

## **Raskob Parent Association Meeting Minutes October 7, 2016**

**Meeting called to order by Co-Presidents Mark Headley and Phil Wright at 8:30am**

**Attendees:** Mark Headley (Co-President); Phil Wright (Co-President); Margaret Gelini (Co-VP Academic Life); Christine Puccio (VP Fundraising); Edee BenAri (Raskob Executive Director); Jessica Baiocchi (Raskob Director of Admissions); Stefani Wulkan, Assistant Director, Lead Teacher; Karl Cole-Friedman (Treasurer); Karen Bane; Taffy Johnson; Lisa Scheffer; Christina Pehl; Mary Silver; Melissa Cope; Jill Gorman (Secretary)

### **Introduction of Attendees**

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

**Review and approval of minutes of September 2, 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.*

**Guest Speaker: Stefani Wulkan, Assistant Director, Lead Teacher**

Ms. Wulkan shared with attendees her role and responsibilities at Raskob.

**Comments from the Raskob Administration: Presented by Edee Ben Ari, Raskob Executive Director, Jessica Baiocchi, Raskob Director of Admissions and Stefani Wulkan, Assistant Director, Lead Teacher**

- Raskob will be working on a service-learning project promoting play around the world this school year with One World Play Project ([www.oneworldplayproject.com](http://www.oneworldplayproject.com)). The goal is to raise awareness about the importance of play and to raise money to donate soccer balls for children both locally and globally.
- Parent Education Event: Teen Esteem – Hands on Help for Today’s Digital Family. Presentation will take place on Sunday, October 23rd ([teenesteem.org](http://teenesteem.org))
- WASC will be visiting Raskob for it’s check-in on November 1<sup>st</sup>.
- Library: Post two volunteer positions for the library to assist Ms. Baiocchi. Discussion of budget line item of \$1000 for library maintenance.
- High School Panel to be held on November 6<sup>th</sup> from 4-6pm. Discussion to focus on transition from middle school to high school.
- 45<sup>th</sup> & 65<sup>th</sup> anniversaries of Raskob are approaching.
- Edee and Jessica have spoken with the HNU Advancement Office to discuss possible beautification and improvement projects of the Raskob yard area.

**Book Fair October 13 – 18, 2016: Chairs Becky Stephens and Carla Dartis**

- Held in the California Room

- Tables: Marlen will request tables from HNU (Jessica)
- Table will be set up for selling Raskob t-shirts and hoodies (t-shirts \$10, hoodies \$20) (Mark)
- Volunteer shifts are scheduled and filled.

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

- Budget for 2016-2017 was reviewed. Approval of budget rescheduled for the November RPA Meeting.

#### **Fundraising: Presented by Christine Puccio, VP Fundraising**

- **See's Candy contest:** Prize to the top 3 sellers (gift card). Forms are due November 17<sup>th</sup>.
- **Greeting Card Fundraiser:** Artwork and instructions will go home with students. Forms are due October 21<sup>st</sup>.
- **Discussion - Fundraising Goals:** Provide families a way to view how the fundraising dollars are / will be invested.
- **Updates to Company Match Program:** Procedures to be shared for Company Match Program.
- **RPA Donation Acknowledgement Letters: Edee Ben Ari**
- **Discussed Raskob Wish List / Fundraising Asks – to be discussed further at November RPA Meeting:**
  - Ed Tech (Professional Development)
  - Scholarship & Financial Aid
  - Water Fountain / Grounds Beautification
  - Library Support (suggested \$1000 annually)
- **Spring Social:** Calendared for March 25, 2017 – to confirm with hosts

#### **Family Resources and Support:**

- As discussed, Teen Esteem is confirmed for Sunday, October 23<sup>rd</sup>
- Suggestion to have a webpage dedicated to Parent Education Information

#### **Additional Business: All**

- Question: If there is a family in need contact Edee and Jessica as to how the RPA can be supportive
- Having job descriptions for RPA volunteer positions has been very helpful this year.

#### **Review Actions from Meeting: Jill Gorman**

Fundraising - Procedures to be shared for company match (Christine)  
 Events - Request 9 tables for Book Fair (Jessica/Marlen)  
 Events - Plan table for selling Raskob t-shirts at Book Fair (Mark)  
 Academic Life - Upload Room Parent List to RPA Google Drive (Margaret)  
 Admin - Donation Acknowledgement Letters for RPA Donations (Edee)  
 Academic Life - Recruit Library Volunteer to work with Jessica (Margaret)  
 Admin- Long-term & Short-term wish list to support Fundraising Goals (Edee)

**Closing Comments:**

- Teacher & Staff Appreciation Breakfast has been moved from October 12<sup>th</sup> to October 13<sup>th</sup>.

**Meeting adjourned at 10:00am**

Minutes prepared by Jill Gorman