

# Lead Room Parent (LRP) Grade Level Coordinator (GLC) 2022-23 Training

Doss Elementary



# Attendee sign in

Please sign in [HERE](#) if virtual and as you review the slides & video if you could not attend the training.

# THANK YOU, THANK YOU!!

**This year alone, Doss Elementary will benefit from the dedication of:**

- 70+ Lead Room Parents
  - 30+ Committees
  - 50+ Committee Chairs
- Hundreds of volunteers, thousands of hours

YOU help us reach our goals  
YOU help us enhance our students' school experiences  
YOU represent our school and community

**Thank YOU for sharing your time with our school!**

# Contact Info

|                 |                   |              |                                                                         |
|-----------------|-------------------|--------------|-------------------------------------------------------------------------|
| Nishi Goel      | President         | 832.549.4876 | <a href="mailto:president@dosspta.org"><u>president@dosspta.org</u></a> |
| Todd Waldman    | 1st VP/Prez-elect | 512.541.5181 | <a href="mailto:1stvp@dosspta.org"><u>1stvp@dosspta.org</u></a>         |
| Scott Neuendorf | Treasurer         | –            | <a href="mailto:treasurer@dosspta.org"><u>treasurer@dosspta.org</u></a> |
| Kevin Rutkowski | Asst Treasurer    | 512.461.0530 | <a href="mailto:admin@dosspta.org"><u>admin@dosspta.org</u></a>         |

# Agenda

1. General Volunteer Information
2. Treasurer/Financial Information
3. Lead Room Parent Specifics
4. Grade Level Coordinator Specifics

# General Information

- Don't forget to complete your background checks
- Don't forget to become a PTA member
  - If it is cost-prohibitive, please email [president@dosspta.org](mailto:president@dosspta.org)
- Don't forget to sign in and out each time you come to school
- Don't forget we have supplies in the shed from previous years and events
- If ever there is fire drill, lockdown drill or weather drill, please participate accordingly. Follow teacher & staff directions.
  - Fire drills - go outside with the nearest classroom
  - Lockdown drills - go to the nearest classroom and stay locked indoors

# Communication with the PTA President

## Keep the President & the Doss PTA Exec Board In the Loop

- Copy and include the President on pertinent emails
- Contact the President with any issues, concerns or problems
- If you are asking for donations, in-kind or monetary, other than for teacher gifts, please first run it by the President
  - LESS ASKS THIS YEAR!
- School level activities (i.e. parties) will be marketed as a whole by the President and 1st VP
  - If you have something specific to run for a grade level, please let us know
- You are our eyes & ears so please keep us informed of rumors or issues

**In the event of injury or incident on campus or at a school/PTA-sponsored event, inform the President AND Principal IMMEDIATELY**

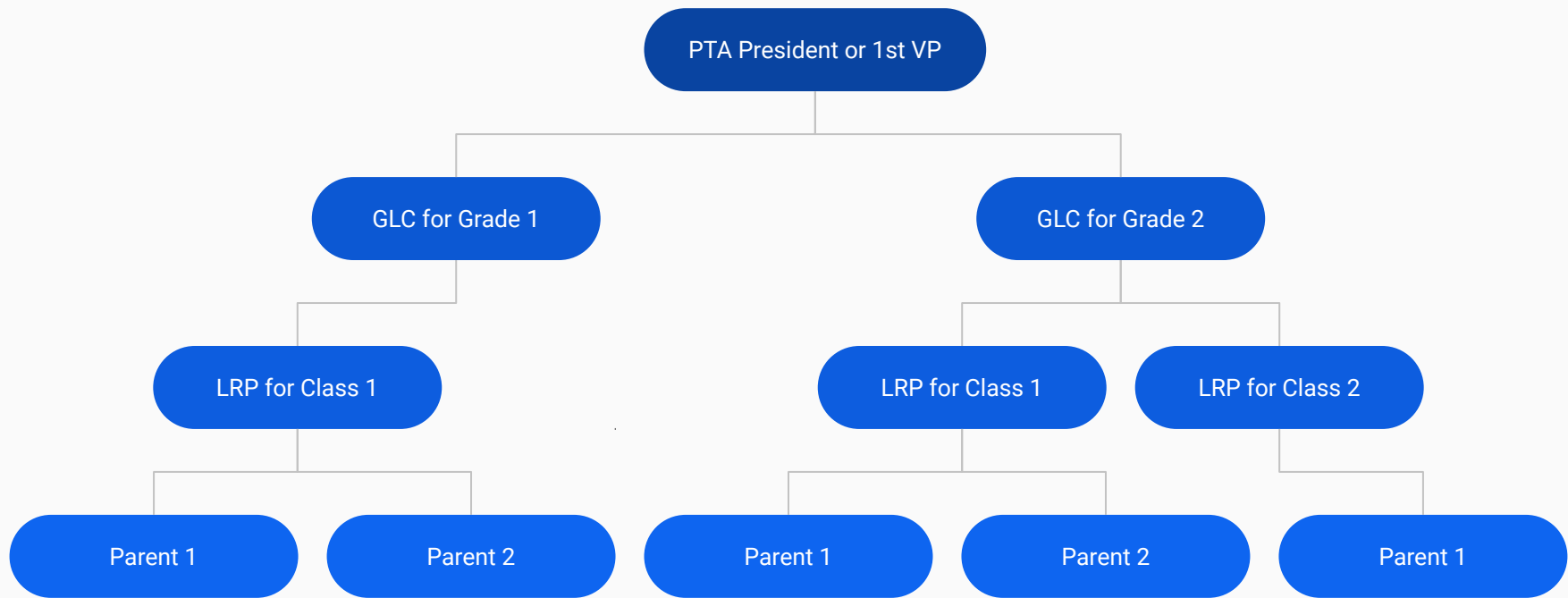
# Communication Methods

- Blast
  - Email requests to Todd at [1stvp@dosspta.org](mailto:1stvp@dosspta.org) by Tuesday NOON prior to the Wednesday night distribution
  - Copy [president@dosspta.org](mailto:president@dosspta.org)
  - Include text, contact info for questions, any images or links and dates to run
- Marquee
  - Information pulled from the Blast so make sure it gets in there! Marquee is updated on Sundays.
- Social Media
  - Email requests to Marquette at [marquette@austin.rr.com](mailto:marquette@austin.rr.com) AS SOON AS you know you will want social media help
  - Copy [president@dosspta.org](mailto:president@dosspta.org)
  - Include text, contact info for questions, any images or links and dates to run
- Wednesday Folder Flyers



# Communication Methods



- **PTA-Principal Meetings**
  - President, 1st VP and Principal meet weekly
  - Great venue for us to bring up any changes, issues, questions
  - Use your lead teacher for teacher-to-teacher communication
- **Konstella**
  - All committees, rooms and GLC groups should be set up in Konstella - PLEASE REVIEW
  - See the following slides for helpful hints
  - If you have any questions, email or message [president@dosspta.org](mailto:president@dosspta.org)
- **Grade level Facebook Groups**
  - GLCs should be able to share
  - PTA does not manage those groups






# Konstella

PLEASE, PLEASE make sure to check if all of your students and parents are in Konstella associated with YOUR classroom! This includes those students receiving services through Special Education assigned to your homeroom. **This is the best way to get ALL communication - Doss, grade level and classroom level.**

You can view your roster by going to the Directory and picking the class from the dropdown.

Doss Elementary School  

 Feed |  Calendar |  Fundra


Classrooms

Staff


Admins

1st - Turley/Law (DL) ▼


Teachers (3)



Brandy Cheung  
[brandy.cheung@austinisd.org](mailto:brandy.cheung@austinisd.org)




Crystal Law  
[crystal.law@austinisd.org](mailto:crystal.law@austinisd.org)




Lauren Turley  
[lauren.turley@austinisd.org](mailto:lauren.turley@austinisd.org)

Leads (2)




Lorena Acosta-Colsa  
[laacostacolsa@yahoo.com](mailto:laacostacolsa@yahoo.com)




Anastasia Dimou Minor  
[anastasia.dimou@gmail.com](mailto:anastasia.dimou@gmail.com)

Students (33) Parents(46)



Max Aaronson

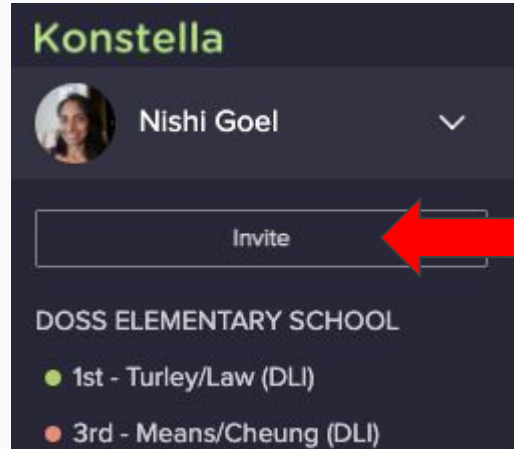


Diana Lino (mr

# Konstella

Invite missing parents using the Invite button on the left.

Add their email addresses and send a message.



Join Konstella

BY EMAIL INVITATION BY REQUEST AT BACK-TO-SCHOOL NIGHT

### Join by Email Invitation

**Instructions**

You can simply invite parents and teachers by entering their email addresses below. We take email addresses in many different forms (e.g. a@b.com, John Smith <a@b.com>, line separated emails, comma separated emails, etc.).

Invited parents and teachers will be automatically approved to register at your school via the Join buttons in the invitation emails they receive.

**Please note that as long as a parent has been invited to your Konstella community (and approved by your Room Lead or Konstella School Admin), (s)he will receive all the emails even if (s)he does not register. At the bottom of the emails (s)he gets, (s)he can always opt out from getting the emails.**

Invite to

Parent or Teacher

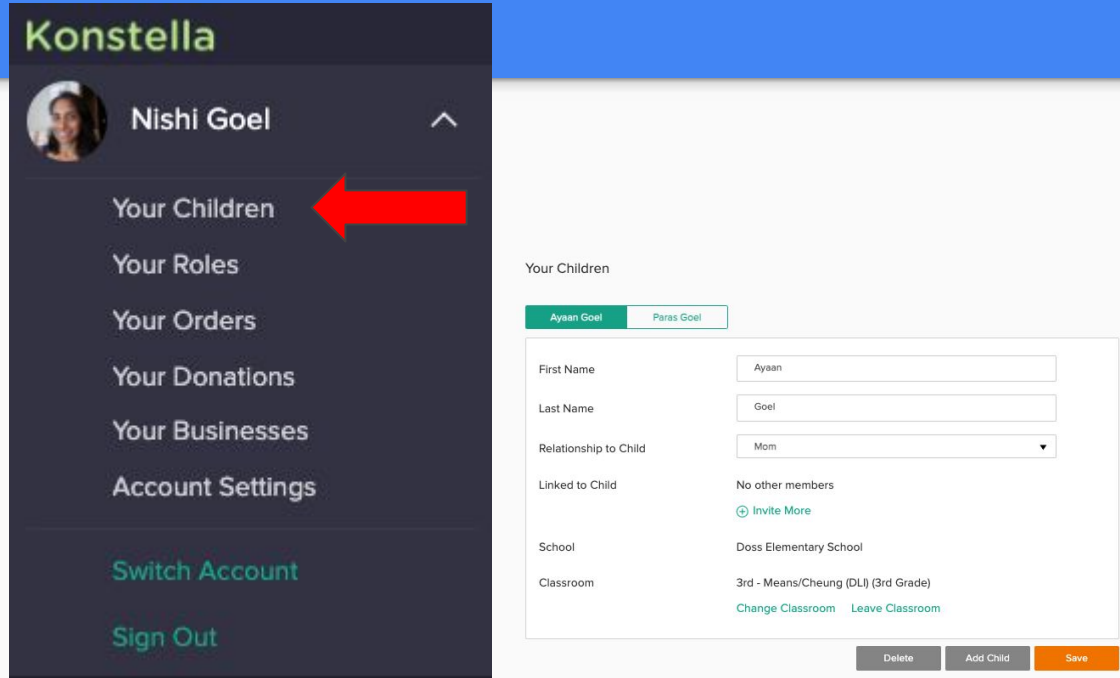
Invitees' Emails

Your Message (Optional)

Font Family  Font Sizes  **B** *I*

# Konstella

If someone is already in Konstella, make sure they have added their students and assigned them to a room. This is the **ONLY** way to get grade-level and classroom communications!



The image shows a screenshot of the Konstella app interface. On the left, a dark sidebar menu displays the user's profile 'Nishi Goel' and a list of navigation options: 'Your Children', 'Your Roles', 'Your Orders', 'Your Donations', 'Your Businesses', and 'Account Settings'. At the bottom of the sidebar are 'Switch Account' and 'Sign Out' options. A red arrow points to the 'Your Children' option. The main content area on the right is titled 'Your Children' and features two tabs: 'Ayaan Goel' (selected) and 'Paras Goel'. Below the tabs is a form for adding or editing a child's information. The form includes fields for 'First Name' (Ayaan), 'Last Name' (Goel), and 'Relationship to Child' (Mom). It also shows 'Linked to Child' with a note 'No other members' and an 'Invite More' button. The 'School' field is set to 'Doss Elementary School' and the 'Classroom' field is set to '3rd - Means/Cheung (DLI) (3rd Grade)'. At the bottom of the form are links for 'Change Classroom' and 'Leave Classroom'. At the very bottom of the screen are three buttons: 'Delete', 'Add Child', and 'Save'.

**Konstella**

Nishi Goel

- Your Children
- Your Roles
- Your Orders
- Your Donations
- Your Businesses
- Account Settings

Switch Account

Sign Out

Your Children

Ayaan Goel | Paras Goel

First Name: Ayaan

Last Name: Goel

Relationship to Child: Mom

Linked to Child: No other members  
[Invite More](#)

School: Doss Elementary School

Classroom: 3rd - Means/Cheung (DLI) (3rd Grade)  
[Change Classroom](#) [Leave Classroom](#)

Delete Add Child Save

# Konstella

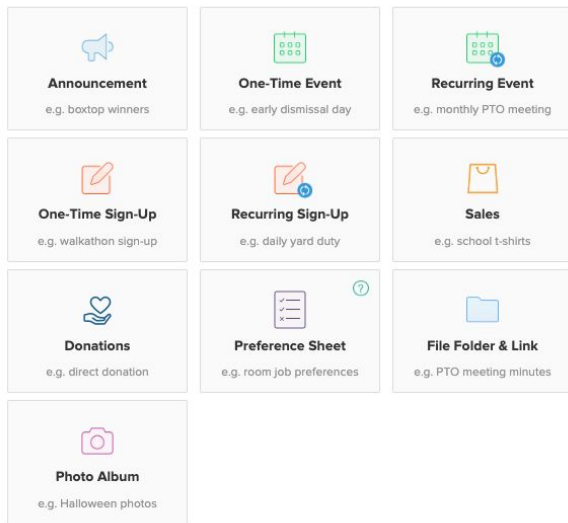
Send announcements (email-like), messages (chat-like), sign ups, and events through Konstella. [Here is a how-to doc.](#)

Teach your parents how to filter and sync calendar events.

My Creations

+ CREATE

Add to Doss Elementary School



Doss Elementary School

Feed

Calendar

Fundraising

More

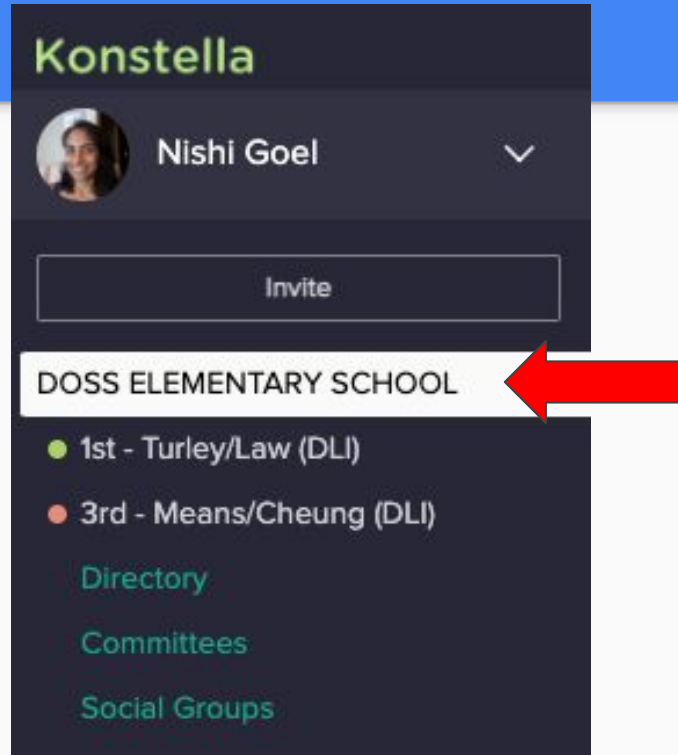
- Announcements
- Sign-ups
- Sales
- Donations
- Files & Links
- Photos



Sync to My Calendar

# Konstella

View class specific announcements, messages, events and signups when you click on the class but view everything you are associated with (parent, LRP, GLC, committees) by clicking DOSS ELEMENTARY SCHOOL.



# Main Calendar

I am keeping track of all events to avoid conflicts in programming.

I meet with Adriana Amador regularly to sync calendars.

I have asked lead teachers to notify me of all events, parties, field trips and major grade level projects (specifically needing volunteers). **PLEASE let me know if your lead teachers have sent out events so I can add it to my main calendar.**



# Bookmark this URL!!

## [PTA Forms and Documents](#)

You will find all the documents you need here:

Building Use Form

Sales Tax Exempt Form

Check Request Form

Deposit Request Form

# Building Use Form (BUF)

- This is the primary tool for managing building space
- **MUST be submitted for ALL events, meetings, trainings & presentations**
  - Classrooms during school hours are the exception
- Need to secure the space for your event ASAP!
  - I have submitted BUFs for many events that I had dates for.
- Adriana Amador receives submissions and reviews them. If you have not heard from her within 72 hours, then you are GOOD TO GO!

# Budgets

- **KNOW YOUR APPROVED BUDGET!**

- Income, Cost of Goods Sold, and Expenses
- Track budget spent and amount remaining
- PTA cannot reimburse over approved budget amount

- **BUDGET AMENDMENTS**

- Three budget cycles during the FY year - October, February, and May
- Complete a Budget Request Form\*\* to request a budget amendment and submit to the Treasurer
  - Budget Request Forms for October cycle due Friday, September 30th
- All amendments to the PTA budget are voted on at a general membership meeting

# Purchases

- **When purchasing items for your grade/class/committee:**
  - Know your approved budget and DO NOT spend more than this amount (email PTA Treasurer at [treasurer@dosspta.org](mailto:treasurer@dosspta.org) to confirm your approved budget)
  - Use the SALES TAX-EXEMPT FORM
  - Items purchased must be 100% for school use only.

# Check Request Process

## Complete a Check Payment Request Form

- You MUST have **TWO** signatures (not related by blood/marriage ) and 2nd must be a PTA member (i.e. purchased a membership for the current school year).
- Itemized receipts and/or invoices must be attached and proof of payment must be clear.
- Sales tax is NOT reimbursable
- Gift cards:  $\leq \$25.00$  and must be for a specific retailer (i.e. NO Visa gift cards)
- All check requests must be submitted within 45 DAYS of your event.

## Give Completed Check Request to Treasurer

- Place in the PTA Lockbox located at the school (right inside the front door), OR
- email to Treasurer at [Treasurer@dosspta.org](mailto:Treasurer@dosspta.org) or [Admin@dosspta.org](mailto:Admin@dosspta.org)

Treasurer will reach out to you when your check is ready for pickup OR if check is to a business, Treasurer will mail.

- PLEASE, cash your reimbursement check in a timely manner!



# Deposits

- **Encourage all payments to the PTA to be made in one of the following manners:**
  - Check sent to the PTA PO Box (PO Box 28370, Austin, TX 78755)
  - PayPal (coordinate with Treasurer if you need an invoice sent)
  - One Cause / BidPal for No Hassle and Spring Party
- **Payments handed to Treasurer require a Deposit Request Form**

# Deposit Request Process

## Complete a Deposit Request Form

- Activity = PTA Budget Line Item or Committee
- In each row, write "Cash" or the check number in first column - **NO CASH TRANSACTIONS PLEASE**
- In the second and third columns write the associated name and dollar amount
- Sum each column and add subtotals for currency, coin and checks.
- Sign and date
- FOR CASH, you MUST have TWO records of count and TWO signatures (not related by blood/marriage).

## Give Completed Deposit Request Form and Payment to Treasurer

- Make sure Deposit Request Form and payment stay together (use envelope if necessary - please do not staple checks)
- Place in the PTA Lockbox located at the school

# GLC Responsibilities

- Connect with the past GLC(s) to learn about what worked and what didn't
- Review and maintain grade level notebook & documents
  - Would love to keep all of the information in the PTA GSuite Google Drive
- Meet/Introduce yourself to your Teacher Lead
  - **PK: Bell; KG: DeLoach; 1st: Smith; 2nd: Johnson; 3rd: Simmons; 4th: Wolff; 5th: Hughes**
- Manage your grade-level budget
  - Always know when Lead Room Parents are spending \$\$
  - Make sure to be copied on expenditures
- Minimize asks (other than time) on parents
- Make sure events and signups are on Konstella
  - And notify Nishi ([president@dosspta.org](mailto:president@dosspta.org))



# GLC Responsibilities

- **Coordinate 3 class parties (Holiday, Valentine's, End of Year)**
  - Stay in budget: approximately \$10/student for the year
  - Stick to party plan discussed with Teacher Lead
  - Budgets/parties are equitable across all grades
- **Coordinate First Friday Treats**
  - **Oct 7 - 5th; Nov 4 - 4th; Dec 2 - 3rd; Jan 13 - 2nd; Feb 3 - 1st; March 3 - Kinder; April 14 - PreK**
  - Think outside the box - candy bar; coffee & donuts; ice cream sundaes; milk & cookies
    - Appreciation doesn't have to be extravagant!
  - PTA is providing \$300 per grade so stay within budget or you will need to ask for money from your parents
  - If setting up for the morning, be ready by 6:45am
  - If doing treat at any time OTHER THAN first thing in the morning, notify Nishi and Adriana
- **Find volunteers for classrooms that are missing any**
  - BUT this won't happen because the LRPs will do a great job recruiting! :)
- **Communicate messaging from PTA Exec Board to the LRPs (i.e. messaging for gift collections)**

# Communicate Using Konstella

Use Konstella not only to communicate with parents but with your own Grade Level Committee, other GLCs and other LRPs.

Nishi or Todd will send messaging via Konstella committees.

Documents will be shared in Konstella as well.

**If a parent doesn't have access to Konstella or email, please using print correspondence.**

## Board and Leadership

### 2022-23 1st Grade LRPs & GLCs

This is a list of all 1st grade LRPs & GLCs.

### 2022-23 2nd Grade LRPs & GLCs

This is a list of all 2nd grade LRPs & GLCs.

### 2022-23 3rd Grade LRPs & GLCs

This is a list of all 3rd grade LRPs & GLCs.

### 2022-23 4th Grade LRPs & GLCs

This is a list of 4th grade LRPs & GLCs.

### 2022-23 5th Grade LRPs & GLCs

This is a list of 5th grade LRPs & GLCs.

### 2022-23 Committee Chairs

List of all Committee Chairs

### 2022-23 Grade Level Coordinators (GLCs)

This is a list of the 2022-23 GLCs.

### 2022-23 Kinder LRPs & GLCs

This is a list of all of the Kinder LRPs & GLCs.

### 2022-23 Lead Room Parents

This is a list of all lead room parents for 2022-23.

### 2022-23 PreK LRPs & GLCs

This is a list of all the preK LRPs & GLCs.

# LRP Responsibilities

- Communicate, Coordinate, Celebrate!!
- Introduce yourself to your teacher & see what help they need in the classroom
- Introduce yourself to your classroom parents
- Set up sign ups in Konstella
- Make sure your class in Konstella is complete
- Share information with classroom parents
- Coordinate teacher gifts and recognition (we will provide sample language)
  - Birthdays, Winter Holiday, End of Year, Staff Appreciation Week
  - Staff Favorite lists COMING SOON!
- Work with the GLC to organize Class Parties
  - Holiday, Valentine's, End of Year

# LRP Responsibilities

- You can't do it alone - RECRUIT VOLUNTEERS!!!
  - Make sure all volunteers have completed their background check (you don't have to donate to APIE to sign up)
  - Volunteer Opportunities
    - Wednesday folders
    - Copying
    - Other Classroom Opportunities
    - Memory Book Creator (RECRUIT SOMEONE NOW!)
    - Holiday Parties
    - Staff Appreciation Luncheon Coverage
    - Buying gifts for your teacher
    - Grade Level or Classroom Projects
    - Field Trips
    - H'Owl Booth
    - Other PTA or school events
    - As YOU need it

# Celebrations

- Remember that no birthday treats (food or goody bags) for any student in your class
- For Classroom Parties
  - Make sure all items are store-bought & nut-free
  - All outside food should be consistent with school policy
  - LRPs should communicate with parents who have students with allergies or special diets to bring their own treat, if necessary
- For Teacher Gifts
  - They love CASH, gift cards and food!
  - Can combine gifts if birthdays are near the holidays or end of year
  - Check with last year's LRP to find out the timing of a gift if your teacher has a summer birthday
  - Sample email to be shared on Konstella - giving is always optional, gifts are always from the whole class, give a guideline on how much to donate but accept any amount
  - Communicate or share pictures after giving the gift so everyone knows what was given
  - Encourage students to create cards

# New Thought for Holiday & EOY Gifts

Our administration, non-classroom teachers (specials, interventionists, librarians, special education), custodians, cafeteria staff, crossing guards all work hard for our students but they are often not remembered at the holidays and at the end of the year.

I would like to discuss a potential way for each classroom to “adopt” staff to provide them with something small during the holiday season and at the end of the year.

# Yearbook & Memory Book

Yearbook = pictures from the whole year of all school events

Memory Book = pictures from the whole year of your classroom events

**Both are AMAZING treasures for your student!**

- Make sure to ask your teacher if anyone in your class does NOT want to have their student photographed for the yearbook, memory book and/or social media.
  - Share this list with Nishi at [president@dosspta.org](mailto:president@dosspta.org)
- Make sure you are collecting pictures (Google Photos, Flickr, Shutterfly, etc) all year of ALL students in your class to share for both books.
- Contact Marquette Reddam ([marquette@austin.rr.com](mailto:marquette@austin.rr.com)) to find out who your memory book creator is OR recruit one...otherwise you will be IT!
- More info to come about how to share pictures for the yearbook.

# Documentation for GLCs & LRPs

Sample emails/Konstella announcements will be shared on Konstella.

This training deck & meeting recording will be available on Konstella and on the PTA website under PTA > Committees & Volunteering

All documents linked within will be shared (if not already) via Konstella



Thank YOU again!!!

Questions?