

2025-2026

HCS Parents Club Roles



All parents of currently enrolled Highlands Christian School (HCS) students are members of the Parents Club. Parents Club supports HCS by planning events, assisting teachers and staff, coordinating volunteers and helping to raise funds. Each spring, Parents Club officers and event chairs are nominated for specific positions, ideally for two-year terms.

Would you like to serve with us?

We are currently slating officers and chairs for the 2025-2026 school year. If you have any questions, please reach out to **Rachel Lane**, 254-718-7220, or to any of our current Parents Club members.

Current 2024-2025 Parents Club Officers and Chairs

President Rachel Lane
Vice President Erin Stone
Secretary Hailey Bain
Treasurer Maggie Morrow
Parliamentarian Beth Emerson
Auction Julianne Harper & Alexa Scott
Book Fair Leigh Breunig & Laura Lee Calce
Communication Brittany Perry
Chaplain Michelle Bill
Carnival Kate Cox, Courtney Harrison & Erin Stone
Enrichment Programs Kathryn DeLario & Jennifer Ortiz

Field Day Jessica Loyd & Kim Wolbrink
Grandparents Day Linde Giddens & Amber McCullars
Library Erica Duncan, Sue Goodrich,
Kelly Sea & Marina Simmons
Lunch Hailey Bain & Iuliana Istratii
New Family Liaisons Laurie Higgins & Meredith Sauer
Social Beth Emerson & Stephanie Touns
Teacher Appreciation Valerie Herrin, Lis McMullan
& Ginny Taylor
Yearbook April Cook & Brittany Perry

Chair Positions

Advancement Event Planner

The Advancement Event Planner works closely with the Director of Advancement with an emphasis on event planning to aid her fundraising efforts. This chair plans and executes the main fundraising event of the year and serves as a communicator between the Parents Club and the Director of Advancement. In the past, the main fundraising event has been the Auction. For the 2025-2026 school year, the focus will shift to a fundraising community event.

Time Commitment: Planning begins at the start of the fall semester by meeting with the Director of Advancement to prepare fundraising goals and event details. The winter is spent building excitement for the February event.

Book Fair

The Book Fair team works with the Librarian and book vendor to curate a selection of books that showcases literary classics and content to engage and inspire our Lion readers! The Book Fair is combined with Grandparents Day for an extra special event.

Time Commitment: Meet with the school admin and Librarian over the summer to discuss school's needs and create a timeline for the year. Secure the date with a selected book vendor. This spring event runs for 2-3 days, with volunteers helping during shopping hours.

Carnival

This community-wide event is fun for the entire family! Filled with bounce houses, activity booths, a cakewalk and other entertainment, our fall Carnival is an enjoyable day for all. Parents are encouraged to invite friends and neighbors, as this is a valuable outreach event for our school.

Time Commitment: During the summer, the Carnival team meets with school admin, books vendors and brainstorms ideas. The details are handled in early fall, closer to the event. This event typically is scheduled on a Saturday in mid-October.

Chaplain

As a Christian school, we thrive on prayer. Our Parents Club Chaplain gathers prayer requests for any needs within the HCS community. Our Moms in Prayer (MiP) group meets the first and third Friday mornings at a local park or mom's home to pray for our school, teachers, students and any other HCS community matters.

Time Commitment: Must be available to host the monthly or bi-monthly MiP morning meetings. Chaplain selects the dates and frequency of meetings.

Cub Club

Are you a Pre K or Kindergarten-aged mom interested in building a more connected community for our youngest HCS students and siblings? If so, we would love for you to lead Cub Club! We are looking for moms to organize playdates and outings with other HCS families with toddlers, Pre K or Kindergarten aged children to get a jump start to building lasting friendships.

Time Commitment: Ideally meeting once a month, Cub Club leader(s) will choose a time commitment that works best for them while creating fun experiences.

Enrichment Programs

At HCS, we enhance our students' educational experience by inviting speakers, authors and curriculum-aligned enrichment programs into our school. These programs vary each year, providing our students with a diverse and engaging learning environment. The past year's programming included visits from the Texas Storm Chasers and Perot Fire & Ice scientists.

Time Commitment: Meet with school admin in April to work on ideas and calendar dates for the upcoming school year. Also be available to be on-site if needed for each enrichment event.

Field Day

This is the most-anticipated day of the year for HCS students! Our P.E. Coach creates challenging activities to support sportsmanship, physical activity and teamwork. Students compete in team games and individual races, while their families cheer from the sidelines. Following the morning's competition, the Dads Club provides lunch for students and families.

Time Commitment: Meet with school admin and coaches in the fall to get initial details established. Planning continues in early spring for the May event. Schedule volunteers and any vendors or location reservations. Work with Dad's Club to fill volunteer roles.

Grandparents Day

For the 2024-2025 school year, Grandparents Day will be paired with our Book Fair. Grandparents will have the opportunity to attend Assembly, visit their grandchildren's classrooms and shop at the Book Fair with their students.

Time Commitment: Meet with the school in late fall to determine the needs for this event and team up with Book Fair to coordinate plans.

July 4th Parade

Coordinate the HCS float for the Exchange Club of Lake Highlands 4th of July Parade. Register for the event through the Exchange Club of Lake Highlands. Locate a truck and trailer, organize candy and swag for toss outs, assign poster board makers, and serve as a general point of contact. Event details here: <https://lhexchangeclub.org/events/fourth-of-july-parade/>

Time Commitment: Meet with the school admin and Director of Advancement in late May to determine float decor and plan accordingly. Must be in town and available for the Lake Highlands 4th of July Parade.

Library

Beginning in Second Grade, students read and test on books within their appropriate reading level through the Accelerated Reader (AR) program. At the end of the year, Parents Club works with our Librarian to host the AR Store, where students have the opportunity to purchase items with their accumulated points.

Time Commitment: Check in over the summer to see if the Library has any needs. Shop throughout the year for AR Store gifts. Set up and break down the event; this typically requires half a day prior and the entire day on the shopping day.

Lunch

Parents Club collaborates with Wholesome Food Services to offer hot lunches from area restaurants. Additionally, we coordinate volunteers to assist with daily lunch duties and monitor and purchase supplies for the lunchroom.

Time Commitment: Create and distribute the Sign Up Genius for lunchroom volunteers each semester. Communicate reminders during the week to complete orders. Assist with restaurant relationships when problems arise; sometimes this requires a timely response.

New Family Liaisons

New family Liaisons support the school by welcoming and guiding our new HCS families. This position assists the Director of Admissions with Admissions Open Houses, Buddy Families, the Spring Family Picnic and Moms Coffee.

Time Commitment: Year-round support for the months of April to April responsibilities, including event planning and execution.

Programs

This chair serves as a point of contact for teachers during Christmas and spring musical performances. This representative is available to assist teachers and Program Coordinator with program-related needs, including shopping for accessories, ironing or organizing costumes, and gathering volunteers to assist with the productions.

Time Commitment: Primarily focused in the month leading up to programs (November/December and March/April), work at school to organize costumes and identify needs and shopping list. Reports to Program Coordinator at HCS.

Pumpkin Patch

Our fall Pumpkin Patch is a festive HCS fundraising experience! We are seeking a chair or chairs to lead the planning and execution of this fall event to include a pumpkin patch, bake sale and community storytime. This will be combined with Carnival for a fall festival.

Time Commitment: Meet with school admin over the summer regarding dates and overall scope, book pumpkin vendors, set up and take down the event with assistance from volunteers. Pumpkin Patch will take place on October 16 and 17, 2025.

Social

Camaraderie and fellowship are essential for a strong-knit school community. Our Social Chairs host school-wide functions, such as the Back-to-School Party (August 17, 2025), Donuts with Dad (September 11, 2025) and Eclairs with Mère (February 12, 2026). These on-campus opportunities engage our HCS families to mingle and socialize.

Time Commitment: Meet with school admin in early summer to receive any pertinent details and dates for the above events. Must be available to host these events. Responsible for set up and take down of events.

Sunshine Coordinator

We are seeking a volunteer to help spread cheer by organizing meal trains, delivering flowers and offering communal support to new moms, those grieving or anyone in need.

Time Commitment: Provide support all throughout the school year as needed.

Officer Positions

President

The main functions of the President are to set the agenda for the Parents Club meetings and to delegate tasks to chairs and committees. The President may represent the Parents Club at various school events, such as Parents Night meetings and New Family functions. The President gives committee updates to the Principal on a regular basis and is the first point of contact for all Parents Club-related correspondence.

Time Commitment: Year-round support; host meetings; attend the fall and spring Parent Nights.

Vice President

The Vice President provides support to the President and helps coordinate Parents Club meetings. The VP also serves as liaison between the school and the Room Moms, sends communication to Room Moms and coordinates volunteers for Teacher Appreciation lunches.

Time Commitment: The majority of the workload is completed over the summer: communicating with the school, assigning class Room Moms and building their info folders. You will lead a Room Mom meeting the week before school starts and field Room Mom questions as they arise throughout the school year.

Communication

This role serves as a liaison between the school and the communication needs of the Parents Club chairs and officers. Design or editing experience is a plus!

Time Commitment: Year-round support

Teacher Appreciation

Parents Club goes above and beyond to pamper our teachers and staff. We organize monthly luncheons, birthday gifts and other small treats as tokens of our gratitude. Teacher Appreciation is a top priority, and there are numerous opportunities throughout the school year.

Time Commitment: Meet with the school over the summer to formulate a plan for hosting monthly lunches and overseeing birthday gifts for non-homeroom teachers and staff.

Yearbook

This team collects and organizes photos throughout the school year and uses an online software to design the yearbook, which is completed by the end of June. Yearbook organizes and hosts the annual Yearbook-Signing Party, once the yearbook arrives. Photography experience preferred.

Time Commitment: Collect and organize photos from classes and school events, and build the yearbook throughout the year. You will then host the Yearbook-Signing Party in the fall of the following school year.

Secretary

The Secretary records attendance and keeps the minutes of the proceedings at the Parents Club Committee meetings and Parent Night meetings.

Time Commitment: Attend all Parents Club Committee meetings (usually during the day) and Parent Night meetings to take concise notes.

Treasurer

This role oversees all financial matters of the Parents Club, including: help prepare and manage an annual budget, present annual budget to the school for approval, facilitate reimbursement and track expenditures through the HCS accounting platform (Ramp), coordinate with the HCS accountant to review recording of expenditures in Quickbooks to ensure accurate records.

Time Commitment: Year-round support; 5 hours weekly