

# Park Spanish Immersion School School Building and Office Procedures 2011-2012

**For: PSI PTO Event Leads, Room Parents and Volunteers Instructed by:  
PSI Office Support Staff**

## **HOW TO REQUEST FLYER FOR THURSDAY FOLDER:**

Please note: We must have BOTH the hard copies and electronic copy to distribute flyers. Missing one or the other will delay distribution.

- A PTO school-related flyer must be sent to Kathy Ninnemann 'copy ready' in an email attachment (already formatted in either a half sheet or full sheet of paper) *by noon on Tuesday* the week of desired distribution.
  1. Kathy's email is: [ninnemann.kathy@slpschools.org](mailto:ninnemann.kathy@slpschools.org)
  2. Janet must be cc'd for electronic distribution on the email as well at: [pickford.janet@slpschools.org](mailto:pickford.janet@slpschools.org)
    - a. Kathy will make copies and put them in the Thurs. Folder box in the PSI office, Janet will create a PDF from the attached document for Thurs. Folder electronic distribution.
    - b. PTO volunteer should indicate what subject line they would like the electronic link to be.
    - c. *Please note: PTO provides copy paper for all PTO requested copy needs.*
  
- All non-school related flyer requests (i.e. community information/classes) must have prior approval for distribution from Sara Thompson in Communications at the SLP district office *a week in advance*.
  1. Send flyer requests to Sara at: [thompson.sara@slpschools.org](mailto:thompson.sara@slpschools.org)
  2. You (or your organization) must provide all necessary copies to each school where you are requesting distribution. The 'count' information per school is provided on the flyer approval form from Sara Thompson.
  3. Forward the approval and flyer to Janet Pickford for electronic distribution: [pickford.janet@slpschools.org](mailto:pickford.janet@slpschools.org)

## **HOW TO REQUEST MEETING/EVENT SPACE DURING SCHOOL HOURS:**

- There is a limited amount of space available for school-related meetings during school hours at PSI. Contact (only) Kathy Ninnemann (not a teacher) in the PSI front office for room availability by email ([ninnemann.kathy@slpschools.org](mailto:ninnemann.kathy@slpschools.org)) or by calling: 952-928-6759. *Meeting space must be **pre-arranged** to avoid scheduling conflicts.*
  1. Advise Kathy of any special needs for your meeting.
    - When space at PSI is not available, consider the many meeting options available in the community (i.e. the local library, many restaurants, Byerly's, etc. have meeting spaces).
  2. Any events scheduled during the school day (i.e. folk dance assembly, theater club performance, etc.) require a Lead Volunteer to act as a 'point person' to minimize disruption to the normal operations in the school office. Please direct all volunteers to seek out the 'point person' with questions whenever possible.

## **HOW TO REQUEST MEETING/EVENT SPACE DURING NON-SCHOOL HOURS:**

- ALL meetings or events AFTER 4:00 p.m. (whether a school-related activity or not) require a permit by completing an Application for Buildings & Grounds Use form through Kim Fisher in Community Education by calling 952-928-6060 or by email at: [fisher.kim1@slpschools.org](mailto:fisher.kim1@slpschools.org)
  1. A permit is required regardless of the size or length of your meeting/event. (i.e. even a 30 minute meeting as small as 3-4 people requires a permit if using any school space after 5:00 p.m.).
  2. Kim will provide the necessary Application for Buildings & Grounds Use form. Community Education requests a minimum of 10 days advance notice for all permit requests.
  3. ALL children in attendance must be supervised at all times and stay with you in your permitted space. This includes the playgrounds, restrooms and hallways. This is a serious safety issue. Please build-in child supervision when planning any meeting or event.

## **ROOM PARENTS AND CLASSROOM FIESTAS:**

Please come prepared by:

- Bringing craft or game items already copied, OR, provide the classroom teacher copy requests at least a week in advance. (Please consider that general school operations are still going on, even on fiesta days, so we can't bog down the copiers or school office operations with fiesta copying).
- Prepping everything for the classroom fiesta offsite, (both the staff lounge and staff workroom are reserved for staff use during the school day). Unfortunately, due to limited space, the staff lounge refrigerator is not available for fiesta food storage.
- Bringing all items needed on the day of the fiesta (i.e. food, games, art materials, paper plates, etc.), and not plan to 'see what's available' to use from the staff workroom or staff lounge.
- Coordinating efforts with the classroom teacher *in advance*, so the teacher can help provide some items (i.e. construction paper) for the fiesta.

## **PTO COPY REQUESTS (i.e. Meeting Handouts, Programs, Agendas, etc.):**

- PTO lead should review their copy/flyer request with one of the PTO Chairs, to avoid duplication of efforts. (We often get flyer requests for items already covered by another committee or PTO Chair).
- A final draft should be provided to the school office (electronically is preferred when possible).
- PSI Office staff will provide copying with a minimum of 48 hours advance notice (a week's notice is preferred).
- Last minute copy needs (that the school cannot accommodate), can be brought to an outside copy source (i.e. Kinkos, Office Depot, etc.), and will be reimbursed by the PTO. *HOWEVER, PTO volunteer should seek pre-approval from a PTO Chair in this situation.*
- PTO will provide the paper for PTO copying. Kathy will advise when the PTO paper supply is 'running low'.