



2020 - 2021 School Committees

Each member of the preschool who has a child enrolled in the Beginners, Threes, Fours and/or Pre-K Modified Cooperative Program is required to fulfill the responsibilities of a committee position each school year. Parents of students in the Non-Cooperative programs are encouraged to participate, and are greatly appreciated when they do so, but participation is not a requirement for their membership. Service on the Board of Directors takes the place of committee service.

The committees available differ greatly in the level and type of contribution required, but all are extremely important to the continued success of our school. Most of these committees fulfill duties that in a non-cooperative school would be performed by paid staff members. PLEASE NOTE: MEMBERS WHO DO NOT FULFILL THEIR COMMITTEE RESPONSIBILITIES WILL BE ASSESSED A FINE OF \$100.00.

Please read the committee descriptions carefully, and choose the committees that would most benefit from your talents. Except for those committees with special requirements, the assignments are made on a first-come, first served basis, and many committees with only one or two members go quickly.

Committee assignments are made in the summer and members are notified in September with most committee responsibilities beginning with the school year. However, some committees may be contacted prior to the start of classes, including Room Parents, Parent Education, and Maintenance.

For 2020-2021: We have removed many of our usual committees due to our shift to primarily virtual programming and the cancelation of many of our events. The duties of the remaining committees may also be different than in past years. The Fundraising Committee, for example, will focus on efforts that can be done virtually, such as product sales or a Spirit Night at a restaurant with take-out, rather than our usual in-person gatherings. Many of these committees may be fulfilled entirely remotely; others may require coming to the school building with appropriate social distancing (School Helper, Maintenance) or going to a store (Costco/BJs, Walmart/Grocery/Craft Store). Please contact the Secretary at cpisecretary@outlook.com if you would like to be assigned to a committee with duties that may be done remotely only.

REPORTING TO THE OFFICE MANAGER

Costco/BJs Buyer: Committee members will purchase supplies for the school about every six weeks, by using a list compiled by the Office Manager. Items will be purchased at either Costco or BJ's. The committee person must be a member of one or the other, or both. You will be reimbursed for all purchases.

Walmart/Grocery/Craft Store Buyer: Committee member will purchase supplies for the school about every six weeks, by using a list compiled by the Office Manager. Items will be purchased at Walmart, a grocery store or a craft store. You will be reimbursed for all purchases.

Scholastic Book Club: This committee is assigned to distribute book club information and order forms for Scholastic book orders. Upon receipt of the books, the committee members will sort them



Committee Descriptions

by class and distribute books through the totes. *During the COVID-19 closure, orders will instead be shipped directly to families.* Orders are placed approximately every month during the school year.

School Helper Committee: The members of this committee are assigned to perform such tasks as refilling glue bottles, replacing empty paper towel and toilet paper rolls, refilling copy paper, etc. The committee member will perform these duties at the school at least once a month under the direction of the Office Manager.

REPORTING TO THE VICE-PRESIDENT

Room Parent: Room Parent works closely with the teachers to help organize special projects and class parties. Members will organize class coffees and other opportunities for parents and children to meet outside of school and will occasionally be responsible for relaying information to class.

Teacher Appreciation Committee: This committee is responsible for organizing various activities throughout the school year and daily during Teacher Appreciation Week to show appreciation for the teachers, including breakfasts and/or luncheons (at the school or at restaurants) for the teachers, flowers and handmade cards from the students and other tokens of appreciation.

REPORTING TO THE DIRECTOR OF PUBLIC RELATIONS

Publicity/Graphic Design: You are responsible, under the guidance of the Director of Public Relations, for relaying the character and spirit of CPI to our community, and for educating prospective members from the area about the joy and satisfaction of co-oping in their child's preschool. You will create and post announcements of CPI events, such as the Open House and Registration and fundraising events, in the community at the request of the Director of Public Relations and others.

REPORTING TO THE CO-DIRECTORS OF FUNDRAISING

Fundraising Committee: This committee of enthusiastic and creative parents assists the Directors of Fundraising (Sales) with a variety of fundraising activities possibly including, but not limited to, requesting donations from the community, planning events, making arrangements for food and beverage, making arrangements for entertainment, decorating, etc., Original Artworks, CPI tote bags and t-shirts, and Spirit Nights at local restaurants. All committee members may be called upon to provide back up and support for any fundraising activities, including, but not limited to, product sales at various community events and membership meetings.

REPORTING TO THE DIRECTOR OF MAINTENANCE

Maintenance and Gardening Committee: You will work with the Maintenance Director in identifying and repairing facilities in and around the preschool. Tasks may include hanging hooks and painting and need to be completed when children are not in school. Handyman skills are a plus. In addition, this committee is responsible for maintaining the landscaping. This committee is responsible for planting plants, trimming hedges, weeding, spreading mulch and mowing the lawn.