

Eagle River Optional- Parent Education (Back to School Night) Meeting

July 31, 2014

In Attendance:

Kaleigh Wotring (co-chair), Lisa Norbert (secretary), Nicole Mercer (steering committee member), Felicia Hanna (steering committee member)

Called to order:

Kaleigh called the meeting to order at 3:30pm at Eagle River Elementary Playground.

New Business:

1. Back to school night is Wednesday, August 1, 2014 from 6:30- 8pm.
 - a. Starting in the multi-purpose room with the entire school.
 - b. Mrs. Sommerville to give greeting and introduce staff, PTA, optional steering committee members to neighborhood/optional families. (15-20 minutes)
 - c. Dismiss everyone to classrooms.
 - d. SC members to greet Optional families at table/bulletin board.
 - e. Parents get sticker name tag (including child's name).
 - f. Parents drop kids that attend in PTA room.
 - g. Parents go to child's classroom (s) for teacher's introduction and Q/A.
 - h. If multiple children, then switch classrooms after 20 minutes.
 - i. SC to give introduction and answer questions in hallway.
 - j. Parents to turn in forms
 - Volunteer driver, private vehicle, JT plays, copy of insurance & license
 - Pay for yearly, PTA, play fees
 - Sign up to volunteer for specific events

Tasks:

1. Felecia - make event sign ups with information (Garden, Halloween, Craft Day, Potlucks, Book Fair, I did-a-read)
2. Felecia -contact parents to assist with monitoring children in PTA room.
3. Kaleigh -get sticker name tags from Gail.
4. Lisa -make up collage of SC members with photograph, contact/student info.
5. Lisa -get calendar for information.
6. Create bulletin boards in hallway.
7. After registration, e-mail to optional families about back to school night, forms to fill out in advance and bring your checkbook. ☺