

St. Robert Bellarmine Parent Guild / Parent Teacher Organization (PTO)

Board Meeting Minutes

Meeting Date: October 12, 2009
Meeting Called To Order: 6:00 PM
Opening Prayer: Regina Chiudian
Minutes from last meeting: Corrected and approved

Roll Call: * Denotes PTO Officer

<u>POSITION</u>	<u>PRESENT</u>	<u>NOT PRESENT</u>
*President:	Regina Chiudian	
*Vice President:	Charo Dolendo	
*Secretary:	Ronald Drewes	
*Treasurer:	Jennifer DeCosta	
*Parliamentarian:	Teresa Gosparini	
Publicity:	Anna Maalouf	
Service Hours Director:		Patty Bertole
Service Hours Billing:	Bridget Sanchez	
Safety Director:		Patty Bertole
Fundraising Director:	OPEN POSITION	
Festival Liaison:	OPEN POSITION	
Sports Director:		Patty Bertole
Hospitality Director:	Janice Ye	
Faculty:	Dr. Rosena, Mrs. Fernando	
Staff:	Jeanette Diller	
Others Present:	Jennifer Guevara, Sean Dempsey, Ellen McCarthy, Joan DelValle	

I. Regular Business

A. Administration – The Dr Rosena Report

1. Dr. Rosena welcomed everyone on the board as well as all guests. She also welcomed Mrs. Fernando and Father John. She stated that Mrs. Fernando is attending this PTO meeting as a representative of the teaching staff of the school, and she further stated that at least one teacher will be present at all future PTO meetings.
2. There is a Chess Club now meeting on Thursdays on campus as an after school enrichment program; also the Speech Club will begin meeting next week.
3. There is now a St. Robert Bellarmine School Marketing team headed by Jeanette Diller. Mrs. Diller and a team of 5 people will be attending a meeting/workshop at Bishop Alemany on October 31st from 8 -4PM. Others are welcome to attend.
4. Dr Rosena offered congratulations to Charo Dolendo for her appointment as Vice President of the PTO.

5. We will not be attending the Decathlon this year as there is not enough instructive support to prepare the students for this event. Miss Rufus is available but is not willing to do the entire thing on her own.
6. The Ministry Fair is on October 25th. This is an excellent opportunity to present the school to parishioners and guests.
 - a) KA and KB will be singing 2 songs; there will also be a band, a school banner, and a slide show.
 - b) We will have a few tables representing the school with 2 teachers per table ready to provide information and answer questions.
 - c) The PTO will also have a table. PTO officers will take shifts manning (*womanning* ??) the PTO table.

II. Reports of Committees

A. Treasurer's Report

1. The balance from last month was \$2,464.51. This past Sunday's Donut Sale brought in \$75.50 making a total of \$2,540.01. (It was mentioned that there are costs not yet accounted for from the Donut sale that will affect this balance. Jennifer will report on this accordingly)

B. Service Hours Report

1. NO REPORT – (Patty Bertole absent)

C. Hospitality

1. Janice Ye poke of her efforts and her disappointment with finding families to commit to a Sunday Donut Sale schedule; she was unable to find anyone willing to make that commitment. However, she has been able to fully staff the Donut Sales with 3 people for each Sunday through the end of December.
2. BAKE SALES – one of them will be November 22nd, provided by 1st and 8th Grade. Another will be February 14th, provided by 2nd and 7th Grade.
3. Dr R suggested to Janice that she tell the Room Moms *now* about the 11/22 Bake Sale so that they have plenty of advance notice to prepare for this.
4. Mrs. Fernando stated that she would inform parents that their help with the Sale will be greatly appreciated.
5. Janice reported that, when she went to Donut Hut to pick up the donuts for the Sunday Sale, she was informed that we were in arrears with Donut Hut for several months of unpaid bills. A discussion ensued in which Father John stated that Donut Hut had not been sending any invoices, so there has been no bill to pay. A discussion ensued on this topic and the result is that if the amount of donuts varies from week to week, an invoice needs to be provided by Donut Hut and delivered to Renee; however, if we are ordering the same amount each week, then, as was done in the past, a check can be prepared before hand and delivered at pick up. It was also stated that Donut Hut should contact Renee to set up an invoice method.
6. Janice has the check to pay off what we owe to date.

D. Publicity

1. Anna Maalouf reported that the newsletter is complete and waiting for Mrs. Rufus to finish reviewing and approving it. After it is approved, it will be posted on the school's website.
2. Anna will create a half-sheet flyer to be sent home to remind parents that the newsletter can be found online (as it has been for the past year).
3. Father John asked if the newsletter provides info that is not delivered any other way.
 - a) Yes; it is part of our effort to go green.
4. Anna stated that the newsletter should go out every other month. It is sometimes late due to submissions coming in late.

III. New Business

A. Ministry Fare – (see Item I.A.6 above under Regular Business.)

1. It was mentioned again that the PTO table needs to have PTO members representing the Board for this event and that we will take shifts being there. It was further stated that whenever we have a PTO sponsored event, PTO members need to be present.

B. Walkathon

1. Anna M. offered her thanks to everyone who helped make Walkathon, once again, a success. This year there was plenty of leftover food.
2. We need to find someone to do Walkathon next year as Anna's and Chris Esparaza's children will be graduating this year and they will, therefore, not be here to do it any longer.
3. In addition, people will be needed to take over Anna Maloof's many other positions/jobs (i.e., Publicity, the Newsletter, Red Ribbon Week, etc).

C. Red Ribbon Week October 23 – 31, 2009

1. Anna M. showed the board rubber wrist bands with the "Character Counts" slogan printed on them. These wrist bands will be distributed to the students as part of the event.
2. An police officer is scheduled to attend.

D. Class Bake Sale (See item II.C.2 under Hospitality)

IV. More New Business

Here developed an open-ended conversation that was mostly focused on ways to support and promote the school. The following is organized by topic as opposed to the order in which things were said.

A. Dr R. stated that we need to get the word out about the school to the parish and to the RE people.

1. Charo asked if we can have school events announced from the pulpit. Father John responded that that would be fine.

B. Regina stated that once a month we used to have an entire class from the school attend the 9AM Sunday mass and sit as a class in the front pews. Can we do that again?

1. Father John said that that was a good idea, but it needed to be coordinated carefully with the teachers, the parents, and especially the ushers; for example the ushers will need to rope off a section of pews, and perhaps have students and their parents bring up the gifts.

2. Also, he added that it is great advertising for the school if the students are in their uniforms.
3. Father John added that the 9AM Mass is perfect for this kind of thing since we have the Children's Choir at that time and this could help bring more kids to the choir.

C. Wreath Sale

1. Jennifer Guevara announced that the Christmas Wreath Sale is back. This will be the fourth ?? year that we will have the sale (although it did not happen last year). It has been very successful in the past as a fundraiser for the PTO.
2. All applications need to be in by November 2nd.
3. The Wreaths will arrive the week after Thanksgiving. The arrival date is never known until one day prior to delivery.

D. Father John Comments

1. Commenting on Janice Ye's statement that she was "disappointed" that she could not find five families to commit to running the Sunday Donut Sale through the end of the school year, Father John stated that he finds this "disgraceful." Out of 250 families, you would think that there would be a few who would step up for the service asked of them.
2. He stated that he feels that he needs to be better informed about what we are doing at the school, citing that he did not know about the Christmas Wreath Sale, for example.
3. He suggested that every notice sent home to parents should say somewhere on it, "Visit Our Website."
4. Walkathon T-shirts should have the school's website prominently printed on them as well as the Parish Website.
5. As a tactic to get people to use the parish website, Father John puts some info *only* on the parish website as a teaser to get people to go there.
6. He mentioned that the Columbus Day Dinner Dance had 250 people in attendance; this included non-parishioners. It was a very successful event, a beautifully executed event that created awareness about the school. This is a way that we have gotten out – and should continue to get out – the school's name to the community.
7. The Diocese is going green as well. There is no more faxing, for example; all such transmissions go through an electronic service now.
8. He spoke about the need for us all to get the members of the parish and the families of the school to see each other as part of the same thing. He explained that of all the ministries, the school is by far the largest ministry supported by the parish. So, despite the separatist perspective that some people have about the relationship between the parish and the school, the fact remains that the fiscal health of the school has a direct impact on the fiscal strength of the parish itself. Likewise, the school shouldn't see the parish as merely providing a convenient chapel.

E. Jeanette Diller stated that the parish ministries are scheduled to come to the school to visit the students in the classrooms. This will help to bridge the gap between the school and the parish.

F. Commenting on the need to get "the word out" about St. Roberts, Charo Dolendo suggested that at every large school event (i.e., Back to School Night) we should have a more updated presentation that

specifically cites current, positive information about the school (sports scores, scholarships, etc.) in addition to the current presentation that offers a listing of academics and the institution's history. More concretely declaring these kind of recent accomplishments and benefits needs to be highlighted more clearly – not just for the currently enrolled families, but especially for any prospective parents who we need to impress.

G. Dr. Rosena mentioned several times that more and more information is being communicated from the school to parents by means of the School Website and the School Manual. She stated that part of the message that we should be getting out to the community about St Roberts is not just the academics and such, but the religion and the morality as well.

H. Mrs. Fernando stated that on Wed., October 21st thirty-five of St. Roberts' students will attend the Holy Childhood Association Mass at the Cathedral in downtown Los Angeles. Mass is at 10AM. Fifteen of the thirty-five students will be wearing the traditional clothing of their families' cultural origins.

Meeting adjourned: 6:56 PM

NOTE: An impromptu meeting occurred outside after this PTO meeting in which Regina C. Ron D., Jennifer D. and Charo D. voted to use PTO funds (just under \$100) to create 3 incentive prizes for the Christmas Wreath Sale, as requested by Jennifer Guevara.

St. Robert Bellarmine Parent Guild / Parent Teacher Organization (PTO) Board Meeting Minutes

Meeting Date: November 16, 2009
Meeting Called To Order: 6:05 PM
Opening Prayer: Father John
Minutes from last meeting: Approved with one correction

Roll Call: * Denotes PTO Officer

<u>POSITION</u>	<u>PRESENT</u>	<u>NOT PRESENT</u>
*President:	Regina Chiudian	
*Vice President:	Charo Dolendo	
*Treasurer:	Jennifer DeCosta	
* Secretary:	Ronald Drewes	
*Parliamentarian:	Teresa Gosparini	
Publicity:	Anna Maalouf	
Service Hours Director:	Patty Bertole	
Service Hours Billing:	Bridget Sanchez	
Safety Director:		Vito Paoletta
Fundraising Director:	Patty Bertole	
Festival Liaison:	Patty Bertole	
Sports Director:	Patty Bertole	
Hospitality Director:	Janice Ye	
Faculty:		Dr. Rosena
	Mrs. Coomes	
	Mrs. Gleason	
Staff:		
Parish:	Father John	
Others Present:	Lani Delgado, Jennifer Guevara, Sean Dempsey, Yvonne Rivas, Joan DelValle	

I. REGULAR BUSINESS

A. Administration – The Dr Rosena Report

1. Dr. Rosena was absent from this meeting due to illness. Mrs. Coomes was present in her stead to listen, take notes and then report back to Dr. Rosena. She delivered no message on Dr. Rosena’s behalf.

II. REPORTS OF COMMITTEES

A. Treasurer

1. Jennifer DeCosta gave her report (see attached as well): We have a balance of \$5,423.10 with \$2,700 coming from the recent Christmas Wreath Sale.
2. \$100 dollars is owed to Jenniffer Guevera for related expenses.
3. The last Wreath Sale generated a \$700 profit.

B. Sports

1. Patty Bertole reported that the girls' CYO volleyball team lost only 2 games and "won the League." The team and their victory will be recognized at Flag Salute. There will be a trophy for the school.
2. Football uniforms still need to be upgraded.
3. The Gourmet 88 Fundraiser seems to have gone well.
4. Patty wants to suggest that we do a fundraiser using the restaurant Granville (on San Fernando Blvd).
 - a) Evonne Rivas expressed concern about this fundraiser as she felt that it would conflict with the fundraiser that she is doing for the 7th grade. She is doing a series of restaurant fundraisers already, and she is concerned that, if another one is added, Dr. Rosena will say that now there are too many.
 - (1) The suggestion was made to her that she might consider doing a bake sale in January instead of a restaurant fundraiser.
 - (2) Patty said that in the meantime she would speak to Dr. R. about this situation and that she will take responsibility for figuring this out.
 - (3) Father John suggested that, if we put the restaurant fundraiser in the bulletin, we should make it a "tear out" item so that people can bring the coupon with them to the restaurant.

C. Service Hours / Fundraising

1. Patty is going to talk to Room Moms about promoting E-Scrip.
2. Teresa suggested that we register the school for the Ralph's Club. She believes that Ralph's does its own e-scrip kind of thing. Patty said that she is going to investigate.
3. Teresa gave a flyer for GoodSearch.com to Patty as another possible fundraising avenue.
4. The limitations of E-Scrip were discussed/explained: registering your credit card does not give the school credit for using your card anywhere. Using your card only at the specific merchants signed up with E-Scrip will count as E-Scrip credit.
5. Sean pointed out that there are no parents at these meeting . He said that the word is not getting out about things like E-scrip and he suggested using the telephone message system already in place to make this happen.
 - a) Patty said that that system is only for emergencies
 - b) Sean stated that that is not the case; the message system is for emergencies, yes, but it can be used at anytime for any message. He stated that, in point of fact, he believes that we have already paid for a certain amount of messaging that we are not using and that these items of information could be disseminated to parents through this device. He further pointed out that using the message system moves us further away from paper and those costs.

D. Hospitality

1. Janice Ye announced that there will be a Bake Sale on Sunday – the flyer has not yet gone out.
 - a) Charo stated here that she is frustrated with the office for not allowing people to help with getting the flyer distributed. She stated that she offered to help by doing the copying and distribution, but her offer was declined. In the meantime the flyer was not distributed.
 - b) Anna M. stated that she prefers getting her flyers and info via email, and thinks that we should go back to that.
 - c) Mrs. Coomes stated that if a flyer is approved by Dr. Rosena, then the flyer could be given directly to the teachers to post online with the homework pages. The teachers can help

out in this way. She further stated that the office is very busy and the teachers often have to wait to get copies (and supplies). Also, the school's paper supplies often run out very quickly.

2. Janice went on to say that there are no invoices that will be coming from Donut Hut (it was suggested at the last meeting that Donut Hut supply us with an invoice for the donuts we use on Sundays). They have no computer to generate such paperwork. They will only be able to give us a receipt for the donuts we actually pick up. It is *almost* always the same amount (but not always), so we could bring a prepared check when we pick them up.
 3. Janice repeated the upcoming Bake Sale dates (which the secretary failed to get down, intended to get later, but failed to do that too . . . so [time permitting - please fill in dates here for the record])
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4. Janice asked to have the phone numbers of the Room Moms.
 - a) She was told that Mrs. Rufus has that list.
 - b) Charo said that she will be able to get the list for Janice.
 - c) Janice exited the meeting at this point. Here followed a discussion about the availability vs. protection of St. Roberts' families' contact information. The gist of the conversation led to a general agreement that it should be made easier for anyone in an "official" capacity with the school (i.e. PTO members, chairpersons, Room Moms – essentially anyone doing a job for the school) to be able to contact each other as well as anyone else directly associated with the school, which means all registered families.
 - d) Father John stated/suggested that it seemed reasonable to consider "privacy" of contact information as limited to anything related to the school and its various functions. Violating such "privacy" would only happen if contact information was shared and or used outside the context of the school's purposes. But, within the context of serving the school's needs, whether that service is from the PTO, Room Moms, or committee chairpersons, basic contact information for school families should be made available without concern.
 - e) Father John furthered this point by stating that he had (but could not find in his office at that very moment) a directory from another school in which every family and department of the school was listed with their full contact information. It is his understanding that this directory is updated every year and distributed freely to all registered participants of that school.
 5. Father John stated that he had to leave the meeting at this point, but wanted to share a few thoughts before he did:
 - a) Father John stated that he observed that this evening's meeting was more passionate than any of the meetings he has been to so far. He cannot help but point out it is also the first meeting in which Dr. Rosena is absent.
 - b) He suggested that we keep this level of honesty in the future, with Dr R in attendance.
 - c) He stated that if anyone feels that they are having problems communicating effectively with the office, he will be available to help negotiate such communication.
 - d) He was asked if he was willing to receive emails about this, and he responded by clarifying that he is willing to receive communication through email about anything we might be concerned with provided that such messages are about legitimate issues and maintain a positive, non-petty tone as. Such feedback is always welcome.

E. Publicity

1. Anna stated that articles need to be in by November 30th.
 - a) Patty stated that she will add an article about E-Scrip.

F. Safety

1. Vito was not present. No one seemed to know why.
 - a) Ron Drewes stated that if someone is receiving full service hours for doing a chairperson job, it should be an absolute requirement that that person be present for PTO meetings to deliver their report, even if there is nothing to report other than everything is going well.
 - b) He also stated that in the event that a board member or a chairperson cannot make it to the meeting, he or she should send an adequate replacement to fulfill that function for the meeting (deliver the report, take pertinent notes, etc).
2. Lani and Bridget had a conversation about reworking the Cone Zone sign-in sheet. Patty will talk to David Ramirez about revamping this sheet so that it works better.

III. NEW BUSINESS

A. Christmas Wreath Sale

1. Jennifer reported that there will be about 45 extra wreaths delivered with our upcoming order. She explained that she has to order all items by the case; so, if the individual orders total an amount that does not neatly equal a full case, she has to order an entire case just to get that one extra wreath. This is the requirement of the merchant. However, she is optimistic that they will all be sold.

B. Bake Sale

1. No report -

C. Christmas Basket Program

1. We now have a list of people in need, and the list will be distributed to Room Mom's tomorrow. Baskets will be delivered on 12/19.
2. Lordes was supposed to do it, but now it is Charo and Regina.

D. Sean suggested that we remind parents that they can earn an hour of service time by attending PTO meetings.

1. He went on to say that he feels that all chairpersons should attend the meetings.
2. Sean then asked the teachers, Mrs. Gleason and Mrs. Coomes, if there is anything that they need from the PTO.
 - a) Mrs. Gleason stated that the teachers' wish lists are never fulfilled.
 - b) Ron questioned whether the wish lists have ever been on the PTO agenda as something we were ever expected to fulfill (there was a general consensus that such requests have not been brought to the board - at least not in the last two to three years).
 - c) Mrs. Coomes spoke about how the teachers need to buy their own supplies and that they are no longer reimbursed for those supplies.
 - d) Mrs. Gleason acknowledged this about herself as well. She also stated that teachers get a tax deduction for school supplies that they purchase for the classes they teach.
 - e) A big discussion ensued here about the various ways and means that the school and our faculty do their best, including using private monies, to keep the school supplied with the items necessary for our kid's education.

E. Evonne Rivas stated that the lunch tables outside are broken and in serious need of repair. She stated that her father has been repairing them where he can by using duct tape.

IV. FINAL DISCUSSION

- A. There was a rather raucous discussion at the end, but the specific statements and points made were too numerous and chaotic to be recorded by the secretary. What he has sorted out started is that the first part of

the discussion was sparked by statements and considerations with regard to PTO money and its uses/purposes. This led to an idea, shared by more than one person, questioning the value of PTO scholarship money being given to outgoing graduates, especially in these tough economic times. Instead, it was suggested that the money might be of better value as scholarship/aid for students who are still attending the school and in need of financial assistance. There was some adamant resistance to this idea, and this became, ultimately, a rather heated, un-moderated discussion with no vote or conclusion resulting.

B. Ron Drewes was rather vocal about the unwieldy nature of the monthly PTO meeting. He expressed his frustration with trying to take minutes for a meeting that does not stick to the printed agenda, where nothing is voted on, and during which there is no speaking order. He stated that “we should be using Robert’s Rules of order.” He then briefly outlined how the meeting could be run with the President and Vice-President exerting authority over the meetings proceedings.

C. Ron also threw out the suggestion that the board might consider changing the tenure of the board positions so that the entire board is not replaced every two years. He suggested that all the positions should not end in the same year, but rather they should end in a staggered manner over different years. In this way there will always be experienced people on the board who can then inform and instruct the newest Board members as they are voted in.

Meeting adjourned: 7:45 PM

St. Robert Bellarmine Parent Guild / Parent Teacher Organization (PTO) Board Meeting Minutes

Meeting Date: December 14, 2009

Meeting Called To Order: 6:00 PM

Opening Prayer: Regina Chiudian

Minutes from last meeting: Minutes from November 16, 2009 were passed out. Not reviewed at meeting. Would be reviewed later.

Roll Call: * Denotes PTO Officer

<u>POSITION</u>	<u>PRESENT</u>	<u>NOT PRESENT</u>
*President:	Regina Chiudian	
*Vice President:	Charo Dolendo	
*Secretary:	Alma Cobos- Ayala (standing in for RD)	Ronald Drewes
*Treasurer:		Jennifer DeCosta
*Parliamentarian:	Teresa Gosparini	
Publicity:	Anna Maalouf	
Service Hours Director:	Patty Bertole	
Service Hours Billing:	Bridget Sanchez	
Safety Director:		Vito Paoletta
Fundraising Director:	Patty Bertole	
Festival Liaison:	Patty Bertole	
Sports Director:	Patty Bertole	
Hospitality Director:		Janice Ye
Faculty:	Dr. Rosena	
Staff:		
Parish:	Father John	
Others Present:	Jennifer Guevara, Jessica Dunn, David Ramirez, Lani Delgado, Alma Cobos-Ayala	

I. Regular Business

A. Administration – The Dr Rosena Report

1. Dr. Rosena thanks all parents and appreciates the positive attitude of parents with respect to the upcoming Christmas Show.
2. Dr. Rosena commented that parents need to be kinder to each other. She recalled that Father John stated at mass that we should count our blessings, and we should. We can always find something wrong, but we should work together.

II. Reports of Committees

A. Treasurer’s Report

1. Jennifer De Costa could not be present at the meeting. A copy of the treasurer report was handed out. (See attached report)

B. Service Hours Report

1. Bridgette Sanchez had questions regarding facts that some parents have over 20 hours. Service hours start up again in January and service hours will not carry over.
2. Patty Bertole talked about an upcoming fundraiser at Granville Café on December 29, 2009. 20% percent of sales go back to the school. It was discussed that at the Room Parent Meeting, Room Parents would be reminded to let parents know about the upcoming fundraiser. Also talked about another flyer going out and sending an e-mail blast again before December 29, 2009.

C. Hospitality

1. Not discussed at meeting.

D. Sports

1. Basketball A& B teams will be starting. "A" team ready to go. "B" team starts later.
2. Have coaches, children and uniforms.
3. Still waiting to buy football uniforms. Have a way to go on that.

E. Publicity

1. Anna Maalouf reported that the newsletter is almost done. She will give it to Dr. Rosena to see.
2. Anna wanted a list of names of children on basketball team so that she could put them in the newsletter.

F. Safety

1. Vito Paoletta is doing safety and helping Ms. Brown with earthquake disaster drill and going through inventory.
2. David Ramirez indicated that morning cone zone is doing well.
3. Anna Maalouf indicated that she has seen parents using the Ministry parking area to drop off children and then back up to existing traffic which makes it difficult on 5th Street and Orange Grove.
4. Dr. Rosena suggested using cones in front of ministry parking area.
5. Teresa Gosparini indicated that the cones zone is much better this year.
6. Regina Chiudian indicated that the afternoon cone zone is running smooth.
7. Lani Delgado had question as to who is responsible in afternoon for cone zone. Regina Chiudian stated that Ms. Priscilla is responsible in afternoon.
8. Anna Maalouf indicated that she would put in the newsletter the contact names for those responsible for cone zone. In the morning David Ramirez is in charge and afternoon Ms. Priscilla and Irene Gonzalez and, if there are any difficulties, Patty Bertole can be contacted.
9. David Ramirez stated that cone zone is running well. He indicated that in the afternoon, however, cars do pile up. He suggested that teachers give notice when children will be held back in afternoon.
10. It was also brought up that parents are still doing left hand turns at the exit when this is not permitted. There are also complaints about parents being abusive.

III. New Business

A. Christmas Basket Program.

1. Charo Dolendo gave an update that room mom's were doing fine with donations for Christmas Baskets.
2. Jennifer Dunn said that she was short on money for food for KA. Charo Dolendo indicated she will help with that. Jennifer Dunn said that she would give parents until tomorrow.
3. There are enough people to deliver Christmas Baskets.
4. Kathy is in charge and deliveries are before noon. Volunteers meet at parking lot.
5. Charo Dolendo was going to ask room parents if they needed help delivering.

B. Christmas Wreaths

1. Jennifer Guevara indicated that wreath sales generated \$751.00 profit. Still had \$98.00 to collect.
2. Jennifer indicated that six holly bags went bad. Ron Drewes was trying to sell in cone zone.
3. Jennifer suggested that for next year we should considering ordering extra cases and selling to parishioners after mass at church. Can also try to get parents to commit to selling 10 wreaths (at cone zone, at work).
4. Jennifer stated that we had five parishioner orders and even had one parishioner offer to help next year.

B. Christmas Show

1. Patty Bertole indicated that there were volunteers to help. Had parents to help. Indicated that the Christmas Show the other day worked out well.
2. Lani Delgado suggested that, as is done at the Open House, an announcement could be made that parents help pick up.

C. Getting New Students to attend School

1. Question was asked about whether new students can enter school in middle of school year. Dr. Rosena stated that they can.
2. Dr. Rosena stated that the best way to attract new students is through word of mouth. A few thousand dollars was spent on advertising last year and it does not work as well as word of mouth.

Meeting adjourned: 6:38.

St. Robert Bellarmine Parent Guild / Parent Teacher Organization (PTO) Board Meeting Minutes

Meeting Date: January 11, 2010
Meeting Called To Order: 6:07 PM
Opening Prayer: Father John
Minutes: Read & accepted

Roll Call: * Denotes PTO Officer

<u>POSITION</u>	<u>PRESENT</u>	<u>NOT PRESENT</u>
*President:	Regina Chiudian	
*Vice President:	Charo Dolendo	
*Secretary:	Ronald Drewes	
*Treasurer:	Jennifer DeCosta	
*Parliamentarian:		Teresa Gosparini
Publicity:	Anna Maalouf	
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Safety Director:		Vito Paoletta
Fundraising Director:		Patty Bertole
Festival Liaison:		Patty Bertole
Sports Director:		Patty Bertole
Hospitality Director:	Janice Ye	
Faculty:	Dr. Rosena	
Staff:		
Parish:	Father John	
Others Present:	Lani Delgado, Ada Dominguez, Sergio Guevara	

- I. The meeting began with a point of order: should the minutes be read at each meeting's beginning, or should the minutes be emailed to everyone allowing for a return email acceptance/correction. After some discussion, a vote by board members came to a tie; it was followed by another vote that included everyone present and by that it was determined that the minutes would be read at the beginning of each meeting. The reasons for reading the minutes at each meeting were articulated by the secretary as:
 - a. It takes very little time to read the minutes aloud for all to hear.
 - b. When the minutes were emailed to people in the past, it seemed that most people were not reading the minutes till sometime right before the subsequent meeting, thereby responding with their approval/corrections at the last minute.
 - c. Reading the minutes at the meeting gives newcomers an opportunity to be informed about the prior meeting.
- II. The Dr. Rosena Report -- Dr. Rosena gave her report as follows:
 - a. Soup Supper is scheduled for February 26th.
 - b. The Girl's Basketball team needs more players or we will be forced to cancel the team.
 - c. Re-registration is about to begin
 - d. The Chess Club begins on January 14th.
 - e. *Hercules*, the Drama Club production and PTO fundraiser, has begun rehearsals with participation ranging from 2nd grade through 7th grade.
 - f. The Crochet/Knitting Club starts on Jan 15th.
 - g. The 8th Grade entrance exams are Jan 30th.

- h. Open house is February 1st.
- i. Catholic School Week is February 1st through 5th.
- j. We have had several SRB alumni visit SRB lately. They are reporting much personal success as they are now attending prestigious schools such as MIT.
- k. There is a Festival Meeting on Jan 19th at 7PM in the Board Room , we need to have the Room Mothers get the word out to all the parents.
- l. Thirty-seven out of thirty-eight students in our 8th Grade class are set to graduate with honors.
- m. The deposit was placed at Castaways for the 8th Grade graduation party.
- n. Dr Rosena stated that she is happy to say that this is a good start to the New Year with all of us happy and healthy – let’s keep it that way.

III. Treasurer’s Report:

- a. There is no new activity to report from the prior month.
- b. We started and ended with a balance of \$6,882.
- c. There is an invoice pending yet from the Wreath Sale; it is expected to be about \$2,600.

IV. Dr R. asked to supplement her earlier report by adding that there are two scholarship fund situations that need to be addressed:

- a. The Jeff Marckese Fund is getting low and we will need to create a fundraiser to supplement it soon or it will fail.
- b. We need to set up a fund for our families in need. Typically 14 – 22 families each year need financial help.
 - i. Charo asked how much money do we need? Dr. R answered that we have given as much as \$400 per family; if we have 12 families, that means we would need \$4,800.
- c. Dr R. went on to mention that she had meetings today with 14 parents show haven’t paid tuition since September. She made the point that while we are a ministry in terms of the schools mission of a Catholic education, this is still a business and the budget has to be balanced in order to ensure the school’s longevity. She closed this point by adding that all delinquent families will be in collections by April.

V. Hospitality

- a. Janice reported that there were no bake sales in December, but they did start up again as of yesterday (Jan. 10th).
- b. We are fully staffed for the month of January – January is good to go for each Sunday.
- c. Janice also reported that in connection with the Mass at which we had the blessing of the new Baptismal Font, the Sale was offered without charge, but by donation only. It turned out that we took in more money that way than we ever before. We had an increase in revenue of about 25%.

VI. Service Hours

- a. Bridget S. reported that a letter will be going out informing parents of how many hours they yet owe and how many hours they have done so far.
- b. There was a question about whether hours carry over from one semester to the next (in a single academic year) if someone has done more than twenty hours in the first half of the year.
 - i. The answer is yes, those hours will carry over seamlessly – parents should not stop doing their service hours when they hit their twentieth hour on the supposition that they will begin the next twenty hours in the new semester.

VII. Publicity

- a. Anna M. stated that she is taking submissions for the newsletter. Submissions need to be in by February 16th.

VIII. New Business

- a. Ron Drewes reported that Great Books is up and running.
 - i. The books are ordered and should arrive any day now.
 - ii. Classes are scheduled to begin in the first week of February.
 - iii. There will be several new parent/teachers added to the program. The training for these teachers will be on January 30th. Also participating in this training will be the veteran teachers who will be able to share their insights with our newest teachers.
- b. Open House is happening on February 1st.
 - i. Dr. R. stated that we will not be doing the slide show this time, but it may be running in one of the rooms that people will be visiting after the general assembly
 - ii. The Science Fair projects will also be on display in their respective classrooms, as they are every year during Open House.
- c. SRB Baseball
 - i. Regina reported that Tony C. shared with her that some players on the team had to be sponsored because the families did not have the funds to pay the registration fees. He is asking the PTO to help out by helping to fund the team.
 - ii. Dr. R asked if this is a school or a parish team. She was told that it is a parish based team.
 - iii. Charo asked how much does it cost per child. The answer is \$170.
 - iv. Dr R suggested that perhaps the PTO should sponsor the team. When it was explained to her that “sponsoring” a team means funding the team completely, she stated that that would not work.
 - v. Ron Drewes stated that while he was not opposed to helping out the team, he felt that a more formal request should be made, something in writing stating exactly what the money was to be used for and that a vote should then be taken.
 - 1. He also mentioned that he wondered what it is that the Board does fund. What is the Board’s overall mission, as far as its money is concerned, and what specific functions does that mission include?
 - vi. Anna M. Suggested that the team, or the PTO, could sponsor a pancake breakfast after a mass.
 - 1. It would be run by the parents with the kids in their B-ball uniforms serving the food.
 - 2. Announcements would have to be made weeks in advance.
 - 3. The revenue from this could alleviate costs and it would help to bring together the people of the parish and the people of the school.
- d. Sergio Gueverra (Festival Chairperson) spoke about the Festival meeting on Jan 19th.
 - i. He stated that he is looking for “new blood” to commit to working with him on the festival.
 - ii. He would like to speak at the upcoming Open House because he needs a lot of help.
 - iii. Dr R. reiterated that the word needs to be gotten out through the Room Mothers.
 - iv. Sergio asked how he is supposed to calculate hours for everyone if we do not have booklets anymore.
 - 1. He was told that he should speak to Patty Bertole – she is working that out.
 - 2. Dr R asked if we all believe that getting rid of the books is better – general consensus said that it is better.

- v. Father John mentioned that he thinks that the split that the church and the school have concerning the revenue from the festival should be reconsidered as a percentage rather than a set amount. He stated that when all the bills are paid, there is very little left over for the church.
 - 1. Dr R stated that if that were the case, a new division of labor would then be in order since the Festival is overwhelmingly worked by SRB school parents, not parishioners.

Meeting adjourned at 6:50 PM.