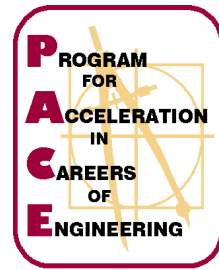


2008 - 2009 PARENT HANDBOOK



PACE–Monmouth
P.O. Box 493
Lincroft, NJ 07738
www.pace-monmouth.org

To hear status of class openings/closings during inclement weather, call **(732) 842-1900**

PACE Monmouth Governing Body

Courtney Pinnock	Co-Administrator
Jennifer Barnett	Co-Administrator
Mike Perry	Engineering Coordinator
Mike Sligh	Math Coordinator
Carey Perry	Treasurer
Oswald Barrimond	Eye-Opener Coordinator
Claudette Samuels	Events Coordinator
Pauline Anderson-Perry	Events Coordinator
Lori Collins	Secretary

Congratulations PACE Parents!!!

The Governing Body of PACE-Monmouth congratulates and welcomes you and your child to the PACE-Family.

When you joined the PACE family you took another important step toward helping to prepare your child for his/her future. PACE, oriented towards African American and Latino high school students (grades 9 through 12), is designed to promote awareness in Math, Science, Engineering, and fields of Technology.

PACE-Monmouth classes are held every Saturday morning during the regular school year at Brookdale Community College in Lincroft, NJ.

Parents, We Need YOU!

PACE provides a **Cooperative Learning Environment** in which parents are *directly involved* in making the program work. Parental involvement is crucial to the success of the program. By getting directly involved, you demonstrate to the students (your children) your commitment to the program. By volunteering your **time, knowledge, and talent**, you enrich the PACE experience for everyone involved. We encourage you to get involved in at least one, if not several PACE Monmouth activities.

The key areas for parents to get involved are:

- serving as **Parent Representatives (Parent Reps)** to the Governing Body
- coordinating **fundraising** activities
- coordinating **weekly snacks** for the breaks
- planning and managing the **PACE Events**

Parent Reps

At the beginning of the PACE school year, a minimum of four parents (one per grade level) are asked to serve as **Parent Representatives** (Parent Reps). Parent Reps are invited to attend all Governing Body meetings and act as liaisons between the parents and staff in coordinating parental participation in the program.

Weekly Snacks

Each Saturday, a parent volunteers to provide the snack served during the break from 10:35 a.m. to 10:55 a.m.

The budget allotment per week is \$65.00, and parents are reimbursed upon the presentation of a receipt to the Treasurer. Please note that anything over \$65.00 is considered by the program to be your donation.

The Snack requirements are as follows:

- 2 dozen bagels (variety -- plain, whole-wheat, raisin, poppy, sesame, but no everything)
- 2 dozen donuts (variety, glazed, iced, jelly, chocolate)
- (2) 12-oz pots whipped cream Cheese
- (1) 12-oz pot butter
- 2 gallons of juice (example: Apple, Punch)
- 1 gallon water
- Fruit (examples: washed grapes, or melons, or oranges cut-up, -- **PLEASE DO NOT** buy pre-cut fruit, its too expensive)

Each week, the lead snack coordinator will call to remind the parent who has volunteered for snacks that week.

Fundraising

Parents assist with coordinating and carrying out fundraising activities, which in past years have included candy sale, calendar sale, group outings, shopping sprees, bake sales, car washes, etc. It is recommended that at least 2 parents co-chair each fundraiser.

Events

Another key area in which parents get involved is the planning and running of PACE's three major events:

- the Kwanzaa Celebration,
- the College Tour, and
- the Graduation & Awards Banquet

Each event is managed by the Events Coordinator, with the assistance of committee co-chairpersons and committee members. (See “PACE Events” in next section for further description). Parents might also support and assist with the Student-Run event—an event which is chosen and executed by the students and usually held during the spring semester.

Parents Help Accomplish PACE Educational Goals

Parents can help PACE accomplish its educational goals by:

- Coordinating weekly snacks.
 - Planning and executing the three (3) major PACE events (Kwanzaa Celebration, College Tour, and Graduation / Awards Banquet).
 - Planning and executing fundraisers (candy sale, calendar sale, Great Adventure tickets sale, etc.).
 - Accomplishing educational goals (motivating students, securing grants, etc.).
 - Coordinating and/or chaperoning outings (College Tour and Engineering field trips)
- Motivating your son/daughter to:
 - arrive to PACE on time (8:30 a.m.)
 - do his/her PACE homework & projects
 - bring work from school to be reviewed in PACE classes
 - participate in PACE trips and activities
 - Identifying Eye Opener Speakers
 - Identifying grant funding sources (e.g. your place of employment)
 - Helping with donation drives (e.g. United Way)
 - Identifying volunteer staff (refer to the PACE-Monmouth website - “Contact us” link).
 - Attending Parent-Instructor Conferences (usually 2 each year)

Energizing the PACE Parents Group (e.g. identifying workshops that are of interest to parents of high school students such as financial/retirement planning, financing college, college scholarships and other aid, empty nest planning, etc.).

In summary, parents help PACE accomplish its goals by:

PACE Events

Each school year, PACE hosts three major events:

- the Kwanzaa Celebration,
- the College Tour, and
- the Graduation & Awards Banquet

Kwanzaa Celebration.

The Kwanzaa celebration is held in **December**, prior to winter break. Parents, staff, and students participate by **preparing ethnic food items, modeling** an array of clothing, and demonstrating their skills in a **talent show**. The Kwanzaa celebration is organized by the Events Coordinator along with parents who volunteer to serve on Subcommittees. The subcommittees coordinate such activities as publicity, tickets, food, fashion show, and talent show. Planning for the Kwanzaa celebration begins in late September.

College Tour.

The College Tour is usually held in **April** during the week when most schools are closed for spring break. This year the Governing Body is reviewing whether or not the College Tour should be moved to the fall. A decision has not yet been made. Students select the college(s)

they would like to visit each year. The Events Coordinator and parent volunteers **plan the trip** by arranging for transportation, lodging, contacting the colleges, and collecting and disbursing monies. Parents are also asked to serve as **chaperones**. Planning for an April College Tour usually begins in October. If the decision is made to have a fall college tour, the planning for this tour will begin in September.

Graduation and Awards Banquet.

The Graduation and Awards Banquet is the last event of the PACE academic year. At the Graduation and Awards Banquet, both seniors and continuing students are awarded for completing the PACE program. Students are recognized for their success in Math and Engineering classes, as well as their displays of leadership, technical, and scholastic achievement. Parents and the Events Coordinator plan and execute the Banquet by selecting keynote speakers, coordinating ads & patron sales, organizing the seniors, and planning the program flow. Planning for the Banquet begins in October.

Parent Representatives

Parents Representatives (Parent Reps) provide input to the Governing Body's decision-making, coordinate parent-led activities, and solicit parent involvement in support of PACE objectives.

In summary, Parent Reps assist with the planning and execution of such routine activities as:

- Coordinating the purchase, disbursement, and clean up of weekly snacks.
- Acting as liaisons between parents, staff, students and the Governing Body.
- Disseminating information to and from the Governing Body, staff, parents, and students via telephone, letters, and e-mail.
- Working with staff, parents, and students to organize and coordinate events.
- Being an active participant in events.
- Contacting Security to insure all classrooms are unlocked and ready for use by PACE.



**NOTHING BEATS TEAMWORK
LIKE TEAMWORK!!!**

VOLUNTEERS for EVENTS PLANNING ACTIVITIES

NOTE: At the first Parent Meeting, held on Orientation Day (the first day of PACE) you will be asked to sign up to assist with the planning and coordination of at least one **EVENT**.

ACTIVITY	SUBCOMMITTEES (Sample Tasks)	VOLUNTEERS NEEDED
<p>Kwanzaa Celebration (December)</p> <p>Planning dates: (Sept 1 – Nov 30) Secure <u>location</u>: (Sept 1 – 15) Event <u>planning</u>: (Sept 15 – Nov 30)</p> <p>Student participants in October</p> <p>Meetings / rehearsals in November</p>	<ul style="list-style-type: none"> • Secure location – High Tech H.S. • Coordinate Food/Menu • Decorate • Print Tickets & flyers • Organize students for Fashion/Talent Show • Solicit students for reading of Nguzo Saba • Secure special entertainment (drummers, dance troupe, etc.) 	<p>At least 6 volunteers are needed, includes co-chairs</p>
<p>College Tour (April)</p> <p>Planning dates (Oct 15 - Mar 31) Secure bus by January 1 Secure schools by January 1 Secure Hotels by February 1 Down payment 2 months before trip Final payment 2 weeks before trip</p>	<ul style="list-style-type: none"> • Secure Transportation • Secure Lodging • Arrange visits at schools • Arrange outings / evening activities • Collect money & permission slips • Contact alumni at visited schools 	<p>At least 4 volunteers are needed, includes co-chairs</p>
<p>Student-Run Activity (Spring)</p> <p>Planning dates (Oct 1– Mar 15)</p>	<p>Students select Activity Parents help:</p> <ul style="list-style-type: none"> • Secure location • Assist students, as needed. 	<p>2 volunteers are needed to work with the students.</p>
<p>Graduation & Awards Banquet (May)</p> <p>Planning dates (Oct 15–May 1)</p> <p>Secure Location by September Secure Speakers by January Secure Singer by February Send Mailings out in March Jan – Apr: Secure Seniors’ legacy statements, pictures, biographies</p>	<ul style="list-style-type: none"> • Conference planning • Speaker (Keynote; alumni) • Meals • Program Booklet • Ticket sales • Ads & Patrons drive • Awards & Senior gifts • Decorations • Entertainment • Secure Seniors’ legacy statements, pictures, & bios 	<p>At least 8-10 volunteers are needed, includes co-chairs</p>

2008 – 2009 SNACK SIGN-UP SHEET

Notes: Parents, please volunteer to coordinate **Snacks** for at least one **WEEK**. **Budget: 65.00/week**
Reimbursement: Give your receipts to our Treasurer, Richard Barnett, for reimbursement.

DATE	VOLUNTEER(s)
Saturday, September 20	
Saturday, September 27	
Saturday, October 4	
Saturday, October 11	
Saturday, October 18	
Saturday, October 25	
Saturday, November 1	
Saturday, November 8	NO SNACKS—Engineering Trip
Saturday, November 15	Extra snacks (Parent-Instructor Conference)
Saturday, November 22	
Saturday November 29	NO SNACKS –Thanksgiving Break
Saturday, December 6	
Saturday, December 13-Jan 17	NO SNACKS—Winter Break
Saturday, January 24	
Saturday, January 31	
Saturday, February 7	NO SNACKS– Engineering Trip
Saturday, February 14	
Saturday, February 21	
Saturday, February 28	
Saturday, March 7	
Saturday, March 14	
Saturday, March 21	
Saturday, March 28	
Saturday, April 4	Need 2 parents here—Extra snacks for Open House
Saturday, April 11	NO SNACKS—Spring Break
Saturday, April 18	
Saturday, April 25	
Saturday, May 2	LAST DAY OF PACE --NO SNACKS (Pizza Lunch)

NOTE: See you at our Graduation and Awards Banquet on May 16th!!!!

VOLUNTEERS for FUNDRAISING ACTIVITIES

NOTE: At the first Parent Meeting, held on Orientation Day (the first day of PACE) you will be asked to sign up to assist with the planning and coordination of at least one **FUNDRAISER**.

ACTIVITY	VOLUNTEERS' NAMES
Candy Sale (October)	2 volunteer co-chairs
Calendar Sale (November)	2 volunteer co-chairs
Kwanzaa Celebration	2 volunteer co-chairs
College Tour	2 volunteer co-chairs
Student-Run Activity	2 volunteer co-chairs
Graduation & Awards Banquet	2 volunteer co-chairs

PACE-MONMOUTH ANNUAL PROGRAM EXPENDITURES*

Class Supplies

- Math - Textbooks
- Engineering – Textbooks & project kits
- Engineering Project supplies & tools

Educational Events

- Engineering Trips (2)
- Youth Development Conference

- Science Forum
- Math Bowl
- Thinkathon

Awards

- Leadership & Scholastic Achievement awards
- Perfect & Exemplary Attendance Awards
- Science Forum participation awards
- Math Bowl & Thinkathon Prizes
- Bridge Contest Prizes

- Book Grants

General and Administrative Expenses

- Snacks, drinks and paper/plastic products
- Bank fees
- P.O. box rental fees
- Stationery & postage
- Student & Staff Recruitment expenses
- Tax and NPO Corp. filing fees
- Website hosting fee

Fundraising (cost of goods)

- Calendars
- Candy

Events / Special Projects

- Kwanzaa Celebration
- Student-Run Event
- College Tour
- Graduation / Awards Banquet
- Joint events with other PACE Branches

** See Treasurer(Richard Barnett) or any PACE-Monmouth Governing Body member for details of actual revenues and expenses for the current fiscal year.*

ANTICIPATED ANNUAL COSTS and/or SALES For EACH PACE FAMILY	
<u>FUNDRAISERS (minimum per family)</u>	
Candy sale	1 box
Calendar sale	2-3
<u>EVENTS (per family):</u>	
Engineering trips (Fall & Spring)	Spending money (each trip)
Kwanzaa tickets	4 tickets & donate 1 food item
College Tour	\$275.00 per student (\$175*/ticket; \$100 for food / spending money)
Banquet ads (seniors)	at least \$300.00 (4 full page Ads)
Banquet ads (non-seniors)	at least \$ 50.00 (2 qtr. page Ads)
Banquet tickets (seniors)	3-4 tickets
Banquet tickets (non-seniors)	1-2 tickets
*NOTE: Your out of pocket expense for this events depends on our ability to secure grants to sponsor this event.	

PACE MONMOUTH GOALS

Major Themes

- A. Make the PACE Program exciting and challenging to our students
- B. Increase the awareness of the PACE Program in the Monmouth County community
- C. Develop and/or enhance the Leadership abilities and Community Services commitment of our students
- D. Improve Student and Staff recruitment

Supporting Objectives

Make the PACE Program exciting and challenging to our students

- Implementation of Project “Geewiz”
- Make the PACE Curriculum more “project oriented”
- Work with the PACE YDC organization to upgrade the PACE Curriculum

Increase the awareness of the PACE Program in the Monmouth County Community

- Send Community Awareness packages to major African American & Latino Churches in Monmouth County
- Place PACE-Monmouth ads on Community Services Channels on local Cable TV
- Deepen PACE-Monmouth’s relationship with Brookdale Community College

Develop and/or enhance the Leadership abilities and Community Services commitment of our students

- Encourage students to participate in leadership opportunities provided by the PACE Program
- Stress the importance of “giving back” to the community
- Help students to plan and implement at least one community service activity during the PACE year

Continue to strengthen parent partnership

- Plan to visit at least 2 high schools per semester to give seminars about PACE
- Initiate contact with local teacher training colleges to see if trainee teachers could get teaching credits for volunteering at PACE

2008 – 2009 CLASS INSTRUCTORS AND ASSIGNED ROOMS

MATH

Class	Room	Lead Instructor	Co-Instructor(s)
Algebra 1	MAS 106	John M. Jones	
Geometry	MAS 028	Oswald Barrimond	Eduardo Pinzon Jr.
Algebra 2	MAS 026	Courtney Pinnock	
Pre-Calculus	MAS 030	Silvano Brewster	Mike Sligh
Calculus	MAS 032	Eduardo Pinzon Sr.	Jesus Batista
Scientific and Engineering Projects	ATeC 106 MAS 113	Silvano Brewster	Dawn Staniforth
BREAK			

ENGINEERING

Class	Room	Lead Instructor	Co-Instructor(s)
Intro Engineering	MAS 106 MAS 107	Mike Perry	King Carmichael
Electrical Engineering	ATeC 106	Silvano Brewster	
Computer Science	MAS 113	John M. Jones	Mark Dennis Lori Collins
Senior Engineering & Leadership Development	MAS 116	Courtney Pinnock	Patty Miller-Pittman

DESCRIPTION OF COMMITTEES

(Parents are invited to participate in PACE-Monmouth Committees)

Alumni

- Generate ideas on how to get the Alumni to provide services to current students.
- Provide facilities to enable the Alumni to contact each other and register with our Alumni database

Events

- Organize the 3 PACE events (Kwanzaa, College Tour, Banquet). Support student-run event

Fundraising

- Identify external funding sources (Grant Foundations, Corporations, Individual Contributors)
- Put together grant applications and submit these to funding sources
- Solicit funding from PACE YDC
- Generate ideas & plans for fundraising activities
- Order fundraising materials
- Distribute and track fundraising materials given out to students, staff, & parents

Information

- Generate PACE Newsletter
- Distribute general PACE information to students, staff & parents

Marketing / PR

- Develop and maintain advertising collateral for the program
- Contact Brookdale, news establishments, etc. to advertise PACE events
- Ensure brochures, flyers and other advertising materials are available at PACE events (Kwanzaa, Banquet, student-run events, joint-branch events, etc.)
- Seek out advertising opportunities at events held by other organizations (NSBE, HISPA, etc.)

Scholarship & College Preparation

- Develop and/or collect college search and financial aid search materials for students
- Maintain library of financial aid and college search resources
- Plan activities to help students with SAT/PSAT prep, college search, etc.
- Solicit Grant / Scholarship monies for students from individuals and institutions
- Solicit volunteers to help students with applications, essays, etc.
- Administer PACE Book Grant process

Science Forum

- Organize student teams to develop Science Projects
- Solicit Project Advisors for student teams
- Track overall schedule, team progress, and activities for Science Forum events

Student Recruitment

- Visit area schools to inform students of the opportunities available to PACE students
- Develop student recruitment brochures and other resources

Student Admissions & Academic Administration

- Evaluate students application materials for admission/re-admission to the program
- Conduct student interviews as part of the admission process

Staff Recruitment

- Develop staff recruitment brochures and other resources
- Track potential staff and possible assignments

Website Development

- Maintain and enhance website
- Generate ideas to motivate students to visit the website
- Look for opportunities to increase info. sharing and provide services via the website for: staff, students, parents and alumni

