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Learning to Look

In June: collect folders for 3rd and 4th graders to be used again in the fall

- Meet with Helane to set syllabus and set schedule for following year: class demo lessons, volunteer only trips.
- Communicate schedule to school secretary.

Fall: get student list from office, allocate new folders.

- Copies made at the gvt. Center.
- Printouts of art work and syllabus, color wheel.
- Buy new folders for incoming 3rd grade, new students and any missing folders.

Folders for volunteers.

- Secure volunteers for all classrooms. Communicate demo lesson schedules with all teachers, allot class rooms. Send out reminders to all.
- Once Helane is given dates for field trips from museum, coordinate with school (Mara) and make sure the dates are in school calendar
- School reserves buses

- Ask grade level leaders to determine classes to go each day. Let Mara know for bus purposes
- Coordinate fall and spring volunteer-only trips.
- Ask school office for letter for free admission. They have this on file. So far, we've always been granted, although we don't technically qualify.
- Print out confirmation letters to bring on field trips.
- Attend demo lessons and teach classes.
- Ask PTO treasurer for petty cash for field trips. \$20 per bus (\$10 tip and \$10 just in case of tolls). Return unused cash to PTO

Field trip. Volunteers usually bring water/juice/snacks.