

OMPS PTO Meeting 12-11-18 at 6:00 p.m.

Bonobo Winery – Child Care Provided

1. Treasurer's Report – Ali Kozan

2. President's Report – Julia Phelps

A. Refresher on Roles of the PTO and Room Parent Responsibilities: Prior to the beginning of the school year, the PTO meets with Admin to establish dates for annual events, based around testing, parent teacher conferences and classroom schedules. This helps ensure that we are not planning anything that will interfere with important school activities. WE LOVE new ideas and invite everyone to come to PTO meetings and share! If these ideas include events, please let us know! That way we can discuss with Admin and determine if it's appropriate and fits with other events happening at the school already. Once an event is planned, Erica Jager, Director of Room Parents, will get the information out to the room parents and room parents will meet with their teacher and determine if there's anything that their teacher would like incorporated into their classroom party. In consideration of all our parents, we need to implement online sign ups (sign up genius or the like), rather than emails with "respond all". This will help keep everything organized and on track with reminders. The most important role of the PTO and room parents is to build crew between our families and our teachers. Therefore, ALL parents should be invited to participate in events and class parties and should not be taken on solely by the room parent or a single parent volunteer. Typically, each classroom party includes 2 games, 2 crafts, one healthy snack and one sweet treat, with any classroom allergies, considered. When parents sign up for the event, they will choose what they will contribute, since this is their opportunity to participate and spend time with their child. We are aware that there has been some confusion with the communication. This inaugural year has been a learning year. We appreciate everyone's patience as we get our processes in order.

New suggestions from parents: **Panther Tracks** – along the lines of Where's Sparty. We keep a map of where our little Panthers have been and where our Alums have ended up. Suggested we purchase panther stuffed animals to sell for student trip pics. A request has also been made for a designated **Mug Club Day**. 1st Friday of the Month or more frequent, based on demand. PTO Board Members will take turns opening the shop with coffee and muffins. Mug club will be in the cafeteria after drop off.

Requests from Teachers: Brain Pop and Time Magazine for Kids.

B. Update on Worker Bee: Every Wednesday in the office. Teachers will leave projects that they need assistance with and the worker bees will finish it up! See sign up genius for dates available to help.

C. Holiday Gift Store: Wednesday and Thursday December 19th and 20th. Parents and children make crafts or buy items to donate to our "store" for children to buy as gifts for family members and friends. Items are priced between 25 cents and \$5.00 and all proceeds go to the OMPS PTO. Last year's spirit wear will be available for purchase at the store as well. Sweatshirts will be \$10.00, and t-shirts will be \$5.00. Volunteers are needed to run the store, sell spirit wear, as well as help children shop and wrap gifts. Store hours are 7:45 a.m. to 10:30 a.m. and 11:15 a.m. to 1:00 p.m. Children will be able to shop during class free time, as the teacher allows, and time permits. Donated items will need to be turned in by Friday, December 14th, in order to provide time to price and display the items for sale. **WE ARE IN NEED OF DONATIONS OF WRAPPING PAPER, TAPE AND RIBBON FOR WRAPPING PRESENTS.**

D. TC Food Pantry: Traverse City High School Alternative education is a school for students with unique needs. Examples are students that are couch surfing and students with children. The students rely on this pantry for every day needs but especially during the holidays. Every donation makes a difference to these kids.

Collection dates are as follows (items go on the table in foyer):

- December 17th – 21st
- March 11th – 15th
- June 3rd – 7th: Panther Pride Day

E. Cardboard Sled Race: Friday, February 1st, 2019. Students (with the help of parents) make a sled out of cardboard only. Additional items for construction are duct tape. **No glue, no oil or cooking spray allowed on bottom of the sled!** Tops of sleds can be decorated with anything but plastic, or metal. No sharp edges please. Be creative! The sleds can be made into any shape imaginable from Minions to horses and trains. The sky is the limit! Potluck after the race in cafeteria. A-M bring desserts and N-Z bring savory dishes. PTO provides plates, napkins, cups and water. If there's interest, we can have a "construction" night where kids and an adult that might need help or cardboard can come and work on sleds in the gym. Also, donations of cardboard are welcomed and appreciated and can be left in the lobby for anyone who may be in need.

F. Upcoming Events:

- December 19th and 20th: **Holiday Gift Store** – donated items to be turned in by Friday, December 14th. Holiday Store to be located in the Art Room.
- December 17th – 21st: **TC Food Pantry Collection**
- January 18th: **Wings of Wonder School Visit**
- February 1st: **Cardboard Sled Race**
- February 22nd: **School Carnival**
- March: **READING MONTH** – Fun Reading Activities and a possible book drive for our future library!
- March 11th – 15th: **School Spirit Week**
- April 26th: **Talent Show**
- June 7th: **Panther Pride Day/Field Day** (Rain Day June 10th)

3. VP Report – Debra Hartley
4. Secretary Update – Melanie Wise
5. Director of Academics – Mrs. Schweitzer
6. Library Update – Vicki Shurly
7. Room Parent Update – Erica Jager
8. Hospitality Update – Leslie Ketko

PTO/School Administration/Room Parent Event Process:

- PTO and School Administration meet at beginning of school year to establish annual events
 - Ensures PTO events do not interfere with school events and that calendars can be marked
- New ideas are considered throughout the year as a collaboration
 - Please present ideas at monthly PTO meetings or by contacting PTO President
- Event details are shared by Director of Room Parents to individual class Room Parents
 - Streamlines details and allows for individual class collaboration
- Room Parents discuss details of event with teachers to determine needs
- Parties usually consist of 2 games, 2 crafts, 1 healthy snack and 1 savory snack
 - Allergy, sensitivities and special needs must always be addressed
- Room Parent contacts class parents via email to share upcoming events and provide opportunities to participate and/or donate to event via Sign Up Genius
 - Those who wish to participate are welcome as needed, and appreciated

Please contact Director of Room Parents for more information

Worker Bee Program Process:

- Teacher identifies tasks that parents and volunteers can complete to help them in the classroom
 - Staple, cut, sort, hole punch, whatever they may need
- Teacher fills out Worker Bee Form found in the PTO mailbox in the OMPS office
- Teacher places supplies/items needing assistance in envelope in PTO Mailbox
- Volunteers complete task every Wednesday

Please contact PTO President for more information

PTO Fund Request Process:

- Identify need and associated cost
- Discuss need/cost with Mrs. Schweitzer for approval and confirmation of fund provider (OMPS or PTO)
- Fill out PTO Fund Request form found in PTO mailbox in OMPS office
 - Form must include item, quantity, cost and date needed
- Need/cost will be reviewed and addressed and/or approved by the OMPS PTO within 1 week of request
- Goods may be purchased after approval
- Receipts for all goods must be marked with name/event and submitted in blue pouch at OMPS front desk
- Reimbursement for goods will be provided within 1 week after submission

Please contact OMPS Treasurer for more information