

Committee List for 2006-07

The following is a list of our school committees. Please peruse the list and select the top five committees you would enjoy most.

Administrative Support - 1 member

You will serve as a consultant to the director. Delivers and picks up photocopying, mail as needed, meets weekly with the director to assist with on-site tasks and off-site errands. May include research projects, phone calls, preparing flyers, filing and distributing paperwork and more!

Bathrooms – 2 members

Each member cleans the bathrooms once each week for the school year. Your child receives one free hour of EDC the day the bathrooms are cleaned. The cleaning would need to be completed prior to 10 a.m. on Tuesdays and after 1 p.m. on Thursdays (this job could possibly go to a MWF family).

Board of Directors – 7 members, including President, Vice-President, Secretary, Treasurer and 3 Members at Large

The Board of Directors monitors enrollment, manages school finances, assists with the needs of our parent committees, monitors the upkeep of our facilities and equipment and serves as liaison between Sandy Hill and the Unitarian Fellowship. Each board member also enjoys a liaison relationship with at least one committee, as well as with new Sandy Hill families (to be determined).

Community – 3 members, including 1 chairperson

Organizes 2-3 parent education workshops for the school year. One workshop covering Kindergarten readiness is given in January or early February. Polls the members for topics of interest in September. Invites local speakers to discuss these topics, organizes set-up and clean-up, and provides appetizers and beverages for the parent talks. Locates recipients for and organizes two community benefit drives (such as food, clothing, book and/or toy drives) during the school year. Prepares flyers/posters for each event! Deliver the thank you letters to all donors involved in the Spring Fundraiser.

Computer Support – 2 members

Updates parents' email addresses as needed on the group e-mail list. Manages SHNS website including sending surveys, and posting newsletters. Assists the Board and Director with correspondence throughout the school year. Assist the Spring Fundraiser with computer support leading up to and on the night of the event. This includes inputting all computer information.

EDC for Board Meetings & Parent/Teacher Conferences– 1 member

Supervise Sandy Hill children from 12:30 to 2:30 on the playground once each month. The board members usually meet during the third week of the month (TBA). Your child receives free EDC the day of the meeting. This also includes helping out on the

playground during the bi-yearly P/T conferences. The days will be coordinated with you and the teachers (12:30 to 2:20).

EDC for Staff Meetings & Parent/Teacher Conferences– 2 members

Supervise Sandy Hill children from 12:30 to 2:20 on the playground once each month. The staff members usually meet on a Friday during the second or third week of the month (TBA). Your child receives free EDC the day of the meeting. This also includes helping out on the playground during the bi-yearly P/T conferences. The days will be coordinated with you and the teachers (12:30 to 2:20).

Fall Fundraiser – 2 members

This committee organizes the fundraiser (mandatory participation from all SHNS families) in late October/early November. You will prepare flyers and posters to inform parents about the event. Collects orders, payments, arranges delivery and storage/distribution location. (The Board of Directors will determine what 2006-2007's product will be). Manage the raffle for the Spring Fundraiser. Coordinate with the Spring Fundraiser Committee over the items to be raffled.

Laundry and Recycling – 1 member

Collects paper recyclables from each classroom and transfers to the recycle bin on site twice each week. Collects and launders towels from each classroom weekly, launders paint shirts and dress-up clothes upon request.

Purchasing – 2 members

Inventories frequently used items each week (paper towels, bathroom supplies, cleaning supplies, first aid items, disposable cameras, office supplies, etc.) and purchases items as needed. Economically shops for items as requested by the Director. Costco membership preferred for best prices on bulk items, shop at Smart and Final for some classroom items. Delivers appropriate items to the storage shed, bathroom supply closet and/or classrooms. Checks the expiration dates on the medicines stored in the emergency supply closet in September and in June, requests and rotates items as needed. Accurately computes receipts and requests reimbursement on a monthly basis.

Room Parent – 6 members, one for each class

Communicates with parents on a regular basis regarding projects, class activities, school events, field trips, etc. Organizes special activities before winter break, during teacher appreciation week, for the teacher's birthday and in June to celebrate the end of the school year. Coordinates class parties, potlucks and special occasion snacks. Tracks parents' help days, ensures each class day has at least one parent helper, then creates monthly parent participation calendar and distributes to each family in the class by the first of each month. Purchases cloth napkins (washcloths work great) and small, stackable, **identical** plastic cups for snack use prior to the first day of school. Organizes class effort in creating a gift basket and art work (hand-print platter) for Spring Fundraiser.

School Spirit – 3 members, including 1 chairperson

Coordinates annual sale of Sandy Hill t-shirts and sweatshirts in October. Collects orders, payments and distributes shirts. Educates parents about eScrip program and promotes eScrip throughout the school year. Notifies parents via flyers/posters about each of the above fundraising opportunities. Create and send the invitations to the Spring Fundraiser. This includes sending a save-the-date via e-mail, and flyers in January. This also includes receiving and processing all RSVP's.

Snacks – 2 members

Checks local grocery stores weekly specials and seasonal produce. Purchases organic snack (crackers and fruit) items for the Sandy Hill children. Delivers case items to upper classroom's refrigerator and stocks small refrigerator in lower classroom on a regular basis. Requires checking the upper refrigerator weekly to ensure snack supply is adequate. Adheres to the budgeted amount for snack expenditures. Accurately computes receipts and requests monthly reimbursement. Cleans and organizes the refrigerators once a month.

Social Committee – 6 members, including 1 chairperson

Organizes the parent's potluck, the family picnic, the Spring Fundraiser party, and the end of the year party. Arranges location, notifies parents via flyers/posters, organizes sign-up sheets, sets up the event, plans activities and cleans up. For the spring fundraiser party, you will also coordinate, food, music and entertainment (if applicable).

Spanish Teacher – 1 member (this member has already been predetermined)~Nana~

Teaches Spanish to each of the six classes (2x each month). Incorporates children's stories and songs into the 20-30 minute lessons on a volunteer basis.

Spring Fundraiser – Silent & Live Auction – 10 members including chairperson, computer co-chair, donations co-chair and receiving co-chair

The event of the year! Solicits sponsors to donate items. Organizes donations for bidding purposes and drawings. Requires participation in organizing gift baskets, creating auction pamphlet, helping with set-up and clean-up duties and assisting during the event. Will need to maintain communication with the social, computer, school spirit and community committee (they all play an important roll in the success of the fundraiser).

Summer Session Support – 1 member

Assists the Director with various duties throughout the summer of 2006 while the regular school-year committee members are on hiatus! Responsibilities will include on and off site tasks throughout the summer – please see the descriptions of Administrative Support, Purchasing, Laundry and Recycling, and Snacks.

Work Party- 8 members, including 1 chairperson

Work parties are scheduled twice a year, for one weekend in the fall and again in the spring. Each Sandy Hill family agrees to send one parent to work either on Friday (from 11:00-3:00 or 1:00-5:00) or on Saturday (from 9:00 a.m. to 1:00 p.m.) for each work

party. The Work Party Committee coordinates paint and repair, maintenance, landscape and cleaning teams. Organizes the workload for each day. Arranges for pick-up/delivery of necessary items for the various tasks (sand, wood, paint, sandpaper, hardware, trash, etc.). Provides tools, cleaning supplies and refreshments for Sandy Hill parents. Notifies parents via flyers/sign-up posters. Arrives early to prepare for jobs and stays late to make sure classes and grounds are ready for use by both Sandy Hill and the Unitarian Fellowship. Requires Work Party members' participation on both Friday and Saturday for the fall and spring work parties.

You will perform routine repairs throughout the school. I will go down the work party committee list and call upon each of you as maintenance issues arise. May occasionally need to repair items within 24 hours.