

Homeroom Parent/Helper Meeting Minutes - Mon., Oct. 3, 2016 at 7pm

Attendees: Deepika Devarajan, Heather Fiedler, Kristen Gulakowski, Alison Persichetti, Amanda Kovach, Dana Fortun, Kristen Matthews, Rachel Fischbaugh, Danielle Bradley, Dana Boychuk, Lynne Shurina, McKay Shelkey-Bray, Christine Geller, Danielle Kratsa, McKay Shelkey-Bray, Paula Grimsley, Carrie Classen, Dana Boychuk, Carrie Monteverde, Michelle Cook, Tera Higgins, Toni Hughes, Jenn Banachoski, Amanda Loludice, Alison Wegley, Kelly Fill, Lauren Wirt, Sara McMahon, Rebecca Schooley, Liz Geraci, Lisa Hnatow, Melissa Kwiatkowski, Kristen Burgess, Amy Murphy, Melissa Jones, Vanessa Sumrock, Amy Seymour, Ashley Marutiak, Carla O'Brien, Mary Ellen Carey

I. Introductions and New Homeroom Parent/Helper Welcome

- Deepika introduced herself and her role as Homeroom Parent Coordinator. All parents introduced themselves.

II. Current HRP procedures and responsibilities

- Deepika explained that Homeroom Parents (HRPs) are the main liason/contact to the classroom teacher and Homeroom Helpers (HRHs) assist the HRP. Volunteers are needed throughout the year for many school-wide activities and classroom events. Some examples include helping chaperone field trips, helping during classroom projects and parties, and leading TAG presentations. HRPs will be reaching out to HRHs first for volunteer opportunities. HRPs organize teacher gifts (usually a gift card and a small gift) in December and in June by collecting money from families in the classroom.

III. Special Events-

- Deepika reported that HRPs will email HRHs to ask for volunteers for special events or for help in the classroom. If HRHs are unable to help, then they will reach out to other parents in the classroom.
- Danielle Bradley is the new chairperson for TAG. Danielle informed the group that TAG will be during the months of October, December, February, and April. TAG presenters have a full month to schedule with the teacher rather than just a week, like in past years, to make it more accessible to volunteers. Danielle also shared that a PowerPoint guides parents through each presentation and that presenters do not need experience in the field of art. She informed the group that a typical TAG presentation includes the PowerPoint presentation, discussion about the piece of art, and an art activity to take home. HRPs will email information about TAG and send a Sign-Up Genius link. Danielle reminded the group to schedule a date/time that is convenient with the teacher and then add the date/time to the Sign-Up Genius link. In addition, PDF slide presentations are on the HPTO website. TAG is first come, first serve. Danielle will send a TAG flyer out this week for the students' backpacks.

- Alison Persichetti shared information on the holiday parties. There are two holiday parties a year: a Winter Party in December (possibly December 19 or 20) and a Valentine's Day party in February. All parties are one hour long and all classrooms will have parties within the same day. Typically the parties are in the afternoon. All parties include a craft and 3 games (stations). Alison informed the group that she would need a lot of volunteers for both events. She reported that this year there is a Holiday Party Committee. In addition, the HRP will email asking for 4 total volunteers for the parties. Each party will have a box with instructions. Alison informed the group that she will need help with assembling the boxes as well. She is open to suggestions for age appropriate games and crafts.

IV. Challenges and Best Practices-

- Deepika explained that contact information for all parents may not be readily available to HRPs, as the directory is not out yet. She shared some ideas for HRPs that do not have contact information so that they are able to still communicate with others and find volunteers. These ideas include:
 - Check last year's directory
 - Ask Deepika for Kindergarten parent emails, as the PTO was able to gather some K parent emails at storytimes last year. Mrs. A and Mrs. Fischbaugh will work with Deepika to help her sort through the emails/names to figure out what classrooms they are in.
 - Send an email to the classroom teacher and ask them to send out information on your behalf
 - Use teacher group emails and copy/paste the email addresses
 - Mrs. Fischbaugh shared that parents are permitted to use the VIP room to make copies of flyers if that is the best method of communication for their classroom

V. Teacher Requests and Ideas-

Mrs. Fischbaugh reported that teachers have requested help with clerical work such as laminating, copying, Interactive Notebooks, etc. so they can focus on instructional time.

VI. New Ideas and Opportunities-

Heather Fiedler shared that she will be needing volunteers to help the 5th grade students design the yearbook.

Thank you for taking the time out of your busy lives to attend and contribute to our meeting that benefits the amazing children and staff at Hartwood Elementary. Our programs would not be possible without your support and involvement. Please visit our website www.hartwoodpto.org and our Facebook page @fchartwoodpto throughout the year for more information.

Minutes prepared by Amanda Kovach, HPTO Secretary