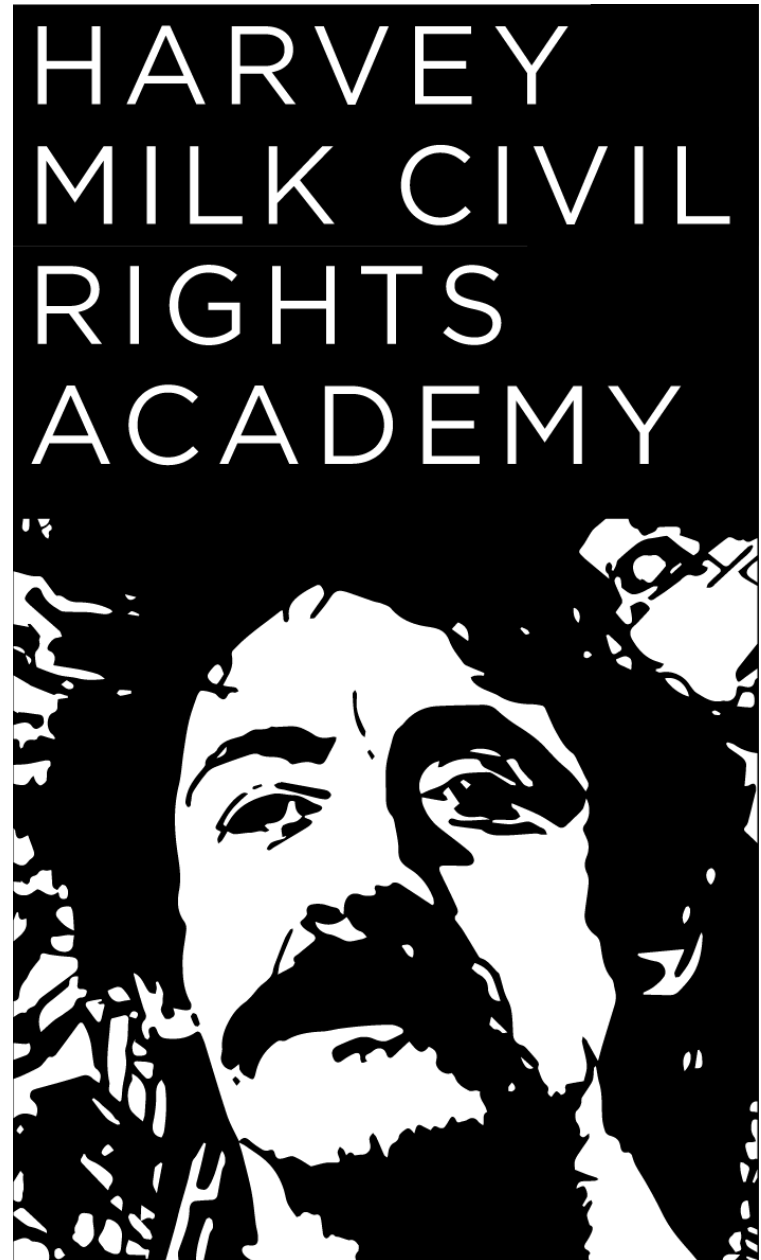


Harvey Milk PFC COMMITTEES

• School year 2018-2019 •



Harvey Milk PFC Committees 2018-2019

COMMITTEE	FOCUS AREA	EMAIL	LEAD & CONTACT
Before/After Care	Partner with YMCA to ensure solid communication and programs	beforeaftercarecommittee@harveymilk.com	Ellery
Community Events	Movie Night, Beer Bust, Family Potluck, Carnival, Staff Appreciation Week and more	events@harveymilk.com	Janette & Yafah
Diversity & Inclusion	Promote diversity and community within our school.	diversity@harveymilk.com reynoldse@sfusd.edu robertsona@sfusd.edu	Kathy Ms Reynolds Ms Antonae
Fundraising	Annual Giving Campaign Cindy & Heather Read-a-Thon <i>New lead needed</i> Drag Show Melissa & Jeff Grant Writing <i>New lead needed</i> Shop & Dine <i>New lead needed</i>	annualgiving@harveymilk.com donations@harveymilk.com	Heather Cindy
Garden	Beautification, Chickens	garden@harveymilk.com	Randi
Newsletter	Newsletter and other information for our community	communications@harveymilk.com newsletter@harveymilk.com	Anna Andrea
Room Parents	Support Room Parents with streamlined communication and best practice sharing	roomparents@harveymilk.com	Susan
Tours & Welcoming	Lead 10 tours to prospective incoming families	tours@harveymilk.com	Janette & Yafah
Yearbook	Yearbook	yearbook@harveymilk.com	Melissa

Committees

To fully support our diverse student body, to create a rich learning environment, and to maintain our focus on civil rights — the PFC needs your help!

Please consider joining a PFC Committee

Our nine committees are presented in alphabetical order.

If you don't have the time to join a committee there will always be plenty of opportunities over the school year to volunteer during events, help out in your child/children's classroom, and most important of all be a supporting and loving parent/guardian.

Read more about volunteering in classroom on our website harveymilk.com/volunteering/

Before/After Care

Email: beforeaftercarecommittee@harveymilk.com

Main Function:

This committee will partner with YMCA to ensure program details are effectively communicated to the broader community, and that parents/staff have a communication channel back to YMCA. The committee will also work with YMCA to identify new enrichment programs, and ensure current programs meet the needs of the school.

Who's on this Committee:

- Before Care Lead
- After Care Lead

Desired Skill Sets:

- Education/Curriculum Development
- Project Management
- Stakeholder Engagement, Relationship-building

Calendar/Flow:

While this is a new committee, we imagine: bi-weekly/monthly meetings with Before/After Care Provider and reporting results, news, progress to the PFC Board, and bi-monthly updates at PFC Meetings.



Community Events

Email: events@harveymilk.com

Main Function:

- Plan and execute community events at HMCRA. The Events Committee runs fun community-building events that are the heart and soul of the PFC.
- Event Committee also supports Garden Workdays, Fundraising Events etc.

Who's on this Committee:

- Community Events Committee Lead (5-20hrs/month)
- 1 Lead for each event **OR** 1 Lead for each functional area, depending on type of event (5-10hrs/month)
- The Events committee needs volunteers throughout the school year for multiple events. Your help at one or more events is always welcomed and appreciated!

Desired Skill Sets:

- Event planners, project managers, organizing skills
- Decorators, crafty, interior design
- Entertainers, musicians
- Foodies

Calendar/Flow:

- Family Potluck (Sept)
- Movie Night (Oct)
- Beer Bust (Jan)
- Carnival (April)
- Staff Appreciation Week (May)

Diversity & Inclusion

Email: diversity@harveymilk.com / Kathy reynoldse@sfusd.edu / Ms Reynolds
robertsona@sfusd.edu / Ms Antonae

Main Function:

- The Diversity and Inclusion committee's mission is to promote diversity and community within our school.

Who's on this Committee:

- Leads - Ms Antonae, Ms Reynolds, Kathy Edwards
- Open to anyone who believes in the committee's mission!

Desired Skill Sets:

- Outreach and communication.

Calendar/Flow:

- New student outreach to neighborhoods outside of the Castro: Fall focus
- Work with room parents to promote school events to all families: year round
- Making school events accessible and inclusive to the whole community: year round
- Host a few events per year: two part film viewing in the Fall and a multi-week book club in Spring

All are welcome to attend our first committee meeting on Wednesday September 19th, 5:30-6:30, Room 207.



Garden

Email: garden@harveymilk.com

Main Function:

- Liaise with Education Outside Corps Member
- School Beautification
- Chickens

Who's on this Committee:

- School Beautification Lead
- Chickens Lead

Desired Skill Sets:

- Gardeners, Landscape Architects
- Foodies, Sustainable Agriculture
- Construction, Carpentry
- Cleaning
- Like to work in a garden, not afraid of dirt

Calendar/Flow:

- Ongoing Beautification, outside - around school - inside
- Monthly plant donation pick-up at Flora Grubb (Wed)
- Garden Workdays (1 in Fall, 1 in Spring)
- Chickens - year around, managing volunteers
- Build volunteer corps for garden maintenance - could be weekly/monthly
- Improve the green space in front of the school - before, during and after construction



Newsletter

Email: communications@harveymilk.com
newsletter@harveymilk.com

Main Function:

- Craft weekly Newsletter
- Craft additional communications, as needed
- Maintain subscriber list for Newsletter

Who's on this Committee:

- PFC Communications Secretary
- Newsletter Writer

Desired Skill Sets:

- Writers
- Organizing skills
- Graphic Design is a plus

Calendar/Flow:

- Weekly Newsletter posted on Mondays the whole school year, except week long breaks
- Deadline for submissions to the Newsletter is Wed at noon
- Update website and other mediums to support the Newsletter



Room Parents

Email: roomparents@harveymilk.com

Main Function:

- Room Parents Lead - support Room Parents with communication, peer network, best practices, etc. and guidance to support activities.
- Room Parents - understand what each teacher needs and wants from their room parent. For example, support activities such as manage classroom volunteers, field trip support, coordinate classroom needs (supplies/ snacks), add value in working with teacher to expand offerings where possible and teacher appreciation.

Who's on this Committee:

- Room Parent Lead
- Room Parents (1 contact/class, plus dedicated back-up)

Desired Skill Sets:

- Good communicator - quick to read/respond to emails, stay in touch with teacher
- Likes to know what is going on in school & get involved
- Relationship building with teachers and other room parents
- Enthusiastic about class activities and support

Calendar/Flow:

- Room Parent Training in September 2018
- Room Parent Check-In in January 2019
- Room Parent follow up Spring 2019

Tours & Welcoming

Email: tours@harveymilk.com

Main Function:

- Represent HMCRA at Fall Enrollment Fair
- 10 tours to prospective incoming families (Oct-Jan)
- Plan 2 Summer playdates for new families
- Welcome new incoming families via phone tree

Who's on this Committee:

- Welcoming Lead, and 5-7 supporting volunteers
- Tours Lead, plus 3 volunteers who support each tour - both lower and upper grade parents

Desired Skill Sets:

- Interested in sharing experiences of the school and learning new information about the school
- Enjoy networking and welcoming new prospective families (tours, phone trees, buddies etc.)
- Good listener – ability to give full attention to what other people are saying and ask appropriate questions
- Responsive and effective persuasion skills
- Detail oriented, Well organized
- Great for K & 1st grade parent

Calendar/Flow:

- Fall: Represent HMCRA at Fall Enrollment Fair (Oct)
- Fall/Winter: 10 tours to prospective incoming families
- Winter: Plan Welcoming of New Families for spring
- Spring: Welcome event for new families (April/May)
- Summer: Plan 2 Summer new family playdates

Yearbook

Email: yearbook@harveymilk.com

Main Function:

- Create a yearbook for the 2018-2019 school year

Who's on this Committee:

- Yearbook Lead
- Yearbook Room Parents (1- 2 form each classroom)

Desired Skill Sets:

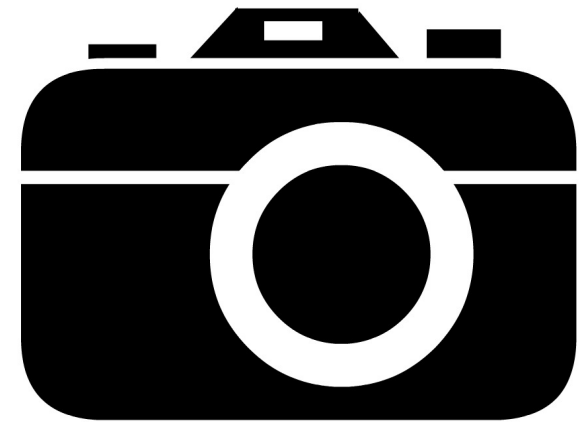
- Project Management
- Graphic Design, Photography
- Timely communications, good at partnering with Room Parent and classroom parents
- Fundraising / Sales / AD's

Yearbook is seeking:

- 3-5 additional members to delegate workflow
- Parent / Teacher / PFC input on what pages / events they would like to see highlighted
- Yearbook cover art submissions
- High Quality photographs from all grades, especially from the 4th/5th grade classes

Calendar/Flow:

- Sept 2018 - Yearbook Committee Kick-Off to meet each other, share best practices, draft calendar for the year, best types of photos that work for a yearbook, introduce Google Drive photo sharing
- Nov 2018, Jan 2019, March 2019 - Check in to see progress on classroom photos, start drafting class pages, Focus on fundraising and advertising
- April 2019 - Pre-Sell yearbooks
- May 2019 - Harvey Milk Yearbook Release



PFC Board 2018-2019

ROLE	NAME	MAIN FUNCTIONS
Presiden president@harveymilk.com	Diana Rothschild	Run monthly PFC & Board Meetings to share info, inspire & engage parents, honor great work, appreciate staff Ensure Board Members & Committee Leads have what they need. Respond to incoming emails, requests.
Vice-President vicepresident@harveymilk.com	Cary Fischer	Support President as needed, run monthly morning PFC Meetings (the 2nd Thursday of each month after morning circle) Connect with each Committee monthly to strategize, help as needed, and share updates with the Board "Onboard" new Committee Leads - to show them the resources available to them.
Treasurer treasurer@harveymilk.com	Kathy Edwards	Balance accounts, Deposit cash, Keep monthly records of finances and share at PFC Meetings Work with tax preparer to do annual taxes. Provide cash for events. Approve appropriate expenses <\$400.
Co-Treasurer cotreasurer@harveymilk.com	Brian Smith	Co-Treasurer support and work together with Treasurer.
Communications communications@harveymilk.com	Anna Andefors	Work with Newsletter Committee to draft/deliver weekly newsletter. Keep Mailchimp records, online school calendar, PFC Bulletin Board updated Update Facebook and other social media accounts.
Recording Secretary recording@harveymilk.com	Joyce Lin-Conrad	Record all PFC Meetings and PFC Board Meeting Minutes Maintain email addresses, Slack, etc.
Staff Representative staffrep@harveymilk.com	Ms Reynolds	Speak on the behalf of the staff and act as a link between the parent/guardians and staff.
Principal MachadoR@sfusd.edu	Mr Machado	Jack of all trades, master of none

Make a Difference - Help Your Community - Volunteer Today!

Harvey Milk Civil Rights Academy Needs You!

Harvey Milk Civil Rights Academy
4235 – 19th Street
San Francisco, CA 94114
between Collingwood and Diamond in the Castro
(415) 241-6276
www.harveymilk.com

Parent Faculty Club contact
pfc@harveymilk.com

