

Madden Elementary PTO - Homeroom Parent Coordinators

Meeting Notes:

Date: Tuesday, November 7th, 2017

Meeting time: 5:00 pm to 6:00 pm

❖ Madden Elementary Homeroom Parents:

- Homeroom Parents are very important part of Madden Elementary and Madden PTO.

(As a reminder to Homeroom parents, please keep in mind that ALL school events where your help is needed will be taken place during school hours. We completely understand that many parents work and have other obligations. Please inform Madden PTO Homeroom parent coordinators (Hajra or Gloria) if you are NOT able for whatever reason able to give your time during the school events).

❖ Homeroom Parent Responsibilities:

- Homeroom Parents help coordinate and setup class parties; also assist homeroom teachers with special events, for example: field trips, school programs, and in-class activities.
- Homeroom parents must maintain communication between their homeroom teacher, Madden PTO, and other co-homeroom parents.

(NOTE: Due to confidentiality Madden Elementary PTO will NOT provide other Co-homeroom parent's personal information or contact info. Please communicate with your child's teacher on getting other homeroom parents contact info. Teachers will first verify with parents before providing any information).

- **Please have a positive attitude at all times, while in the class and on school campus.**

(If there are any concerns or suggestions, please set up a meeting time with Madden Elementary staff, teachers, PTO, or you may contact PTO via email:

Maddenelementarypto@gmail.com

❖ All homeroom parents MUST complete FBISD background check:

- All Madden Elementary Homeroom parents and volunteers must have their background check cleared before helping in any of the school events.
- If your background check is NOT completed or cleared by FBISD and Madden Elementary, you will NOT be allowed to participate in any school events.
- Please complete your background check as soon as possible, see FBISD website for more information. <https://www.fortbendisd.com/Page/830>

❖ Madden Elementary Winter Party:

Date: Wednesday, December 20th, 2017

Time: 2:30 pm to 3:15 pm

- All homeroom parents should arrive 30 minutes prior to the party time. (2:00 pm).
- Please check in with PTO homeroom parent coordinators (Hajra or Gloria) at the school Cafeteria.
- Madden PTO will provide food (pizza, muffins, & water), paper goods & goody bags. (Homeroom parents are **NOT** allowed to bring outside food for the winter party)
- Homeroom parents will help setup the party for their Homeroom Teacher (Please communicate with your Homeroom teacher, as to what time best works for them).
 - Once homeroom parents confirm setup time for their homeroom teacher, please inform Madden's PTO homeroom parent coordinators (**Hajra or Gloria**), and we will provide the class homeroom parents with all the party supplies.

❖ Winter party game ideas:

- Must be educational and related to the grade level
- Please inform PTO homeroom parent coordinators (Hajra or Gloria) on what games have been picked out by the class homeroom parents or homeroom teacher by **December 4th, 2017**
- Some teachers might have other ideas they would like to incorporate into their party. (This will be a communication between the homeroom parents and the homeroom teacher)

❖ Door Decorating Contest:

- Each homeroom parent will be decorating his or her homeroom teacher's classroom door.
- Please communicate with your homeroom teacher on what type of winter theme they would like for their class.
- Please make sure **NOT** to cover the door edges or door window, the school will **NOT** allow it for safety reasons.
- Homeroom parents can start decorating the classroom door after **December 1st, 2017.**
- Please communicate with the Homeroom teacher and co-homeroom parents on the time and date to decorate the classroom door.
- Remember this is a contest so the Homeroom teacher with the best door will win a prize!
- The Homeroom parents and other classroom parents will donate all decorating supplies. (Madden Elementary and PTO, will **NOT** be providing any decorating supplies)

❖ Field Trips:

- Kindergarten Field Trip: (November 15th, 2017 to Dewberry Park)

- Coordinate and inform your Homeroom teacher if you would like to go
{Adult admission is \$8.00 and there is No bus transportation for parents

Must have FBISD background check cleared by school before attending the field trip

❖ Homeroom Parent Next Meeting Date and time:

- Date: December 5th, 2017
- Location: Madden Elementary Library
- Time: 5 pm- 6 pm

❖ Contact Info for Madden PTO: Maddenelementarypto@gmail.com

Thank you for volunteering your time to serve as Homeroom Parent for your child's class!

Madden Elementary PTO
Hajra & Gloria
Homeroom Parent Coordinators