



PARENT ASSOCIATION 2009 - 2010

**PARENT ASSOCIATION
DE LA SALLE INSTITUTE
INSTITUTE CAMPUS
THURSDAY, AUGUST 20, 2009
6:00 P.M. - 8:00 P.M. CST**

BOARD MEETING MINUTES

PARENT ASSOCIATION BOARD

Monica Shimkus, President
Gina Gutierrez, Vice President Pamela Dozier, Treasurer
Mona Edwards, Secretary

MISSION STATEMENT

To foster an informed, interested and engaged body of current parents and guardians of De La Salle students who are committed to executing activities that benefit De La Salle Institute as an organization, its student body and the parent/guardian population.

VISION

To be a thriving source of support for De La Salle Institute and a highly interactive De La Salle parent and guardian organization.

SUMMARY

The De La Salle Parent Board will continue to build capacity in its efforts to serve as an advisory body for fundraising and special initiatives for both De La Salle Institute campuses. The Board will outreach and recruit parents who possess the willingness to commit their time and talents to support fundraising efforts reflective of the schools needs.

At the end of the current school year and every school year thereafter, as voted and agreed upon by the Board, this body will acknowledge and applaud the efforts of those parents who are visibly active and supportive throughout the school year. It is the Board's belief that through recognition of parental commitment, parent support will grow stronger every year. It is through this anticipated development, fostered by the leadership of the Board, that positive growth will occur in all aspects of De La Salle Institute embodied in the lives of our parents and their children.



PARENT ASSOCIATION 2009 - 2010

**PARENT ASSOCIATION
DE LA SALLE INSTITUTE
INSTITUTE CAMPUS
THURSDAY, AUGUST 20, 2009
6:00 P.M. - 8:00 P.M. CST**

BOARD MEETING MINUTES

PARENT ASSOCIATION BOARD

Monica Shimkus, President
Gina Gutierrez, Vice President Pamela Dozier, Treasurer
Mona Edwards, Secretary

The Board is eager to begin working for the betterment of the school and is hopeful that with the assistance and informational resources provided by Sarah Reczek, De La Salle Director of Community Relations, we will have a successful fundraising and eventful year. In addition to fundraising, other initiatives discussed were communications, volunteering, selecting class representatives and ideas as to how they can assist the Board.

1. BOARD INITIATIVES:

a) "Blast" Email to All Parents

- A suggestion was made as to sending out an email "blast" to parents in the Board's effort to keep them informed and as a means of reaching out and getting a strong parent participation and turnout for all Board and school related events.
- A decision has not been made as to how to reach out to those parents or guardians who may not have access to email. The Communications Committee will continue to discuss.
- Sarah Reczek has email records for parents of both campuses. This information has been organized and is ready to use.

b) Acknowledgement of Board and Parent Participation

- The Board decided that parents who participate and provide support throughout the school year should be acknowledged.



PARENT ASSOCIATION 2009 - 2010

**PARENT ASSOCIATION
DE LA SALLE INSTITUTE
INSTITUTE CAMPUS
THURSDAY, AUGUST 20, 2009
6:00 P.M. - 8:00 P.M. CST**

BOARD MEETING MINUTES

PARENT ASSOCIATION BOARD

Monica Shimkus, President
Gina Gutierrez, Vice President Pamela Dozier, Treasurer
Mona Edwards, Secretary

- A "Parent of the Month" feature on the De La Salle website or newspaper was briefly discussed and will need further thought as to the selection process and legwork necessary.
- The Board will need to decide on a recordkeeping and/or other process to maintain accurate records of parent participation i.e. sign-up sheets at events.

2. COMMITTEE MEETINGS:

a) Fundraising Meeting: September 8, 2009

- **Ricobene's Night, October 7, 2009**
 - Monies collected will be used for the purchase of first aid kits for the classrooms
 - Research is being done as to where the first aid kits can be purchased and/or donated.
 - The Communications Committee will be responsible for sending a mass email on this event and will indicate what the monies are being raised for. We are hopeful that this will assist with making this a successful event. An ad will be published in the Bridgeport newspaper.
- The yearly Fashion Show was discussed and other options are being considered for proposal. One major option and idea presented by Mona



PARENT ASSOCIATION 2009 - 2010

**PARENT ASSOCIATION
DE LA SALLE INSTITUTE
INSTITUTE CAMPUS
THURSDAY, AUGUST 20, 2009
6:00 P.M. - 8:00 P.M. CST**

BOARD MEETING MINUTES

PARENT ASSOCIATION BOARD

Monica Shimkus, President
Gina Gutierrez, Vice President Pamela Dozier, Treasurer
Mona Edwards, Secretary

Edwards is the "Taste of D", a fundraiser similar to the Taste of Chicago and the Taste of St. Columbanus but on a smaller scale. A proposal is being created for presentation to the Board at the next meeting which will be held the third Thursday in October.

b) Communications Meeting: September 10, 2009

- Susan Willis, Communications Chairperson, presented the Board with options of communicating with parents. She stated and it was agreed, that it is necessary to maintain constant contact with the parents and reach out for their support for school related activities and functions.
- Willis discussed options such as using an automated telephone service to autodial parents with reminders about events and important dates. In our effort as a Board, it is important for us to take into consideration those parents who may not have web access.

c) Volunteer Meeting: September 15, 2009

- The Board will need to provide a consolidated list of school events and activities that will need parent volunteers.
- A school calendar with combined events will be used as one source of information relating to the need of the volunteer committee.



PARENT ASSOCIATION 2009 - 2010

**PARENT ASSOCIATION
DE LA SALLE INSTITUTE
INSTITUTE CAMPUS
THURSDAY, AUGUST 20, 2009
6:00 P.M. - 8:00 P.M. CST**

BOARD MEETING MINUTES

PARENT ASSOCIATION BOARD

Monica Shimkus, President
Gina Gutierrez, Vice President Pamela Dozier, Treasurer
Mona Edwards, Secretary

3. FAMILY CONNECTION

- There were many questions raised as to how Family Connection could work hand in hand with the Board to be a contact source for reaching out to parents, functionality and whether or not a special "tool" could be incorporated into the existing structure to obtain and/or update parent information.
- Major question: Can the Board have rights to update this one particular aspect of the site? The Board will reach out to Geoff Johnson who maintains the site and brainstorm as to whether or not this is doable.

4. FOR FURTHER DISCUSSION:

- Faculty Software: Software which would give teachers the ability to work with the students who use computer tablets
- Technology for conference room
- Get feedback from students as to how to raise money
- Volunteering for field trips for both campuses
- Fathers Club
- Marketing and promoting De La Salle in surrounding neighborhoods and churches

5. QUESTION AND ANSWER SESSION

6. MEETING ADJOURNED