

Welcome!

ROOM PARENT MEETING





MEETING AGENDA

Introductions
ADDitions
First Steps
Role & Responsibilities
Class Parties
Support System
Volunteer Information
Q & A

2023-2024 PTA EXECUTIVE BOARD



**PATRICIA CELLS
PRINCIPAL**



**ASHLEY SHIAU
TREASURER**



**IVORY RODANTE
PRESIDENT**



**MAYTEE PABON
VP OF MEMBERSHIP**



**KATIE JASIEWICZ
VP OF FUNDRAISING**



**MICHELLE HAGINS
CORRESPONDING SECRETARY**



**CHRISTINA MAHON
VP OF VOLUNTEERS**



**ALESSANDRA GAZZINELLI
RECORDING SECRETARY**



**ASHLEY BRADBURY
TEACHER APPRECIATION**



**LAURIE MASTERS
VP OF PROGRAMS**



**ZOL LOPEZ
UNIFORMS**

2023-2024 COMMITTEE CHAIRS



ELIZABETH WARD
FREEZE POPS



ANDREA FABER
MOBILE SCHOOL STORE



LAUREN HEWINS
BIRTHDAY BOOK CLUB



BIANCA RODRIGUEZ
BIRTHDAY BOOK CLUB



ADDITIONS APPROVED

To become an approved volunteer, you will need to be ADDitions approved by OCPS. If you have volunteered in the past, you must update your profile EVERY year.



Register at:

<https://ocps.samaritan.com/custom/503/>

All room parents need to be ADDitions approved!

FIRST STEPS

A Room Parent communicates information between the teacher and parents of the students.

DECIDE

If there are 2 Room Parents, select who will be the lead communicator

COMMUNICATE

- Contact your classroom teacher to discuss his/her wants, needs, and expectations for the year.
- Ask teacher for a class list of the students and find out if there are food restrictions /allergies

INTRODUCE

- Distribute introduction letter to your class parents so they know who you are.
- If possible, introduce yourself at Open House on Sept. 14th

REACH OUT

Contact your listed "support parents" as well as other interested parents after meeting the teacher and create a group chat or email group to easily communicate volunteer and classroom needs



SAMPLE ROOM PARENT INTRODUCTION LETTER



Dear Parents and Guardians,

My name is XYZ, parent of ABC and I will be the class parent for Ms. Anderson for the 2023-2024 school year. As the class parent, I will collaborate with Ms. Anderson to coordinate class parties and other activities as she requires throughout the year. To accomplish this, we are kindly requesting a **classroom donation of \$20 per child**. Your dues will help cover the cost of expenses associated with educational activities as well as the Fall, Winter and Year-end class party supplies, which the children greatly look forward to. (snacks, treats, décor, paper goods, drinks, etc.) Please note that individual teacher gifts for birthdays, holidays and year-end are always appreciated by the teacher but are at the discretion of each family and not included in these fees.

If you are able, please send the class dues in the envelope provided along with the form below in your child's backpack by **Friday, Sept. 22**. As an added convenience, you may also send the class funds via Venmo @XYZ-123. Please ~~let~~ **text** me at (407) xxx-xxxx if you have any questions at all or would like to confirm that you sent the donation via Venmo rather than using the envelope.

Lastly, email is our best and most efficient form of communication. We do ask that you provide your email address and phone number on the form below even if you are unable to provide a donation. Please note that if you do not directly share your contact information with me, I will not be able to reach out to you for volunteer opportunities as your personal information cannot be shared with me by our teacher.

Thank you in advance for your support and I look forward to working with you throughout the school year. Once again, if you would like to receive notifications about volunteer opportunities in the classroom please reach out to me at xyz@gmail.com to be added to the volunteer communication list.

Gratefully,
Your Name
XYZ123@gmail.com (407) XXX-XXXX

-----TEAR HERE-----

Child's Name: _____

Parent's Name: _____

Email Address: _____

Phone Number: _____

____ Class Dues enclosed



ROLES & EXPECTATIONS

COORDINATE TEACHER GIFTS

Collect during
Holiday & Birthday

ORGANIZE

Class Parties
Special Events

RECRUIT VOLUNTEERS

Volunteers for
Teacher Appreciation
PTA Events
School Events



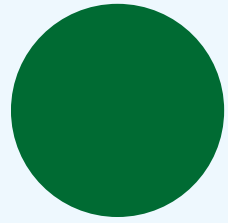
COMMUNICATE

Coordinate and communicate
volunteer opportunities in the
classroom with other
parents in class

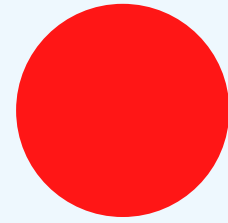
- Volunteering in the classroom
- Decorating classroom door
- Requesting donations for class projects or parties from parents

You should not be doing everything yourself!

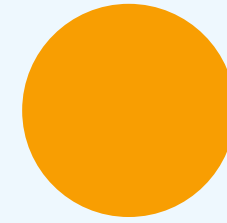
Best Practices



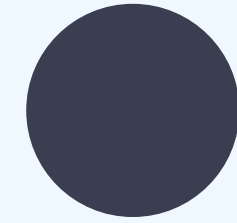
Please forward all school related information being sent from our Volunteers Chair in a timely manner to strengthen our school community



All information pertaining to students is confidential.



Silence cell phones and refrain from talking on your phone while in classroom.



Parent emails and phone numbers should only be used to communicate class and school related information.

Keep lines of communication open
COMMUNICATION = SUPPORT

CLASS PARTIES/CELEBRATIONS

School Administration Approves and Sets Dates

- *Communicate the date and theme (if applicable) to the other parents.*
- *Determine volunteer support and solicit help from other parents*
- *Plan with teacher on items for parties – be sensitive to food restrictions*

[Winter Party – December 21st] [End of Year Party – May 23rd]



*All food items must
be store bought*

FUNDING CLASS PARTIES/CELEBRATIONS



1ST OPTION

Estimate how much each party/celebration will cost and request (not require) a lump sum donation at the beginning of the year to cover all expenses.

- Discuss parties/events with the teacher prior to collection to have a proper estimate
- Create a budget/plan on how money will be spent and share with the class parents
- Keep records and receipts of all expenses

Room parents choose how to fund the class parties!

2ND OPTION

Ask for specific items and supplies to be donated to each party. Use websites like Sign Up Genius



SAMPLE CLASS DUES LETTER



Dear Parents and Guardians,

Our names are _____ and _____. We are the class parents for _____'s class.

As class parents we will work with _____ to help run class parties and other class details as the teacher requires throughout the year. To accomplish this, we are asking for class dues of \$ _____ per child. Your dues help us cover the cost of these expenses such as purchasing party supplies (treats, paper goods, drinks, etc.) for class parties such as: Winter and Year End.

We will also help coordinate a class gift for Teacher Appreciation day. Individual teacher gifts for holidays and year end are always appreciated by the teacher and are at the discretion of each family.

Please send the dues money in the envelope provided along with the form below in your child's backpack by _____.

Lastly, email is our best and most efficient form of communication. If this is acceptable to you please provide your email address on the form below. If you do not have email or prefer to be contacted via letter or phone call, please provide your preferred contact details below.

Thanks in advance for your support! We look forward to working with you and your child throughout the year!

Best regards,

Room Parent Name
Email Address

-----TEAR HERE-----

Child's Name: _____

Parent's Name: _____

Email Address* _____

*email to be used for non-emergency business only

I prefer to be contacted via email or phone: _____





Just a few of your
FAVORITE THINGS

Name Jean Heredia Allergies/dietary restrictions: _____

Birthday June 25

My Favorite Things...

Color black + yellow (Steeler colors)

Snacks almonds

Candy anything with caramel

Soda/drink unsweet tea

Coffee/Tea drink black tea

Sweet treat _____

Flower any

Hobbies reading

Restaurants Nona Blue, Nora Social,

Chipotle, Child Fil A

Baked goods cookies

Place(s) to shop Target Kohls

Amazon

MOVIES Yes or No

CANDLES Yes or No

LOTIONS Yes or No

Scents Deachy

Is there anything else we should know? _____

Is there anything you would prefer not to receive/already have enough of? _____



Teacher's Favorite List

Located on
PTA website
www.eaglecreekpta.com
Room Parent Resource tab

Teacher Appreciation

THROUGHOUT THE SCHOOL YEAR

August Back to School Luncheon

November Pie Bar 11/15

Holiday Luncheon 12/20

Teacher Appreciation Week 5/6- 5/10

- PTA provides breakfast or lunch daily
- Decorates School: Teacher's Lounge, Classroom Doors, Bulletin Boards

EVENTS Calendar



Check the PTA Facebook page
@EaglecreekPTA
for volunteer signup links

- Sept 15 PTA Membership Challenge Ends
- Sept 14 Open House & Book Exchange
- Sept 21 Boosterthon Decorating Day
- Sept 28 Boosterthon Kick Off
- Oct 6 Boosterthon Fun Run
- Oct 26 Fall Festival
- Nov 15 Teacher Appreciation Pie Bar
- Nov 27 Holiday Shoppe Begins
- Dec 20 Teacher Appreciation Holiday Luncheon
- Feb 2 Family Dance
- Mar 1 Spring Carnival
- Apr 26 Autism Awareness Walk
- May 6-10 Teacher Appreciation Week

- 1st Friday of the Month - Freeze Pop Fridays
- 2nd Friday of the Month - Spirit Shirt Challenge
- Wednesday Mornings @ 8:15am - Mobile School Store

Contact Christina Mahon @ volunteersecpta@gmail.com
with any questions related to volunteer opportunities



EVENETS

START



FINISH

GOAL: \$25,000





SAVE THE DATE

**Boosterthon Decorating
September 21st @ 9am**



CARNIVAL





FAMILY DANCE

PTA SUPPORTS

- Technology/STEAM Programs
- Student Educational Programs
- Honor Roll Celebrations
- Spirit Sticks - Awards Student Success & Behavior
- School Beautification - Hallway Murals
- Teacher/Staff Appreciation
- School Improvements
- Teacher Grants
- Veterans Day
- Autism Awareness Month
- Mobile School Store - behavioral incentive program - students earn PTA bucks to use at store
- School Clinic Supplies
- Music, PE, and Art Resources
- Counselor's Corner materials



PTA DOLLARS AT WORK

2022-2023 Educational Programs & School Beautification	
Artificial Turf	\$ 21,200.00
AR Reading Program	\$5,018.30
Scholastic News K-5	\$5,865.00
Principal e-Newsletter	\$3420.00
School Planners	\$3,738.10
Teacher Grants	\$10,019.09
Generation Genius	\$1,795.00



SUPPORT SYSTEM

CHRISTINA MAHON

VP OF VOLUNTEERS

volunteersecpta@gmail.com

ASHLEY BRADBURY

Teacher Appreciation Chair

tachairecpta@gmail.com

IVORY RODANTE

PTA PRESIDENT

eaglecreekpanthers@gmail.com

PARTNER TOGETHER : SHARE IDEAS

SCHOOL NEWS

KEEP UP TO DATE

PTA President's Newsletter

Register at www.eaglecreekpta.com to receive site news

Principal's Weekly Newsletter

Text EAGLECREEK to 22828

PTA Facebook Page

@EaglecreekPTA



Volunteers Needed

Fall Festival (Trunk or Treat)

Holiday Shoppe

Family Dance

Carnival

Teacher Appreciation



QUESTIONS, IDEAS, FEEDBACK



**IT'S GOING TO BE A
GREAT YEAR!**