



Room Parent Information and Guidelines 2018-2019

A Room Parent is a parent volunteer whose role is to support the teacher and act as a liaison between the Parents' Association and the parents for their designated class. Teachers may call upon Room Parents to help with tasks that may arise through the year.

Volunteers will no longer be assigned to specific events by class, and instead will be encouraged to sign up for events that meet their schedules and interests. The Volunteer Coordinator will be responsible for working with the events team to coordinate volunteers to staff events during the school year. The Room Parent is also expected provide support to the volunteer coordinator and event chair by encouraging parents to sign up for at least one event. Cathedral School events are volunteer *opportunities*. Our goal for the school is 100% participation from each family.

Events

September 7, 2018	Back to School Family Celebration
September 28, 2018	Run for Cathedral
October 6, 2018	Celebrate Cathedral
October 22-November 2, 2018	Wreath Sale
January 30, 2019	Special Friend's Breakfast and Mass
March 11-15, 2019	Book Fair
April 8-12, 2018	Art Show Set Up
April 12, 2018	April in Parish
May 4, 2018	First Communion Retreat
May 5, 2018	First Communion Reception

1. **Teacher/Room Parent Meeting** - A meeting is scheduled on the last Thursday in August t with the classroom teacher to go over the needs for the year. Discuss the teacher's expectations for Room Parents and the most efficient means of communication and division of labor among the Room Parents.
2. **Class Parties** - This is an important topic to discuss with the teacher. Some teachers prefer to direct the party. Others like to open party planning up to the volunteers and be copied on the plans for the event.

Each class has **three** designated parties per school year:

- Halloween, Christmas, and Valentine's Day, which are to be held the last hour of the school day.
- Plan your communication well in advance of the parties. Make sure to direct volunteers to Volgistics to sign up for the parties. Volgistics is setup with ten slots

per party. Please add specifics such as: crafts, drinks, snacks, etc... for parents to volunteer. Contact Volunteer Coordinator (not Mrs. Hatley) to add your specifics.

3. **Communication For Events** - Communicate well in advance with parents in your class for each event and encourage them to sign up if they have not volunteered for an event.
 - Cathedral uses Volgistics for all volunteer opportunities. All volunteer spots will be entered into the system. Once someone is signed up for an event, h/she can setup reminders to be sent via email/text or both.
 - It is our goal each fall to have all volunteer opportunities in the Volgistics system early! Class parties have already been entered, and, provided they've met their *Called to Protect* and background check requirements, volunteers can sign up now... no need to wait.
 - Mrs. Hatley will send an email with all the login information but as a reminder here is how to sign into Volgistics for the first time: *Click on this link: VicNet This will take you to VicNet, the Volgistics volunteer portal. Click on Need a Password? (If you are on your smartphone you may not see this option. In this case first click on the Full-site button.) This will take you to a page where you will enter your email address. Volgistics will send a password link to you via email.*
4. **General Email Guidelines** - Good communication with parents begins with accurate contact information. The best way for us to work together is through a single system and so we're asking you to follow these guidelines as much as possible:
 - Send communications **through your classroom teacher**. Our teachers check for accuracy in both information and contacts.
 - There are times when Room Parents will need to send emails to specific parents in the class from home. Use the email addresses published in the school directory.
5. **Teacher/Staff birthdays** are planned for either right after drop-off, 8:10AM or the last 10 minutes of the school day. Please discuss this time with your teacher to see what works best for their schedule. (Please do not interrupt daily instruction for surprise teacher birthday's.)

Each year the parents and students remember the teacher in a variety of ways during special events and on special occasions. We are asking that the parents and students also remember additional staff members that tend to be overlooked or forgotten. The following list designates Faculty and Staff members to remember throughout the year. Thank you very much in helping us support our outstanding staff at Cathedral School.

Please do not ask parents for money. The Parent Association has discontinued the practice of collecting money for group gifts for staff, and instead will be purchasing a gift card for all staff members for their birthday. Students are encouraged to make cards, sign a card, or bring in flowers to go with the gift card.

2018-2019 Room Parents:

Pre-Kindergarten – Adriana Fisher, Noel Lopez, Julie Ju
Kindergarten - Asia Spilortos, Veery Harper, Vanessa Wong
1st Grade - Adrienne Dedelow, Jenn Scott
2nd Grade - Asia Spilortos, Sara Knudson
3rd Grade – Erin Mulqueeny, Wendy Gallo
4th Grade - Angie Cunningham, Emma Celedin
5th Grade – Tricia Quinteros, Joanie Bayne
6th Grade - Emily Becker, Christina Blubaugh
7th Grade - Joanie Bayne, Mary Pool
8th Grade - Melissa Rawlinson, Erin Herrick, Helen Heller, Dee Kurillo

Faculty and Staff Birthdays:

Pre-K –	Ms. Cavill, Pre-K Teacher, Dec. 29th Mrs. Cardoza, Instructional Assistant, Oct. 1st
Kindergarten –	Mrs. Gobel, Kindergarten Teacher, Dec. 7th Ms. Murphy, Instructional Assistant, June 1st Mrs. English, Music Teacher, Oct. 5th
1st Grade –	Mrs. Kilkenny, 1 st grade Teacher, May 13th Miss Rinier, Instructional Assistant, June 2nd
2nd Grade –	Miss McCool, 2 nd grade Teacher, April 21M Miss Mecham, Instructional Assistant, April 2nd Mrs. Jensen, Art Teacher, July 31st
3rd Grade –	Mrs. Trachtenbarg, 3 rd grade Teacher, Feb. 6th Mrs. Odenthal, 3 rd grade Instructional Assistant, Aug. 26th Mr. Russell, Maintenance, Oct. 20th
4th Grade –	Ms. Pesicek, 4 th grade Teacher, June 15th Mrs. Niedermeyer, Instructional Assistant, Sept. 29th Mrs. Hatley, Admin Assistant, Aug. 7th
5th Grade –	Miss Hart, 5 th grade Teacher, Nov. 16th Mrs. Glenn, Librarian, Aug. 12th Ms. De Clercq, Receptionist, Nov. 29th
6th Grade –	Mrs. Aguon, 6 th grade Teacher, July 19th Mr. Nadalsky, PE/Health Teacher, Feb. 6 th Miss Muth, 6 th grade Teacher, Sept. 15 th
7th Grade –	Mr. Overley, 7 th grade Teacher, Aug. 23rd Mrs. Walker, Spanish Teacher, May 1st Mrs. Overbay, Business Manager, Feb. 15th
8th Grade –	Mr. Burns, 8 th grade Teacher, May 14th Mrs. Ficklin, 8 th grade Teacher, April 9 th Msgr. Brennan, Pastor, June 6 th