

2011-2012 PARENT NETWORK COMMITTEES/ACTIVITIES

Job Descriptions

Evergreen's Parent Network is a framework created to fit parent volunteers into activities where they are best suited to fulfill the 2-hour-a-month commitment. Below is a description of committees that are listed as options on the **Parent Network Survey**.

Year-Long or Key School Event

Advocacy (Legislative Contact): This committee focuses on advocating for charter schools to legislators and the public in issues such as funding and the cap on charter schools. If you sign up for this committee you may write letters to the local news media and contact state legislators. You may attend meetings and strategy sessions locally or in Raleigh.

CAFÉ: Caring Artists For Evergreen is the largest fundraiser of the year. If you sign up for this committee you might work on a subcommittee such as food, music, promotion or silent art auction, help with gathering donations of artwork and services in the community, help with set up or clean up at the venue, contact others for help, etc. **Chair(s) of this committee** oversees all activities and works with the Director of Development. Complete and return the Café Volunteer Positions form.

Can Crew Recycling Program: *Collecting cans for the climbing wall.* **Members of this committee** will think of ways to involve parents and children in the program, as well as collect cans from locations around campus and area businesses. Once a month, take cans to the recycling center.

Classroom Coordinator: *The classroom coordinator is an integral part of the Evergreen community.* The coordinator is a parent volunteer who assists the teacher in managing classroom activities and events. The coordinator allows teachers the freedom to focus on educating students by assuming responsibility for support activities. S/he is not responsible for doing all the work but to delegate and enlist other classroom parents to help out. **If you sign up to be a coordinator** you may assist in field trips, fundraisers, class parties and teacher appreciation activities. The class basket raffle is a critical fundraiser that the coordinator oversees.

Compassion/Evergreen Angels: *Organizing food, flowers, and care for families in times of need, sickness and bereavement.* **If you sign up for this committee** you might circulate greeting cards for a family in need, bring care, food or flowers to a family on behalf of the school, find ways to otherwise support members of our school family during difficult times. **Chair of this committee** uses a list of willing volunteers to call on for food, cards, flowers, etc. to organize care for a family in need.

EL Trail: *This committee consists of parents and staff members and meets once a month.* Responsibilities include helping to create a trail maintenance plan, setting land use policies and impact limits, communicating these to the Evergreen community and setting future goals for guidance and sustainably maintaining our campus trail.

Gardening: *Caring for the school's gardens.* Volunteers will help coordinate class involvement in the gardens, providing expertise and direction to the students.

Grounds/Landscaping: *Caring for school grounds, planning and organizing community workdays for planting, leaf raking, mowing, litter pick up, spreading mulch in August, etc.* **If you sign up for this committee** you might give ideas for workdays, participate in workdays, help to maintain the EL Trail around the campus, make calls to other committee members. **Chair of this committee** oversees activities and is the contact person for board/faculty/staff.

Hospitality/Refreshments: *Organizing and providing refreshments at school functions.* **If you sign up for this committee** you might be called to help provide and/or serve food at school gatherings, especially Grandparents Day. **Chair of this committee** keeps and calls on a list of volunteers.

Indoor School Beautification: *Beautifying school interior, hallways, bulletin boards, etc.* **If you sign up for this committee** you might brainstorm about projects to beautify the school interior, or work with other parents on decor projects. **Chair of this committee** oversees activities, schedules workdays and keeps in touch with other committee members and staff.

Kitchen Clean Up Crew: *Periodically check the gym kitchen for cleanliness, and once a month do a deep clean.*

Lost and Found: *Requires weekly visits to the lost and found bins.* **If you sign up for this committee** you will be going through the lost and found looking for names to return items to the appropriate child. Leftover items will need to be bagged and taken to Goodwill.

Parent Education: *Collectively creating an educational forum for issue of interest to parents,* this committee is comprised of parents, community members and staff to address concerns of social interest to educate parents and students. **If you sign up for this committee** you might brainstorm about parent education, support students and parents in times of discord, offer mediation support, help with program presentations such as positive discipline, leadership training, surviving the teenage years for students and parents, strive to create a healthy social community at Evergreen. **Chair(s) of this committee** will oversee activities and programs of committee and serve as a contact for a response team in times of need.

Reading Coach for EC Room: Volunteer to help coach students in a computerized reading program in the Exceptional Children room.

Recycling: *Once a week collect and deposit recycling materials from common collection areas such as the office, gym and picnic area as well as maintain the recycling area.*

Robin's Nest: *Ongoing organization of donated clothes and food.*

Staff Appreciation: *Responsible for organizing activities during staff and teacher appreciation week, including a luncheon; and acknowledging staff on holidays and birthdays.* **If you sign up for this committee** you might organize food for the luncheon for teachers and staff, be in the classroom while teachers go to lunch on Staff Appreciation day, or brainstorm ways to support teachers and staff. **Chair of this committee** oversees activities and organizes staff appreciation week.

Vending/8th Grade Food Business: *Helping to stock and maintain the school's health food vending machines.* **If you sign up for this committee** you might pick up items from the French Broad Food Co-op or restock machines. Members of the committee will also help out the eighth grade food businesses: pizza/subs/tamales. **Chair of this committee** keeps a list of volunteers and oversees tasks.

Office Support

Data Entry: *Entering information into databases.* **If you sign up for this activity** you might come to the office and use one of the computers to log in information.

Front Desk Assistant: *Covering the front desk.* **If you sign up for this committee** you will relieve Barb and Ann at the front desk during lunch breaks, staff meetings and illness. You might also do typing, phone answering, and organizing. **Chair of this committee** schedules volunteers and works with receptionist to fill any last-minute needs.

Mailings: *Prepare mailings of the HOWL, Evergreen Fund letters and other school mailings.* **If you sign up for this activity** you will stuff and stamp envelopes. This can be done at home.

Periodic Office Assistance: *Clerical work, phone call reminders, sort mail, make copies, etc., as needed.*

Seasonal Activities

Book Fair: *Organizing, scheduling and staffing a Scholastic Book Fair once a year.* **If you sign up for this committee** you might work the Book Fair, help to schedule volunteers or contact committee members for other help.

Class Basket Raffle Sales: Organizing raffle sales for the class baskets. **If you sign up for this committee** you will work with a team to organize the raffle sales beyond what the children sell individually. You may also help sell raffle tickets at school and other locations. The drawing is held in December.

Contra Dances: These dances will be community builders as well as fundraisers. **If you sign up for this committee** you will help decorate the gym, sell tickets at the door, watch children that are not interested in dancing, help organize desserts and/or help clean up after the dance. We are looking for musicians to play at the dances, too.

Crew Olympics: In the last days before summer, we have replaced traditional "field day" with Crew Olympics - a fun-filled event where kids participate in group challenges that demonstrate teamwork skills they've been working on in Crew. Committee participants help plan and coordinate the events.

Health Fair: A once-a-year opportunity for students to be evaluated by health professionals. **If you sign up for this committee** you will help coordinate the event. **Chair of this committee** will work with staff to contact health professionals and set up the day.

Original Works: A once a year fundraiser using student art. **If you sign up for this committee** you might distribute Original Works project information, help with collecting funds, ordering and delivery of items.

Picture Days: Assist the photographer. **If you sign up for this committee** you will assist in lining up the students and calling on the walkie talkie for the next class to come down for their photos. Picture Days happen twice a year, in the fall and spring. We need lots of volunteers for the spring picture event.

Plant Sales: Selling flower perennials to benefit the Compassion Committee's work. **If you sign up for this committee** you will sell plants. **Chair of this committee** coordinates the sales and volunteers.

Quilting Bee: Helping to create a quilt that is raffled to raise money for the school. **If you sign up for this committee** you might collect fabric, sew, and/or quilt. **Chair of this committee** keeps and calls on a list of volunteers.

Quilt Raffle Sales: Helping to sell raffle tickets to raise money for the school. **If you sign up for this committee** you will sell raffle tickets in the community. **Chair of this committee** keeps and calls on a list of volunteers.

Spelling Bee: Organizing the once-a-year spelling bee. **If you sign up for this committee** you will help coordination of the event. **Chair of this committee** will work with staff to set up the event.

Vision Screenings: Periodically evaluate students to screen for vision problems. Training required and provided.

Individual Activities

Box tops/Labels for Education: Collect Box tops and Labels from the hall near the Lost and Found, sort and organize the collection, and mail them to the organizations for credit.

Graduation Panel Judge: Be a member of a three-person panel which evaluates eighth-grade portfolio presentations at the end of the school year.

Ink cartridges/cell phones: Periodically remove accumulated ink cartridges and cell phones and turn them in for credit.

LEADER mentor: LEADER is a middle school service learning program that gives students an opportunity to explore an environmentally-based topic and then take action. We are looking for people who have expertise or a passion in these types of topics. Your commitment is to volunteer as a mentor for a student's 7th and 8th grade years and to meet with the student at least once a month during the school year. Your role is to guide a LEADER student through researching a topic in 7th grade to designing a service project in 8th.

Maintain rain barrels: Periodically check and maintain campus rain barrels.

Morning or Afternoon Traffic: This activity would require helping in the morning and/or afternoon getting kids in and out of cars and directing traffic to keep a steady flow. **Chair of this committee** keeps a list of willing volunteers and oversees the rotation.

Proctoring EOG Testing: State testing requires each Test Administrator (Evergreen teachers) have a proctor. **If you sign up for this activity** you will be responsible for helping by monitoring the students. Testing occurs in May.

Science Lab helper: Check at least once a month to label and organize drawers and materials, wash glassware and to clean and maintain the fish and turtle tanks.

Target/Harris Teeter/Ingles Tools for Schools: Encouraging and educating all parents on these easy fundraising opportunities. **If you sign up for this committee** you might pass out sign-up sheets to the classrooms, collect the information, and enter data into the store's website.

Board Committees

Development: This committee is good for those who have fundraising, marketing and communications expertise. **If you sign up for this committee** you may be involved in decisions regarding school-wide fundraisers, the Evergreen Fund, marketing and public relations campaigns.

Diversity: This committee meets several times a year. **If you sign up for this committee** you may be involved in working towards increasing diversity in the school community.

Facilities: This committee meets approximately three times a year and it is appropriate for those with expertise in building, construction or architecture. **If you sign up for this committee** you will be providing a forum to create an overall direction regarding needs for Evergreen's building and grounds, prioritizing needs due to financial constraints and environmental responsibility.

Finance: Good candidates for this committee are those with financial backgrounds. **If you sign up for this committee** you will work closely with the Executive Director to establish the school's annual budget, control investment policies and manage capital or reserve funds.

Master Plan: This vision of this committee is to create a high performance campus that inspires and serves the Evergreen learning community and our environmental education program. **If you sign up for this committee** you will be involved in decisions regarding campus character, the grounds, general facilities systems upgrades and planning new construction.

Nominating and Evaluating: This committee must keep specific discussions related to potential nominees confidential. **If you sign up for this committee** you will assist in securing candidates for the ballot and present a slate of qualified, acceptable candidates to the board for approval and to the membership for a vote. They also evaluate how the Board of Directors functions.

School Improvement Team (SIT): This committee addresses programmatic areas that have been identified as priorities. **If you sign up for this committee** you will be involved in implementing the school improvement process by overseeing the faculty leadership teams: Environmental Education, Health and Wellness, Technology, Curriculum. The SIT identifies appropriate school-wide goals that will increase student performance (based on a wealth of data and research), and monitors the implementation of strategies to reach those goals. The SIT works to further the mission of ECCS.

Technology Task Force: Task Force is scheduled to meet monthly until November 2011. **If you sign up for this Task Force** you will be involved in crafting a long term, general, and holistic based guidance of technology for the school to be presented to the board and staff in November.

Board of Directors: To be considered for service on the Board you should serve on a Board or school committee for a year. This is a major time commitment as each Board member also serves on a Board committee. **If you serve on the Board** you will provide strategic direction for Evergreen, approve and implement policy, ensure the school's financial and legal health, raise funds and promote the school's goals and mission within the community and in the wider education reform arena.