

Room Parent Meeting Notes  
October 6, 2011

1. Thank you to everyone who volunteered to help in the classroom as a Room Parent. It makes the year more fun for the children and easier for your teacher.
  - There are 2 or 3 Room Parents for each class.
  - You are your classrooms representative but many others can help – don't feel like you have to do it all yourself.
  - There is a new Room Parents tab on the PTA website – [pinchbeckpta.com](http://pinchbeckpta.com). Much of the information we are giving in paper form tonight will be there – check it out. We will try to keep it updated.
2. Folders
  - Each Room Parent was given a folder which contains:
    - Volunteer sign-up sheets – **1 correction** – Teacher Appreciation luncheon is on **May 11**.
    - Teacher's favorite's sheet.
    - 1 Room Parent got a form to introduce themselves to the class – there is enough for 1 for each class member - it mistakenly says 2010 instead of 2011, sorry- **please complete form and send into the classroom for the teacher to send home with students by Friday, October 14<sup>th</sup>**.
    - 1 Room Parent got a form reminding parents of what they signed up to do. **Please complete form with information from the volunteer sign up sheets and send into the classroom for the teacher to send home with students by Friday, October 14<sup>th</sup>**.
    - Notation of teacher's birthday and number of kids in the class listed on inside of the folder – (verify class size with teacher before each event).
    - Calendar of events.
    - Room Parent Guidelines.
    - Nut allergy free list.
    - Teacher luncheon ideas.
    - List of all Room Parents.
3. Grade Level Coordinators
  - Each grade level chose a grade level representative – mostly this is a liaison between PTA Co-Chairs and Room Parents.
    - Kindergarten – Heather Goodman
    - 1<sup>st</sup> Grade – Brenda Finke
    - 2<sup>nd</sup> Grade – Steve Pugh
    - 3<sup>rd</sup> Grade – Leisel Geiger and Brooke Kahn
    - 4<sup>th</sup> Grade – Alicia Shelton

- 5<sup>th</sup> Grade – Jennifer Carroll

#### 4. Treat Days

- **Valentine's Day – Feb. 14**
- **Earth Day –April 20**
- Treats, drinks and paper goods go in on these days – **no activity** – volunteers are on Special Event Volunteer Sign-up sheet in folder.
- All supplies should be there by 9:00 am the day of the treat.
- **ALL** treats **MUST** be nut free – **check with your teachers for other allergies and make suitable arrangements either with parent or provide needed item.**
- Process for reminders
  - PTA Co-Chairs will contact Grade Level Coordinators 2 weeks prior to event.
  - Grade Level Coordinators will contact Room Parents 10 days prior to event.
  - Room Parents remind volunteers at least 1 week prior to event – get verification - don't assume they will do it.

#### 5. Winter Party

- This is a party not a treat day. Room Parents and volunteer are needed in the classroom to help with treats, game and a craft.
- PTA Co-Chairs will send out a letter to all parents to collect \$1.00 for each child to offset cost – usually not too much collected.
- Winter Party Meeting for all Room Parents is on Thursday, Nov. 10<sup>th</sup> at 7:00 pm in Pinchbeck cafeteria. This is where party responsibilities will be divided up.
- Grade Level Coordinators will meet with PTA Co-Chairs prior to Nov 10<sup>th</sup> meeting to decide on a craft. Please submit all Winter Party ideas to your Grade Level Coordinator within the next two weeks.
- Theme is Winter – snowflakes, penguins, snowmen, etc. (No religious or Santa Claus influence).

#### 6. Fifth Grade party

- 5<sup>th</sup> Grade Room Parents will need to help plan party but are not completely in charge of this. – planning should begin in January.

#### 7. Teacher Appreciation Week

- May 7-11
- Room Parents for each class will get a sheet of paper cut to the size of the classroom door. The Room Parents are responsible for decorating the paper and hanging it on the classroom door
- Each classroom door **MUST** be decorated on Sunday May 6<sup>th</sup> (to start off Teacher's Appreciation Week).
- No pictures of students or student's last names are allowed on classroom door decoration.

- To go along with Teacher Appreciation, at the end of each grading period there will be a Teacher Appreciation Luncheon. Grades are paired up to plan and execute luncheons (as noted on the “Schedule of Events” in your folder). The teachers really enjoy these and it spreads our appreciation throughout the year.
- Menus
  - 5<sup>th</sup>, K and EE – tailgate
  - 1<sup>st</sup> and 4<sup>th</sup> – salad bar
  - 2<sup>nd</sup> and 3<sup>rd</sup> – crock pot bar
- Logistics
  - Need enough food to feed 65 (don’t forget the drinks)
  - First lunch is 10:30 – set up time will range differently based on what is being served. GLC in charge of deciding time for food to be there based on menus. Please don’t be late.
  - Last lunch is 1:00pm. All clean-up MUST be done (with all food picked up) by 1:30.
  - If using crock pots please bring extension cords and electrical strips.
  - Please include plates, napkins, cups and cutlery. Let PTA Co-Chairs know if you need tablecloths.

We appreciate your willingness. Please let us know if you have any questions.

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