



## **Class Coordinators 2020-2021 School Year Information**

Dear Parents and Guardians,

The 2020- 2021 school year has brought many changes. This year we are altering how we are handling class coordinators/class parents as well. For safety reasons parents are not allowed 'in the classroom' this year. Therefore, our usual class in person parties at the holidays, art appreciation, garden guides, etc are not really an option until conditions change.

**The MES PTO Board has decided the best option is to have one 'Class Coordinator' per homeroom for the 2020-2021 year. This person will be in charge of the following responsibilities:**

- Coordinate and correspond with the homeroom teacher checking needs in the classroom and any items that may need to be sent in to facilitate a successful year
- Collect class dues (\$10) which can be used for holiday parties to send in pre packaged goods, teacher appreciation week, needs in the classroom, etc.
- if parties are allowed at Halloween/Christmas/end of year... coordinator will contact the homeroom teacher to find out what items need to be sent in and contact classroom parents to volunteer to send in these snacks/drinks/crafts etc.
- Attend PTO meetings and forward information to all parents in the homeroom and homeroom teacher following meeting (upcoming PTO events, volunteers needed, fundraising) \*\*May 1, 2021 hoping to have Squan Super Saturday that was postponed last year\*\*
- Attend the class coordinator zoom meeting on October 1, 2020 at 7pm

If this is something you as a parent / guardian would be interested in volunteering for please email [PTOBOARD@squanpto.com](mailto:PTOBOARD@squanpto.com) **by September 25**

Kindly include in your email:

1. Your name/ your child's name
2. Your child's homeroom teacher and grade you wish to be coordinator for

