**AGENDA**

**Homeroom Delegates Meeting September 9, 2021**

**Opening Prayer**

**Ice-Breaker**

**Introductions**: The Home and School Liaisons for 2021 – 2022 are as follows:

|  |  |  |
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| PK-2 – Kinder Liaison | Leticia Pradere | [leticiapradere@yahoo.com](mailto:leticiapradere@yahoo.com) |
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| 1st - 4th Grade Liaison | Angie Medina | [angie.diazmedina@gmail.com](mailto:angie.diazmedina@gmail.com) |
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| 5th - 8th Grade Liaison | Karina Acevedo | kacevedo318@gmail.com |
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| Volunteer Hours Liaison | Therese Diaz | [SBEhours@gmail.com](mailto:SBEhours@gmail.com) |
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**DEVELOPMENT DIRECTOR UPDATES**

* Navigator Bistro and Capital Campaign
* Parishioner Discount

**HOMEROOM DELEGATE DUTIES**

* Review Homeroom Delegates Expectations
* **Working Together:** Grade levels are encouraged to work together as a team. Please select one delegate to be responsible for the class or grade volunteer hours and the other to be responsible for the communication to parents that way parents know who to go to for what.
* **Attend meetings** – if one cannot, ensure another delegate from grade attends meeting and informs other delegates of what was discussed.
* **Communication:** establish ONE delegate per class or grade to send out all emails to parents.
* All communications will come from Home and School Liaisons and you will forward to parents. Please **BCC** all parents.
* Please copy your **teachers** and **Grade Level Liaiso**ns to ensure communications are getting out timely (Lety for La Casita and Kinder, Angie for 1st-4th grade and Karina for 5th grade and Middle School).

**COMMUNICATION**

* Explain teacher’s **“Some of My Favorite Things”** sheet
  + Delegates to send to their teachers and aides following this meeting
* 1st Delegate email to parents introducing yourselves
  + We will send to you after this meeting
* Remind App Communication Tool - Homeroom Delegate as Administrators
* What’s App is NOT TO BE USED for dissemination of school information. Email and the Remind App are the two communication tools to use as delegates
* **Class lists** will be uploaded to our SBE Home & School page on the school website **<https://www.sbehomeandschool.com/>** 
  + We will send you your grade level passwords following this meeting
* Follow us on Facebook and Instagram
* Follow STBE on Instagram @StBrendan55 and @StBrendanChurchMiami and on Facebook @St Brendan Catholic Elementary School and @St.Brendan Church Miami

**COVID-19 FAQ’s**

* Review the quarantine and testing protocols as well as when students will be granted access to virtual school to ensure we are all safe during this school year
* We will be sending out this communication to **ALL** parents

**UPCOMING EVENTS**

**School Mass**

* The school community mass is every Sunday at 11:00am.
* Mass Attendance will be tracked this year through the Concierge Pad app. You must have the Concierge Pad mobile app downloaded to scan the QR code and enter the code that Father Miguel will give each week.

**VOLUNTEER INFORMATION**

* Each family is required to complete 10 hours.
* In order to serve as a delegate and volunteer for school events you must have these four things to be considered compliant per Archdiocese of Miami policy:

1. Current fingerprints on file (they expire after 5 years)
2. Attend the Virtus Training Course with completion certificate on file in the school office (this is a one-time class)
3. Signed Volunteer Pledge on file in the school office (for the current school year)
4. Completion of monthly Virtus training bulletins\* (print out of training compliance report will be required twice a year- September and January)

* For those who have not remained current with completing monthly training bulletins, your account may be locked and may only be unlocked by the ADOM. We will be sending you more information on how to proceed.

**Upcoming opportunities onsite at SBE**

* We will continue to use the Track it Forward application to volunteer for events and manage volunteer hours.
* Encourage your parents to go into Track it Forward and remind them that their log in information was in the Back to School packets.
* If they lost the information, please ask them to email SBEhours@gmail.com

**UPCOMING MEETINGS**

* September 30th @ 8:15am
* November 9th @ 8:15am

**NEXT STEPS**

* Please establish in your grade who will be responsible for communication emails and for money collection.
  + Please email [stbrendanhomeandschool@gmail.com](mailto:stbrendanhomeandschool@gmail.com) so we know who to reach out per grade.
* Once we email you the introduction letter to parents, please edit with your delegate names and send out to your grade.
* Email your teacher and assistant (if you have one) the “Some of My Favorite Things” sheet so you can send to all parents.
* Make sure you are compliant with all ADOM volunteer requirements. As delegates, this is a must.