

CARONDELET

PARENT ASSOCIATION

The purpose of the Carondelet Parent Association Board (PAB/the Board) is to support and build a community among parents, faculty, administrators, staff and alumni of our school. We strive to create and foster a Christian community through parent involvement and promote, assist and oversee fund raising activities and programs sponsored by the PAB. Activities and programs may be spiritual, social, or administrative in nature or for the financial well being of the school in general. At the end of each fiscal year the Board reviews administration's input on identified expenditures that will enrich the learning environment and votes on how to allocate the net proceeds of the PAB. Examples of enhancements the Board has gifted to the school include vans to safely transport students to offsite locations, hydration stations to save tens of thousands of water bottles from landfills each year and inner court and balcony furniture to foster collaborative working environments.

The Parent Association Board is comprised of four officers, standing committee chairs, event committee chairs and the Carondelet Principal. The Parent Association Board also has Parent Representatives from each class attend the meetings and support the work of the committees, officers and school. The Parent Association has monthly meetings usually on the second Wednesday with the October and February meetings being Parent Education nights in lieu of working board meetings. All parents are welcome to attend and contribute at PAB meetings.

The officers are comprised of the President, Vice President, Treasurer and Secretary. The standing and event committees are as follows.

Standing Committees:

- Hospitality
- Parent Education
- Scholarship
- Student Education
- Uniform Exchange/Sale

Event Committees:

- Welcome BBQ
- Kairos
- Crab Feed
- Grad Night

We would love for you to get involved, volunteer for one or more of the committees, fulfill your PIP hour requirement and stay connected! Below are brief descriptions of the roles of the committees as well as the Parent Representatives.

Hospitality:

The chair(s) coordinates parent volunteers in conjunction with school personnel and other PAB committee chairs to provide and serve food and refreshments at several functions and parent programs during the school year. Committee members may help set up, organize volunteer donations, serve and interact with attendees and clean up at events. Everyone can help support the efforts of Hospitality by donating items requested for events on CERVIS.

Events Hospitality serves include but may not be limited to:

- Back to School Night (This night in September for parents allows them to experience a condensed day in the life of their daughter as they go through their schedule, meet teachers and hear about their classes.)
- Frosh (Alpha) Retreat (Alpha is an overnight retreat for the entire freshman class that seeks to welcome freshman students into the Carondelet Sisterhood and CSJ tradition.)
- Welcome Coffee (This morning coffee is held within the first month of school and gives parents a chance to mingle and hear from the Carondelet President and Principal in a casual environment.)
- Junior Ring Ceremony (This special, celebratory ceremony for juniors and their families is held on a Sunday in October where juniors receive their class rings.)
- Open House for Prospective Students (This day gives prospective Carondelet students and families a chance to experience the spirit and culture of the school as well as visit classrooms and meet teachers, faculty and student leaders as they are making their future high school selections.)
- Snacks for Finals (During break on the three days of finals each semester, snacks are provided to students in the inner court to give them a little extra fuel, support and help them de-stress.)
- Freshman Testing (PAB members interact with and answer questions of prospective parents with refreshments as their daughters are taking the high school placement test.)
- Mother/Daughter Retreat (This is a special time for women to explore, affirm and celebrate their unique bond in a renewing, relaxing and spiritually enriching atmosphere.)
- Crab Feed (See description below.)
- Incoming Freshman/Parent Welcome Night (This evening gives an overview to parents and students of what to expect in the upcoming year as well as break out meetings for those interested in participating in Carondelet Athletics.)
- Teacher/Faculty Appreciation Luncheon (The PAB provides a lunch in May for the teachers and faculty to show its appreciation for all they do to encourage, educate and nurture the student body.)
- Baccalaureate Mass
- Others at the request of the Principal or Board

Parent Education:

The chair(s) and committee work with the Parent Association and administration to coordinate speakers and address topics of interest to the Carondelet parent community for an educational component of the monthly Parent Association meetings and/or present outside speakers who are experts in parenting and educational related issues relevant to the Carondelet community. The chair(s) handles the overall planning of the events. These events may be planned in coordination with De La Salle and shall be open to all Carondelet and De La Salle parents. If applicable and in agreement with the Principal, the public may be invited to attend as well.

Scholarship:

The chair(s) coordinates the Parent Association Essay Scholarship Program for graduating seniors. The number and amount of the scholarships offered will be determined and voted on by the Parent Association Board yearly. The scholarship committee will read all essays submitted in March/April, score based on specific criteria and submit to the scholarship chair(s). In partnership with the Board, the chair secures committee members, develops the essay prompt, coordinates the scholarship communication to the seniors, collects applications, submits essays for review, collects and tallies reviewers' scores, and presents the essay winners to the Principal and President for final approval.

Student Safety:

The chair(s) coordinates with administration at Carondelet and the administration and Parent Association at De La Salle as applicable to assess what types of presentations, trainings or workshops are relevant based on the current school community and environment. These topics might include but are not limited to drinking and driving, drugs, respect, violence and sexual harassment and assault.

Uniform Exchange/Sale:

The chair(s) coordinates a formal uniform and spirit wear exchange/sale event in May specifically but not limited to incoming freshman. Outgoing seniors are asked to donate their used uniforms in April once the Principal has

approved their request of free dress for the remainder of the school year. The rest of the student body is also encouraged to donate uniform and spirit wear they no longer need or want as well. The chair collects all the donations and organizes them for the May event. The chair also brings the remaining inventory to sale at the Frosh Welcome BBQ in August. Committee members will assist in helping gather donations, sorting donations and working the exchange/sale events.

Welcome BBQ:

This kick-off event for incoming freshman and their families is held in August on the Sunday before the new school year begins. The chair(s) is responsible for coordinating with administration and organizing a barbeque in the CHS amphitheatre for 500-600 people which includes incoming freshman, their parents and siblings. The chair will solicit volunteers and will supervise all committee heads, volunteers and coordinate with the caterer if applicable. The committee members will assist chair(s) as needed and may participate in set up, clean up, food preparation and food distribution.

Kairos:

Kairos is a three day two night spiritual retreat for seniors. Kairos seeks to provide an opportunity for seniors to grow in their relationship with God, others and themselves through personal reflection, prayer, student and adult talks and the sacraments of reconciliation and Eucharist. Kairos retreats are held four times a year generally in September, November, February, and April. The chair(s) is responsible for coordinating with campus ministry. They will communicate with the parents of the Kairos attendees and coordinate what they are expected to bring as well as purchase certain items needed for student leaders to distribute during the retreat. The chair(s) and committee will organize food and drink, decorate and set up tables and clean up at the conclusion of the event.

Crab Feed:

This fun filled event is usually held on the first Saturday in March in the Garaventa Center. It is the main fundraiser of the Parent Association and enables the PAB to achieve its goals. The chair(s) coordinates with Carondelet development and event specific committee heads to plan and organize the event. The chair will supervise all committee heads and shall oversee the event. Committee members may be involved with reservations, check in, seating/entertainment logistics, securing dessert auction and raffle items, securing bar donations, decorating, working at the event where needed and participating in set up and clean up.

Grad Night:

This special celebration event for seniors is held on the night of graduation. It is a joint event with De La Salle and is held at a location off campus. The chair(s) works with De La Salle to coordinate the evening including organizing and supervising the volunteers, registration, memory wall, transportation, chaperones/security and breakfast. Committee members may assist with assembling the photos received for the memory wall ahead of time and/or on the day of event and working at school for check-in or at the offsite location as a chaperone during the event.

Parent Representatives:

The Parent Association Board recruits 2-4 parents from each class to be a part of the Parent Association. These representatives attend the Parent Association Board meetings. They assure the PAB has a cross section of the school population represented at the meetings. They serve as the liaison between the parents of their respective classes and the Carondelet Parent Association Board. Parent Class Representatives are available to parents to reach out to with questions and are also able to present any ideas, comments or suggestions to the Board brought to them in their role as Parent Representatives. The Parent Representatives also provide support and volunteer for the standing and event committees of the PAB. Many assume chair roles on the standing and event committees during their second or third year on the board as well as becoming officers. They may also be asked to recruit parents from their respective classes for events that need assistance and asked to help campus ministry, administration and student activities as needed.