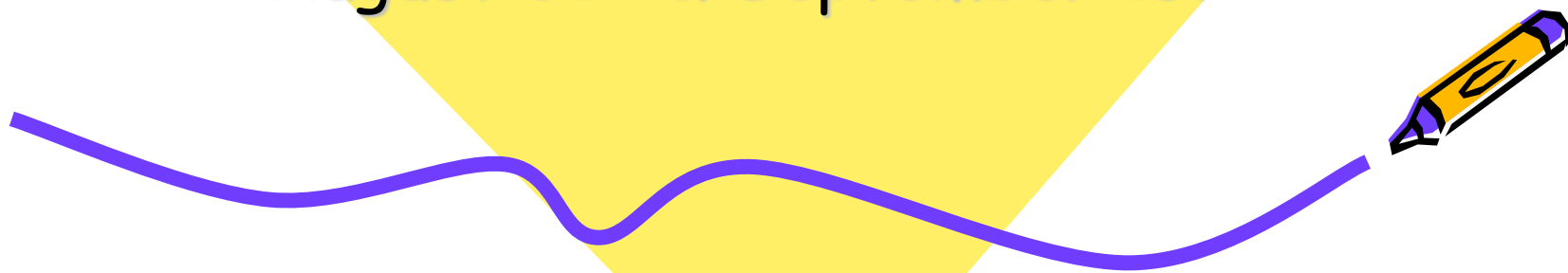




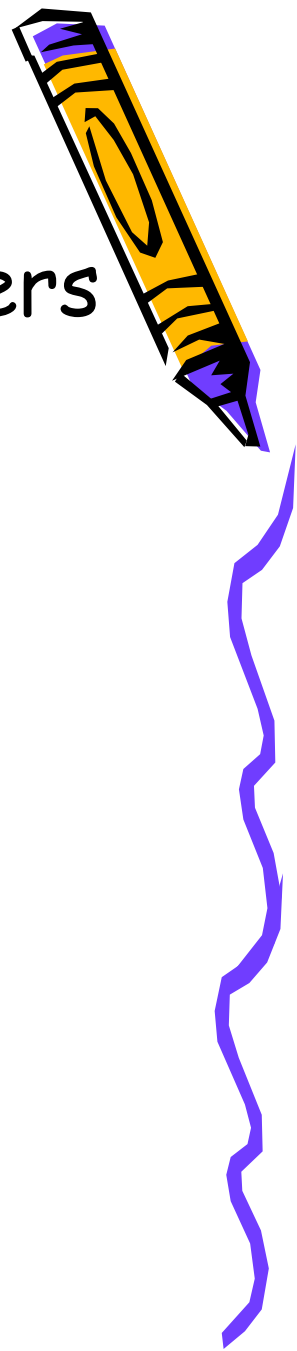
BLES ROOM REP TRAINING 2011-2012

August 31st & September 1st



AGENDA

- Intro Room Rep Committee Members
- PTA Co-Presidents / board
- PTA Website
- Room Rep Responsibilities
- "Housekeeping" items
- Important Dates to Remember
- Wrap Up / Q&A



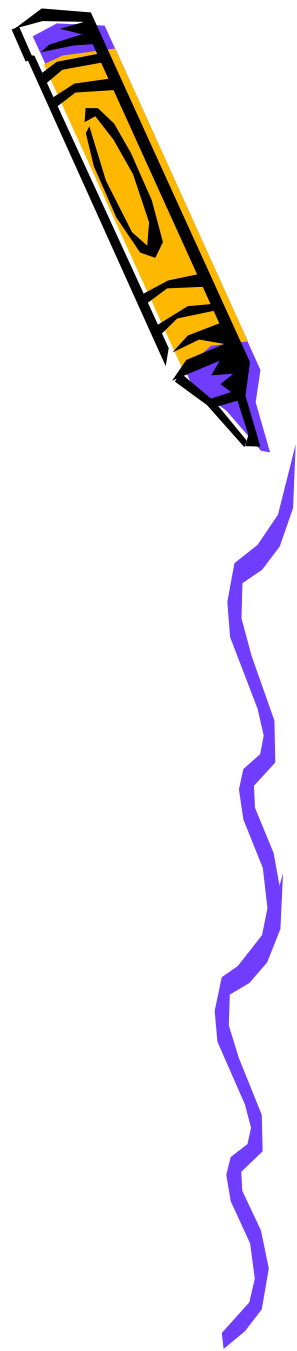
Room Rep Committee

- Co-Chairs
 - Mary Mansfield (mommymansfield@gmail.com) 770-447-1173
 - Alisa Maxwell (maxwellhouse911@bellsouth.net) 770-449-4455

Coordinators

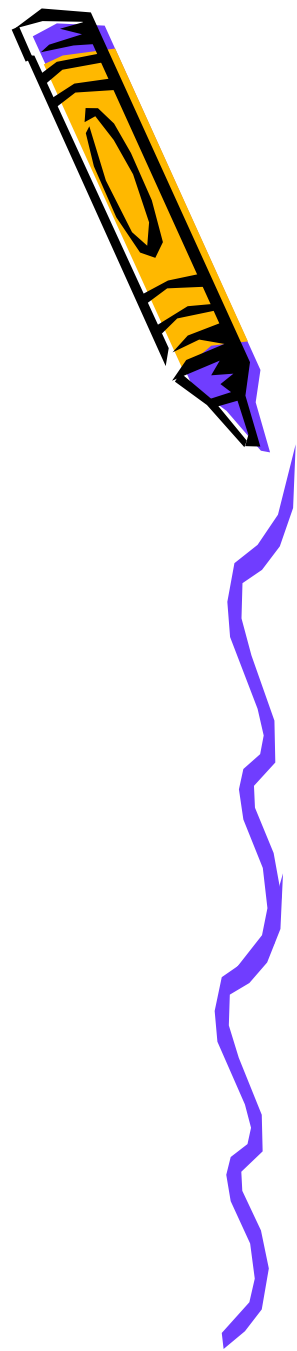
- K - 1st Colette Bingham (bingmom3@gmail.com)
 - 2nd - 3rd Michelle Hardin (michelle@hardinsrus.com)
 - 4th - 5th Kesha Creighton (kesha_creighton@yahoo.com)
- Head Room Reps
 - Assistant Room Reps

THANK YOU FOR VOLUNTEERING!!



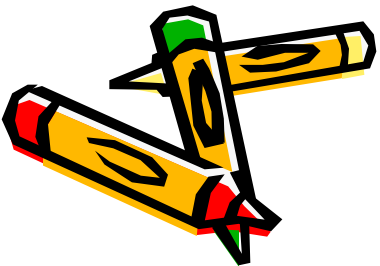
BLES PTA BOARD 2011-2012

- Amanda Helmstetter -Co-President
- Sara Woolley -Co-President
- Vanessa Leap -Vice President
- Rochelle McDonald -Vice President
- Lenka Taylor -Vice President
- Lee Jones -Vice President
- John Charles Roe-Treasurer
- Heather Tomey-Secretary

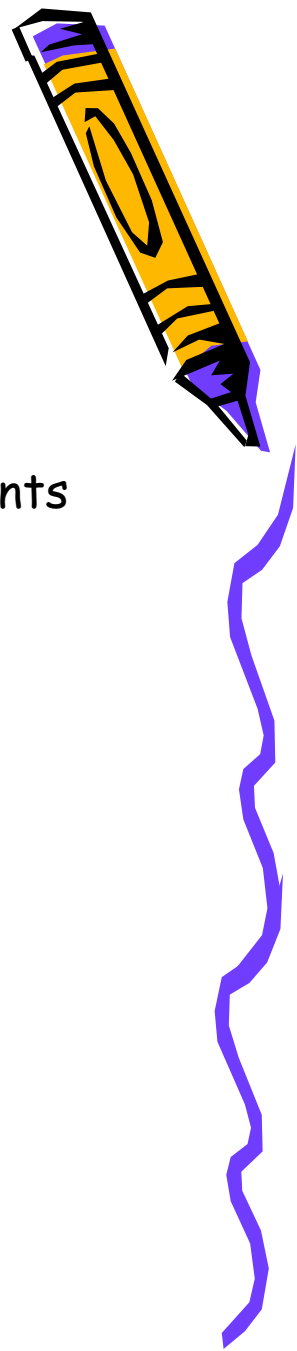


PTA Website

- www.BLESPTA.org (please bookmark it!)
- In process of updating for 2011-2012
- Will be a primary source of information for Room Rep Committee
- Suggestions are encouraged as this is **OUR** website!!



Just Between Friends



- Receive important school information
- Email Blasts from PTA with events deadlines and announcements
- E-mail reminders of group events
- Secure online & paper directories & rosters for those groups
- Much, Much, More

To Join:

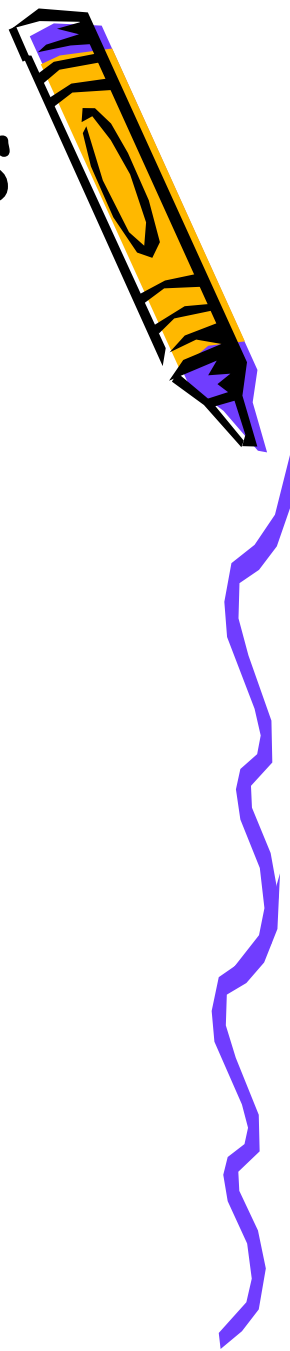
- Go to www.justbetweenfriends.com
- Enter Token: 1984tok in the appropriate field.
- Follow the easy instructions.

- Join The PTA!



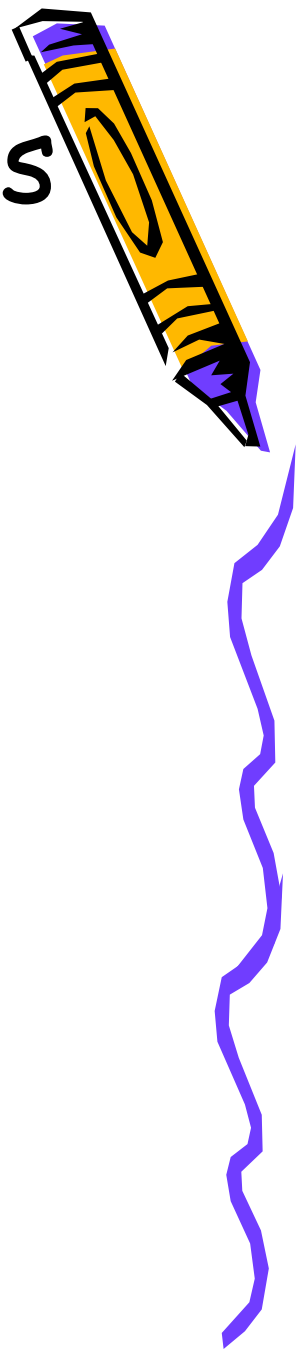
Head Room Rep Vacancies

- Miles-Kindergarten (has assts)
- Rigg-Kindergarten (has assts)
- Hancharik-1st grade (has assts)
- Manchester- 1st grade (has assts)
- Carter-3rd grade
- Evans-3rd grade
- Helland- 3rd grade (has assts)
- Herson- 3rd grade (has assts)



Head Room Rep Vacancies

- Boardman- 4th grade (has assts)
- Houser- 4th grade (has assts)
- Kelleher- 4th grade (has assts)
- Holliday- 5th grade
- *LaMotte- 5th grade
- Kittinger- 5th grade (has assts)
- Paul-5th grade (has assts)



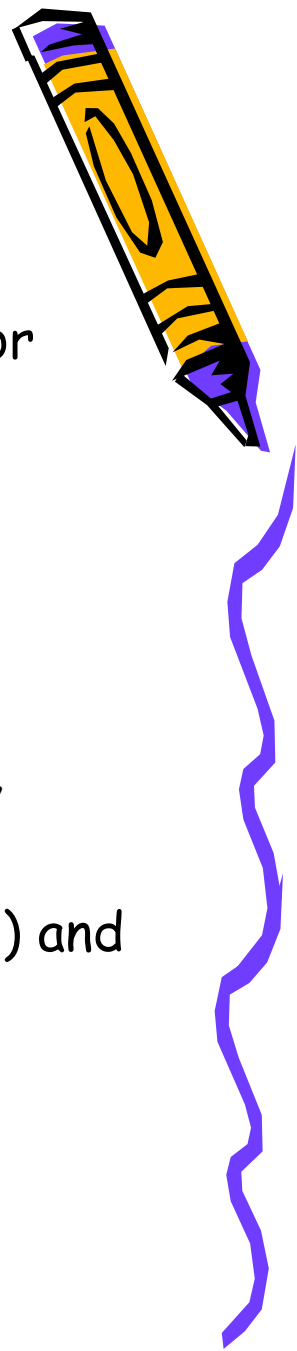
Head Room Rep Roles



- Primary liaison for parental support for classroom
- Meet w/teacher to discuss needs & expectations for your role (email or phone if cannot meet face-to-face)
- Ensure class roster is typed and distributed
- Coordinate Winter Party
- Coordinate recognition activities for Teacher Appreciation Week in the Spring
- Ensure class yearbook photo and candid photos are taken
- Reach out to and involve our diverse population of families in class activities
- **WORK AS A TEAM!!** Communicate with and engage Asst Room Reps and other parents/guardians in classroom activities



Assistant Room Rep Roles



- Assist Head Room Rep(s) in providing parental support for classroom
- Assist Head Room Rep(s) as needed with
 - Class roster
 - Winter Party
 - Teacher Appreciation Week
 - Other activities that your classroom team deems necessary
- **WORK AS A TEAM!!** Communicate with Head Room Rep(s) and other parents/guardians in classroom activities



Class Rosters



- Templates posted on www.BLESPTA.org in Word and Excel formats
- Serves as a resource for classroom families to stay connected
- If some families did not sign roster, could be that they do not wish to be included on the list; that's OK
- Type and distribute to teacher and parents
- Include a brief letter introducing your classroom's Room Rep team to the other parents/guardians (sample letter available)
- **If possible, please complete by October 30th.**



URGENT!!

Emergency Contact Lists



- Templates posted on www.BLESPTA.org in Word and Excel formats
- Type and distribute to
 - teacher
 - your classroom's Room Rep team
 - Email a copy to Anne McCabe in main office (anne_mccabe@gwinnett.k12.ga.us)
 - Email a copy to Mary (mommymansfield@gmail.com) and Alisa (maxwellhouse911@bellsouth.net)
 - PLEASE DO NOT DISTRIBUTE EMERGENCY CONTACT LIST TO THE ENTIRE CLASSROOM!!
- If possible, please complete by September 30th.

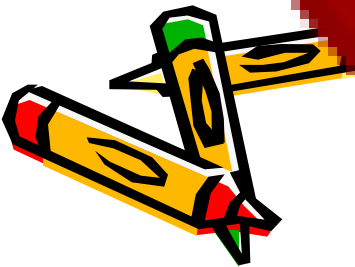


URGENT!!

Emergency Contact Lists



- The form is located on www.BL... in Word and PDF formats
- Type of form to be completed
 - teacher
 - your class
 - Email a copy to the main office (anne_mccabe@...)
 - Email a copy to ...@gmail.com Alisa (mailto:...) (et)
 - PLEASE COMPLETION OF EMERGENCY CONTACT LISTS IS A REQUIREMENT
- If these are completed by September 30th.



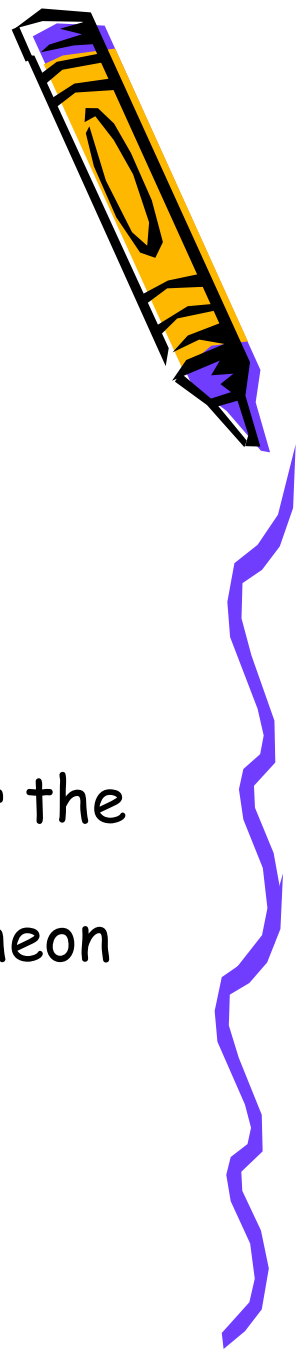
Winter Party



- **Winter Party: Friday, December 16, 2011**
- Coordinate with teacher on timing of party
- Coordinate with teacher and Room Rep Team regarding activities and food (some teachers want minimum sweets at the parties...be sensitive to this)
- Parties funded by PTA at \$1.50/child for the year. This funding is an option for you as some Room Rep teams may get creative in how to fund parties in lieu of PTA funds.
- Scrip Bucks
- Sample flyers available on www.blespta.org
- Turn in **PTA Check Request Form** after party to request reimbursement; **form** posted on www.blespta.org. Be sure to include the number of students in your classroom when requesting reimbursement.



Teacher Appreciation Week (Spring 2012)



- Time set aside to recognize teachers for their outstanding contributions and dedication to our students
- May 14-18, 2012
- Teacher Appreciation Luncheon -
- Teacher Appreciation Breakfast -
- Room Rep teams will be asked to donate food for the luncheon
- Will also need volunteers to assist with the luncheon and breakfast
- Additional details coming in the Spring



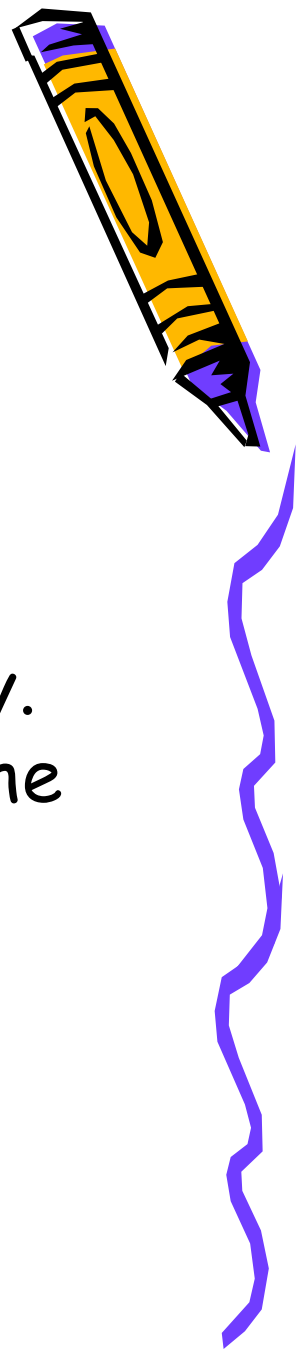
DO's & DON'Ts



- DO....
 - Communicate with your teacher and parents
 - Understand that teacher decides timing of when classroom activities are to take place (e.g. parties, pictures, etc)
 - Ensure teacher's wants/needs are always considered
 - Be aware of families who have opted their child out of being photographed!!
 - **Most importantly...HAVE FUN and BE CREATIVE!!**



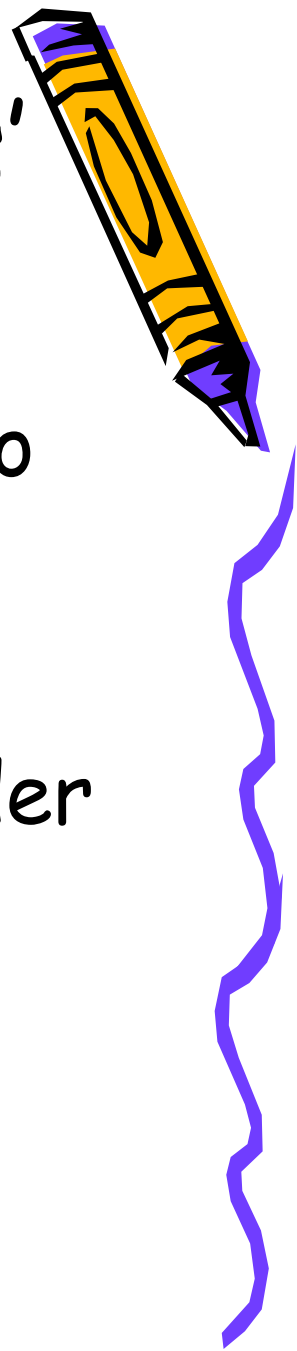
DO's & DON'Ts



- DON'T....
 - Interrupt instructional time without prior approval from teacher!!
 - Please note: Room Reps are not responsible for end of the year party. Teacher Appreciation Week marks the end of your responsibilities for this year. Assisting with the End of the Year Party is voluntary.



Teachers' 'Favorite Things' List



- Available to assist you in getting to know your teacher better
- Lists will also be available in a binder above the sink in the Teacher Workroom



"Housekeeping" Items

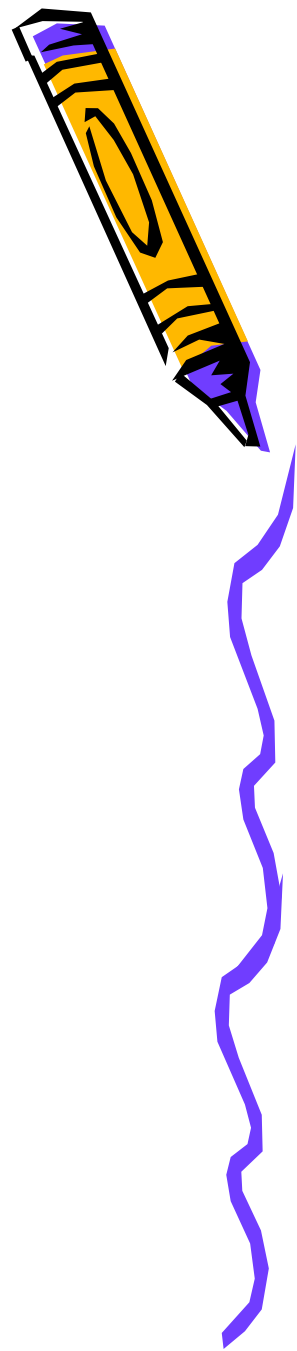


- Teacher gifts

- You may ask for a small donation from each class member for a classroom gift for teacher; realize not everyone will be able to contribute; however, no one's name should ever be omitted from the class gift or card!



"Housekeeping" Items



- Yearbook

- Take lots of pictures!!!
- Class group pictures

- Book fair

- Help with book fair preview with youngest students.
- Help with staffing book fair
- Sign up sheet



"Housekeeping" Items

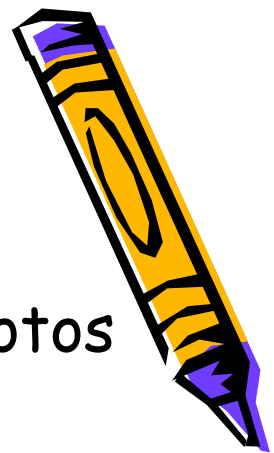


- Making copies

- Use copier in the permanent records room next to Asst Principals office
- Copier code for PTA is 1900#
- Please DO NOT use copier in Teacher Work Room (for teacher use only)
- Must log # of copies and note as "Room Rep Committee"; include teacher name & grade
- Please only make the number of copies actually needed as money comes from PTA budget

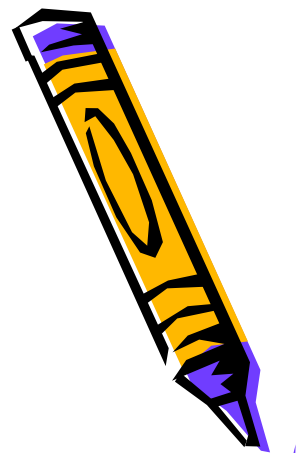


2011-2012 Room Rep Dates to Remember



- Oct 15th - class photo and 1st set of candid photos due
- Oct 30th or sooner - class rosters and typed and distributed
- Dec 16th - Winter Party
- May 14th-18th - Teacher Appreciation Week





- WRAP UP / Q&A
- Tour teacher workroom and copier room

