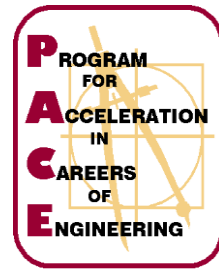


2014 - 2015 PARENT HANDBOOK



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

Jennifer Barnett	Executive Director
John M. Jones	Deputy Executive Director
Mike Perry	Director of Engineering
Silvano Brewster	Director of Mathematics
Carey Perry	Treasurer
Oswald Barrimond	Director of Eye-Opener Planning
Dianne Lyons	Director of Events Planning
Margaret Leddy	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 (Program for Acceleration in Careers of Engineering) family you took another important step toward helping to prepare your child for his/her future. PACE, focus on the technical advancement of African American and Hispanic / 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 Saturday mornings during the 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 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 making decisions about the program.

Weekly Snacks

Each Saturday, a parent volunteer will bring snacks and help to both setup and clean-up. Please arrive with snacks no later than 10am. The budget allotment per week is \$85.00, and parents are reimbursed upon the presentation of a receipt to the Treasurer. Please note that anything over the budget amount is considered by the program to be your donation.

The Snack amounts are as follows:

- 4 dozen bagels (2 dozen plain, 1/2 dozen whole wheat, 1 1/2 dozen can be a variety – raisin, poppy, sesame, etc...) please have the bagels cut as it saves time)
- 4 dozen donuts (1dozen plain, 1 1/2 dozen glazed, 1 1/2 dozen can be a variety – iced, chocolate, etc.... avoid filled donuts)
- Fruit (usually best value when in season), washed and cut as needed, e.g. grapes, melons, or oranges, -- **please note that** pre-cut fruit, can be expensive.
- 2 liters of juice (e.g. 1 Apple, 1 Fruit Punch)
- 1 case water (48 small bottles)
- Loose packets of cream Cheese – as needed
- Loose packets of butter – as needed

The lead snack coordinator will call to remind you when it is your week.

Fundraising

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

Events

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

- Holiday Heritage Celebration,
- College Tour, and
- Graduation & Awards Banquet

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

Parents Help Accomplish PACE Educational Goals

Parents can help PACE accomplish its educational goals by:

- Motivating your son/daughter to:
 - arrive on time (by 8:25 a.m.)
 - do his/her homework & projects
 - bring school work that will be reviewed in PACE classes
 - participate in trips and activities
 - study and be prepared for classes
- 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 to accomplish its goals by:

- Coordinating weekly snacks.

- Planning and executing the three (3) major PACE events (Holiday Heritage Celebration, College Tour, and Graduation & Awards Banquet).
- Planning and executing fundraisers (candy sale, calendar sale, etc.).
- Accomplishing educational goals (finding speakers, finding grants, etc.).
- Coordinating and/or chaperoning outings (College Tour and Engineering field trips)

PACE Events

Each school year, PACE hosts three major events:

- the Holiday Heritage Celebration,
- the College Tour, and
- the Graduation & Awards Banquet

Holiday Heritage Celebration.

This Celebration is held in **December**, prior to winter break. Parents, staff, and students participate by **preparing ethnic food items** and demonstrating their skills in a **talent show**. This Celebration is organized by the Director of Events Planning along with parents who volunteer to serve on various subcommittees. The subcommittees coordinate such activities as publicity, tickets, food, special guest performers, and talent showcase. Planning for this holiday celebration begins in late September.

College Tour.

The College Tour last is usually held during the 2nd week of November, when public schools are closed 2 days for the NJ Teachers Conference. Students select the college(s) they would like to visit each year. The Director of Events Planning and parent/staff 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 a November College Tour begins 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 seniors are recognized for completing the PACE program. Students from all grades receive certificates, trophies and monetary awards. Students are recognized for their success in Math and Engineering classes, as well as their displays of leadership, technical, and scholastic achievement. Parents, staff and the events planning committee organize 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

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

In summary, Parent Reps assist with the planning and execution of activities such 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.



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

VOLUNTEERS for EVENTS PLANNING ACTIVITIES

NOTE: At the first Parent Meeting, which is 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>Holiday Heritage Celebration (December)</p> <p>Planning dates: (Sept 10 – Nov 30) Secure <u>location</u>: (Oct 15) Event <u>planning</u>: (Sept 10 – Nov 30)</p> <p>Student participants in October- 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 Talent Show • Solicit students for reading of Nguzo Saba • Secure special entertainment (drummers, dance troupe, etc.) 	<p>At least 6 volunteers are needed, including co-chairs</p>
<p>College Tour (November)</p> <p>Planning dates (Sept 10-Oct) Secure bus by Oct 10 Secure schools by Sept 30 Secure Hotels by Oct 15 Down payment by Sept 30 Final payment 2 weeks before tour</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, including 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, including co-chairs</p>

2014 – 2015 SNACK SIGN-UP SHEET

Notes: Parents, please volunteer to coordinate **Snacks** for at least one **WEEK**.

Budget: \$85.00 per week **Reimbursement:** Give your receipts to the Treasurer for reimbursement.

DATE	VOLUNTEER(s)
Saturday, September 6	Orientation / First day
Saturday, September 13	
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 – College Tour
Saturday, November 15	Extra snacks (Parent – Instructor Conference)
Saturday, November 22	No snacks – Engineering Trip
Saturday, November 29	No Class – Thanksgiving
Saturday, December 6	Modified Schedule – Holiday Heritage Celebration
Saturday, December 13 – Saturday, January 17	Winter Break
Saturday, January 24	First day of Spring Semester
Saturday, January 31	
Saturday, February 7	
Saturday, February 14	
Saturday, February 21	
Saturday, February 28	
Saturday, March 7	Engineering Trip
Saturday, March 14	
Saturday, March 21	
Saturday, March 28	Need 2 parents here – Extra snacks for Open House
Saturday, April 4	No snacks – Easter Break
Saturday, April 11	
Saturday, April 18	
Saturday, April 25	No Snacks – Last Day of Class – Pizza Party
Saturday, May 9	NOTE: See you at our Graduation and Awards Banquet !!!!

VOLUNTEERS TO LEAD EVENT AND 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
Holiday Heritage Celebration	2 volunteer co-chairs
College Tour	2 volunteer co-chairs
Student-Run Community Service Event	2 volunteer supporters (support the student planners)
Graduation & Awards Banquet	2 volunteer co-chairs

PACE-MONMOUTH ANNUAL PROGRAM EXPENDITURES*

Class Supplies

- Mathematics Textbooks
- Engineering Textbooks & project kits
- Engineering Project supplies & tools

Educational Events

- Engineering Trips (2)
- Science Forum
- Math Bowl
- Thinkathon

Awards

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

General and Administrative Expenses

- Snacks, drinks, 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

- Holiday Heritage Celebration
- Student-Run Event
- College Tour
- Graduation & Awards Banquet

* See the Treasurer 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)
Holiday Heritage tickets	4 tickets & donate 1 food item
College Tour	Exact cost to be determined. (\$175 to \$275 in the past; \$100 for food / spending money)
Banquet ads (seniors)	at least \$450.00 (3 full page Ads)
Banquet ads (non-seniors)	at least \$80.00 (2 qtr. page Ads)
Banquet tickets (seniors)	3-4 tickets
Banquet tickets (non-seniors)	1-2 tickets
*NOTE: Your out of pocket expense for these events depends on our ability to secure grants / sponsors.	

PACE MONMOUTH 2014-2015 GOALS

A. Add new PACE Program Components to address student interest in Health-related fields

- At least two Healthcare-oriented Eye Openers
- Website resources
- Investigate potential partnership with Brookdale Nursing Program

B. Enhance the learning experience and delivery of instruction using online learning technologies, starting with at least one class this program year

- Put Scientific & Engineering Projects class online

C. Increase outreach to Students, Alumni and the Public by leveraging new strategies in online / web access to increase PACE awareness & involvement

- Facebook, Twitter, web-based surveys and information collection
- Investigate potential Brookdale resources to help

D. Obtain at least 2 grants to fund PACE-Monmouth trips this program year

- Engineering trip
- College tour

E. Recruit 3-4 new staff members for key areas of growth and staff augmentation

- Senior Engineering & Leadership Development
- Scholarship and College Prep resources
- Website development and maintenance

F. Centralize storage of and access to PACE planning materials and templates via our website

- Event Planning Calendars and templates
- Grant, fundraising and donation materials
- Meeting Minutes

2014 – 2015 CLASS INSTRUCTORS AND ASSIGNED ROOMS

MATH

Class	Room	Lead Instructor	Co-Instructor(s)
Algebra 1	ATeC 104	John Jones	Yvette Tankard, Tyesha Rice
Geometry	ATeC 103	Oswald Barrimond	Wasif Sattar
Algebra 2	MAS0 26	Courtney Pinnock	Derek Mahoney, Kevin Grant
Pre-Calculus	MAS 030	Silvano Brewster	Nabil Twyman, Mike Sligh
Calculus	MAS 032	Eduardo Pinzón	Jésus Batista
BREAK			

ENGINEERING

Class	Room	Lead Instructor	Co-Instructor(s)
Intro Engineering	ATeC 104 MAS 107	Mike Perry	Nabil Twyman, Derek Mahoney
Electrical Engineering	ATeC 106	Silvano Brewster	Andrew Edwards
Computer Science	MAS 113	John M. Jones	Mark Dennis, Eduardo Pinzón
Senior Engineering & Leadership Development	ATeC 103	Courtney Pinnock	Wasif Sattar

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 (Holiday Celebration, College Tour, Banquet). Support student-run event

External Funding

- Identify external funding sources (Grant Foundations, Corporations, Individual Contributors)
- Put together grant applications and submit these to funding sources

Fundraising

- 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 (Holiday Celebration, Banquet, student-run events, school visits, 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
- Plan Open House each Spring
- Plan school and church outreach each Spring

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