

PART C – COMMITTEE OPERATION

GENERAL OVERVIEW

All member families of Steele Cooperative Preschool, with the exception of those serving on the board, are required to serve on one of the seven parent committees. These committees help to support the school and keep tuition costs down. Your active support of and participation on them is a requirement for the school's success.

On the subsequent pages, you will find the general responsibilities for each committee outlined, as well as detailed descriptions of the specific roles on each committee. Each member of the committee is accountable to the general responsibilities for the committee in addition to fulfilling the responsibilities of his/her specific position. To ensure accountability for these responsibilities, the chair of each committee, a member of the Parent Board, will communicate what specifically is expected of committee members in the next 4 to 6 weeks at the monthly committee meetings held in conjunction with the parent meetings.

Each committee also has access to a notebook and/or the Google Drive cloud share with information specific to its committee and the completion of its tasks. It is the responsibility of the chair of each committee to ensure this notebook and/or google docs are maintained and updated throughout the year. Documents must be updated and /or archived before the transition to the next Board Committee in May.

The Parent Board does provide direction to the committees regarding specific duties, but you are strongly encouraged to take ownership in this process and make suggestions for what your committee should be doing to help support the school and improve the educational experience of your child. That is part of what being a cooperative preschool is all about!

If you have any questions about committee operation, specific committees, or their responsibilities, please contact the Parent Board chair for this school year.

BUILDING AND GROUNDS AND CLEANING COMMITTEE

The purpose of the Building and Grounds Committee is to coordinate facility and equipment maintenance and landscape and playground care. The purpose of the Cleaning Committee is to ensure a sanitary and well-organized environment at the preschool.

Roles of Building and Grounds Board Co-Chairs

- Ensure necessary actions are being taken (weeding, watering, and occasional removal of gravel and rubber that may migrate from the play area) to care for the plants and trees and any other landscaping that requires it, including during the summer months.
- Plan and execute a “Grounds Rejuvenation Day” in the spring, including soliciting families to help, determining projects to be accomplished (e.g., sand replacement, any necessary equipment repairs, clean old growth from landscaping, even out playground surface, seal all wood) and participating the day of.
- Oversee snow and weed removal, sending reminders or making calls as necessary to snow and weed removal families.
- Help to ensure clean and well-organized classroom, work, and storage areas for teachers and students.
- Take fire extinguishers to be serviced the week before school starts

- Manage insect and pest control as needed
- Work with teachers on any extra grounds projects as needed.
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee

Roles of Building and Grounds Committee

- Maintain the integrity of the painted surfaces to ensure compliance with state licensing requirements (it is a violation of our license to have any peeling or chipping paint).
- Maintain any appliances and arrange for repairs, as necessary.
- Maintain play equipment, inside and out, and playground area to ensure safety.
- Maintain outside of school building, as necessary, including trash removal, maintenance of sign, cleaning of gutters, etc.
- In the winter months, ensure that any accumulated snow is removed from the front sidewalk, steps leading up to the school, sidewalk and steps between the school and playground, and back steps, in a timely manner on the day for which you have signed up to shovel.
- In the spring and summer months, sign-up for weekly weed mitigation from the playground and front landscaping.
- Participate in Grounds Rejuvenation Day, which takes place in April and is when the exterior of the building and playground are cleaned up in preparation for warmer weather. New sand is put in the sandbox, playground equipment is repaired if needed and wood surfaces resealed, yard debris is cleaned up, sandbox toys are organized, etc.
- Participate, as needed, in the twice yearly (January and late May) deep cleaning of the school in conjunction with the Cleaning Committee.

Roles of Cleaning Committee Co-Chairs

- Ensure weekend cleaning calendar is fully scheduled. Call families to schedule them if necessary.
- Email, call or text families to remind them of their cleaning responsibility several days before their scheduled weekend.
- Report any families not meeting weekend cleaning requirements or any complaints about cleaning to the parent involvement manager for tracking and possible review by the Parent Board.
- Manage the all-school and all-committee cleaning days (in late August, early January, and April), including ensuring families are signed up.
- Work with the teachers to create a comprehensive list of duties organized in a logical sequence for deep cleaning events.
- Report any families not meeting the deep cleaning requirement to the parent involvement manager for tracking and possible review by the Parent Board.
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee

Roles of Cleaning Committee

- Clean the school in turn on the weekend throughout the school year, approximately three times each semester. The cleaning list (see below) takes about two hours to complete.

You are encouraged to sign up early in the year to get your preferred weekends. The sign-up document will be sent out via email in August so families may choose preferred weekends for cleaning throughout the year. The schedule will also be posted on the board in the office. To enter the school on the weekend for cleaning, use the key found in the lockbox hanging on the front door. The access code for the lockbox will be emailed to you. Cleaning may take place anytime after Friday classes end and before Monday classes begin. Please report any issues with weekend cleaning immediately to the cleaning coordinators.

- **Weekend Cleaning Task List**

(These are also on the laminated paper in the box near the classroom sink)

- In the kitchen, clean any dishes. In the classroom, clean any paint brushes and cups, and water toys. Clean off all counters and sinks.
- Clean out and refill paint cups and place back on easel. There is no need to throw paint away if it is in good condition. Clean the easels and floor around the easels.
- Clean the following items with warm water and bleach solution:
 - Water table if it has been used during the week
 - All tables and chairs
 - Sinks, toilets, and changing table in both bathrooms. Check around toilet area as well.
 - Doorknobs and well-traveled wall areas that may have lots of fingerprints
- Wash and dry laundry (at your home). The hamper is in the back room. Return the clean laundry and place it in the appropriate location (towels in cabinet or plastic drawers, etc.) before classes start Monday morning, or early in the week if it doesn't seem to be crucial to have there Monday before class.
- Refill any empty hand soap containers.
- Reorganize imaginative play area. Put food, dishes, dolls, and instruments back where they belong; hang up dress-up clothes.
- Ensure that blocks are organized into proper bins.
- File dry artwork in student mail slots.
- Empty recycling bin into outdoor container.
- Mop the floor.
- Vacuum the rugs.
- Sweep the walkways and steps, as needed, to ensure they have no slipping hazards, such as rubber mulch and pea gravel. In the kitchen, clean any dishes, paint brushes and cups, and water toys. Clean off all counters and sinks.

- **Cleaning Substitution:** If you are unable to clean on the weekend you have signed up for on the calendar, it is your responsibility to make every reasonable effort to find another family from the cleaning family list to substitute for you. If you are unable to find a substitute, you must contact the

cleaning coordinators. You are expected to make up your missed duty by signing up again or, if all weekends are scheduled, you will be assigned a comparable task to complete.

- **Failure to Clean:** If you fail to perform your cleaning and do not provide the cleaning coordinators with a valid reason for doing so, you will be assigned another time to clean or, if all weekends are scheduled, you may be given another comparable task to complete. The enrolled child of any family who misses weekend cleaning repeatedly may have their file sent for review to the Parent Board, according to the procedures described in Section 18.

Participate in the twice yearly (August, January) deep cleaning of the school, where toys are washed and reorganized; the kids' artwork is sorted and distributed; closets are cleaned out, etc. **AND** the Spring Grounds Day (April). Cleaning and snow/weed removal families at the preschool sign up for a two-hour block of time during these weekends to fulfill this obligation to the preschool. The Cleaning Committee provides a list of tasks to choose from when you arrive. Please report any issues with deep cleaning immediately to the cleaning coordinators.

ENROLLMENT COMMITTEE

The enrollment committee works to ensure that enrollment stays at optimal levels.

General Responsibilities of the Enrollment Committee

Roles of Enrollment Board Co-Chairs

- Provide information about Steele Cooperative Preschool and the application process to interested parties.
- Inform teachers of all students with allergies, students with immunization exemptions and students without photo consent so they can maintain the health and safety of all children at the school.
- Provide current information about Steele at any outreach opportunities that arise, including those happening during the summer, and follow up with any interested parties afterwards
- Run enrollment lottery in March as needed with Board Chair and Director
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee
- Maintain and update Enrollment pages on Steele Cooperative Preschool Website and documents in Google Drive.

** If a new enrollment co-chair needs to be elected for the upcoming year, this will take place before the lottery and the new co-chair will begin responsibilities the day after the lottery for the following school year*

Roles of Enrollment Committee

Database and Records Assistant (Not active 2017-2018 - role covered by Board Chair)

Responsibilities

- File applications, medical forms, and permission slips into appropriate student files as needed

- Transfer Abuse Awareness training documentation from old files to new ones for continuing families.
 - Follow-up with students who are missing any necessary forms or paperwork.
 - Add student and family info to Alumni Database.
 - Hardcopy student files must be kept for 3 years. After 3 years, files may be shredded, but ensure they are in the Alumni database first.
 - Access all application and lottery data
 - Generate emergency contact lists and necessary paperwork for field trips from database and update as needed.
 - Generate class and committee rosters from the database and update as needed.
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FUNDRAISING COMMITTEE

The purpose of this committee is to raise funds for the operation and maintenance of the preschool, which is done chiefly through appropriate goods and activities that provide value and entertainment for our supporters and community. Fundraising is integral to being able to implement school improvements, offer affordable tuition, and support scholarships.

Fundraising Events (not limited to)

- Steele-A-Laugh - An adult only event featuring silent auction and entertainment
- Steele-A-Deal – An annual event featuring a raffle and live entertainment
- Logo Gear –Merchandise with the Steele Preschool logo you can purchase

Roles of Fundraising Board Co-Chairs

- Plan and implement fundraising projects with the Parent Board's direction and members' input.
- Publicize Steele fundraising activities.
- Lead efforts in raising funds and fostering financial support for the school.
- Support the efforts of all fundraising sub committees and coordinators.
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of the committee
- Update website calendar as it relates to your committee

Roles of Fundraising Committee

- Make reasonable efforts to attend Fundraising Committee meetings or notify the chair if unable.
- Working with other committee members, create publicity materials for fundraising events.
- Consult with outreach coordinator to combine publicity for fundraising and recruitment as is possible.
- For Steele-A-Deal, prepare publicity materials (including, but not limited to, flyers, press releases, articles for local publications, and ads) and arrange for appearances on local news programs.
- Create program for Steele-A-Deal.
- Research local retailers that are willing to contribute a portion of profits to Steele.

- With input of Parent Board and fundraising chair, schedule three or four events for the year.
- Work with social media coordinator to publicize any of these opportunities to current cooperative members, alumni, and the local community.
- Work with payment coordinator and/or treasurer to ensure collection of funds raised.
- Send out letters to corporations requesting donations and follow up on these requests.
- Create a list of potential donors, based on lists from previous years in the 32nd and Lowell and Tennyson retail districts, for families to sign up to solicit.
- Assign families to any donors left unaccounted for; ensure that each family has submitted donations and follow up with those who haven't.
- Enter donation information into database and arrange for storage of donations in a secure place.
- Write thank you notes to all donors to Steele-A-Deal, including corporate ones, or for any other fundraising event that is held, at the time the donation is received.
- After Steele-A-Deal, follow up on any unclaimed prizes to get them distributed.
- Locate and work out logistics (contract, date, etc.) of venue for Steele-A-Deal.
- Secure entertainment and food vendors for event.
- Organize activities for kids at the event.
- Plan and coordinate setup and teardown of the venue.

Ticket and Games Manager (*Filled by Teacher Debbie for the 2017-2018 school year*).

Responsibilities:

- Attend the state-sponsored Games Manager training.
- Apply for raffle license in compliance with state regulations.
- Work with fundraising chair to design and order raffle tickets per state regulations.
- Working with the class parents and bookkeeper, manage the overall distribution, collection, and auditing of raffle tickets.
- File the necessary reports for the Secretary of State.

OUTREACH AND TOURS COMMITTEES

The outreach committee works to publicize Steele in the community using a variety of tactics. The tour committee works with prospective families to arrange tours of the preschool throughout the school year.

Some of the outreach events include:

1. First Friday on Tennyson at First Star to the Right
2. Highlands Street Fair (June)
3. Open House (March)
4. Possible Summer Open House, if needed (August)

Roles of Outreach and Tours Board Chair

- Plan and execute enrollment booths for appropriate outreach events, including those happening during the summer, which is the busiest time for Outreach
 - Coordinate staffing for each event and be available for shifts requiring extra staffing
 - Work with team to help setup and teardown of the booth
 - Be on-call as needed the day of event
 - Most events setup at 9 a.m. and tear down between 5 and 6 p.m.
- Plan and coordinate participation in additional local events.
- Manage all supplies, materials and transportation for outreach events.
 - Booth table and chairs
 - Tent
 - Steele banner
 - Advertising materials
 - Additional supplies as coordinated
 - Large vehicle for transport to and from event
- Restock and organize supplies as needed.
- Help with advertising to alumni families for fundraising efforts
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee
- Update website calendar and social media accounts as it relates to your committee

Roles of Outreach and Tour Committee:

- Work with prospective families to arrange tours of the preschool throughout the school year.
- Each class with the exception of the Frog class will have one Tour Assistant responsible for giving tours during that class period. (Depending on the number of families enrolled, the Frog class may be assigned its own tour guide.)
- Tours will start in October to give current students a chance to acclimate to their surroundings.
- Tours are typically given 15 minutes prior to class and then prospective families may stay and observe the class.
- Help advertise events Steele Cooperative Preschool is involved in throughout the year.
- Submit information regarding events Steele is involved in to local newspapers such as: Northwest Denver Tribune
- Post information regarding the events Steele is involved in on local websites such as:
 - Highlands Mommies
 - Steele Cooperative's Facebook Page
 - Steele Cooperative's Yahoo Group
 - Nextdoor

PARENT INVOLVEMENT COMMITTEE

Building community and supporting the parents in their child's first educational experience are hallmarks of the cooperative preschool experience, and those are the primary purposes of the Parent Involvement Committee.

Roles of Parent Involvement Board Chair:

- Build a sense of community within each class and across the school.
- Provide information on resources that parents may find helpful and useful and support parent enrichment on child-/school-related topics they wish to learn more about.
- Schedule speakers or other enrichment activities as necessary regarding these topics to follow the parent meeting at least once a semester.
- Plan a food, clothing, and/or toy drive during the holidays in which the students can actively participate.
- Plan the summer playgroup schedule with input from members of the cooperative.
- Maintain an accountability roster of all family members.
- Inform teachers of all parent/guardians who take the Sexual Abuse Awareness Training for aiding in classroom. Follow up on parent/guardians who need to complete training.
- Coordinate the all school picnic. Set date and arrange venue in early May. Publicize event. Plan activities. Recruit volunteers for clean up.
- Plan all-school and community socials as necessary.
- Create binder of pictures of activities and documentation of events for annual rating process.
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee.
- Update website calendar as it relates to your committee.

Roles on the Parent Involvement Committee

Class Parents – 1 per class

- At the beginning of the school term, contact all the parents in your class to introduce yourself and ensure that all the parents in your class have been introduced to each other.
- Assist teacher with any special needs for various holiday parties and class field trips or other class events, including soliciting extra aides or help, if necessary, and answering questions that other families in the class may have.
- Assist with any items that need to be communicated to all parents in the class, such as school closings for weather, class cancellations, etc.
- Assist the parent involvement manager by ensuring that the aiding schedule for your class is filled for the next three to five weeks and encouraging parents to sign up when you see open days. Report any problems with the aiding schedule to the parent involvement manager.
- Plan occasional social events (at least two per semester) for families in the class to have an opportunity to get to know each other better and foster a sense of community. These can take place either during class time or at another time. Ideas include having a picnic before or after school, meeting at a playground, or going for coffee or lunch.
- Serve as fundraising representative for your class, as needed.

Field Trip Coordinator (*Role filled by Teacher Debbie for the 2017-2018 school year*).

Responsibilities:

- Organize the following all-school field trips, including publicizing them, coordinating necessary payments, securing any needed volunteers, and coordinating collection of permission slips:
 - Harvest-themed trip in October
 - Curriculum-themed trip in early spring
 - One other field trip may also be scheduled

Book Order Coordinator (*Role filled by Teacher Lorelei for the 2017-2018 school year*).

Responsibilities:

- Distribute Scholastic Book Order catalogs to all families at least three times throughout the school year (before the holidays, in February, and before the end of the school year).
- Collect orders and money and process the order.
- Distribute the books and other materials when they come in from Scholastic.

School Nurse (*This is a paid position for the current school year.*)

- Per state requirements, develop care plans for children at the school with special medical needs.
- Help maintain compliance with letters of good health and manage all immunization records. Nurse reports to director.

Website Coordinator (1 Family for 2017-2018 school year)

- Maintain and update Steele Cooperative Preschool Website
- Manage Website hosting, domain name, security and ensure payments are up to date.
- Coordinate email forwarding from Website and updates Board member access to Website.

Social Media Coordinator (1 Family)

Help advertise any and all events Steele Cooperative Preschool is involved in throughout the year.

- It is the responsibility of the committee member (i.e. fundraising, tours etc.) to provide the social media coordinator with the necessary information needed to post.
- Post picture of class learning or Steele event twice a month on Facebook page
- Post information regarding the events Steele is involved in on local websites such as:
 - Highlands Mommies
 - Next Door
 - Steele Cooperative's:
 - Website

- Facebook Page
- Instagram
- Yahoo Group
- Send emails via MailChimp
- Submit information regarding events Steele is involved in to local newspapers such as:
 - Northwest Denver Tribune

Grant Writer (1 Family for 2017-2018 school year, to be filled as an as-needed basis)

- Becomes familiar with Steele Cooperative Preschool's goals and financial needs
 - Researches and identifies potential funding sources
 - Prepares grant applications and proposals
 - Works closely with Treasurer, communicates pertinent information to the Board
-