



Room Parent Meeting: 7:09PM - 7:43 PM

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Main Notes:

Introduction of Board members to room parents.

Kenyetta reviewed room parent duties and responsibilities

Break out session - each VP(s) took their room parents by school to discuss next steps.

- Email Teachers to introduce and choose parties and times
- Introduction letters to Families
- Donation Requests to support parties throughout the year
- Classroom Directories

Laura Cecala-Read asked to start a platform for room parents to share ideas. Good idea!

Looking more into this and possibilities.

Board Meeting 8:15PM-9:22PM

Attendance: Kenyetta DiSandro, Debbie Allen, Amy DeYoung, Steve Grusenmeyer, Deanna McCoubrie, Tara Bustard, Laura Watson, Alicia Midure, Elaine Luoma.

I. Old Business

1. Refund checks still have not been received from School Kidz.
2. NutriServe, Welcome Back Staff Breakfast (8/31) total cost \$275.

II. New business

1. PTO Membership is at 363 members. 199 Room Parent Volunteer Forms submitted. Everyone should have access to Google Drive for full membership information. - Elaine has updated each school by class and member.
2. Fall Book Fair Sign Up Genius should be prepared. Please use school specific tab to retrieve names. Names may bounce back, try using link instead of emailing.
3. Library volunteer sign-ups published and emailed to all PTO members. Our Library Coordinator is Noelle Mathews.
4. Stratton Fun Day has been set for 6/2/23, with a rain date of 6/9/23



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5. TBD Monster Truck PTO Ticket Sale for April 15th event, 7pm at Lincoln Financial Field.

III. PTO Communication

- a. Current Facebook posting
- b. The PTO Press (e-newsletter)
- c. School messenger via each school, can add information as needed.
- d. Comet Clips (every Friday)
- e. Direct email
- f. Flyers
- g. Clifford & Stratton Library Sign Up – Noelle Mathews

IV. PTO Events & Fundraisers

1. Walter Hill Fall Mum sale totalled 1,604+ mums! Mums delivery will begin at 1:30pm at Walter Hill School. Pick up will be on 9/29, 3:45pm-6:30pm. All hands on deck!
2. Spirit Wear sale is ongoing thru September 30th. - Set-up QR code at book fair.
3. Scholastic Book Fair, S'More! Fun With Books begins. Discuss coverage, needs, supplies, etc. Training will follow at the end of the meeting.

Stratton, 9/28, 9.29, & 10/3.

Harker Fall Book Fair Set-up 9/30, after 3pm & Teacher Preview canceled

Clifford Fall Book Fair Set-up 10/3, after 3pm

Stratton 'Breakfast & Books' 10/3, (7:45a-8:30a)

Harker Fall Book Fair Event 10/3-10/7

Clifford 'Breakfast & Books' 10/4, (8:00a-8:45a), teacher preview to follow (8:00a-10:00a)

Clifford Fall Book Fair 10/4 & 10/5

Harker 'Breakfast & Books' 10/6, (7:45a-8:30a)

Walter Hill Book Fair Set-up 10/7, (9a-11a) & Teacher Preview (11a-1p)

Walter Hill Book Fair Event 10/11 & 10/12

4. Fall Family Fun Night, 9/30, Stratton School (interior & exterior), 6:00p-8:30p. Distribute flyer to all students. See playbook/schedule.
5. Boosterthon: Teacher meeting & Digital Kickoff for Clifford, Stratton, & Harker on 10/12. Team days will be 10/13-10/19. VPs will reach out to Boosterthon Leads. VPs to set-up signup genius for Run days.
 - Clifford Glow Run 10/20 (multipurpose room)
 - Stratton Fun Run 10/20 (outdoor)
 - Harker Fun Run 10/21 (outdoor)

Next meeting: October 17, 2022, 7:00pm - Stratton Library



AGENDA - Room Parent Meeting

Welcome and introduction from Kenyetta DiSandro, PTO President, followed by individual introductions by all Board members.

Room Parent Information:

1. Room Parents: Please get in touch with your assigned teacher by week's end to establish dates and times for classroom parties for the school year. At this time you may also discuss any other event/activities in which the teacher would like you to be involved. Many of these slotted dates have already been provided to the teachers by their Principals. Your VP's will give them to you during our breakout groups.
2. The Lead Room Parent should then communicate with the other assigned Room Parents for that class so everyone has the schedule of events for the year. You will all work as a team to coordinate the activities, games, and crafts you plan for each party.
3. Three parents will be permitted at each party in Clifford, Stratton, and Harker*. Please rotate interested parents into these parties. If you are not able to attend a scheduled party, please email the PTO VP in that building with that information.
4. Classroom parties do not occur at Walter Hill School.
5. To Clifford, Stratton, and Harker Room Parents:
There are two items that we would like you to distribute to your classroom parents. You can send these in to the teacher to distribute through folders. The first is a Welcome Letter, which will provide information regarding the planned classroom parties/dates and also asks for a monetary donation towards the purchase of supplies to host these parties. It is helpful to provide parents information regarding



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the fun events you have planned to enhance their generosity with their contribution. An **example** of this letter is provided to you on the PTO Webpage of the school district website. Please modify this with your own details.

The second item is one that **ALL ROOM PARENTS** will send home. This is the Classroom Directory form which you can also obtain on the PTO webpage. The Classroom Directory form is helpful to parents when coordinating birthday parties, playdates, etc. and can be a resource for you if you need to get in touch with another parent from your class. It can be helpful to place a 'return by' date on these forms you send home so one of the Room Parents in the team can complete a Classroom Directory and get it distributed to the entire class. Please ask the teacher to return forms sent in from parents to you.

5. The PTO offers a \$40 Room Parent Stipend to each **CLASSROOM**. The stipend is used to assist each Room Parent Team to purchase supplies used for hosting class parties. Please save your receipts and submit them along with the Room Parent Stipend Request Form, which can be found on our webpage, to our Treasurer, Amy DeYoung, by April 28, 2023.

6. District Food and Photo Policy: Please review this policy located on the district website as well as on the PTO webpage. The PTO strictly adheres to these policies. At this time snacks/candies are **only allowed at our Clifford school**, per the Nut Free Snack List. At the **Harker** school snacks will be allowed per the approved snack list or through the school NutriServe program (details to follow). Food is not allowed into the classroom for any other occasion, such as a birthday, etc. The approved snack list can be found on the district website as well. Please be aware that other allergies do exist in the classrooms so be sure to discuss all allergies with your teacher so you are able to choose a snack that is inclusive of ALL students in the room.



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7. As parents, we are asked to refrain from taking photos at school events of children other than our own. Please do not post those photos on social media unless you have obtained prior approval from those parents.
8. For latex balloons at Harker, please check with the teacher to ensure there are no latex allergies in the classroom. Not allowed in other schools.
9. The PTO has a busy calendar of events throughout the school year. We will be hosting Fall and Spring Book Fairs and several events associated with these fairs; the character education based Boosterthon Runs (except at Hill), Holiday Shops, a Wizards basketball game, staff appreciation events, and end of the year celebrations/Fun Days.
10. Noelle Mathews is our volunteer library coordinator for Clifford and Stratton. Our PTO Board members spend a great deal of time planning and coordinating as well as communicating about these events. They are large events and take numerous volunteers to be successful. We will use Sign Up Genius to obtain volunteers, however should there be holes in coverage, we expect all Room Parents to assist the VP's in either covering or recruiting to cover these spots.
11. The PTO has established two fundraisers for the 6th graders at our Walter Hill School to help bring down costs for their activity fees and their class trip. Collectively they have sold 1,604 mums+. In November we will assist them again with a poinsettias sale.
12. All PTO members signed a confidentiality agreement when they registered. Room parents will be actively involved in the schools on several occasions. Should there be a situation involving a teacher and/or student that you feel uncomfortable about or feel as though it should be addressed, I ask that you bring your concern to the direct attention of the School



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Administration/Principal immediately. This information should be kept confidential.

13. Keep up-to-date on our events/activities through our Facebook page, The PTO Press, District weekly Comet Clips, VP emails, and the PTO calendar on our school district webpage.

We volunteer to be Room Parents and Board Members because we want to give our children the best possible school experiences and we also want to be able to share these special moments with our children when our schedules allow. We truly understand the time commitment some of this can entail. The payoff is the excitement, the smiles, and the laughter you will most certainly bring these students. We also work hard to provide the generous donations this PTO is able to provide our students and schools as a result of our fundraising efforts. I hope you have a great school year volunteering, for it can be memorable for you too! Our Board members are always available to reach out to you to answer questions or assist you when needed.

Thank you for coming
Kenyetta DiSandro
Swedesboro-Woolwich
PTO President 2022-23