

RASKOB PARENT ASSOCIATION MEETING MINUTES

November 3, 2017

Holy Names University, Raskob Library

Meeting called to order by Co-Presidents Mark Headley & Phil Wright at 8:35am

Attendees: Mark Headley (Co-President); Phil Wright (Co-President); Jessica Baiocchi (Raskob Director of Admissions); Christine Puccio (VP of Fundraising); Beth Covin (Treasurer); Tiffin Groff (Co-VP Academic Life); Colleen Broderick (Co-VP of Family Resources and Support); Lisa Scheffer (Co-VP of Family Resources and Support); Nicolette Hagstrom (Guest Speaker - Middle School Writing Teacher)

Presentation of Google Classroom: Nicolette Hagstrom, Guest Speaker

Welcome from RPA Co-Presidents Mark Headley and Phil Wright

Review and approval of minutes of October 18, 2017 meeting: *The motion was made by Phil Wright to approve the minutes as presented. The motion was seconded and unanimously accepted.*

Fundraising Report: Presented by Christine Puccio, VP of Fundraising

- Spring Fundraising Event:
 - Date: March 24, 2018
 - Location: West Berkeley Fencing Club, 1111 Addison St, Berkeley, CA 94702
 - Theme: Renaissance Faire
 - Title: Alcohol & Swords, what could go wrong?
 - Time: TBD
 - Change from prior years: will invite new families (* Jessica)
- *Jill: Send email blast about dues, outside of Thursday notes
- *Beth: Reconcile list of families who have contributed dues v. those who have not
- *Chrissy: Draft delicate email to families who have not contributed dues by Dec. 1
- *Chrissy to send [fundraising priorities](#):
 - Waterproof outdoor lockers (56)
 - Front Lobby Makeover
 - Air conditioners
 - Software for Parent Communication for students
 - New Sign for RPA Communication

Comments from the Raskob Administration: Jessica Baiocchi, Raskob Director of Admissions

- Alumni Night – High School Panel: To be held in the California Room on December 7th, 6pm – 8pm. Dinner from 6-630pm. Registration through Eventbrite. Announce event in Monday and Thursday Notes.

Family Resources and Supports: Presented by Lisa Scheffer and Colleen Broderick, Co-VPs of Family Resources and Support

- Dyslexia Simulation Workshop set for November 8th starting at 1pm at Bay Vista Room. Registration is closed – 27+ attendees.
 - *Setup: Drinks and snacks will be provided
 - *Mark & Beth to guide people to Bay Vista room
 - *Lisa to provide sign for directing attendees
 - *Jessica to add university IT to request - Need projector, speakers, laptop and DVD player.

Academic Life: Tiffin Groff, Co-VP of Academic Life

- Book Fair Scheduled for November
 - Date: November 28 setup, November 29 kids walk through; Thurs. & Friday book fair open to all
 - Place: California Room
 - Teachers have provided classroom lists

Treasurer Report: Beth Covin, Treasurer

- *Phil to set up meeting next week with Mark and Beth to go over finances

Other Business: ALL

- Password Protected Website:
 - Family disbursement: Create Nextdoor group to see where people live in relation to one another
 - Pilot placing student list and region on password protected site; track how many log in.
 - Many of the documents on Lisa's list already exist, but are not posted anywhere. We can post these on Raskob password protected website, but will have to maintain/update data a few times per year.
 - *Jessica to work with HNU webmaster to create PW-protected site and post the items from the list. Single login/password that everyone will use.
 - Table carpooling for future discussion
- RPA coordination in case of school closing: childcare, etc.; list of parents that may be able to help out
- Baby gifts and birthdays for teachers - Decision: RPA stays out of birthdays and baby gifts; let parents do this as one-off if they choose. RPA continues to standardize appreciation, i.e. holiday gift, wine, etc.
- Next RPA meeting December 8th

Review of Action Items

Meeting adjourned at 9:40am

Minutes prepared by Jill Gorman

**Designates action item stated within agenda notations*