

## Noon Time Monitor Parent Volunteer Committee Meeting

Dec 11, 2024

### In attendance:

Volunteers: Kate Malyszka, Ashley McKay, Patricia Anintoplous, Margot Haden, Kristi West, Laila Davis, Delia Kempner

Staff: Kristy Batis, Kevin Smetak

### Logistical Topics Addressed:

- Volunteers to sign up and have a specific purpose:
  - Sign up genius - volunteers for a consistent shift
    - 1-month commitment, open for all days
- Lunch and Recess is a 4-hour window.
  - Ability to choose the amount of time between 1-4 hours. 10:55 am - 2:00 pm.
  - An option to volunteer for recess and/or lunch
- Certain parents are in charge of certain areas/purposes for recess: kickball etc. other activities. Willing volunteers can give a comment section for an activity.
  - Need to define the purpose of the volunteer role for confidentiality purposes.
    - Have a sign-off for expectations
  - Recess volunteers: go over when to discipline, when to pass off to a staff member and will be provided with a clipboard with instructions
  - Officer Lynch will train in case of emergencies
  - Volunteers will need to attend the monthly meeting they are volunteering for
- Goal is to have 1 adult per homeroom
- Indoor recess: Support staff are assigned to indoor recess for certain classrooms based on student needs.
  - Each classroom has an indoor recess bin
    - Do they need to be replenished?
  - Structure suggestion: A volunteer can take 6 kids for this activity, everyone else has to take from the bin
  - Kelly monitors circulate to check in on the classroom
- Will have to put a disclaimer on the sign-up that recess might be indoors and things can change quickly due to weather.
- Lunch volunteers: Monitoring bathroom count, helping with opening food/drinks, spills
- Create a new page on the PTO website with role expectations - Randy
- Next committee meeting will be after the January PTO meeting
  - Will also look at indoor recess crates and PTO closet
- Informational meeting for volunteers: January 14th in the afternoon
  - Put out Signup Genius afterward and get it back by 1/21-1/22
  - Volunteers will attend the monitor staff meeting on the 27th to start volunteering on the 23rd.
- Lunch schedule:
  - 10:20-10:50 2nd Recess
  - 10:55-11:25 Kindergarten Lunch

- 11:30 - 12:00 3rd Recess
- 11:45-12:15 1st Lunch
- 12:00-12:30 3rd Lunch
- 12:15-12:45 1st Recess
- 12:20-12:50 2nd Lunch
- 12:55-1:25 4th Lunch
- 1:00-1:30 5th Lunch
- 1:25-1:55 4th Recess
- 1:30-2:00 5th Recess
- 2:05-2:35 Kinder Recess

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