



ST. AUGUSTINE SCHOOL GUILD

ROOM PARENT GUIDE

Welcome & Thank You

We want to extend our gratitude to all the individuals who offered their time to serve in the coming year. It's through the collective efforts of our community that we can create such a supportive environment for our students and teachers. We cannot emphasize enough how integral your participation is to the success of our school community, and we are so thankful for your help!

Room Parents play such an important role — for your own child(ren)'s class(es), for our wonderful teachers, and for the whole St. Augustine's School community. Thank you for saying yes!

Meet Your 2026–27 Guild Executive Board

We're your primary contacts for any questions or assistance you need as you navigate your role. Please feel free to reach out to any one of us directly.

Role	Name	Phone	Email
President	Kelly O'Brien	978-809-2851	kellyobrien@staugustineandover.org
Co-President	Michael Cuzzo	203-644-0238	michaelcuzzo@staugustineandover.org
Treasurer	Buddy Hanley	781-249-9827	buddyhanley@staugustineandover.org
Communications	Meg Murdock	978-809-0548	meghanmurdock@staugustineandover.org

Volunteer Requirements: CORI & VIRTUS

All volunteers at our school and parish must complete an annual CORI background check and the one-time VIRTUS "Protecting God's Children" course. This is required to volunteer during school hours, chaperone field trips, host and help with events.

We'd appreciate your help spreading the word about these requirements, especially to any parents or family members hoping to join classroom celebrations, events, field trips, or other activities throughout the year.





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Your Role as Room Parent

As a Room Parent, your direct involvement is crucial in helping make this upcoming school year a success for our students and our fundraising goals. This guide will walk you through what to expect and help you plan our annual events with confidence.

At its heart, your main task is to team up with your Room Parent co-chair to keep communication flowing smoothly between parents, and the Guild. You also may be asked to support your classroom teacher with activities and event planning, which can look a little different depending on the grade level. Pre-K 3 and Pre-K 4 parents will usually help coordinate volunteers for the classroom's parties and celebrations.

Communication

To make communication easier, we provide ready-to-use form letters throughout the year. Typically these sample letters will be sent ahead of time for you to use when communicating with the class parents.

One friendly reminder: please CC the Guild board team members on email communications that you send to parents. This helps us stay in the loop on classroom activities and events. And since you'll be emailing full class lists, always use the Blind Carbon Copy (BCC) field to protect everyone's privacy — parent contact information is sensitive and shouldn't be visible to the whole group.

Events

We ask for each of you to sign up to chair at least one Guild-sponsored event during the year — more than one is always welcome! A Guild board member will be assigned to each event to support planning and school communications as necessary.

You'll also help coordinate teacher gifts twice a year, at Christmas and end of year. When collecting contributions, please gently remind parents that giving is never mandatory — every contribution, big or small, is truly appreciated.

Room Parent Resources

We encourage Room Parents to attend the Guild meetings to stay informed on updates and activities. Dates and details can shift, so staying connected helps you keep your class in the know about events and fundraisers.





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Guild Meeting Schedule

Dates subject to change

Special Meetings or Committee Meetings may also be called in addition to Guild meeting dates

Thursday, October 1, 2026 at 7:15PM at St. Augustine School (Cafeteria or Zoom)

Thursday, January 7, 2027 at 7:15PM St. Augustine School (Cafeteria or Zoom)

Thursday March 18, 2027 at 7:15PM St. Augustine School (Cafeteria or Zoom)

We recommend following us on Instagram and Facebook, where we post the most current information, and bookmarking our website for easy reference:

Instagram: **@SASParentGuildMA**

Facebook: St. Augustine School Guild

Website: SASGUILD.ORG

Enjoy this special time with your child(ren), their friends, their teachers, and the Guild community. Whether you're able to volunteer in our school building or from home, the St. Augustine's Guild appreciates all our Auggies Volunteers, and we are grateful for your time, energy, and resources. We hope this turns out to be a truly rewarding experience for you, your co-parent, and your child(ren).

Questions?

Any one of us on the board is just a message away. Please don't hesitate to reach out if you ever have a question or concern — supporting you is what we're here for.

Thank you!

Sincerely,

The St. Augustine Guild Board





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Room Parent Contact Information

<u>Last Name</u>	<u>First Name</u>	<u>Last Name</u>	<u>Email</u>
PreK 3	Brigid	MacLeod	bridget.s.macleod@gmail.com,
PreK 3	Lillie	Wilson	Liltwilson@gmail.com
PreK 4	Sabrina	Firicano LoBono	sabrinam1290@gmail.com
PreK 4	Marybeth (MB)	Hashem	mbkeizl@gmail.com
Kindergarten	Shannon	Selfinger	shannonselfinger@gmail.com
Kindergarten	Courtney	Excharos	schottc12@gmail.com
Grade 1	Kasey	Calabro	Kaseycalabro@gmail.com
Grade 1	Cassi	Bishop	mrs.cassandrabishop@gmail.com
Grade 2	Jess	Drapeau	jessica.ouimet1@gmail.com
Grade 2	Molly	Vardaro	molly.mckeown13@gmail.com
Grade 2	Shannon	Savage	shanny4235@gmail.com
Grade 3	Katie	McCarty	katie.simons77@gmail.com
Grade 3	Brigid	Vallera	brigidcrean@gmail.com
Grade 4	Brett	Defusco	brettlynn26@gmail.com
Grade 4	Melissa	Connell	melissabevelaqua@yahoo.com
Grade 5	Elisa	Puglielli	elisa.puglielli@gmail.com
Grade 6	Kristen	Murawski	margulis.k@gmail.com
Grade 6	Diana	Pulverenti	diana.serafini81@gmail.com
Grade 7	Kristen	MacDougall	Kmacdougall15@gmail.com
Grade 8	Shelley	Penna	shelleypenna@gmail.com
Grade 8	Lianne	O'Day	lianne.oday@gmail.com
Grade 8	Heather	Ward	heather.clare.ward@gmail.com

