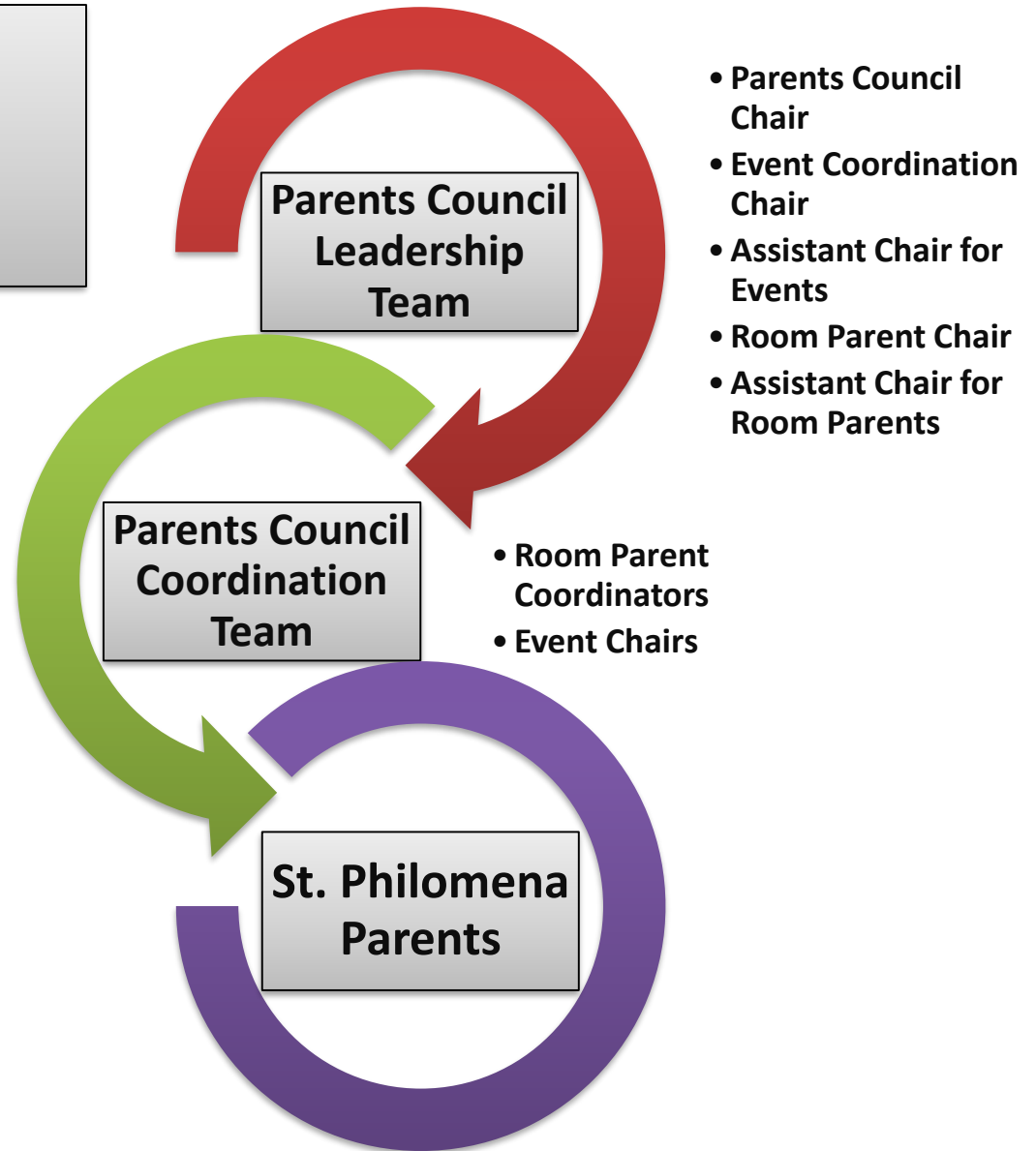


Parents Council Organization Overview



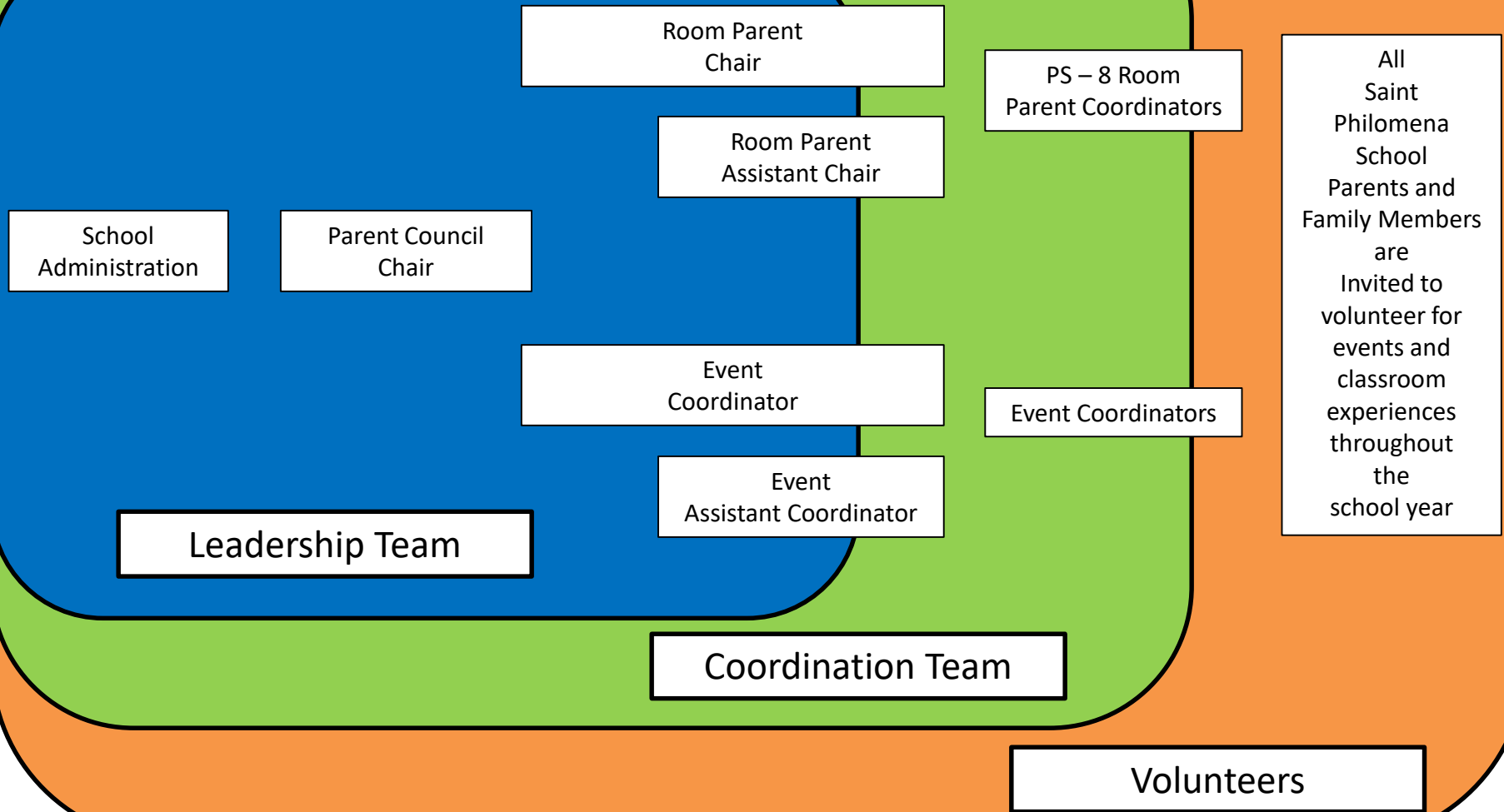
History of Parents Council Design

In 2018, all Saint Philomena School parents were solicited to volunteer on a Parents Club redesign committee. 17 parents signed up and convened for a year to help redesign the parents group to help address the following needs:

1. a parents organization that focused on building community not raising funds.
2. a parents organization that provided different ways to get involved depending on parent time availability and
3. a parent organization that was thoughtful when planning for the year.

The redesign committee surveyed all school families and teachers and responded to the needs and idea presented by creating the current Parent Council organization and mission.

The Parents Council Organizational Chart



All Saint Philomena School Parents and Family Members are Invited to volunteer for events and classroom experiences throughout the school year

Saint Philomena School Parents Council

Mission Statement: The Saint Philomena School Parents Council fosters a spirit of partnership and community for all at the school. The members of the Parents Council help coordinate opportunities for parents to organize and volunteer for enriching events that bring together students, families and teachers.

All Saint Philomena School parents are welcome and invited to get involved in building our school community and creating a culture of positive engagement for all members of the Saint Philomena School family.

To facilitate communication and logistical coordination of various events, activities and experiences, the Saint Philomena School Parents Council works with school administration to ensure success and invite all parents to get involved. The Parents Council is the organizing body of volunteers who serve in a leadership capacity to communicate opportunities and experiences to all families, facilitate ways to involve parents from all grade levels and coordinate the logistical management needed to run well organized events that promote positive school and family culture.

The Parents Council is comprised of a Parent Council Leadership Team , a Parent Council Coordination Team and all parent volunteers.

Reflecting on feedback and suggestions from parents, we understand that a majority of families simply don't have the time or availability to dedicate one or both parents to extensive year-long volunteer leadership opportunities. Most parents do want to be involved in some limited capacity and appreciate the hard work of a smaller dedicated group of parent leaders who facilitate opportunity and communication. The Parents Council Leadership Team and Parent Council Coordination Team are designed to encourage parents who are willing and able to serve our school and students in a specific volunteer leadership role.

PARENTS COUNCIL LEADERSHIP TEAM

The Parents Council Leadership Team is comprised of a Parents Council Chair, Event Coordination Chair, Room Parent Chair. These parents work together with the principal to provide coordination and communication among parents, teachers and other Parents Council leaders. The parent leaders who serve on the Parents Council Leadership Team will encourage parents to coordinate one-time events or assist as a Room Parent Coordinator.

To help ensure continuity from one year to the next, parents who fill Leadership Team roles will be selected from among the membership of the Leadership Team and Coordination Team. For example; any parent that served on the Leadership Team, was the coordinator of a Parents Council event or was a Room Parent can fill a Leadership Team position for the following year. No person can serve on the Parents Council Leadership Team for more than two years in a row.

Leadership Team Roles and Descriptions:

The Parents Council Chair is responsible for communicating with all parents, holding monthly Leadership Team meetings, communicating with teachers, the school principal and all other Leadership and Coordination Team members.

The Parents Council Event Coordination Chair is responsible for communication and holding meetings as needed between event committee coordinators and the Leadership Team. He or she also helps to ensure that events are running on schedule.

The Room Parent Chair would be responsible for communication with the Room Parent Coordinators and the Leadership Team and holds 1-2 meetings a year with lead Room Parent Coordinators.

Assistant-Chairs for Room Parents and Event Coordination: Two additional parents serve as assistant-chairs to learn the role alongside the Event Coordination Chair and the Room Parent Chair in year one and serve as the chair in year two.

PARENTS COUNCIL COORDINATION TEAM

The Parents Council Coordination Team is comprised of a larger group of parents who volunteer as Event Coordinators and/or Room Parent Coordinators. Event Coordinators and Room Parent Coordinators join the members of the Leadership Team to form the Coordination Team. Opportunities to serve as Event Coordinators occur in the spring prior to the new school year and Room Parent Coordinators can sign up in the fall and are chosen at random from a lottery.

Event Coordinators

In the spring of each school year, the Parents Council Leadership Team invites any parent to come forward to volunteer as a Parents Council Event Coordinator for events for the following school year. This coordinator will lead a (non-fundraising) community event during the upcoming school year. New events can also be proposed by parents willing to take responsibility for coordinating the event. New events will be vetted for consideration by the Leadership Team and administration to ensure they are in line with the school's mission and calendar availability. Event Coordinators are eligible to be on the Parents Council Leadership Team the year following their event.

Event Coordinators are needed for the following Annual Parents Council Events such as:

- Fall Family Mass
- Fall Fair
- Christmas Pageant
- Catholic Schools Week: Ice Cream Social, Father Daughter Dance, Teacher Luncheon
- Mother / Son Event
- Father/ Daughter Event
- End of the Year Picnic
- Family Fun Events – Ideas submitted and organized by parent volunteers

Event Coordinator Responsibilities

Fall Family Mass- Setting up school wide Sign-Up Genius for help with set up/clean up and serving, Ordering food/drinks for the mass, Working with the school to ensure there are volunteers to help with mass readings etc. (Held in September)

Christmas Pageant- Developing a coordination team, Working together with music and theatre teacher to supply props and performance assistance, Decorating of auditorium and auditorium doors and hallway, Organizing some form of tree lighting and hot cocoa after party, Communication with entire school and PC Leadership Team (Held in December)

Ice Cream Social- Setting up school wide Sign-Up Genius for scooping/materials needed, Organizing the picking up of all ice cream and toppings, Obtaining schedule from school administration, Maintaining communication with school and PC Leadership Team (Held February or March)

Father Daughter Dance- Developing a school wide Sign-Up Genius for items for the event, Sending out an RSVP notice, Organizing entertainment to include music, photos, possible raffle game, Maintaining communication with school and PC Leadership Team (Held February or March)

Teacher Luncheon- Developing a school wide Sign-Up Genius for food donations, Developing a theme to include small favors for the teachers, Decorating the room where the Luncheon is to be held (flowers/similar), Organizing a time schedule for set-up, clean-up etc., Maintaining communication with school and PC Leadership Team (Held February or March)

Mother/Son Event- Communicating a date and idea with the school and the PCLT for the event, Developing an RSVP flyer, Maintaining communication with school and PC Leadership Team (Date determined by lead)

End of the Year Picnic- Developing a school wide Sign-Up Genius for parent volunteers, Organizing entertainment and food ordering, Setting up food tables and tent, Maintaining communication with school and PC Leadership Team (Held last day of school)

As new events are created or changed, information will be shared with chair. All chairs work in collaboration with Leadership Team and Administration to ensure financial responsibility for running events.

PARENTS COUNCIL EVENTS ARE NOT FUNDRAISERS AND COSTS ARE TO BE KEPT TO A MINIMUM

Room Parent Coordinators

In the fall of each year parents of each grade/class/home room are invited to serve as a **Room Parent Coordinator**. The coordinator will serve as a liaison between the teacher and class parents for events, activities and experiences for the year. Most importantly, the Room Parent Coordinator will serve as the communicator to invite all classroom parents to participate in or be made aware of class events and experiences. Room Parent Coordinators are eligible to be on the Parents Council Leadership Team the year following their time as a Room Parent Coordinator. Any parent can sign up to volunteer to be a coordinator, if more than one parent signs up, all names will be added to a box and one name pulled randomly.

Room Parent Coordinators Needed per grade level:

- Preschool through 5th Grade will have one Room Parent Coordinator **per class**.
- 6th Grade through 8th Grade will have one Room Parent Coordinator **per grade**.

Room Parent Coordinator Responsibilities:

The Room Parent Coordinator will work with the classroom teacher to send out communications to all classroom/grade level parents. These emails may consist of party planning items needed (Halloween/Christmas), charitable items to be collected or messages about volunteers for curriculum based activities (Kindergarten Health Fair, 6th Grade Greek Day). Room Parent Coordinators communicate with teachers on a regular basis, all other parents in the class or grade and with the Parents Council Room Parent Chair when needed.