

Minutes for Homeroom Parent Meeting

Tuesday, October 4, 2022

7:00 PM **Welcome** - Co-President Ankita Achra

7:01 PM **Review and Discuss Homeroom Parent Responsibilities**
Co-Presidents Ankita Achra and Daniela Santana

Overview

- Work with your teacher to represent all families in the classroom
- Being a homeroom parent is a privilege
- 2-3 parents have been selected per class
- 4th parent (if applicable for your class) is a back-up
 - 4th parent should be included in all aspects of planning
 - 4th parent should be used as a fill-in at parties, if needed
 - attendance can be rotated at parties to include all 4 parents
 - per school guidelines, 4 parents cannot be in the class at the same time
- As a homeroom parent, you are the main point of contact for the teacher
 - All classroom rules should be followed
- 1 parent from each class should attend each PTO meeting
 - If no one from the class can attend, advise the PTO
- Collect class money
 - Create a budget for each party (4 parties plus door decorating)
 - Letter with details about money collection will be sent to homeroom parents (only the highlighted parts can be updated/changed)
- Door Decorating
 - Decorate your teacher's door and 1 related arts door
 - PTO will provide some supplies
- Class Donations
 - Holiday and year-end donations to buy a gift for the teacher
 - This is optional (template letter will be sent)
- Keep the parties fun and keep the kinds in mind
 - If issues arise, please contact the PTO

Get to Know Your Co-Homeroom Parents

- Exchange email addresses, texts, and phone numbers
- Plan a time to meet and go over expectations
- Teachers have been advised who are the homeroom parents and their child
- Introduction letter to be sent (optional)
 - Email to the teacher to send via Parent Square

Party Money Collection

- Party money letter must be distributed by 10/7
 - Print and hand out, teacher send via Parent Square, or Google form sent via Parent Square

- The party money template letter must be used if using a Google form (create a link to the form)

Create Class Directory

- Parents information is not to be shared with other parents
- Use BCC to send emails to multiple people due to privacy issues

Create Budget

- Collect class money
- Set a cut-off for collected money (send reminders to parents)
- Budget for 4 parties and door decorating

Money Handling Guidelines

- You may not receive money from each student
- You can't ask parents for additional money later in the year
- 1 parent should handle all the money
- Save receipts and provide to the money handler for reimbursement
- If money is left after all parties take place, use the money to purchase something for the classroom or the teacher
- Communicate often with your co-homeroom parents
- Distribute responsibilities equally
- Attendance is expected at all parties
 - If a last-minute issue arises notify the PTO and/or teacher
- Talk to the PTO if issues arise with class money collection

Halloween

- Parties and parade will be on 10/31
- Contact your teacher to set your party time
- If decorating is allowed, there will be a collective theme for the school and each classroom door is decorated.
 - Homeroom parents would decorate their class door and another door in the building including specials, guidance, office, etc.

Guidelines

- "Back to normal" with school entry
 - No vaccine cards are needed and masks are optional
- Notify the PTO with the names of the parents attending the party
 - Include the date and of the party in the email
 - Advise the PTO with any last-minute changes
- You will need to pick-up a PTO volunteer badge in the office
 - The badge identifies you as belonging at school
- Enter and exit the building through the main front door of the school
- Food
 - No food allowed in the classroom during parties
 - Food is allowed outside
 - Pre-packaged food can be sent home (**NO CANDY**)

- PTO will advise if the cafeteria can be used for food for the year-end party
 - Be aware of classroom food allergies
- No outside vendors are allowed at any party
- Veteran homeroom parents and new homeroom parents have been placed together

Peer Leader Program

- Ms. Wagner and Ms. Tarulli have started a peer leader program at IEF
- They will ask the kids for their advise on class parties
 - 4th graders only will be asked about the Halloween party as a pilot program
- 4th and 8th grade peer leaders will be at the PTO meetings

Meet and Greet with Homeroom Parents

- Parents for each class introduced themselves to each other and brainstormed ideas

The next PTO Meeting is scheduled for Tuesday, October 11, 2022 at 7:00 PM in the IEF Media Center.