

Bellarmino Guild

Board Meeting Minutes

Tuesday, October 9, 2018

Attending: Pasqualina Berkowitz, Shannon Nordlinger, Maureen Sawyer, Roisin Barry, Gina Flynn, Diana Louw, Stacy Bowery, Ellen Boyle, Mary Ellen Brennan-Connolly, Dana Kery, Regina Bobroske, Jen Harding, Katie O’Leary, Karen Jacobs, Beth Segaloff, Lynn Eckert, Anissa Shannon, Kathleen Andrews, Tracey Picarazzi, Maureen Fox, Wendy Moore, Sheila Lillis, Sarah Jannott, Danielle Rothe, Melissa Gough, Lisy Martinez

Absent: Caroline Feroletto, Anne Day, Lara Stewart, Lana Quincy, Christine Howard, Antonietta Fitzgerald, Colleen Murphy, Tracey Hoerdemann, Elizabeth Stern, Meredith Donohue, Kim Spangler, Deb Kavanaugh, Dana Walsh, Celeste McGillicuddy, Amy Fenton Lisa Bosken, Deb Reynolds, Sue Cipollaro, Kristin Hopper-Michetti, Joy Gifford, Betsy Auray, Kim Hoover, Jackie Steed, Eileen Nolan, Donna Gill, Maria Martucci

Co-President, Pasqualina Berkowitz called the meeting to order at 8:48.

Spirituality Co Chair, Roisin Barry said the opening prayer.

Gina Flynn made a motion to approve the September 12, 2018 minutes. Maureen Fox seconded the motion. All approved.

Guest Speaker: Colleen Keltos, Dean of Operations, began the meeting by introducing herself. She provided some background and details regarding the 38 years that she has been at Prep. She told the group that she is responsible for/oversees :

- Food Service
- Cleaning
- Safety and Security
- Room Reservations
- Parking Tickets
- Connect Ed

She also mentioned that Craig Jones, who reports to Dean Davis, comes in at 2:30 to monitor what goes on after school.

Parking – Seniors can park in the lower lot. However, there are more seniors than there are spaces. Overflow parking is behind the football field. Seniors cannot graduate if they have unpaid parking tickets. Once a month, Colleen sends an email reminder to parents of students with outstanding tickets.

Connect Ed – Colleen clarified that Connect Ed messages are sent out for weather related communications, notification of drills or emergencies. All messages will come from either Colleen or the Principal, Dr. de Quesada. If you don’t hear one of their voices, the message is not accurate. Text messages come from a different provider, Blackboard. Blackboard is working to fix recent difficulties with sending out complete messages.

Drills – the Town of Fairfield requires the following:

- 10 Fire (no notification sent to parents)
- 3 Lockdown (parents notified)
- 1 Evacuation (parents notified)

DPS — Colleen informed us that DPS plays an integral role in safety and security at Prep. Colleen is directly connected to them via walkie talkie and all phones offer a direct line to DPS. DPS is made up of 27 armed officers who are also trained EMTs. Their response time is quicker than that of the Fairfield Police. DPS attends all Prep drills.

Colleen shared what she could regarding the incident on 10/1. She said that there was a DPS/police presence at Prep for the entire day of and the day following the threat. She said that Dean Davis made an official announcement to the boys and they also received an email. She reiterated that at no point was the threat believed to be credible.

Colleen also introduced Kevin Ahern, Assistant to the Director of Student Discipline. He is a former Shelton police officer. In that role he worked closely with the schools. One of his responsibilities is to be at the train station in both the morning and the afternoon. The biggest complaint that he hears with regard to train behavior is swearing. He reminds the boys to be aware of how their behavior/language effects others and to know that, even on the train, they are representing Prep.

Colleen and Kevin jointly discussed theories and procedures for actual evacuations as well as drills:

- In the event of a crisis, Prep has three levels of protection (Kevin Ahern, DPS and the Fairfield Police.
- ALICE (alert, lockdown, inform, council, evacuation) is a procedure that some other schools and organizations have put into place. While Prep is not adopting ALICE they will have our kids spread out in in a crisis situation (vs huddling in one place) and ask them to be aware of their options.
- Teachers will now lead their groups (vs. staying behind to lock etc) so on the spot decisions can be made.
- DPS participates in the evacuation drills. Colleen said that all of the boys take the drills seriously.
- In the event of an emergency or a drill, the boys should not leave without being instructed to do so as everyone must be accounted for. Teachers will take attendance and communicate with Colleen via red/green card system. Displaying a red card will let Colleen know that someone is missing.
- If you are at Prep during an evacuation drill, Colleen and Kevin request that you don't attempt to leave the campus. Rather, exit the building and wait in your car in the parking lot until the drill has ended.

Colleen closed the discussion by asking if an optional parent meeting to present safety and security procedures would be helpful.

Co-Presidents' Report: the co-presidents did not have a formal report. However, they presented reports for board members who could not be present.

Fall Social: Final figures are not yet available. 165 tickets were sold.

Prep 101: Please continue to send monthly e-mails. If you cannot do it, please let Joy Gifford, Shannon or Pasqualina know. Karen Jacobs mentioned that sometimes there is difficulty with copying links.

Slideshow: Jackie Steed was not present but asked if the slideshow message could appear in Prep in a Minute on a weekly basis. Julie Pollard said this may not be feasible as Prep in a Minute is getting too long. She also mentioned that Prep In a Minute is archived on the Prep website.

Nominating: The opening for the Photography Co-Chair position was filled. In the next couple of weeks the committee will meet to get the nominating process started for next year.

Hospitality: Both the open house and the Mass/Rosary were very successful.

Treasurer's Report: Lisy Martinez said the new university system was going smoothly and kinks are being ironed out. She also mentioned that she was approached by Mr. Hanrahan about an upcoming speaker, Vince Benevento, that he has scheduled for the boys on 1/29/19. Vince owns Causeway Collaborative in Westport. He is a life coach with a staff of psychologists/counselors who work with young men. He will be speaking with the boys about image. Mr. Hanrahan asked if parents may want to hear him speak as well.

VPs Report: The Comedy Night is scheduled for 10/23/18. Participants must register both themselves and their kids. As required, food must be provided by Preps on site vendor. Hall House is the designated charity for this event. They have requested toys for the holiday. Since money cannot be collected, Sarah Jannot has purchased toys and will "sell" them at the event to those who wish to donate but can't get to a store to buy a toy beforehand.

People have donated tickets for this event. If they are not used they will roll-over to future events. Lisy and Julie are keeping a bank of tickets. They will be offered to SEED parents. These funds are ear-marked for event tickets and will not be re-directed if unused.

Communications: Ellen Boyle reports that the new, streamlined process is going very well. She requests that everyone with communications needs submits a form.

Staff Appreciation: The first event, back to school, was very successful. However, it was suggested that — next year — left overs be provided/saved for Open House. The next event is scheduled for Thursday 11/15 (conferences) and will be hosted by the Sr. Class. A light dinner/snacks will be available.

Christmas Party/Spring Auction/Father's Club: Mary Ellen Brennan-Connolly reported that the Christmas Party has been scheduled for Friday November 30th at the Oak Room in the Fairfield University Campus Center. The venue holds 400-600 people. The event will feature a DJ/piano player. The cost will be approximately \$55-\$60 per person. A save the date will be sent out shortly. Julie will add the event to the calendar.

The Auction committee hosted the first volunteer meeting at the Fairfield Circle Inn. It was well attended. Mary Ellen asked that you keep potential auction items in mind and let her know if you see interesting items or ideas at other auctions you may attend.

The Father's Club is hosting a tailgate at West Point for the Army v. Colgate game on 11/17. All family members are welcome. \$50 per person includes tailgate and game tickets.

Prep Pride: There's a new vest in the store that the boys can wear to school. For women there's a new cowl neck and a tote bag.

Spirituality: The 10/5 Mother's Mass and Rosary were well attended. Rosin and Maureen are considering an evening rosary.

Photography: New co-chair Kathleen Andrews was welcomed to the board. Fall Social pictures have been submitted.

Junior Reps: The first event will be the Ring Dance. Sign-up Genius will be sent to all Jr. parents to solicit donations and volunteers for things such as food, decorations, set-up and clean-up. In addition, Jr. parents who signed up to help at the coffee will be contacted directly via e-mail.

Enrichment: Three potential parent-focused events have been proposed. 12/5 will feature Tracy Fox, author of *Happy Self, Happy Marriage, Happy Life*. On 1/22, Darby Fox will speak about the shifting perspectives on the parent/teen relationship. And lastly, a discussion at the Yale University Art Gallery will be scheduled in the spring.

Also, people are looking to events that take place outside of Fairfield. If you are willing to host an event or would like to suggest a venue, please contact Shannon or Julie.

Service Projects: Awaiting approval on the first event, the Thanksgiving Drive. The boys will collect, package and deliver food. Once approved, details will be sent to Communications.

Fashion Show: Brooklawn, Patterson and Longshore are the three venues under consideration with Patterson as the target location. The event will not feature vendors, rather the focus will be on the boys. The fashion show is scheduled for Thursday April 4th.

Parking Passes: Please see Julie if you have not picked up a parking pass. Parking is permitted in the visitors spots, the Quick Center and the Kelley Garage. Numbered spots are reserved for staff. *Please do not share your pass with you son.*