



ST. AUGUSTINE SCHOOL GUILD

Room Parent Guide
2024-2025

Table of Contents

Introduction Pg 2

Room Parent List
..... Pg 3

Room Parent Responsibilities
..... Pg 4

Room Parent Guidelines
..... Pg 5

Guild Calendar of Events
..... Pg 6-7

Guild Meeting Schedule
..... Pg 8





ST. AUGUSTINE SCHOOL GUILD

Room Parent Guide
2024-2025

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 are thankful for your help! Room Parents play such an important role in their child(ren)'s class(es), to our wonderful teachers, and to the St. Augustine's School Community!

We would like to introduce you to the **Guild Executive Board for the 2024-25** school year. This includes:

President: Heather Ward | 303-667-9890

Co-President: Katie McCarthy | 617-721-0948

Treasurer: Ben Poff | 978-609-0989

Communications | Social Media : Jess Drapeau | 207-951-5030

We are your primary contacts for any questions or assistance you may need as you navigate your role. Please feel free to reach out to any one of us directly or via email at guild@staugustineandover.org. We are here to support you in any way you need. In addition, we are grateful to have the expertise and dedication of our enrichment coordinators, who are responsible for all the school's programming:

Enrichment Coordinator N-4th: Kristen Luongo | krisluongo@gmail.com

Enrichment Coordinator 5th-8th: Lori Musmann: | lori.musmann@gmail.com

Thank you all for volunteering! As room parents, your direct involvement is crucial in helping our teachers make this upcoming school year a success for the students. This guide is designed to provide you with an understanding of what to expect and to offer guidance in planning our annual events.

****Please note that 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, help with events or participate in any school-sponsored event.**

Whether you are able and willing 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.

Thank you!

Sincerely,
The St. Augustine Guild Board





ST. AUGUSTINE SCHOOL GUILD

Room Parent Guide
2024-2025

Room Parent List

GRADE	NAME
NURSERY	Elisa Puglielli
	Dina White
	Marybeth Hashem
PRE-K	Katie Cuzzo
	Meghan Murdock
	Elizabeth Ghandchi
KINDERGARTEN	Shelley Penna
	Tina MacKenzie
	Meghann Figueora & Shannon Savage
1ST GRADE	Bridgid Vallera
	Eugenia Sharifi
2ND GRADE	Brett DeFusco
	Susan Fagan
3RD GRADE	Erin Suffeetto
	Tiana Rick
4TH GRADE	Kristen Murawski
	Andrea Leavitt
5TH GRADE	Cara Lane
	Gentel LaRochelle
6TH GRADE	Maria Coviello
	Lianne O'Day
7TH GRADE	Trudy McCabe
	Melissa Braga
8TH GRADE	Heather Hoover
	Mabel Rosado





ST. AUGUSTINE SCHOOL GUILD

Room Parent Guide
2024-2025

Room Parent Responsibilities

The main task as Room Parent is to work in tandem with your Room Parent co-chair and facilitate communication between the classroom teachers, the parents, and the Guild. You will help the classroom teacher with activities and event planning, which will vary depending on grade level.

Communication: Please reach out to the teachers as soon as class lists are distributed to discuss expected classroom responsibilities for the year. Ensure you're on the same page regarding a list of activities (such as mystery readers), celebrations (Halloween, Christmas), upcoming field trips, what additional supplies or resources they may need, STREAM Lab activities or any other ways in which the Room Parents might be of assistance to the teacher. Nursery / PreK parents will also assist classroom teachers in coordinating volunteers for various parties / celebrations (4 or 5) throughout the year. Please always plan to CC the Guild email when sending any communication to the parents. This simply helps us stay informed of classroom activities and events.

Events: We kindly ask that you sign up to chair a minimum of one Guild sponsored event (Ice Cream Social, Father / Daughter dance, Walk-A-Thon, Parent Social, North Pole Express, Family Movie Night, etc.) during the school year. More than one is welcome! In addition, you will coordinate teacher gifts twice per year: Christmas and End of year. We ask that you please stress that teacher gift contributions are not mandatory and any contribution is greatly appreciated. The Guild will coordinate and take the lead on Teacher Appreciation Week in May.

Misc: We encourage room parents to attend the four annual Guild meetings to stay informed of our updates and activities. As previously mentioned, all volunteers for the school both internal and external events, **MUST** have completed a CORI background check and attended the VIRTUS Protecting God's Children (one time class) before volunteering at any event. We ask that you help spread the word of our events and the necessary training required for parents and family to volunteer in the classrooms for celebrations, events, field trips and other activities hosted throughout the year.

Have Fun: Enjoy this time with your child(ren), their friends, teachers and the Guild! We are hopeful that this will be a rewarding experience for you, your co-parent and your child(ren).





ST. AUGUSTINE SCHOOL GUILD

Room Parent Guide
2024-2025

Room Parent Guidelines

Confidentiality: You will have access to sensitive information that is not to be shared, most notably parents' email addresses and contact information. The Guild will release classroom lists with all parent and student contact information. Please be advised that this is sensitive info and when contacting the parents via email, we ask that you use the Blind Carbon Copy (BCC) field. The school directory is available to all enrolled families with contact information of those choosing to be included.

Form Letters: Form Letters are available to help you communicate with your class throughout the year. The Guild is here to assist you with communications, and we will be in touch throughout the year to help guide you through when and what needs to be shared with your classroom teachers and parents.

Stay Informed: This helps you communicate all pertinent information to every parent such as events and fundraisers, especially since dates and times may change. We recommend that you follow our social media handles (IG @SASParentGuildMA, and FB www.facebook.com/groups/staugustineschoolguildandover) as we are constantly updating these pages with the most current information and bookmark our website at SASGUILD.ORG

Questions: We are here to help! Please know that any one of us on the board is here as a resource and we want you to feel comfortable touching base with any of us should you have questions or concerns.





ST. AUGUSTINE SCHOOL GUILD

Room Parent Guide
2024-2025

Guild Calendar of Events

Dates subject to change

August

Various Dates

Classroom | Playground Meet-Ups

September

9/3/2024

Frist Day of School and Opening Day Coffee

9/13/2024

Ice Cream Social

9/16/2024 – 9/20/2024

Scholastic Book Fair

9/17/2024

Parent Information Night Grades 1-5

9/18/2024

Parent Information Night Grades 6-8

9/20/2024

Grandparents Day - Nursery / PreK / K

October

10/18/2024

Trunk or Treat N-4

10/18/2024

Halloween Middle School Dance 7/8

10/19/2024

Halloween Event Grade 5/6

November / December

11/8/2024

Parent Social

11/27/2024

Thanksgiving Manns Orchard Pie Sale

12/14/2024

North Pole Express (Committee)

January / February

TBD

Mother Son Event N-1

TBD

Mother Son Event 2-8

1/27/25 – 1/31/25

Scholastic Book Fair / Catholic Schools Week





ST. AUGUSTINE SCHOOL GUILD

Room Parent Guide
2024-2025

March / April

3/1/25	Indoor Mini Golf (Committee)
4/11/25 & 4/12/25	School Play
TBD	Spring Uniform Swap
TBD	School Supply Kits

May

5/2/2025	Father Daughter Dance
5/5/2025 – 5/9/2025	Teacher Appreciation Week
5/9/2025	Walkathon (Committee)
5/30/2025	End of Year Movie Night

June

6/4/2025	8 th Grade Class Night
TBD	Volunteer Appreciation
TBD	Installation Ceremony
6/11/2025	Last Day of School





ST. AUGUSTINE SCHOOL GUILD

Room Parent Guide

2024-2025

Guild Meeting Schedule

Dates subject to change

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

Tuesday, September 24, 2024 at 7:15PM at St. Augustine School (Cafeteria or Zoom)

Thursday, January 9, 2025 at 7:15PM St. Augustine School (Cafeteria or Zoom)

Tuesday, March 18, 2025 at 7:15PM St. Augustine School (Cafeteria or Zoom)

Wednesday, May 21, 2025 at 7:15PM St. Augustine School (Cafeteria or Zoom)

