



Welcome to the 2017-2018 Highland Park Independent School District's Parent Education Committee (PEC)! The purpose of the parent Education Committee is to provide speakers, educational programs and educational resources to HPISD families concerning topics relevant to rearing our children to become healthy and responsible adults. We are excited to partner in this mission!

Kindly review the expectations for this District Committee:

- ❖ Tenure:
  - PEC representatives have two year staggered tenure such that the incoming representative arrives in the first representative's second year (Chair and Elect).
  - PEC representatives are nominated by the rising Chair Elect and review by the PEC Chair, Vice Chair and committee.
  
- ❖ Meetings
  - 9:15 - 10:30am in the HPHS library except May meeting in Board Room, Admin Bldg.
  - Fall: 3<sup>rd</sup> Monday of the month – 9.18, 10.17, 11.20, 12.18
  - Spring: 3<sup>rd</sup> Tuesday of the month – 1.16, 2.20, 3.20, 4.17, 5.15
  
- ❖ Responsibilities:
  - As a District level committee, our members are committed to the efforts required to plan and execute the meaningful events in which we have invested.
    - Meeting with campus leadership by May 15 to solicit their suggested topics and speakers.
    - Emailing suggested topics and speakers to PEC chair by May 29.
    - Reminding campus PTA treasurer of \$500 donation in May and in August.
    - Marketing programs to represented campus staff, teachers, and attendees.
    - Functioning in a specific committee role.
    - Attending and participating in the 9 PEC committee meetings.
    - Attending and participating in PEC event planning and execution.
    - Missing 3 meetings or 3 events will trigger resignation of the position.
  
- ❖ Goals
  - Content which is applicable to all campuses targeted to each major age group (elementary, middle school and high school).
  - We are not a marketing or referral resource for presenters.
  - We endeavor to avoid repetition in our speakers and topics.
  
- ❖ Budget
  - \$1,800 is the targeted starting budget carried over from the prior academic year.
  - The PTA from each school budgets \$500/campus for PEC to be transferred into the account in August at PEC Rep's request in August.
- The PEC also receives donations made during BSSU and at events.