as possible.

When making larger purchases (>\$500), please contact Laura Placio at [lpacio@jburroughs.org](mailto:lpacio@jburroughs.org) in advance of purchase to determine the best procedure to follow.

## **DONATION GUIDELINES**

### In-Kind Donations

From time to time, committee chairs and/or members have covered some event expenses with in-kind donations. Please account for all expenditures (by submitting receipts) and donated items (by submitting receipts or estimates) to the Business Office. This allows us to determine the true cost of Parents Council events and activities. Be sure to include the information in your year-end report as well.

In the case of cash/check donations, please promptly acknowledge those gifts and give the donation (with details) to Laura Placio, Business Manager.

### Donation Acknowledgements

Your acknowledgment or committee chair is the appropriate person to thank donors. However, if a donation is valued at \$250 or more, please provide the donor's name and contribution information to:

Nelle Stough, Advancement Office Administrative Assistant  
[nstough@jburroughs.org](mailto:nstough@jburroughs.org)  
314-993-4045 ext. 257

## COMMUNICATIONS/REPORTS/MAILINGS

### Committee Monthly and Year-end Reports

Committee chairs should e-mail a brief report before each Parents Council Board meeting AND a final report following your event to:

Friederike Wykes, Parents Council Secretary  
frivoniss@gmail.com

### Mailings

All committees and subcommittees are responsible for designing and producing their own mailings. However, please ask Ellen Bremner to proof *major* mailings sent in the Parents Council's or school's name.

To obtain mailing labels (for example, all seventh-grade parents) which you can affix prior to mailing, contact:

Cindy Schnabel, Advancement Office Administrative Assistant  
cschnabel@jburroughs.org  
314-993-4045 ext. 264

NOTE: *Please give Cindy one-week notice for labels.*

When your mailing is ready, bring it to the Front Office (Brauer Building) where it will be weighed, sealed, metered and sent out with the school mail. Your committee will be charged at the current U.S. Postal rates.

Please remember to

- ▶ avoid red, pink, purple or dark blue cardstock because the postal meter ink is red
- ▶ use the JBS address as the return address on all mailings - this is a postal requirement (the Advancement Office has a return address stamp you may borrow)
- ▶ use v-backed envelopes if you want the machine to seal your mailing
- ▶ close flaps on envelopes (this facilitates sealing the mailing)
- ▶ bundle mailings of like weight.

### E-Mail Blasts

Based on the most recent buzz book forms, the Advancement Office creates parent e-mail lists for each grade level. These lists are updated in August, January and March. Updates are sent automatically to the president of the Parents Council, the chairs of Family Network and the appropriate grade chairs.

All others are asked to contact Ellen several days in advance of a mailing.



## School-Wide Communications

▶ Parents Council web pages

Information and updates for your committee's web page should be sent to:

Friederike Wykes, Parents Council Secretary  
frivoniss@gmail.com

▶ School web pages

If you would like an upcoming event/opportunity to be featured on the school's News & Events page, contact:

Ellen Bremner  
ebremner@jburroughs.org  
314-993-4045 ext. 355

▶ JBS/Next Week, a Friday e-mail to parents about the upcoming week's calendar  
To assure that your committee meetings/events are included, contact

Ellen Bremner  
ebremner@jburroughs.org  
314-993-4045 ext. 355

▶ JBS electronic newsletter

If you would like an upcoming event/opportunity to be featured, submit to:

Stefene Russell, editor  
srussell@jburroughs.org  
314-993-4045 ext. 262

<b>Copy Deadline</b>	<b>E-mailing Date (subject to change)</b>
September 5	September 12
October 3	October 10
October 31	November 7
January 16	January 23
February 13	February 20
April 2	April 9
April 30	May 7

## FACILITY USE & FOOD SERVICE

### Facility and Equipment Requests

All facilities requests to reserve meeting or event space must be made online via the JBS calendars tab.

Sponsors of off-campus events, such as sports team gatherings, may borrow tables (8' rectangles or 60" rounds) as well as white folding chairs. With adequate notice, Plant Operations will drop off and pick up this equipment. It is advised that those needing equipment make their requests well in advance to guarantee availability. Contact Danette Tocco (dtocco@jburroughs.org or 314-993-4045 ext. 445).

### Food Service Requests

If you are reserving space for meetings or events online (see above), please use that same online form to make food and/or beverage requests. Hard copy requests forms are also available in the school's front office. They must be turned in to the front office one week prior to your event.

If your request exceeds light meeting refreshments, please contact Ginger Humphrey/SAGE (314-993-4045 ext. 243 or sage@jburroughs.org) BEFORE submitting any request forms ~ simply to confirm SAGE's availability.

As a matter of corporate policy, SAGE may not cater off-campus events or prepare food to be taken off campus (unless directly related to an official school function such as a student field trip).

*NOTE: Because of health regulations and the possibility of accidents, the kitchen is off limits to non-SAGE personnel. If you need access, come to the double doors between the main dining room and kitchen and ask one of the SAGE staff to find a manager.*

### Thank You's

The Parents Council gives each staff member (food services, plant operations, administrative offices) an annual year-end bonus. The bonus for food service employees includes a tip for all Parents Council events held on campus. Further appreciation for SAGE employees, plant operations personnel and administrative staff can be expressed through notes and/or homemade cookies. IT IS AGAINST SCHOOL POLICY - AND WILL UNDERMINE A THOUGHTFUL PROCESS - IF INDIVIDUAL COMMITTEES TIP SCHOOL PERSONNEL.

## QUICK GUIDE

*Please refer to the JBS buzz book for a complete listing of school personnel and contact information.*

<p><b>ADMINISTRATION</b>  Head of School  Assistant Head of School, 7<sup>th</sup> &amp; 8<sup>th</sup> Grade Principal  9<sup>th</sup> &amp; 10<sup>th</sup> Grade Principal  11<sup>th</sup> &amp; 12<sup>th</sup> Grade Principal  Receptionists, Outgoing Mail, Key to PC Storage</p>	<p>Andy Abbott  Julie Harris  Julie Shimabukuro  Jennifer Salrin  Jen Bond  Susie Wilson</p>	<p>314-993-4045  ext. 282, aabbott@jburroughs.org  ext. 219, jharris@jburroughs.org  ext. 340, jshimabukuro@jburroughs.org  ext. 325, jsalrin@jburroughs.org  ext. 0  ext. 0</p>
<p><b>BUSINESS OFFICE</b>  Manager  Assistant Manager/iPads for storecard processing  Check Requests/Purchase Orders  Deposits, Stationery/Supplies/Copies  Reimbursement Forms/Tax-Exempt Letters</p>	<p>Laura Placio  Mary Bieker  Susan Pohrer  In Office</p>	<p>ext. 235, lplacio@jburroughs.org  ext. 247, mbieker@jburroughs.org  ext. 246, spohrer@jburroughs.org</p>
<p><b>ADVANCEMENT OFFICE</b>  Parents Council Liaison  Editor of Parent Newsletter  Mailing Labels, Name Tags</p>	<p>Ellen Bremner  Stefene Russell  Cindy Schnabel</p>	<p>ext. 355, ebremner@jburroughs.org  ext. 262, srussell@jburroughs.org  ext. 264, cschnabel@jburroughs.org</p>
<p><b>PE/ATHLETICS</b>  Director  Assistant AD  Administrative Assistant</p>	<p>Peter Tasker  Dean Tiffany  Hollie Cosentino</p>	<p>ext. 217, ptasker@jburroughs.org  ext. 393, dtiffany@jburroughs.org  ext. 382, hcosentino@jburroughs.org</p>
<p><b>PLANT OPERATIONS</b>  Director  Assistant</p>	<p>Ed Philipp  Danette Tocco</p>	<p>ext. 444, ephilipp@jburroughs.org  ext. 445, dtocco@jburroughs.org</p>
<p><b>SAGE FOOD SERVICE &amp; CATERING</b>  Chef/Manager</p>	<p>Ginger Humphrey</p>	<p>ext. 243, sage@jburroughs.org</p>
<p><b>STUDENT ACTIVITIES</b></p>	<p>Kate Grantham</p>	<p>ext. 398, kgrantham@jburroughs.org</p>
<p><b>MISCELLANEOUS</b>  Assembly Announcements  Assembly Programs  A/V Equipment</p>	<p>Jerry Estes  Scott Deken  Kate Grantham</p>	<p>ext. 254, jestes@jburroughs.org  ext. 326, sdeken@jburroughs.org  ext. 398, kgrantham@jburroughs.org</p>