

Campus Beautification Committee

Coordinator:

This committee helps keep Palomares beautiful. They will recruit volunteers for major cleanup efforts, twice a year (Fall and Spring, prior to Science Expo) and tend the gardens and grounds on a more regular basis.

Time commitment: can vary from a Saturday a year, to a couple of hours a week.

Duties

The duties of the Campus Beautification encompass everything related to the gardens on our campus:

- Weekly watering of existing gardens.
- Inventory and store gardening supplies in the shed.
- Solicit donations of plants and equipment or purchase (as a last resort).
- Monitor weeds and invasive plants; communicate problems to Principal so that CVSD maintenance crews can be called.

Operation

- Create an event description and volunteer sign-up sheet with Signupgenius.com for each of the weekend clean-up events.
- Contact CV Sans for pick-up of waste.

Schedule

Fall Clean-up – weekend prior to Hawkathon
Spring Clean-up – weekend prior to Science Expo

Hospitality

Coordinator/s:

This coordinator is responsible for providing food and refreshments for the various PPTC sponsored activities during the year.

Time Commitment:

Approximately 10 hours a year.

Duties

The duties of the Hospitality Committee encompass everything related to refreshments:

- Shop for supplies as needed
- Store and maintain all food preparation equipment, such as the grill, popcorn maker and coffee makers
- Maintain the kitchen in a clean and orderly condition.
- Provide the food/beverage for events requested by the President.

Schedule

Exact date TBD

- Back to school picnic – Drinks (water, juice)
- Tissues and Tea – Fruit, muffins, coffee, tea
- Coffee with the Principal (coffee, tea)
- Movie Nights - Popcorn
- Spring Fling -Coffee
- Fine Arts Festival - Lunch for artists
- Watershed Science Expo – Breakfast for presenters

Health and Safety Committee

Coordinators:

PPTC Board Liaison: PPTC President

The coordinator is responsible for emergency preparedness on campus. He/She will coordinate with the school and district to ensure compliance of laws and regulations. An annual inventory of emergency supplies is done and budget and purchase requests are presented to the PPTC.

Time commitment will be a couple of days a year.

Duties

Some duties would include the following, but is not limited to these items.

- Inventory the Emergency Supplies in the shed to provide a clear idea of exactly what is on hand for all students and staff of the school.
- Use the information provided by the Castro Valley School District to determine what additional items are needed to maintain a safe environment for the students (emergency supplies).
- Run the first aid tent for the Hawkathon and the Campout.

Schedule

An inventory of the Emergency Supplies should be done as soon as possible in September.

Resources

Contact Candi Clark with Business Services at the district for any questions.

In the past few years, emergency student kits have been purchased from this company:
Simpler Life Emergency Provisions, Inc.
2035 Park Avenue, Suite 1
Redlands, CA 92373

(909) 798-8108 * FAX (909) 798-8718
1 (800) 266-PREP (7737)
www.simplerlife.com

Costco sells supplies with a 20 year lifespan on line. The items can be delivered directly to the school. The bucket also serves as a toilet.

This company also seems to be a good resource for other types of safety/emergency products.

Library Committee

Coordinator: J

The library committee will coordinate the two annual Scholastic Bookfairs.

The time commitment will vary from a few hours weekly for the library parents to a couple hours a year for those helping with the book fairs

Library Committee Description

The Library Committee is responsible for working closely with the school administration to provide leadership in information literacy, to actively participate in curriculum collaboration, and to promote reading and literacy. The committee will help organize a theme each month based on the grade levels. They will help the students develop skills to find, use and evaluate information from various print and online sources.

Structure

This committee would ideally have at least 6 members including a teacher advisor. The committee is encouraged to recruit parent volunteer instructor from each grade to conduct the weekly library time and/ or assist in the library activities.

Time Commitment

Time commitment varies greatly. On the average, 1 hours/week can be expected. A goal would be to provide a lesson to each grade once a month and then reinforce those lessons through books or assignments in the following weeks of library time in that month.

Duties

The duties of the Library Committee include the following:

- Comprise a calendar of scheduled library lessons for each grade based on the needs of the school administration.
- Recruit parent volunteer instructors for each grade to conduct the library lesson or to assist in library activities.
- Read to the kids and help checkin and checkout books.
- Maintain an inventory of library books - cataloging, labeling, repairing, etc.
- Participate in the budget process.
- Attend periodic District Library meetings.

Operation

The coordinator(s) in conjunction with the committee members and school administration would determine the lesson plans based on C.V.U.S.D. Library Curriculum. The library opens before the end of September and closes before the end of May. It is a school year round commitment which gives great pleasure to both the volunteer and the students.

Schedule

The calendar of scheduled library lessons for the different grade levels will be determined by this committee and the school administration.

- Library Awards - June

Resources

- C.V.U.S.D. Library Curriculum Manual
- Follett Software Manual
- Bruce Gidland, C.V.U.S.D. Technology Facilitator and Trainer
- Chris Sarantakis, Creekside Middle School Library Media Technician, C.V.U.S.D. K-12 District Library Committee Chairwoman

Playground Equipment Coordinator

Coordinator/s:

This coordinator is responsible for inspecting and repairing playground equipment. If replacements are necessary, he/she will purchase the needed equipment and request reimbursement from the PPTC using the required form.

Time Commitment:

Approximately 20 hours a year.

Duties

The duties of the Playground Equipment Manager encompass everything related to playground equipment:

- Shop for equipment as needed (large request must be approved in advance by the PPTC board.
- Store and maintain all equipment, such as balls and hula hoops
- Maintain the equipment in orderly condition.
- Repair and retrieve equipment as necessary and able.

Schedule

Inspection of equipment will take place throughout the year on a weekly basis.

PPTC Website Committee

Coordinator:

Board Coordinator: President

The website committee is responsible for maintaining the PPTC web site, All PPTC related documents, email lists, and notices are posted to this website.

Anyone with some computer hardware, software, and especially web knowledge is strongly encouraged to sign up. Nearly all of the time spent is during non-school hours.

Room Parents Description

The Room Parents are responsible for supporting the teachers. They help organize parties for their class and act as the liaison between the teacher and the parents of the students in their class. As such, they promote information flow out to the parents, and solicit help from parents as needed.

The Room Parents works in cooperation with other PPTC committees that need publicity or participation from parents and/or students.

Time Commitment

1-2 hours per month.

Structure

There should be 1-2 Room Parents for each class. Questions and concerns should be directed to the First VP on the PPTC Board.

Duties

The specific duties of the Room Parents will vary according to the teacher, but will largely encompass the following:

- Meet with the teacher early in the school year to learn the teacher's expectations from the Room Parents. Determine if she would prefer to communicate through email or in person. Ask what class parties he/she would like you to host.
- Help keep parents informed regarding upcoming parties, fundraisers, and other events.
- Utilize Sign Up Genius at www.signupgenius.com to organize the volunteer support necessary for class parties. This may include requests for food or paper items, craft instruction, etc. You may request a list of email addresses for the parents in your class from the First VP.
- Coordinate Teacher Appreciation Week for your class.
- Coordinate the teacher's birthday gift for your class.

Operation

Some helpful tips for Room Parents:

- Send an initial email or flyer to introduce yourself to the class. Inform the families of the events that will occur during the year and the type of help that you will request. If you would like, you may use SignUpGenius.
- Keep parties short and simple and within the requested time determined by the teacher. You may ask for a donation of items from parents for the class party. There are no funds available from the PPTC for class parties or gifts.
- For teacher birthday gifts, you may ask for a donation for a group gift or ask each child to make/bring in the gifts.
- There will be specific directions for teacher appreciation week provided from the First VP.