

Committee Descriptions

Denver Cooperative Preschool
2010-2011

CLASSROOM LIASONS

(13 families) - Coordinator: Diana Gonzales 303-322-3994 (2009-2010/2010-2011)

Responsible for the oversight and management of parent responsibilities within each class. This includes arranging for and distributing the schedule of parent helping days, planning a class social for parents at the beginning of the year, and assisting the Administration Committee at class kick off prior to the start of school. Liaisons are an additional line of communication between parents in your child's class and the Governing Board of the school. Accordingly, class liaisons attend one Governing Board meeting a year to report on class happenings. Additionally, classroom liaisons coordinate the class gift for the auction as well as gifts for teachers on various occasions and serve as a special assistant to the teacher, assisting with the organization of field trips among other things.

Please note that Classroom Liaisons must be in town and available the last two weeks of August to help fulfill beginning of the school year obligations.

COMMUNICATIONS

(5 families) - Coordinator: Jennifer Fish 720-381-0607 (2009-2010/2010-2011)

Members are responsible for all systems of communication including but not limited to: writing feature articles, collecting and editing newsletter submissions, compiling the calendar of events, soliciting advertising, and distribution of the monthly DCP Crier, the schools newsletter as well as displays for the school bulletin boards and lobby. Additionally, this committee will be involved in marketing DCP in the broader community. This committee shall handle all publicity efforts for the purpose of maintaining adequate enrollment of the school. **One or two families should be available during the week of August 24th to help with displays in the school.**

FAMILY ACTIVITY AND COMMUNITY EDUCATION (FACE)

(12 families) - Coordinator: Brigitta Robinson 303-250-8493 (2009-2010/2010-2011)

This committee plans and organizes family-oriented social gatherings for the DCP community and educational events for the community. In addition to coming up with interesting topics and ideas for fun gatherings, responsibilities include finding speakers, publicizing events, providing refreshments, babysitting and taking care of set-up and clean-up for each event. Members of this committee also provide the aforementioned services at some meetings, Open House and the annual All-School Picnic and Art Show. **Please note that costs associated with bringing refreshments to events are generally not reimbursed.**

FINANCE

(7 families) - Coordinator: Charlie Willhoit 303-974-5133 (2009-2010/2010-2011)

This team of parents manages the preschool's finances. Duties split among members of this committee include handling tuition payments, lunch bunch fees, accounts receivable, payroll, accounts payable, scholarship allocation, and preparing the 2010-2011 budget.

FUNDRAISING

Coordinator: Amanda Solomon 303-282-5003 (2009-2010/2010-2011)

Social Fundraising (14 families) – Poker night for dads, night out for moms, and the Wine Tasting are examples of some of the events this committee has overseen. Members are responsible for planning, coordinating and executing all the fundraising activities (except for the all-school auction) for the preschool. This work includes coordinating publicity with the Communications Committee and encouraging the involvement of the parent-body to support fundraising events. Committee members are also asked to attend most if not all the events and all the planning leading up to each event. There are typically 4 events spaced throughout the year. There is a cost associated with attending the fund raising events that members of the committee must pay. The costs vary and change based on the event and committee input.

Auction (18 families) – This committee takes responsibility for the “inner-workings” of DCP's biggest fundraiser, our annual spring Auction. Duties shared by these committee members include coordinating acquisition of auction donations, preparing the auction booklet, decorating for the auction as well as publicizing the auction and helping with the set-up, clean-up and running of the auction.

The scope of this work requires a significant time commitment, especially in the month prior to the auction - which means that babysitting arrangements may be necessary at times. It is helpful, though not required, to have a year at the DCP under your belt or to have experience participating in auctions at other schools.

INDOOR MAINTENANCE

Coordinator: Grace Dee 303-744-3129 (2009-10), Jennifer Lloyd 720-253-9517 (2010-2011)

All Members of this committee must be available on August 16 (9am-1pm) and 18 (9am-12pm) to help with set up of the school.

Animal (2 families) – On a rotating basis, members of the Animal Committee are responsible for the twice weekly maintenance of all animals and their cages (we currently have fish, frogs, hermit crabs, and birds). You may be asked to help buy food and litter as well as coordinate care for the animals during school vacations. Members might also be periodically asked to write articles for the DCP newsletter promoting the enjoyment and knowledge of the animals.

Indoor (10 families) – This group is responsible for the regular maintenance and repair of classroom and indoor equipment, and such as the library cabinet, ordering, organizing and storing indoor supplies (on the school premises), first aid kit, lost and found, laundry, etc. Some members will also be responsible for notifying the parent-body to remind them of attendance responsibilities at all-school clean-ups.

OFFICE/ADMINISTRATIVE

(3 families) - Coordinator: Director (303) 777-6867

Serving on this committee means you can expect to spend about three hours per month helping out in the preschool's front office. Duties include giving tours, planning staff gatherings, answering the phone, organizing files, and assisting our Director and teachers with whatever other administrative chores may arise. **Please note that it is best to have at least one year at the DCP before choosing this committee.**

OUTDOOR MAINTENANCE

(12 families) - Coordinator: Amy Schiller 720-353-1972

Members are responsible for the weekly general maintenance of the outdoor play space and equipment and for helping to organize any major outdoor projects. This committee tries to incorporate the children into their work in order to help instill pride in the school and requires a commitment of two months of weekly or biweekly outdoor clean-up and then minimal duties for the rest of the year.

PLANNING

(4 families) - Coordinator: Erin VanClay 303-321-5093 (2009-2010/2010-2011)

This committee serves in a stewardship role, looking at the current and long-range needs/goals of the DCP and coming up with strategies to address them, thereby insuring the health and stability of our school.

TECHNOLOGY

(4 families) - Coordinator: Michael Cinkosky 720-217-9339 (2009-2010/2010-2011)

This committee is responsible for the assessment and maintenance of the technological needs of DCP, including information technology services, systems and equipment. This includes oversight and maintenance of our website (an ever-evolving piece of our outreach).