

# **OVCNS COMMITTEE POSITIONS**

## **CURRICULUM SUPPORT**

### **-Projects(1preschool/1toddler)**

Liaise with teachers regarding all projects and supplies. Assist Director and teachers with curriculum preparations as needed. Shop for supplies if needed by teacher or director. Periodic cleaning of classroom and sheds. Act as a resource for planning projects,science,pets,fish,animal,gardening with children.Insure weekly supply of play dough for school.

### **-Education and Library (1 parent)**

Liaise with teacher regarding Library closet. Organize manage lending library.  
Organize book club for parents to purchase books (i.e. Scholastic, Chinaberry etc.) Fall, Winter & Spring.  
Organize book fair:promote,arrange to pick up and drop off books,arrange for parent support.  
Make available bookplates for when books are purchased in a child's name.

### **-Field Trips(1parent)**

Organize field trips.In sept get together with the Director and plan roster of monthly field trips for the year.  
Schedule field trips with a lot of notice.Field trips need to be scheduled in advance and communicated to all families with a respectful advance notice.Manage permission slips-to be signed by parents before each field trip.Make sure signed medical release forms and first aid kits are taken on trips.

### **-Preschool and Toddler Liaison(1 parent)**

Internal communication-send email/conduct phone tree to families whenever timely communication is required(ie:health alerts,reminders of upcoming important events,etc..)  
Represent parental concerns and priorities at monthly board meetings and provide feed back from the board to the parents.Assist in orienting new families by greeting them at their initial session,introducing them and ensuring they receive a parent hand book.  
Coordinate teacher gifts at winter holiday and end of year.

### **-School Celebrations(1 parent)**

Coordinate with the director to plan for school celebrations and parties.  
Assist as needed in making arrangements for school parties.  
Make sign up sheets for parties.  
Recruit volunteers to help with parties.

**-Neighborhood for Learning Representative(1parent )**

Represent OVCNS at NFL

Advocate for our school needs.Report to the Board to keep OVCNS up to date on NFL changes ,happenings and issues.Assist OVCNS families with involvement with NFL. Liaise with NFL office about scholarship and mini grant deadlines.Help NFL scholarship recipients with the application process.Maintain records of scholarship recipients.Invoice NFL office for reimbursment.Attend monthly NFL meetings.Post information about community events on bulletin board and in newsletter(via secretary).

Keep a separate attendance sheet for NFL scholarship students,submit monthly.

**FUNDRAISING SUPPORT**

**-Greens(2 parents)**

Liaise with Fundraising Board member about events and details.Prepare Greens packages in Sept.early Oct..

Fully educate community about sales process.Provide weekly reminders to sell.Collect orders.place bulk order with Sherwood Forest Farms.Receive bulk order and organize the distribution of Greens.Distribute Greens to parents for delivery.Arrange for sale at Farmers Market in Dec.

**-Family Fun Day(2 parents)**

Liase with the board to decide a date.All year meet and plan for type of event.Recruite and liaise for specific departments related to event.Assemble a group of people to organize event;publicity,procurement of items, set up and clean up,tickets and sales,auction and food.

**-It's My Art(1parent)**

Liaise with Fundraising Board member about event and details.Needs to be organized well in advance to ensure items are delivered well in advance before Mothers Day.

**MAINTENANCE SUPPORT**

**-Health & Safety(1parent)**

Coordinate 2 fire drills-first in Sept.( Talk to director)

Schedule first aid presentation(Sept.)and earthquake preparedness.

In Sept. Inform parents of emergency procedures.

Once a month, take home and launder (and mend if necessary) dress up clothes and clean hats with disinfectant for lice.

Cleaning indoor and patio toys: Once a month, clean play dough tools, dolls, and other indoor and patio toys.

Clean toys more often when necessary. All materials to be returned the following school day.

Regularly check toys and equipment for safety. Oversee welfare and safety of grounds.

Set a regular schedule for eradication of black widows.Make sure parents are aware of proper eradication of black widows and are checking on their work days.

Create new emergency preparedness kits, for all of the children in the school (about 40).

**- Pop-up shade structures(1 parent)**

Arrange to have structures taken down during bad weather and set back up when weather subsides.

**-Supplies(1 parent)**

Purchase (reimbursement from the school)cleaning supplies and paper goods

Ensure that the school always has a supply of water.Organize cleaning supplies and paper goods.

Produce,manage and track supplies list attached to inside of supply closet door.Maintain a well stocked supply of all goods.Liaise with Director regarding current school needs.Communicate with treasurer about finances.

**MEDIA SUPPORT**(Rebekah Buley-President/ Jennifer Wing-Director/Lynn Rimkus-Treasurer)

**-Publicity(3-4 parents)**

Submit press release to local media regarding school events and fundraisers (see Elana Daley-Fundraising chair)Ensure that the school brochure and other publicity materials are current and in appropriate supply,especially for big events.Consult the treasurer and the board regarding buying supplies and printing. Develop a relationship with the Ojai Valley News and submit materials on a regular basis.

Organize and supervise the school's participation in Ojai's community events.

- Ojai Day
- Ojai Family Festival
- Other publicity friendly event

Poster blitz;create posters and supervise poster blitzes around town and at fundraisers.Display school brochure Around town on bulletin boards ie; Library,doctors office ect..

**-Historian/Photographer(1 parent)**

Take photographs of kids throughout the year and either safeguard digitally or store in a file for each child.

Periodically make photos available for posters and displays for classroom and events.

Create a year book/scrap book for children to receive at graduation.

Toddler collage-create a laminated collage fo toddler children,or assign this to a toddler parent.

**-Website Coordinator(1parent)**

Create and maintain school website.