

CNS SCHOOL ADMINISTRATION
2023-2024

BOARD OF DIRECTORS

President _____

Membership _____

Membership Co-Chair: _____

Secretary _____

Treasurer _____

Fundraiser _____

COMMITTEES

Class Parents: This person would be the teacher's first point of contact if the teacher needs to cancel class on short notice, end class due to an emergency, etc. This person must be willing to text parents/guardians in their child's class to fulfill this role.

3AM: _____

4AM: _____

3PM: _____

4PM: _____

Scholastic: This person is responsible for distributing book order forms, determining order and payment dates, and sorting and distributing book orders.

Name: _____

"Party Parent": This committee is responsible for coordinating with the teacher and organizing the sign up list for the class holiday parties.

3AM: _____

4AM: _____

3PM: _____

4PM: _____

Bi-weekly Vacuuming: The 3's parents will be responsible for vacuuming one day during the first and third week of the month and the 4's parents will be responsible for one day on the second and fourth week of the month.

3's: _____

4's: _____

Field Trip Money Collections: This committee is responsible for collecting money and keeping record of who paid and how much for field trips throughout the year.

3AM: _____

4AM: _____

3PM: _____

4PM: _____

Picture Day Chaperone: This committee will assist the teachers with picture day tasks including distributing fliers and forms to students, assisting on picture day as needed, and distributing orders.

3AM:_____

4AM:_____

3PM:_____

4PM:_____

Playground: This committee is responsible for maintaining the playground, i.e. mulch replacement (early August & March, if needed); check for poison ivy, nests, etc; maintenance of equipment, trimming trees, weed & pest control, etc. Communicate the playground needs with the Board of Directors.

1: _____

2: _____

3: _____

4: _____

Parent on call: This committee is responsible for being "on call" to arrive at the school within 15 minutes in case of emergencies ONLY to provide temporary additional assistance as needed. This committee is NOT a substitute Parent of the Day.

3AM:_____

4AM:_____

3PM:_____

4PM:_____

Play food cleaning: Clean the play food once a month. The 3's parents will be responsible on even months and the 4's parents on the odd months.

3's:_____

4's:_____

Smocks: This committee is responsible for wiping down the smocks. The 3's parents will be responsible on even months and the 4's parents will be responsible on the odd months.

3's:_____

4's:_____

Carpet Cleaning: Coordinate with teachers to access the room. The carpet should be cleaned during Winter Break, Spring Break, and after the school year ends.

Winter Break:_____

Spring Break:_____

Summer Break: _____

Facebook Group Page: This person is responsible for moderating the group facebook page, posting notes or reminders sent home, and posting upcoming event and field trip information.

3AM:_____

4AM:_____

3PM:_____

4PM:_____