

PCEP COMMITTEE GUIDELINES AND DESCRIPTIONS

PURPOSE:

The Parent Cooperative Education Program (PCEP) was founded on the premise that, if all parents work together and share responsibilities in various committees and programs, and participate in the classrooms, no individual or group of parents will be unnecessarily burdened and each of our children will benefit from this enriched learning environment. In order to promote this theme, the PCEP Board suggests the following parameters in filling committee responsibilities.

GENERAL:

Program committees are those which serve and benefit the entire school and fall into one of ~~two~~ three categories: Ongoing, Enrichment Teams, and Events. Ongoing committees require volunteer participation throughout the school year. Event committees are created for a single event during the school year and require volunteers for only that event. Enrichment Teams require an individual to register teams/participants for competitions, recruit coaches, and share team results with PCEP after competitions. Program committees exist based upon the needs of the PCEP and the interest of the parents and the staff. The list of PCEP committees may include but is not limited to the following:

Ongoing

Art Cabinet
Art Docent
Assembly
Corporate Bonus Programs
(Campbell's Soup Labels, Box Tops,
etc)
Directory
Diversity
Kitchen/Cooking
Lost and Found
Membership
Parent Education
Parent Room
Safety
Sound System
Web Site

Events

Art Show
Book Fair
International Night
Maplewood Madness
Pie Social
Staff Appreciation Week

Enrichment Teams

Chess Club
Destination Imagination
Lego League
Math Teams

Each program-wide committee shall have one Chairperson. A Chairperson of a program-wide committee may be exempt from one classroom committee provided that classroom committees have been filled (see Maplewood K-8 School handbook for parent participation information.) The PCEP recognizes the importance of both classroom and program-wide committees to the organization's goals and works to achieve a balance in filling these positions. Effort will be made to accommodate the exemption of a program-wide chair in one classroom with priority given to the Maplewood Madness, Spring Social, Membership, and Directory chair people. Individuals can serve as chair for no more than two consecutive years per committee.

PCEP COMMITTEE DESCRIPTIONS

Program committees are those which serve and benefit the entire school and fall into one of two categories: Ongoing and Event. *Ongoing Committees* require volunteer participation throughout the school year. *Event Committees* are created for a single event during the school year and require volunteers for only that event. Program Committees exist based upon the needs of the PCEP and the interest of the parents and the staff. The list of PCEP committees may include but is not limited to the following:

Ongoing Committees

Art Cabinet – responsible for organizing and maintaining school wide art supplies kept in the parent room.

Art Docent – Coordinates volunteer speakers to speak to all individual classrooms sharing a different aspect of art.

Assembly – work with staff to research and schedule educational and entertaining assemblies using faculty input and assistance.

Chess Club: Works with staff liaison in organizing and overseeing school-wide Chess Club meetings, communicating information to parents and students, procuring chess coach, and recommending participation in local state-qualifying chess tournaments.

Corporate Bonus Programs – generate income or obtain equipment for the PCEP by promoting and organizing various corporate programs such as Campbell's Labels, Box Tops for Education,

Destination Imagination – Coordinate all teams registration and curriculum updates. Ensure communication with all team coaches.

Directory—Coordinate the creation and printing of a directory, including substitution list at the beginning of the school year.

Diversity – examines broad diversity issues affecting Maplewood PCEP and our community.

Lego League – coordinate all teams registration and curriculum updates. Ensure communication with all team coaches.

Kitchen/Cooking – Organizes and maintains the kitchen located in the Middle School. Works with Classroom cooking leads to insure items needed for kitchen are available and are used respectfully.

Lost and Found – coordinates the school lost and found and sends unclaimed items to Clothes for Kids.

Math Teams – coordinate all math teams (grades 5-8) including registration and curriculum updates. Ensure communication with all team coaches.

Parent Education – provides programs and assistance to parents on child development, parenting issues and training for working in the classroom.

Parent Room – Organizes and maintains the Parent Room including bulletin boards and any items that have not been picked up by parents.

Safety – investigates and implements school-wide safety programs.

Sound System – set-up, operate and put away the sound equipment for various PCEP functions and events including parent meetings, school musical and other events as needed.

Web Site – maintain the parent web site in accordance with the Electronic Distribution of Documents policy.

Event Committees

Art Show – plans, organizes and executes school-wide art show in spring.

Book Fair – plans, organizes and executes book fair together with the school librarian (Fall).

Field Day – plans and executes year-end student field day activities (Spring).

International Night – Works with Diversity Committee to Plan, organize, and execute the International Night Social.

Maplewood Madness – coordinates the carnival (Fall)

Pie Social – arranges for volunteers to prepare and serve pies and desserts during Book Fair (Fall).

Staff Appreciation – organizes parental involvement in teacher/staff appreciation luncheon (Early Spring/Spring.)