



OSBORN HILL PTA

Volunteer Handbook

2018-2019

September 2018

Dear Osborn Hill Families,

Happy start to the 2018-2019 school year! The OHS staff and I are very much looking forward to the coming year and the great work ahead with all of your children and all of you!

We are so lucky to have a strong, active, and caring PTA. Their hard work and generosity has provided many new and different opportunities and experiences for our students that would not otherwise be possible.

As with anything that is worthwhile, time and energy are required in order to make it happen. We know time is a scarce resource these days, but the time you take to help with these projects and committees will be rewarding to you and all our students here at school.

I encourage you to take a look through the many opportunities in this handbook and find one or some or many that speak to you and your talents. Any time and energy provided will be greatly appreciated and will have a great impact on our community.

If you plan on volunteering at our school, please remember to complete the Volunteer Form and return it to the school office. This completed form must be on file each year before volunteers can work at the school.

Thank you in advance for giving the gift of your time to help make our school and community the very best possible.

Sincerely,

David Hudspeth
Principal

Welcome to the beginning of the **2018-2019** school year at Osborn Hill! We would like to welcome back our returning families and give a warm welcome to families new to Osborn Hill!

Our PTA is very active and we are always looking for families to get involved. The year will be filled with many exciting events sponsored by our PTA. **Our OHS PTA website, www.ohspta.com, and our weekly "Flash" will keep you updated on all the happenings at Osborn Hill.**

We are proud to be part of Osborn Hill - a school that is known for its spirit, enthusiasm, and dedication. Through the tireless effort of parent volunteers, many opportunities for fun, enrichment, friendship and academic growth are offered to all of our students.

This booklet contains the various PTA committees and volunteer names associated with those committees. Many of our programs will ask for volunteers and additional help and input throughout the year. There are many volunteer opportunities to fit your schedule. For those looking to volunteer outside of school hours, activities such as the Harvest Faire, Variety Show, and Operation Hope are good choices. We are always in need of parent volunteers for school events during the day as well such as during Book Fair, Diversity Week and our spring Walkathon.

Please email the Volunteer Coordinators at ottersvolunteer@gmail.com if you are interested in getting more involved or have any questions. Online Volunteer Sign-Up links are released via a Special Flash as needed in the fall and again in the spring. Any committee-specific questions can be directed to the committee chairs whose contact information is listed in this handbook.

We welcome you to get involved and help us make this year the best one yet!

Lisa Nishiyama, Nicole Kofoed, and Sara Kello
OHS PTA Volunteer Coordinators

If you plan on volunteering some time to work in school, please complete the **Volunteer Form** and return it to the school office.

2018/2019 Osborn Hill PTA Executive Board Members

Co Presidents	Erin Fusco	917-553-2636	erinfusco@yahoo.com
	Cristy Dow	203-450-7258	cristyspurr@yahoo.com
Presidents Elect	Dawn Gitman	203-292-6536	dawngitman@aol.com
	Bridget Edwards	203-292-6271	bridgetaedwards@icloud.com
Past Co Presidents	Lisa English	203-254-9971	lisafrias_2000@yahoo.com
	Tricia Palsa	203-571-8312	tricia.palsa@gmail.com
VP Programs	Janice Price	203-247-8616	janicecastonp@gmail.com
	Karla Connors	713-385-8302	karlab_99@hotmail.com
VP Fundraising	Pamela Holden	203-395-0514	pamelagholden@gmail.com
VP Communications, Flash	Lisa McCormack	203-979-1006	mccormacklisa@hotmail.com
VP Communications, Website	Karen Louie-Joyce	203-258-6033	km_louie@hotmail.com
Secretary	Jennifer Kelley	860-933-0842	jciaburri@hotmail.com
Treasurers	Carrie Rullo	203-414-9364	carrie.rullo@yahoo.com
	Juliette Tiriolo	203-769-5669	jmunsh@yahoo.com
PTA Council Reps	Amanda Schmidt	203-520-3487	amandabschmidt@gmail.com
	Carol Guernsey	203-845-9093	carol.guernsey@gmail.com
BOE Reps	Ellen Blomberg	718-687-9527	ellen21lorraine@gmail.com
	Rabab Hussain Syed	203-955-1594	rababhussain@yahoo.com
Volunteer Coordinators	Lisa Nishiyama	646-299-5038	lovelynish@gmail.com
	Nicole Kofoed	917-689-9213	nmt10021@aol.com
	Sara Kello	914-318-3389	sara.kello@yahoo.com
VP Membership & Directory	Leslie Mertz	203-609-0309	leslieej999@yahoo.com
	Barbara Duggan	203-292-5644	barbaraannduggan@yahoo.com

Special Ed PTA (SEPTA) Rep	Emily Lusk	203-610-1573	luske82@gmail.com
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2018-2019 Osborn Hill Chairpersons

Committee	Timing	Chair for 2018-2019	Phone	Email
After School Programs	Year Round	Stephanie Rooney	203-292-9140	samm1016@gmail.com ohsafterschoolactivities@gmail.com
Art Smart	Year Round	Nicole Koester	203-912-6673	nicoleckoester@gmail.com
Art Show	Spring	Miss G		dgarigliano@fairfieldschools.org
Author Visits		Bridget Edwards Kerry Sweeney	646-645-6175 516-697-3003	bridgetaedwards@icloud.com kerrysweeney721@gmail.com
Beautification				
Birthday Books	Year Round	Robin Orriss	203-292-5867	robin.orriss@yahoo.com
Book Fair	Fall and Spring	Tara Van Horne Gina Butler Kelly Dodder	203-685-1981 203-273-1130 203-685-1981	tara.vanhorne@gmail.com ginabutler88@gmail.com kmolden@hotmail.com
Book Swap	Spring	Leslie Mertz Lisa McCormack	203-609-0309 203-979-1006	leslieej999@yahoo.com mccormacklisa@hotmail.com
Box Tops For Education	Sept. & February	Meg Horn	203-767-6773	mholmes0404@yahoo.com
Celebration Books	Year Round	Bridget Edwards	646-645-6175	bridgetaedwards@icloud.com
Diversity Week	Fall	Catherine Yarmosh Rabab Hussain Bridget Edwards	203-400-1052 617-955-9464 646-645-6175	yarmoshc@gmail.com rababhussain@yahoo.com bridgetaedwards@icloud.com

Environmental Awareness (C.A.N.E.)	Year Round	K- <i>open</i> 1st-Cindy Kaufman 2nd- Alison Savona	203-292-9557 203-292-9211	cindmag@aol.com alisonsavona@gmail.com
Family Fun Night				
Field Day	Spring	Kerry McClane Tricia Palsa	914-450-9814 203-571-8312	k8657@aol.com tricia.palsa@gmail.com
Fifth Grade Committee	Year Round	Serene Compare Missy Dilley Leslie Mertz Tricia Palsa	203-292-5664 203-366-0899 203-561-3059 203-571-8312	hey_serene@yahoo.com mdilley@optonline.net leslieej999@yahoo.com tricia.palsa@gmail.com
Gardening		Dawn Gitman	203-292-6536	dawngitman@aol.com
Harvest Faire	Fall	Jenn LaPlante Lori- Frisone Meredith Anastasio	206-778-0747 917-671-8349 914-263-3198	jennlaplante9@gmail.com lori.frisone@hotmail.com manastasio77@gmail.com
Health, Fitness and Safety		Bridget White	323-365-0372	nickysit10@gmail.com
Junior Achievement	Year Round	Carrie Robertston Pam Holden	203-522-0051 203-292-7135	crobertson579@gmail.com ryannsc@gmail.com
Junior Great Books (Grades 3-5)	Spring	3rd- 4th - Liz Giardina 5th - Megan Freiler	203-767-3248 646-221-3225	egiardina@fairfieldschools.com freilermegan@gmail.com
Library Media Center	Year Round	Rabab Hussain	617-955-9464	rababhussain@yahoo.com
Mill River Captain (Grades 3-5)	Fall	3rd-Amy Bowley/Mary Donovan 4th-Carol Guernsey 5th- Pam Holden	203-345-8533 718-490-1409 718-926-2992 203-292-7135	acordone10@hotmail.com maryrocco@hotmail.com carol.guernsey@gmail.com ryannsc@gmail.com
Mother/Son Dance	Spring	Nicole Kofeod Karla Connors Ann Truman	917-689-9213 713-385-8302 716-307-9478	nmt10021@aol.com karlab_99@hotmail.com annebellef@yahoo.com
Operation Hope	Year Round	Meg Horn	203-767-6773	mholmes0404@yahoo.com

Parent Social	Spring	Amy Bowley Patty Keenan	203-345-8533 646-734-2448	acardone10@hotmail.com pattyhkeenan@gmail.com
Publishing Center		Kathy Berens	203-255-9001	kathyrufus@optonline.net
Reading Celebration Week		Bridget Edwards	646-645-6175	bridgetaedwards@icloud.com
Recess Chair	Year Round	Missy Dilley Mollie McIntosh	203-414-8969 203-249-6757	mdilley@optonline.net mollie.mcintosh@att.net
Room Parents	Year Round	Mary Kate Kelly	203-275-6359	mkg17@gmail.com
Smart Art	Year Round			
School Supply Kits		Mary Murphy Aya Forster	917-579-2339 917-225-6604	mleung1978@yahoo.com aya315@gmail.com
Spiritwear		Nicole Koefoed Mollie Milano	917-689-9213 608-658-7271	nmt10021@aol.com mollie.milano@gmail.com
Teacher Appreciation	Spring	Catherine Yarmosh	203-400-1052	yarmoshc@gmail.com
Turkey Trot	Fall	Elaine Remley Janice Price	203-450-2982 203-292-5282	elaine.remley@gmail.com janicecastonp@gmail.com
UNICEF	Fall	Emiko Nomoto Ann Marie Petri	203-330-0174 917-940-2593	emikonomoto@sbcglobal.net asmithpetri@gmail.com
Variety Show	Spring	Mollie Milano Stephanie Rooney Allison Kramer	713-385-8302 203-292-9140 203-254-9788	ohsvarietyshow2017@gmail.com mollie.milano@gmail.com
Walkathon	Spring	Shannon Roper	914-772-6619	sandproper@gmail.com
Yearbook	Year Round	Dawn Gitman Stephanie Rooney Liz Giardina Allison O'Connor	203-292-6536 203-292-9140 203-767-3248 203-545-5500	dawngitman@aol.com samm1016@gmail.com lizgiardina5@gmail.com dunnali@hotmail.com

Committee Descriptions

After School Programs

Osborn Hill offers a large selection of after school activities for our children. OHS PTA After School Activities will partner with Flex Academies in the 2018-2019 school year. We are planning to continue everyone's favorite programs: gym games, cooking, cookie/cupcake decorating, and art classes. We are hoping for new offerings like Minecraft workshops, magic classes and hip hop dance. Improvements like easy online payment and registration, as well as a Flex Academies website dedicated to OHS after school activities, will enhance the experience for parents and staff. If you have any questions please feel free to reach out to ohsafterschoolactivities@gmail.com.

Art Smart

Art Smart was developed by the PTA as a cultural enrichment program. It introduces children to famous pieces of art in a low-key, fun way by letting them observe, think and discuss famous paintings and artists from around the world. As a volunteer, your only job is to read the information that we provide, go into the classroom and start a dialogue with the kids about the artwork. It's a fun, easy way to spend some face time with your child in their classroom. The discussion only lasts 15-20 minutes. Just ask your kids, they love to talk about art!

Art Show

The Art show takes place in April for grades 3-5 and is a wonderful display of all our children's hard work throughout the year. Work alongside the talented Miss G to display artwork in the APR for viewing. Truly a beautiful exhibit of all the artistic talent here at Osborn Hill!

Author Visits

Find pertinent and grade-appropriate authors and arrange one-day OHS visits as applicable (preferable all grades, sometimes K-2 and 3-5). Coordinate logistics leading up to visit, and basic "host" duties while author is at OHS. If possible, coordinate with other schools and PTAs to share visits and costs. Advertise (in school) ahead of time and collect book orders; distribute books upon arrival.

Beautification

Beautification of our Osborn Hill School grounds-looking for someone who loves to garden and has a green thumb to plant flowers throughout the year and keep it looking beautiful.

Birthday Books

The PTA donates a book to each child on his or her birthday. The birthday boy/girl picks a book and then a sticker is placed inside personally wishing them a happy birthday. The chair is responsible for purchasing the books and replenishing inventory.

Book Fair

Osborn Hill School hosts 2 great book fairs a year. In the fall we have the main book fair event and in the spring we have the popular BOGO event – Buy one get one free. The Book Fair committee members are responsible for meeting with the Scholastic Book Rep for the selection of books at the fair, promoting and setting up the fair in the library or hallway, recruiting volunteers to work the fair, reordering & filling orders of books, and closing out the registers at the end of the fair. This is a great volunteer opportunity for a group of people who share a love of books and interacting with the whole school community. It is a bigger time commitment but very manageable with the help of all your committee chair members. It is also a family event to foster the importance of reading and our school earns scholastic dollars which allows OHS to purchase valuable items to enhance our library and classrooms.

Book Swap

Book Swap is a free event where students have an opportunity to bring in used children's and adult books at a specified collection time for a period of 3 days. Students receive 1 ticket per every book they donate. On the evening of the third day, all books are organized, categorized and displayed in the APR for students to "shop" with the tickets they've received and pick "new" used books. Volunteers are needed for a 3 day period during the swap from approximately 8:30 -9:30 am to collect and categorize books. Volunteers are also needed the day of the swap to set up from 2:30-4pm, and again to work during the swap that evening approximately 6-7:30 pm.

Box Tops For Education

Box Tops are collected twice a year-once in the fall and once in the spring and are submitted to receive money for our school. Usually we offer incentives like extra gym class, PJ day, etc. to help get kids and parents excited for the class that submits the most box tops.

Celebration Books

Donate a book to the OHS Library for any occasion (birthday, new school year, graduation, etc.). Choose a book from the Celebration Books cart in the Library workroom to purchase and donate. The book will receive a bookplate in your child's name. Books are a great way to celebrate! Chair is liaison to Mrs. Kosh.

Diversity Week

Diversity Celebration Week works in conjunction with C.A.R.E.S. to support and enhance the environment of acceptance and understanding at Osborn Hill School. This school-wide celebration includes simple classroom activities that provide students with opportunities to recognize and embrace the similarities/differences they share with their peers.

The week is capped off with Diversity Day (day 5) which is a fun, exciting educational program sponsored by the OHS PTA and is designed to promote tolerance and acceptance of the differences in

all of us. During morning & afternoon workshops, 3rd& 5th graders gather in the gym and rotate through various stations, each of which addresses one of the many ways we are diverse. These stations are Allergies, Learning Differences, Multicultural, Social Skills, Motor Skills/Sensory Integration and Bullying/Kindness. All stations are run by parent volunteers. The 4th and 5th grades also participate in Diversity Day by attending a morning assembly in the APR.

Environmental Awareness (C.A.N.E.)

The CANE (Connecticut Audubon Nature Explorers) Program is offered for students in the eleven Fairfield Public Schools and St. Thomas Parochial School in Fairfield. Parent volunteers are trained to present three science enrichment programs to their child's class. Two units are presented in the classroom; culminating with an end of the year field study activity. The Kindergarten Fall and Winter Units are puppet shows and the Spring Unit is held on the school grounds. The Grade 1 Fall Unit is a puppet show, the Winter Unit is a hands-on activity about bird beak adaptations, and the Spring Unit is a trip to the Birdcraft Museum. The Grade 2 Units include the set-up of a salt water tank in the classroom, Mystery in the Marsh challenging students' detective skills, and a trip to Southport Beach to investigate the variety of habitats found there. There are CANE Coordinators at each of the Fairfield Public Schools and St. Thomas Parochial School that will have more information and complete presentation schedules available at the beginning of the school year.

Family Fun Night

Family Fun Night is a games night for parents and kids. Come out with the whole family for some fun, laughs and prizes. We historically have held 2 events each year, one in the Fall and one in the Spring.

Field Day

Field Day is always a fun filled day at Osborn Hill! The field day coordinators work with our wonderful physical education teacher Mr. Marko to plan various games/relays for the classes. K-2 is typically in the morning and grades 3-5 are held in the afternoon. Field Day usually take place on a Friday in May. Volunteers are needed to run each station.

Fifth Grade Committee

Organizes special activities for fifth grade graduates. Coordinates volunteers to plan special activities including: moving up ceremony, beach day, fifth grade service project, softball game, t-shirts, baby-picture board, moving up party and more.

Gardening

Help to cultivate an organic vegetable garden right at Osborn Hill! All grades will plant seeds in April, watch them grow and harvest them in May. Organic gardening benefits kids health and their attitude towards the environment. It captures their interest, gives them a sense of pride in their accomplishments and introduces them to healthful foods.

Harvest Faire

Harvest Faire is one of OHS's largest fundraisers. The Faire is typically held on a Saturday in the fall, and attracts hundreds of attendees. The Faire offers games, bouncy houses, prize baskets, a cake walk, arts and crafts and more! Many volunteers are needed to run this fun event.

Health, Fitness and Safety

Chair focuses on ways to promote Health, Fitness, and Safety. PTA Council oversees the main committee. Chairs attend a meeting 3-4 times a year, report back to OHS on areas of focus, and then work to promote healthy eating, exercise and safety issues for our school community (sometimes in the Flash, sometimes with bigger events such as "Screen-free Week").

Junior Achievement

Junior Achievement is an amazing organization that we are lucky to take part in and is offered in grades 1-3. It inspires and prepares young people to succeed in the real world by helping them learn about business, community, and the economy through fun, age appropriate hands on activities! As a volunteer, you will receive a materials kit that has everything needed to teach the class with detailed lesson plans that are easy to follow. This volunteer would oversee the program ensuring each classroom has volunteers, that volunteers have training, hand out materials, etc. It is a terrific program that the children love!

Junior Great Books (Grades 3-5)

Junior Great Books is a mini book club which meets toward end of the year ~6 sessions before or after school. Grade leader reaches out to specific grade to determine students interested in participating and coordinate parent leaders of sessions. More volunteers are needed to run each student session.

Library Media Center

The Library Media Center volunteers are responsible for shelving books and keeping our library organized. Volunteers may be asked to check books out for students if the media specialist is unavailable.

Mill River Captain (Grades 3-5)

River Lab is science based environmental studies curriculum, developed under the aegis of the Mill River Wetland Committee that teaches all Fairfield public and parochial school students in Grades 3-6 about the river basin structuring of the Earth. Each grade has very important and informative field trip which is dependent on the participation and support of parent volunteers. It's an opportunity for parents to connect with their kids through nature and the environment we live in.

Operation Hope

Operation Hope is our local service shelter for homeless and at-risk of homelessness participants. OHS provides two meals a year to Operation Hope's community kitchen. 8-10 volunteers shop for and

prepare a meal during the year (and one during the summer). We will ask for voluntary donations to help cover costs. We need to provide a main dish, starch, vegetable and/or salad, dessert and drinks for approximately 50 people. This is a great way to get involved and help those in need!

Parent Social - Spring

The Parent Social is a great event for the parents traditionally held on a Friday night in May. The volunteers will locate and secure a fun venue and collect money for this fabulous night out. Parents love it because it is a chance to meet and socialize with their children's friend's parents and have fun at the end of the year as an Osborn Hill community!

Publishing Center

At the end of the year, the Publishing Center is used to create a keepsake for each student. Their writing is typed, bound and sent home as a keepsake. This volunteer works directly with the students, teachers, and library staff to bring their "manuscript" to the "published" book by editing, formatting the text, and binding. Both children and families treasure these books!

Reading Celebration Week

Reading Celebration Week works in conjunction with Author Visits to come up with creative ways to promote reading for the love of reading (hence "celebration" not "incentive"). It is typically a theme-based week of simple activities related to the visiting author's work. Great for someone who likes a once-a-year gig, is passionate about getting kids to read, and has a touch of creativity. It is usually held in March and responsibilities include: decorating the square bulletin board outside of the library (maybe use a theme from one of the author's books or just photo copy all the author's book jackets), work with faculty to schedule "drop everything and read" sessions, use the funds to purchase a book for each classroom, and work with Mrs. Kosh to secure celebrity readers each morning of that week (often staff members such as Mr. Marko, Miss G., Mr. Bill).

Recess Chair

Volunteers track and replenish supplies for indoor and outdoor recess. They ensure that there is a variety of equipment, games and activities for all grade levels. The recess chair works with PTA leaders to ensure recess needs are met.

Room Parents

At the start of school coordinators identify Room Parents for each classroom. Room parents act as a liaison between the teacher and parents, execute ongoing communications and work with the class teacher to coordinate classroom needs.

School Kidz Supply Kits

A program in which parents order their child's school supplies through OHS in June to be picked up in August for the upcoming school year. This Chair works with the supply kit vendor, inputs the school

supply lists for each grade into the system, orders kits, sorts and hands out to parents in August after they are delivered.

Spiritwear

Osborn Hill has great pride in Ozzie Otter and the children are proud to wear the OHS spirit wear during the year and on spirit day once a month. Spiritwear is available online. The person in charge is responsible for having a table of sample merchandise available for preview at Open House and Harvest Faire. The Chair is also responsible for occasionally updating merchandise available for sale, adding new items and answering questions from the school community.

Teacher Appreciation

Our teachers work so hard for their students all year. Teacher Appreciation week is one way we can show our gratitude for all they do! With a different treat each day of a designated week in the spring, OHS parents and students pull together to make our teachers feel special and appreciated. This often includes thank you notes, coffee service and a teacher luncheon, as well as a few other surprises. Co-chairs plan and run all events with volunteers' help.

Turkey Trot

The Turkey Trot is a food drive that OHS does for the food pantry "Daughters of Charity" in Bridgeport. As Committee Chair, you are responsible to advertise for the Trot through the Flash, purchase refreshments and organize race completion stickers ahead of time, and organize volunteers, the day of the "trot" to set up refreshments etc. - Mr. Marko sets up race course. After event drive all donations to Sister Teresa Trembly at Daughters of Charity.

UNICEF

The Unicef Coordinator is responsible for organizing Osborn's participation in the annual Halloween fundraising event - Trick or Treat for UNICEF. UNICEF stands for the United Nations Children's fund which is a wonderful organization that helps thousands of children all over the world by providing such basic needs as clean water, proper healthcare and so much more. As the coordinator, you promote this annual event, order & distribute boxes to classrooms, recruit and oversee the volunteers from each class for collecting all the boxes, and have a bank process our donations into a money order for UNICEF. The UNICEF volunteer from each class is responsible for communicating with the classroom teacher for the pick-up of boxes, taking the change to a bank for larger bills and returning the envelope labeled with your class donation to the Coordinator. This is a simple and rewarding volunteer opportunity that can be done alone or shared with a friend

Variety Show

The annual Variety Show is an amazing and cheerful event that celebrates the performing arts and talents within our student body from kindergarten through the fifth grade! There are three main

volunteers that do all of the scheduling and planning including securing a location and theatre technicians, handling dozens of volunteer positions that need to be filled and best of all-working with hundreds of OHS kids! The main volunteers work throughout the year meeting and planning this great event.

Walkathon

The OHS Walk-A-Thon is a fun activity for all students and an important spring fundraiser for our school. In addition to supporting our PTA programs and activities, in past years funds raised from our Walk-A-Thon helped contribute to the OHS SMART Boards in classrooms and many items from our faculty wish lists. Volunteers are needed to lead fundraising and sponsorships, graphic design and layout of t-shirts, banner or other items. Volunteers are also needed to guide our walkers on the day of the event. Since 2010 this has been an important community building event for our school and is usually held in early May.

Yearbook

The Yearbook Committee is responsible for organizing the School Portrait program and producing the annual yearbook. School Portrait day is held in the fall. Students will have their portraits taken and class pictures will also be taken. We need 8-10 volunteers to assist us on Portrait Day. Throughout the year, yearbook photographers and classroom photographers will be seen at school taking pictures of playground time, lunch, class parties, school events etc. The yearbook committee uses those photos to produce our annual yearbook. The Annual Yearbook celebrates our OHS students and the school activities and events.