

## Big Backyard Co-op Responsibilities

A cooperative nursery school is based on the concept that *each family will help in the running of the school*. There are many opportunities to be involved and fulfill your co-oping responsibilities. There are 4 aspects of co-oping:

### 1. The Classroom Component

- Parents must co-op in the classroom 9-14 times a year from 8:30 a.m. to 12:30 p.m. The number of co-op days depends upon enrollment and scheduling is done in a manner that accommodates parents' schedules to the fullest extent possible.

### 2. Board and Non-Board Jobs

- Each family selects a job (e.g. fundraising, room maintenance, snack supplier, bookkeeper), some of which are board positions. The board meets monthly and brings important school issues to the attention of the entire co-op. While all are welcome and encouraged to attend, only board members are expected to. Attending these meetings is a great way to learn how the school runs.
- If you need help deciding which co-op job is best for you, the co-op coordinator can explain the jobs and assist you in choosing. This year the co-op coordinator is Tasha Glass who can be reached at 267-975-0208 or [tgraves123@msn.com](mailto:tgraves123@msn.com)

### 3. Fund Raising

- Each family must work on the committee for one fund raising event—helping to plan and working at the fundraiser. Also, each family is expected to participate in each of the other fundraising events by attending, staffing, or donating items.

### 4. Work days

- Each family must attend two of the four clean up days (unless your co-op job specifies more). These work days are usually two hours long and held in the morning. We ask that you do not bring children to these work days so we can focus on getting the school cleaned up.

## Big Backyard Board and Non-Board Jobs

These are the jobs that need to be filled by our co-oping parents. Please look through and find a job that suits your available time and talents. If you feel you are especially suited to a job, please contact the co-op coordinator. As you'll see, some jobs have already been filled.

### Big Backyard Board Jobs

#### **BBY BOARD OF DIRECTORS**

The Board of Directors is responsible for the administration of school programs, including hiring staff, supervising the director, establishing policies, and creating and overseeing the annual budget. Board members are expected to attend monthly board meetings.

**BOARD CHAIR:** Kate Lobel (Blue Room Parent)

- Work with the Director to assure that all aspects of the school are running well
- Call and run Board meetings
- Assist in preparing budget
- Organize search committees as necessary
- Coordinate special projects with Director
- Act as liaison with Grace Epiphany Church
- Required to attend monthly board meetings
- This is a full year position – summer hours are required

**CLASSROOM REPRESENTATIVES:** Open (Purple Room Parent)  
Room Parent) Zinat Yusufzai (Blue Room Parent)  
(Green Room Parent) Sadie Batchis

- Meet with the Director and Teacher once a month to share any parent concerns, comments or suggestions
- Act as first contact for parent issues and bring these to the attention of the board

- Work with teachers to develop weekly bulletin and distribute to parents on specified day of week
- Coordinate and help with any special events for your classroom
- Required to attend monthly board meetings

**TREASURER:** Amy Leib

- Handles school financial matters on monthly and yearly basis.
- Monthly: pays bills, writes checks, and oversees the payroll work done by our paycheck writing service
- Yearly: prepares annual budget with Board and Director and organize paperwork for taxes
- Works closely with bookkeeper
- Prepares monthly statement to the board
- Computer and skills required
- Required to attend monthly board meetings
- This is a full year position – summer hours are required

**CO-REGISTRARS:** Kristi Voelez (Purple Room Parent)

Emily Multari (Purple Room Parent)

- Handles admissions process to The Big Backyard
- Addresses telephone inquiries about program
- Sends and receives application packets
- Coordinates parent visits and gives tours as needed
- Responsible for Application packet and Summer packet creation and upkeep
- Responsible for creation of yearly directory: Prepares and distributes family contact information at the beginning of the school year, updating as necessary.
- Updates and maintains history of school directory.
- Prepares and schedules fall and spring open houses.
- Works with tour guide.
- Must have answering machine/voice mail.
- Required to attend monthly board meetings
- This is a full year position – summer hours are required

**SECRETARY:** Theresa Raufer (Purple Room Teacher)

- Takes minutes at meetings and distributes copies to all school families
- Keeps files of minutes
- Provides board with “action list.”
- Produces monthly calendar of events (in coordination with president, director, co-op scheduler, enrichment coordinator and snack helpers).
- Required to attend monthly board meetings
- Computer skills required

**PUBLIC RELATIONS CHAIR: Open**

- Advertises school in local media
- If personnel are needed, places ads for applicants
- Creates and coordinates distribution of promotional materials (Banner & Yard Signs)
- Works with non-board members on such items as SEPTA communications, Website maintenance, brochure continuity, yard sign attachments, etc.
- Ensures that photos are taken of school events, class activities and projects
- Submits photos and captions to local publications on a monthly basis
- Compiles all photos and creates a photo album archive of the school year
- Required to attend monthly board meetings
- Camera skills useful
- Graphic design skills are useful

**CO-OP COORDINATOR:** Tasha Glass (Purple Room Parent)

- Makes contact with families to assure that co-oping jobs are understood and can be completed, oversees responsibilities, and keeps records of work completed.
- Assures that all co-oping jobs are being completed in a satisfactory manner by individuals. At the end of the school year, makes recommendation to the board regarding co-oping deposits.
- Helps families choose a co-op job
- Required to attend monthly board meetings
- Computer skills required

**MAINTENANCE CHAIR: Open**

- Works with Director to oversee all maintenance positions understood and can be completed, oversees responsibilities, and keeps records of work completed.
- Attends and helps coordinate all 4 scheduled work days
- Liaison to cleaning company
- Supervises all 3 room maintenance co-oppers
- Required to attend monthly board meetings
- Ensures all areas of the school are maintained

**Big Backyard Non-Board Jobs**

**CO-OP SCHEDULER: Sarah Wilson**

- Creates classroom co-oping schedules for families
- Quarterly: sends out co-oping request forms, devises and distributes classroom co-oping schedules.
- Incorporates Snack Schedule into the Co-oping Calendar.
- Works with Director to resolve scheduling and co-oping questions and provides input to the Board of Directors about scheduling matters.
- Required to attend monthly board meetings
- Computer skills required

**FUND-RAISING:** Waldo Family (Purple Room Parent)

Chris Tomlin

Megan Scott (Green Room Parent)

Carly Van Anglen

- Energetic, committed people to organize committees, planning and implementation of fund-raising events.
- Events may include: Yard sale, Spring Auction, Winter Fun Festival, , Fundraising Dinners, and Advertising for School Directory
- Computer skills required

**BOOKKEEPER:** Elizabeth Byrne (Purple Room Parent)

- Collects all monies coming to the BBY, especially tuition and fees
- Generates and distributes monthly invoices which tally use of early morning drop-off, lunch program, extended day program and drop-in fees
- Sends reminders to parents when tuition or fees are overdue and coordinates payments schedules as necessary
- Gives monthly tuition summaries to Treasurer
- Computer skills required

**SUPPLIER:** Bianca Bell-Brown (Purple Room Parent)

- Responsible for buying paper goods, cleaning supplies, and non-perishable snack foods as directed by the school.
- Checks inventory, consults with Director, and makes purchases as needed.
- Puts purchased supplies in their proper place
- Finds best buy for the money!
  
- Investigates bulk purchases and nutritional content of food

**COMMUNITY EVENTS COORDINATOR:** Melissa Adams

- Plans and organizes family events at the school in addition to parent potlucks at other locations.
- Plans school events: back-to-school night, Thanksgiving feast, family breakfast, and end-of-year picnic
- Plans community events (Mt. Airy Day, Chestnut Hill Garden Festival)
- Plans other fun events (Maple Sugar Day, Cherry Blossom Festival)
- Organizes sign-up sheets for event location and items
- Creates Fliers for each event
- Helps staff with special events at school
- Assists Enrichment Coordinator as needed
- Computer skills helpful
- Maintains the hallway parent information board

**PET CARE:           Open**

- Buys supplies needed for care of pets in all 3 rooms
- Keeps cages clean
- Works to coordinate care for pets over breaks
- Takes pets to vet if necessary

**HANDYPERSON: Michelle and Michael Sohlich-Miller**

- Works with Director on repairs to building and grounds
- Works with Director on carpentry projects
- Basic carpentry skills desired
- Summer Hours may be required
- Help strip and wax floors in summer and once during the school year
- Summer painting as needed

**ENRICHMENT COORDINATOR**  
Parent)

Crystal Glodek (Purple Room

- Works with Director to plan and coordinate regular enrichment activities (science, music, etc.), in-school events (fire truck visit, Halloween celebration, magic show, storyteller), and field trips. Opportunity to help shape the special children's events that bring vitality to our program.
- Helps investigate new activities that will delight and enrich our children's school experience. Does so by working with other members of the school to create the monthly enrichment calendar (Yoga instructor, music coordinator, science coordinator, drama coordinator and librarian)
- For field trips; plans, coordinates money and forms, and usually attends trips.
- Work within the confines of our enrichment budget and explore opportunities for programs without financial burdens.

**LIBRARIAN: Open**

- Works with Director and teachers to pull books for theme based units
- Organizes “Library day” and schedules it on a monthly basis with Enrichment Coordinator.
- Keeps our schools library current by removing multiples, torn or outdated books and coordinates these books for various book sales throughout the year (yard sale and community events)
- Responsible for disseminating book donations to the school throughout the year
- Rotate books in classroom as directed by teachers
- Works with Director and teachers to create a “wish list” of books for BBY

**OUTDOOR MAINTENANCE: Open**

- Does a weekly inspection of the yard to look for and take care of any broken or dirty equipment and remove any unwanted plants (Poison ivy!)
- Keeps yard clear of debris—raking and removing leaves in the fall and clearing trash all year long
- Works with Maintenance Chair to address any outdoor maintenance issues
- Basic landscaping and/or carpentry skills desired
- Summer Hours may be required

**CLASS ROOM MAINTENANCE: Open (Green Room)**

**Eden Bosniak (Blue Room)**

**Open (Purple Room)**

- Responsible for cleaning toys, doing laundry for room (can be done at home)
- Weekly gathers up children’s’ art work from room and puts in proper cubbies



- Works with Maintenance Chair to coordinate any special cleaning
- Attends all 4 work days

**COMMUNITY OUTREACH ENRICHMENT: Open**

- Organize and Implement events to benefit the community and to raise the awareness of the children to various social issues in an age appropriate way. Events include St. Jude's Trike-a-thon, Food Drive at Thanksgiving, a Winter Coat Drive), Valentines cards for the Elderly, Earth Day, and a book drive to benefit the Tree House in North Philadelphia.

**SCHOOL PHOTOGRAPHER: Open**

- Must have a digital camera and camera skills
- Available to come to the school and take photographs during special events
- Uploads photos onto BBY website and also makes displays of photos to post on the bulletin board
- At the end of the year offers a CD of the years' photos for sale to parents (small fundraiser and memento of time at BBY)

**GOOGLE GROUPS/WEBSITE MAINTENANCE: Nora Davenport (Purple Room Parent)**

**ENRICHMENT CO-OP: Open (Multiple Slots available)**

- If you have a special skill or talent and would like to share it with our kids and do a little teaching, you can submit a proposal to the Co-op Coordinator. We are looking for people to do music, cooking, gardening, woodworking, science, or something we haven't thought of yet.

**PAYROLL COORDINATOR Kim Crognale**

- Organizing staff time sheets

- Keep track of staff's sick and personal days
- If information is missing from sheet, contact staff member to make complete
- Call information into payroll company, ADP, every other week
- Make copy of completed sheets and give one to Treasurer
- Organize sheets in binder

**HEALTH & SAFETY COORDINATOR** Amy Helstrom (Purple Room Parent)

- Medical Background preferred
- Consulting with Director when any health and/or safety concerns are brought to your attention
- Issuing instructive emails to school community when any special health or safety concerns arise
- Maintain First Aid Box and replenish supplies as needed
- Complete any special health/safety projects as indicated by Judith

**YARD/PLAYGROUND INITIATIVE:** Open

Research and coordinate improvements for the playground and yard.

**SUMMER CAMP COORDINATOR** Shelley Eiliers (Purple Room Parent)

**WEBSITE DESIGNER/DEVELOPER** Christina Creamer (Purple Room Parent)