

**Hooker Oak School**  
**A Hand's On, Thematic Learning Community**  
**Parent Teacher Organization(PTO) Resource Packet 2018-2019**

Welcome to all the new and returning families at Hooker Oak School! With your help, we anticipate a productive and exciting school year. One of the chief characteristics that distinguishes the Hand's on, Thematic Learning Program from the conventional programs in the school district is that enrollment in the Hooker Oak is a family commitment and involves the parent(s) as well as the child(ren). **Much of the success of the Thematic Learning Community depends on this commitment.** It is essential for you to realize that there are expectations in terms of your involvement, support, and responsibilities. The most important benefit of Hooker Oak is the opportunity for you to participate in your child's classroom and school. An extra benefit will be the opportunity to make friends within this supportive community. **Thank you so much for all that you do!** Parent involvement is perhaps the greatest indicator of success in a child's education.

**HOOKER OAK FAMILIES AGREE TO:**

**VOLUNTEER THEIR TIME AND SKILLS:** Each family makes a commitment to invest a minimum of **two hours per week** in the program. We want you to feel free to contribute to this wonderful program in a way that utilizes your individual talents and expertise. Our teachers appreciate knowing whom to call when a classroom need arises. If you are absolutely unable to work in the classroom, the please coordinate with your teacher regarding opportunities to fulfill volunteer hours from home.

**If you are unable to volunteer in the classroom, please contact your teacher(s) each week to receive alternative work assignments. You will also be contacted by your classroom PCC and/or the Parent Teacher Organization (PTO) PCC's (Rachael Dimon and Kelli French) to help facilitate opportunities for your participation in the Thematic Learning Community program.**

**LOG VOLUNTEER HOURS**

It is very important that you **sign-in** every time you volunteer for our school, whether on campus, or from your home. You can sign-in on a blue sign-in sheet at the office. **Please remember to sign in!** We tally all these hours, so it is very important!

**ATTEND MEETINGS:** Usually on the third Thursday of each month at 6:00pm a Parent Teacher Organization (PTO) meeting is held, where your participation is important and highly valued. Important decisions affecting the program are discussed and voted on. Please try to attend these meetings when you can or give your input to your classroom PTO representative who will be attending the meetings. The first scheduled meeting this year is **Thursday, August 30th**, then we will resume the usual schedule again on the third Thursday in September.

**SUPPORT FUNDRAISING:** The state of the budget for our schools is at a crisis. Every year we raise funds so teachers can purchase the extra educational supplies and other enrichments that are essential to Hand's on Thematic learning. Each family is asked to support the fundraising events and/or contribute to our program financially. Some fundraising events in the past have been the Dinner Auction, Carnival, Jog-a-thon, Book Fairs, Theater Performances, Bake Sales and T-shirt Sales. Our fundraising requirement is to raise \$100 per student per year, in order to provide enough supplies for the classrooms, library, and the school in general.

**PROVIDE TRANSPORTATION:** Provide safe and prompt transportation to and from school at required school hours and provide field trip transportation whenever possible. **No double parking is allowed at any time at the school site. Please evaluate your driving and parking practices for the safety of our Hooker Oak children.**

**COMMUNICATE OPENLY:** Share with your teacher(s) and the principal those things that may affect your child's behavior and/or learning.

**UNDERSTAND AND SUPPORT THE PROGRAM'S PHILOSOPHY, OBJECTIVES, AND PRACTICES:** See the Hooker Oak Handbook for further exploration of these issues.

## PARENT VOLUNTEER JOB DESCRIPTIONS

### **CLASSROOM COORDINATORS**

In addition to working in the classroom, it is vital that parents fill these positions to make our program run smoothly! **Each classroom will need to fill the following positions. *Please consider signing up.***

**Parent Commitment Coordinator (PCC):** The PCC is responsible for coordinating classroom volunteers to meet the needs of the teacher and the program. At Hooker Oak, it is especially important to have the liaison between the teachers and parents. The ideal situation is for two people to work together. This job requires good organization and communication skills. It is a great way to get to know your child's teacher better, the kids in the classroom and to feel very involved. Anyone interested in being the PCC should discuss it with their teacher or Rachael Dimon and Kelli French, the PTO Parent Commitment Coordinators (phone numbers are listed below).

The PCC helps the teacher identify and contact the parents for work assignments and projects. The PCC is also responsible for:

1. Filling specific classroom jobs (i.e. finding someone to build easels or to demonstrate quilting).
2. Meeting Hooker Oak School program needs (i.e. finding someone to supply refreshments for an All-Parent Meeting or Teacher Appreciation Day).
3. Helping with school functions (i.e. find people for shift work at the Book Fair).
4. Preparing and distributing a phone and email list for the parents in each class.
5. Meet with the classroom rep at least once a month.

**PTO Classroom Representative:** Represents classroom, teacher, and parent concerns by attending PTO evening meetings, usually the third Thursday at 6:00 pm. This is a voting position on the board and so attendance at board meetings is mandatory. After the monthly meeting responsible for meeting with the classroom PCC, so that they may keep in the loop with everything going on at the school.

**Field Trip Coordinator:** Calls parents to drive for field trips, collects any monies needed for field trip and makes sure insurance forms are turned into the office and permission slips are filled out.

**Book Order Coordinator:** Helps the teacher with the Scholastic Book orders for the classroom.

### **Room Parent:**

- (For some classrooms) Works with the teacher to plan snacks and cooking projects, sets up rotation for parents to bring food.
- Plans with the teacher special events and parties for the classroom

**Jog-A-Thon Coordinator:** Helps teacher coordinate volunteers and food donations for the event.

**Art Show Coordinator:** Helps teacher coordinate artwork and the labeling of artwork for the event.

**Spring Fling Coordinator:** Helps teacher coordinate donations for classroom gift basket for the event.

**Carnival Coordinator:** Helps the teacher coordinate donated items for the classroom booth and volunteers to help run the booth for the event.

# HOOKER OAK PARENT TEACHER ORGANIZATION 2018-2019

*Most of these positions are filled for the current year. As the year progresses, please consider filling a slot for the next year.*

## **PRESIDENT:**

Preside over parent meetings, secure and prepare the agenda, set time and place of meetings. Oversee the board and committees and nominate replacements. Be responsible for communication between the board, teachers, and principal. Represent the Parent Group in matters involving the school district and community. Meet with the Principal at minimum once per month aside from standing PTO meetings. Present at school staff meetings at minimum three times a school year to enhance connection and transparency with teachers. Train Vice President in all President responsibilities. Respond to emails submitted to the PTO email or forward to the appropriate board member to respond.

**Séscha Zinn-Ansorge**

**(530) 228-2112**

[drseshazinn@yahoo.com](mailto:drseshazinn@yahoo.com)

## **VICE PRESIDENT:**

In coordination with the President, preside over parent meetings, secure and prepare the agenda, set time and place of meetings. In coordination with the President, oversee the board and committees and nominate replacements. In coordination with the President, be responsible for communication between the board, teachers, and principal. In coordination with the President, represent the Parent Group in matters involving the school district and community. Facilitate any surveys that the board would like to conduct. Coordinate and purchase large budget line items that are not within any other board/committee member's responsibility (i.e. sports equipment).

**Heather Duggins**

**(408) 781-7553**

[smonderful@gmail.com](mailto:smonderful@gmail.com)

## **SECRETARY:**

Record minutes of Board and All-Parent meetings. Keep records pertaining to the Parent group (including bylaws and rules). In coordination with the President, submit notices of meetings and events to the SPROUTY. Preside at meetings in the absence of the President/Vice President. Preside over annual review of by-laws and update as needed. Retain records of all job descriptions and distribute to each board member annually. Ensure Board and All-Parent meeting minutes are posted to the Hooker Oak website in a timely fashion. Act as time-keeper during Board and All-Parent meetings and maintain a 'parking lot' for questions or non-agenized/tabled items to be discussed at the end of meetings or include in the next agenda.

**Amie Riesen**

**(530) 781-2170**

[ariesen@csuchico.edu](mailto:ariesen@csuchico.edu)

## **TREASURER:**

Give an account status report at each Board meeting. Make deposits as needed to Hooker Oak School account. Update online budget, track all expenses, distribute reimbursements, and manage bank account activity. Preside over annual budget meeting (occurs in spring) to set line item amounts for the subsequent year.

**Melissa Rose**

**(530) 624-2980**

[melissaprose@gmail.com](mailto:melissaprose@gmail.com)

## **PTO PARENT COMMITMENT COORDINATORS:**

Provide direct assistance to the Hooker Oak School teachers in the classroom through coordination of representatives. Develop programs for parent involvement and education. Oversee and advise the classroom PCC's. Coordinate PTO welcome packet with school secretary, ensure each classroom coordinator list is completed. Attend monthly PTO meetings and send out summary with pertinent information to classroom PCC's for distribution to all classroom parents. Welcome and thank all parent volunteers who help with each event and implement incentive program to encourage ongoing volunteerism.

**Rachael Dimon**

**(805) 630-6247**

[rachael\\_kotar@yahoo.com](mailto:rachael_kotar@yahoo.com)

**Kelli French**

**(530) 228-6553**

[kelli.french@gmail.com](mailto:kelli.french@gmail.com)

**PUBLIC RELATIONS COORDINATOR:**

Coordinate communications within the Hooker Oak School Parent group. Coordinate social media postings regarding event advertisement. Design and update PTO website, including the Google calendar (outsource technical support as needed).

**Nicole Phillips**  
**Selena Littrell-Poon**

**(530) 570-5520**  
**(916) 802-8983**

[nicolemichele121@aol.com](mailto:nicolemichele121@aol.com)  
[selena@littrelldesign.com](mailto:selena@littrelldesign.com)

**EVENTS: ONE OPEN POSITION**

Plans, coordinates and runs fun Hooker Oak School programs for families and kids to enjoy, like Movie nights and the Carnival, among others. Design posters for events and tables including promotional materials and pledge sheets (outsource design support as needed). Set up signup.com lists to solicit volunteers for events as needed. Meet with Principal regularly to coordinate event details as needed. Coordinate social media posts and Eventzilla as needed for events. As needed, coordinate with Treasurer to collect earnings and make deposits after each event. Coordinate PTO bulletin board design and information in the hallway and recruit volunteers to assist as needed.

**Rita Barron**  
**Callie Balinski**

**(530) 518-5878**  
**(650) 302-9979**

[rab020509@yahoo.com](mailto:rab020509@yahoo.com)  
[callieb1@hotmail.com](mailto:callieb1@hotmail.com)

**CORPORATE LIAISON (Sponsorships): ONE OPEN POSITION**

Gather sponsorships from local business to help fund field trip T-shirts, Spring Fling, and other events as appropriate. Coordinate all Hooker Oak gear purchases and sales.

**Erim Celik**

**(530) 635-0573**

[celike73@gmail.com](mailto:celike73@gmail.com)

**GREEN COMMITTEE:**

Manages the school garden, runs the lunch composting program, develops programs to reduce waste and increase efficiency.

**Jennifer Campbell**  
**Nicole Campbell**  
**Michelle Ahearn**

**(530) 360-9675**  
**(530) 566-3909**

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[s.michelle.ahearn@icloud.com](mailto:s.michelle.ahearn@icloud.com)

**ARTS COMMITTEE:**

This position assists the director of the school theater productions in communicating to the families of the actors, coordinating parent volunteers for help with productions. Help the school's theater department acquire new equipment as needed and identify parents who are able to contribute in various ways to the theater productions. Assist with coordinating Soup and Serenade, Talent Show (bi-annually), and the Art Show component of the Art Show / Spaghetti Dinner. This committee strives to help expand the Hooker Oak Community's overall exposure to The Arts.

**Jennifer Parks**  
**Sarah Eblin**

**530-899-6939**  
**805-807-2847**

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[sarah.eblin@gmail.com](mailto:sarah.eblin@gmail.com)

**HOOKER OAK SCHOOL PTO CLASSROOM REPRESENTATIVE(S):**

The classroom representative is a voting member of the board and shall attend monthly meetings as the liaison between the Board and the classroom's parents and teacher. Each Teacher shall select the room rep at the beginning of the year.

**INFORMATION RESOURCES**

**Hooker Oak Events:** A green communication news source for Hooker Oak School that keeps you up to date on current events happening at Hooker Oak Elementary! [www.hookeroakpto.com](http://www.hookeroakpto.com)  
Also feel free to email us anytime at [hookeroakpto@yahoo.com](mailto:hookeroakpto@yahoo.com) and "Like" our Hooker Oak Elementary School Facebook page!