

Cloud Springs Elementary  
Volunteer Training-Orientation

Minutes

October 4, 2021

8:30 am & 4:30 pm

Room 204

AM Meeting

The meeting was called to order by Kathy Honeycutt, Parent Engagement Coordinator at 8:35 am. She asked everyone to sign in and offered them refreshments provided by PTO. Mrs. Honeycutt asked everyone to introduce themselves. Mrs. Honeycutt advised how they could contact her by email [khoneycutt.cse@catoosa.k12.ga.us](mailto:khoneycutt.cse@catoosa.k12.ga.us) or by calling the school at 706-866-6640. They talked about Title I and the role of being a Volunteer, maintaining Confidentiality and Ethics, procedures and responsibilities, ways to get involved at the school, and how everyone benefits. Mrs. Honeycutt discussed Mandatory Reporting and handed out information provided by Mrs. Swinney, Counselor. She handed out the Volunteer Handbook and asked everyone to sign the confidentiality statement. Mrs. Taylor discussed procedures regarding Covid and being in the school. She stated volunteers were welcome at this time, however; if Covid cases were to increase, we would have to limit availability. Volunteers were advised and shown where supplies were kept, teachers projects, copiers and laminator, and Mrs. Honeycutt went over Copyright information. The meeting was opened up for questions/answers, and Mrs. Honeycutt asked the attendees to fill out the survey and return before leaving. The meeting adjourned around 9:15 am.

PM Meeting

The meeting was called to order by Kathy Honeycutt, Parent Engagement Coordinator at 4:30 pm. She asked everyone to sign in and offered them refreshments provided by PTO. Mrs. Honeycutt asked everyone to introduce themselves. Mrs. Honeycutt advised how they could contact her by email [khoneycutt.cse@catoosa.k12.ga.us](mailto:khoneycutt.cse@catoosa.k12.ga.us) or by calling the school at 706-866-6640. Mrs. Honeycutt discussed and reviewed Title I and the role of being a volunteer, maintaining confidentiality and ethics, procedures and responsibilities, getting involved at the school and everyone benefits. She discussed and reviewed mandatory reporting, and handed out Volunteer Handbook and asked everyone to sign the confidentiality form. She advised where supplies were located and discussed Copyright information. The meeting was opened up for questions/answers, and Mrs. Honeycutt asked the attendees to fill out the survey and return before leaving. The meeting adjourned around 5:00 pm.