

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

Meeting Date: February 8th, 2010
Meeting Called To Order: 6:02 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	
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:	Yvonne Rivas	

I. The Dr. Rosena Report

- a. Open House – Dr R stated that this is probably the most important function that we have at the school, but she pointed out how lax the behavior is for our parents and the kids present at this past Open House. The parents talk during the meeting and the children run around, often raiding the refreshment tables and then later running in and out of the classrooms. She stated that this is unacceptable and suggested a Day Care to be run for the families that have to bring their kids with them so that at least the kids will be contained safely in one area under supervision.
- b. February is the food month for the PTO, during which all the money collected from the school’s food program will go to help build up the PTO account.
- c. She asked that the PTO consider buying two new blue benches, and one rollaway bleacher for the sports events that take place after school.
 - i. Father John asked about where they will be stored, and Dr R stated that they will be stored and locked up where the dumpsters are.
 - ii. Jenn. DeCosta asked how much they cost, and Dr R Stated that Shirley Rufus has those numbers.
 - iii. It was mentioned that we might get two lunch benches from St. Finbar.
- d. Out of the 14 families delinquent in paying their tuition (mentioned last month), only four families remain delinquent; all the others have had successful meetings with Dr R. and are now current.
- e. Dr. R thanked Ron Drewes for volunteering to be MC in next year’s Walkathon.
- f. Dr. R mentioned that we need a new Publicity Chair as well as a new Walkathon Chair for next year.

- i. Anna M. stated that Chris Esparza mentioned that the two moms who shadowed her this past year expressed some interest in continuing with the Walkathon this coming year.
- g. Dr R asked how many scholarships the board is planning on having this year.
 - i. Jennifer DeCosta stated that that will depend on how much we end up spending on the benches.
- h. Dr R announced that the Graduation Mass will be at 10AM this year so that the entire student body can be present.
- i. Grandparents' day is this Friday (2/12).
- j. Registration for 4 year olds who are 5 years old by Dec 1st will be accepted for next year's enrollment.
- k. The Academic Decathlon for next year needs coaches and a chairperson.
 - i. Miss Rufus is willing to participate, but she is not willing to run the whole thing by herself.
- l. The Emergency Line is 818/845-0204 and is operated out of the Ministry Center
 - i. Father John asked how it is updated; Dr R said that there is a code and that she is fine with the Ministry staff having that code and access to it.
 - ii. The School Reach (?Outreach??) Program sends messages in an emergency, and Father John stated that this is very important for parents.
 - iii. Dr R. - Lourdes input all the data in to this program with Shirley Rufus – Thank you to Lourdes.
- m. Dr R stated that we need more people for the festival
- n. AND, at the upcoming Pancake Breakfast on Feb 28th, Father John will be cooking.

II. Treasurer's Report

- a. PTO account balance is at \$4,056.32 (see Treasurer's Report)
- b. Asking for donations, instead of a set price, at the Donut Sale may not be working. Proceeds turned out to be lower than expected the last few Sundays.
 - i. A conversation ensued that resulted in the conclusion that the lower sales were probably due more to rain than anything else.
- c. J. Guevara will do a final breakdown from the Wreath Sale and will deliver next meeting.
- d. Yvonne stated some concerns for the success of the upcoming bake sale.
 - i. Father John stated that she should be sure to tell the lector at that mass to make an announcement about the sale happening that day.
 - ii. The suggestion was made that she call parents directly to make sure that there are enough baked goods for the sale.

III. Service Hours

- a. Bridget Sanchez reported that the service hours update letter will be going out by February 16th.
- b. Regina suggested that the letter include a note about events coming up for people to work their hours.
- c. The question was asked, "Do we bill parents for their unworked hours?" It will be given to Shirley for discussion

IV. Publicity

- a. Articles need to be in by Feb 16th

V. New Business

- a. Suggestion for setting up School Events – Ron Drewes had a suggestion for setting up events like Back to School Night and Open House. He suggested that the food tables be placed at the front of the room, set off to either side of the dais. The registration tables can remain in the back of the room. With this configuration – registration tables in the back, food tables in the front – parents and guests will not congregate enmass at the far end of the auditorium. Anyone who wants coffee, cookies, and cheese and crackers will have to move to the front of the room. This should help 1) alleviate the congestion at the

back of the room 2) get people to socialize more by making it necessary for them to move around, and 3) getting people seated more easily and at the front of the room when it is time to start.

- b. Dr. R suggested that we get rid of the food altogether and have only bottled water. She reiterated her sense that these meetings are a little out of control: adults don't sit when asked to, the talking often continues while speakers are at the microphone, and children raid the food tables and run around too much.
- c. Charo stated that she liked having the food at these events and that it is nice for the new and prospective parents.
 - i. Dr. R pointed out that the new parents have a separate meeting welcoming them to the school. At this separate meeting the student council and the honor guard are part of the welcome that they receive.
- d. Yvonne suggested that the seniors could be put in charge of running the refreshments at these events.
- e. Dr R mentioned again the possibility of having a Daycare set up for these events so that the kids are not running amok at the meeting and in the school itself, where they run from room to room during the science fair viewings.

VI. Open House Update

- a. Regina reported that someone emailed her thanking her for the new, brief format of this past Open House.
- b. Some people reported not coming to the Open House because the meeting was not in the same month as it was last year.
- c. Dr R stated that she is definitely going to bill people who did not show up.

VII. Sports Equipment

- a. Dr. R reiterated her request for new benches and the roll away seating. It was decided that the pricing needs to be presented as part of the discussion before anything can be decided.
- b. Anna Maalouf reported that the volleyball net needs to be replaced for next year, and that it will cost about \$300.

VIII. PTO Budget

- a. A discussion here ensued prompted by R Drewes stating that the PTO should be functioning with an annual operating budget. This budget should include any and all planned budget items that the PTO expects to pay for or fund, such as scholarships. This will give the PTO a clear financial goal each year, and it will allow the PTO to assess whether or not it has the ability to satisfy other financial requests, such as the school's need for new benches and the teachers' need for classroom supplies.
- b. Father John suggested that we look through our old records to see what it is that we normally fund on a yearly basis and build a budget based on that.
 - i. Jennifer De Costa said that it would not be a problem for her to do so and that she will have it for the next meeting.

IX. Dr R added to her Report

- a. That summer school is on for next year. It will run for all eight weeks: June 21st through August 25th
- b. The first day of school is September 1st

Meeting adjourned at 7:08 PM.