

Madden Elementary PTO - Homeroom Parent Coordinators

December Meeting Notes

Date: Tuesday, **December 5th, 2017**

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

❖ Madden Elementary Homeroom Parents:

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

❖ **A big Thank you to Homeroom parents who came out to accompany and help out during the Field trip to Dewberry Farms, on November 15th.**

❖ Holiday 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.
- **The Fire Marshall's requirement is not to block off the door edges, you have to have 3inches from the door hinge on one side and doorframe on the other side. The foot of the door must not be blocked off and also the top of the door must have no obstructions, anything that could serve, as a hazard must be avoided. This is very important, as any door that does not conform to these requirements will be disqualified.**
- Door decorations have already begun.
- 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 (Judged by Mr. & Mrs. **Madden**), 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).
- There are free resources (crafts and very helpful custodian) at the FBISD teacher Center on 3119 Sweetwater Blvd, Sugarland TX 77479.
- The door decorations must be taken down, latest on the 21st of Dec. (Day after Party).

❖ **Polar Express:**

- The Lower grades (K-2), will be watching a movie in the morning and the upper grades (3-5) will be watching in the afternoon.
- There will be a performance by the choir in the cafeteria.
- Donuts and water will be served during the movie. (Upper grade teachers will receive their donuts in the morning).

❖ **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 Library.
- Madden PTO will provide food (pizza, chips, & 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 from 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:**

- It was decided that grade appropriate games will be selected, with the approval of Mrs. Brown, for each grade level. Every class in a particular grade level will have the same games (for example, KG will have the same games played for all its classes etc.).
- 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)

❖ **Book Exchange:** Book exchange has now been moved to February.

❖ **FBISD background check – Very Important!!!!**

- 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>
- **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

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

Madden Elementary PTO
Gloria & Hajra
Homeroom Parent Coordinators