

RASKOB PARENT ASSOCIATION MEETING MINUTES

December 2, 2016

Holy Names University, California Room

Meeting called to order by Co-Presidents Mark Headley and Phil Wright at 8:33am

Attendees: Mark Headley (Co-President); Phil Wright (Co-President); Edee BenAri (Raskob Executive Director); Jessica Baiocchi (Raskob Director of Admissions); Margaret Gelini (Co-VP Academic Life); Tiffin Groff (Co-VP Academic Life); Karl Cole- Friedman (Treasurer); Lisa Scheffer (Co-VP of Family Resources and Support); Colleen Broderick (Co-VP of Family Resources and Support); Christine Puccio (VP of Fundraising); Amy Schoenblum; Stacy Outten; Taffy Johnson; Kris Johnson; Karen Bane; Andrea Bodin; Karen Kelly; Jill Gorman (Secretary)

Introduction of Attendees

Welcome and comments by RPA Co-Presidents: Presented by Mark Headley & Phil Wright, RPA Co-Presidents

- Discussion: Proposed programs/events should be presented to the co-Presidents and to the board prior to initiating
- *Governance and Mid-year Review Meeting: choose a future board meeting date for this review (Mark & Phil)

Review and approval of minutes of November 4, 2016 meeting: Presented by Jill Gorman, Secretary *The motion was made by Margaret Gelini to approve the minutes as presented. The motion was seconded and unanimously accepted.*

Welcome and Presentation from Stacy Outten, MFT

Discussed the goals and guideposts of Social Skills classes.

Handouts: *How to Have a Conversation with Your Upset Child, Communication Worksheet*

*Extend an invitation to Kate to discuss middle school social groups (Jessica)

Comments from the Raskob Administration: Presented by Edee Ben Ari, Raskob Executive Director, Jessica Baiocchi, Raskob Director of Admissions

- *Volunteer needs: Farewell Breakfast/Winter Performance, 12/16. 5 volunteers for drop-off and set-up for performance. (Margaret)
- *Volunteer needs: 5 volunteers needed for Parent Education event on 1/20 (830-11a) (Margaret)
- One World Play update
- After School forms for Spring will be emailed next week
- *Request to add "Raskob" to school newsletter subject line (Jessica / Marlen)

- Teen Esteem Assembly for Kids: Subjects – be mindful of our words, bullying, how powerful our words and social media are
- *High School Panel report presented by Amy Schoenblum: 25-30 attendees, parent & student participants in discussion of high school transition, program worth repeating, good timing keeping in mind other open houses happening at the same time – suggestion of having event in October 2017. Write-up planning process of program (Amy)

Fundraising Report: Presented by Christine Puccio, VP of Fundraising

- See's Candies sales went well, \$1754
- Greeting card sales – good feedback, but lower sales
Both candy and cards available week of 12/8
- *Working on Spring Social: Love Boat theme, working on keeping costs low, location – Vanessa's and Ben's house, 630-10pm, March 25th, working on fundraising goal, developing signage that is visible and makes connection with community, reviewing items to fundraise around - Meeting in January with Mark, Christine, Edee and Jessica to discuss fundraising list
- *SAVERS – *savers.com*: activity around community, percentage of sales of donated clothing comes back to Raskob, looking to start in January, work on logistics with administration and newsletter announcement (Christine)
- Penny Plays: fundraising event involving each classroom, each class brings in change, class with most change will receive some extra free-time (proposed, tbd), discussion point for January meeting

Treasurer's Report: Presented by Karl Cole-Friedman, Treasurer

- In process of reconciling
- Goal for membership dues - \$4,000: currently at \$4360 with 41 families, average \$100 approx. average gift.

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

- *Teacher/Staff Gift: have received \$1000 of total needed, will announce again in Thursday Notes (Tiffin), discussed budgeting for this item next fiscal year – maybe including in the membership ask
- Teacher Appreciation for January set with volunteers

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

- Megan Sweeny, middle school Science teacher, will be the guest speaker at the next quarterly coffee
- *Payment for Teen Esteem: re-submit invoice to Marlen, cc mark, Phil and Karl (Colleen)
- *Parent Google Group: way to communicate parent to parent, discussion topic at January meeting

- *Looking for Parent Education presentation ideas: Set-up idea board at holiday bazaar/performance (Colleen & Jessica)

Additional Business: All – None

Review of Action Items: Presented by Jill Gorman, Secretary

Meeting adjourned at 10am

Minutes prepared by Jill Gorman

**Designates action item stated within agenda notations*