

## **CPES Committees**

If you wish to:

- Become involved in the school
- Know more about the school and what is going on
- Work with other parents to share your ideas, give input and feel a sense of ownership ... consider joining a CPES Committee!

The following committees help to study the feasibility of programs for CPES, promote the school in the communities, manage finances, increase awareness and make recommendations to the School Board.

### **APPRECIATION DINNER COMMITTEE**

This committee is solely responsible for planning and organizing of the Appreciation Dinner held at the end of each school year. Staff members are recognized for their years of service to CPES. Parents, community members and staff are invited to attend.

### **DEVELOPMENT COMMITTEE**

The purpose of this committee is the securing of resources needed to carry out the school's mission. It also oversees the meaningful involvement of people in the school's mission and vision for the future. This committee was instrumental in establishing the Annual Golf Outing for CPES and works effortlessly in this regard each year. Committee meetings are usually held monthly during the school year.

### **EDUCATION COMMITTEE**

This committee studies different programs which might be used to enhance the curriculum at CPES. It also has the responsibility of the athletic programs. The Education Committee was instrumental in implementing the After School Care program which began during the 06-07 school year. A recommendation from this committee to expand the After School Care Program for preschool students was approved by the School Board. This service began the 07-08 school year with great success. This committee has also been involved with looking at class size, combined homerooms and how we can best meet the needs of the students. This committee meets as needed.

### **FINANCE COMMITTEE**

A representative from each parish along with the pastors, school board treasurer and school administrator comprise this committee. The primary responsibility of this committee is to manage the school finances. This includes preparing monthly financial reports to distribute to the school board, preparing and annual budget, preparing and distributing an annual report to families and managing the trust fund. This committee meets monthly except July.

### **FUNDRAISER COMMITTEE**

As the name says, this committee is responsible for fundraising. The biggest project of this committee is taking care of the Big Ticket Raffle each year. The committee meets in early spring to make plans for the print and distribution of the tickers and posters. At the May meeting the members receive their tickets, record the ticket numbers given to each CPES

family, and sort them by teacher to be sent home with students before the end of the school year. At the time of the Pancake Breakfast, members collect money and continue to sell tickets until the time of the raffle. The committee is made up of two persons from each consolidated parish.

#### GOLF OUTING COMMITTEE

This committee's sole responsibility is organizing and planning the CPES Annual Golf Outing. This committee meets as needed.

#### PERSONNEL COMMITTEE

This committee works on personnel matters and policies. The group meets as needed.

#### PUBLIC RELATIONS COMMITTEE

The PR Committee was formed to work on promoting CPES in the area. Some of the projects of this committee are the CPES float, Family Night, serve refreshments for Open House during Catholic Schools Week and Special Persons Day and assisting with the CPES brochure. Meetings are held as needed.

#### RECRUITMENT COMMITTEE

As one of the school's newer committees the main focus is to increase enrollment at CPES. Some of the work includes visiting homes of preschool age children to distribute literature about CPES, inviting preschool children and families to CPES activities, distributing CPES bags of information and night lights to baptized infants, offering CPES Spiritwear, putting information about CPES in the church bulletins, advertising in local newspapers, assisting with CPES brochures, assisting with the Golf Outing and maintaining the school website. This committee meets monthly except July.

#### HOME AND SCHOOL COMMITTEE

This parent organization supports CPES and reports to the school administrator. This committee provides extra financial support to the school. The Annual Pancake Breakfast is the biggest fundraiser and is held the first weekend in October. Money is also raised from the annual Spell-A-Thon which is held in the spring. Funds are also raised through hot lunch fees. Monies raised by Home & School are used to provide an affordable hot lunch for the students and staff of CPES. Home and School also responds to Staff requests for classroom and school needs such as new maps, cabinets, chairs, books, equipment, etc. Bus fees for trips to St. Mary's Springs for mass and to Shepherd of the Hills for the Living Way of the Cross and 8<sup>th</sup> Grade retreat are also paid for. Publications such as "Partners in Faith" sent home monthly to all CPES families are also provided by the committee. In addition to financial support the committee members volunteer time to organize and serve hot lunch each Tuesday and Thursday along with dinner to the teaching staff during parent-teacher conferences. Home and School members organize and work with Room Parents to provide classroom support, Christmas gifts and Teacher Appreciation Week activities. Home and School organizes activities such as Field Day and the Spell-A-Thon. This committee meets as required.