

RASKOB PARENT ASSOCIATION MEETING MINUTES

April 14, 2017

Holy Names University, Raskob Day School, Library

Meeting called to order by Co-President Phil Wright at 8:45am

Attendees: Phil Wright (Co-President); Christine Puccio (VP of Fundraising); Lisa Scheffer (Co-VP of Family Resources and Support); Colleen Broderick (Co-VP of Family Resources and Support); Karl Cole-Freeman (Treasurer); Rebecca Castelli; Beth Covin; Mary Coleman; Jill Gorman (Secretary)

Introductions of attendees

Announcements from RPA Co-Presidents: Presented by Phil Wright

- HNU pool will be closed after May 30th
- Co-Presidents will send email and letter to families with PayPal link for final fundraising push
- Co-Presidents will mail thank you letters to families and will include information about company matching
- RPA Openings 2017-2018: Treasurer, Communications
- *Phil will connect with Margaret and Tiffin on Open House guideline budget and food order (pizza). Event will be held on May 18th
- RPA meetings for 2017-2018 to be moved to 2nd Fridays at 830am. *The motion was made by Beth Covin to approve the scheduling of RPA meetings to the 2nd Friday at 830am. The motion was seconded and unanimously accepted.*

Review and approval of minutes of March 3, 2017 meeting: Presented by Jill Gorman, Secretary *The motion was made by Phil Wright to approve the minutes as presented. The motion was seconded and unanimously accepted.*

Comments from the Raskob Administration: Presented by Phil Wright on behalf of Edee Ben Ari, Raskob Executive Director and Jessica Baiocchi, Raskob Director of Admissions

- Ed Rev! is coming up. Raskob will have a booth as an exhibitor, and encourage all our families to attend. If you do attend, please stop by. April 22nd 9:00-3:00
- Dr. Kate Perry will be our guest speaker on Friday, May 5th, at the RPA quarterly coffee.
- Our middle school will be growing next year. We have begun to start a waitlist for students.
- Edee and I have met with the University, and a formal playground proposal is in the works to be shared with our president.
- On behalf of the Raskob staff, we would like to say, "Thank you!" to all who planned, attended, and contributed to the RPA Social.

- Tiffin and Margaret checked in regarding the teacher appreciation week. At the last meeting, Edee was asked to come up with a general list/schedule for the week. Here are our ideas, and things that are already happening:

- Monday—Edee will be providing a gift to the staff
- Tuesday—Open
- Wednesday—RPA Lunch (thank you to Margaret and Tiffin for checking in today about the lunch)
- Thursday—Edee ordered ice-cream sandwiches for staff
- Friday—Open

“Open” day ideas that we’ve done in the past: Cookie buffet (ask all parents to bring in cookies, and provide the staff with bins to carry cookies home), Bottle of wine for each staff member, order a massage therapist with a massage chair for a few hours so staff can come up for a massage... The possibilities are endless!

Treasurer’s Report: Presented by Karl Cole-Freeman

- Spring Social Fundraiser – currently at \$13k of total goal.

Fundraising Report: Presented by Christine Puccio, VP of Fundraising

- Discussed Spring Social – thank you to all volunteers, hosting family, chef and attendees!
- *Looking forward to next year: Christine will draft a membership letter to be provided to all families that outlines what membership dues help to fund throughout the school year.
- Discussion: At next meeting discuss volunteer position for maintaining the RPA website. Suggestion – possibly working with an HNU student,

Academic Life: Margaret Gelini and Tiffin Groff, co-VPs of Academic Life

- Teacher/Staff Appreciation Week – week of May 1st
- Open House on May 18th

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

- *Colleen to touch base with Edee concerning next Parent Ed presentation tentatively planned for April 23rd
- Welcome and Support New Families – Discussed regional gatherings during the summer. Discussed connecting with new families one-on-one to welcome them to Raskob.
- *Lisa: Proposal to be shared at the next RPA meeting – proposal will review a plan to reach out to new families.
- Discussion: Request topic ideas from families during awards night and back to school meeting for 2017-2018 Parent Ed Events.
- Parent Ed suggested topic for 2017-2018 – Empathy Workshop (SEED)

Additional Business: All

- Next meeting May 5th at 8:30am

Review of Action Items: Presented by Jill Gorman, Secretary

Meeting adjourned at 10:05am

Minutes prepared by Jill Gorman

**Designates action item stated within agenda notations*