

Academic Policy Committee
Wednesday, February 20, 2013
3:45 p.m.
Birchtree Charter School

APC MEMBERS PRESENT: Brandt Bowen, Anna Folsom, Lori Berrigan, Brooke Loudon, Pete Houston, Cara Horvath, Kirsten Gerrish, Cathy Lee, Cathy Busbey

STAFF MEMBERS PRESENT: Mary Beth Feldman, Dan Klauder, Kim Deitert, Amy Sharrer

PEDAGOGICAL COUNCIL MEMBERS PRESENT: Donna Levesque

PUBLIC MEMBERS PRESENT: Lisa Shields, Olivia Holland, The Newbolds

I. Call to Order at 3:45 p.m.

The meeting was called to order at 3:46 p.m.

II. Approval of Agenda

Motion by Member Lee **Seconded** by Member Berrigan to **(APPROVE THE AGENDA)**. The motion **CARRIED** unanimously.

III. Waldorf Activity

Anna Folsom led us in the morning verse that is said in all Waldorf schools in the world.

IV. Election of Officers

Went into a Committee as a Whole

A. Chair – Parent Member

Nomination – Pete Houston - All in Favor

B. Vice Chair – Parent Member

Nomination Brooke Loudon - Withdrawn

Nomination Kirsten Gerrish – All in Favor

C. Secretary

Nomination Brooke Loudon – All in Favor

D. Treasurer

Nomination Cathy Lee – All in Favor

E. BPG Liaison

Nomination Lori Berrigan – Approved by Members Horvath, Berrigan, Folsom, Gerrish, Bowen

V. Standing Agenda

A. Approval of January 16, 2013 APC Meeting Minutes

Added Lori as attending to the minutes.

Motion by Member Berrigan **Seconded** by Member Bowen to **(ACCEPT THE JANUARY 16, 2013 APC MEETING MINUTES)**. The motion **CARRIED** unanimously.

B. Chair Report – Pete Houston

Member Houston shared his Acting Chair Report. He reminded everyone that we are in charge of an organization that has a budget of 3.5 million dollars of public money and exist at the pleasure of the School District and State of Alaska. He emphasized the importance of stewarding this money to educate our children.

Member Houston clarified that he will be sharing any conversations he has in the Chair Report. Questions he received since the last APC Meeting on January 16, 2013 were as follows: Use of school facilities by visiting teams. Member Houston shared that his opinion is this is not an APC issue as no funds were needed nor is any policy invoked or required to be developed by this event; Inclusion of a letter from a sitting APC member in the Friday Update: “Member Houston shared that his opinion is that this is not appropriate because, regardless of the intent and content of any particular letter, or any other medium or forum, a Board Member is unable to remove their Board Member hat and cannot be assured that anyone reading a letter or hearing our opinion in another meeting would not view it as the opinion of a board member and therefore the Board as a whole.

Member Houston will be starting every APC Meeting with a Waldorf Activity led by the teacher Members of the Board. All Board Members will be provided a board packet by the Friday prior to scheduled board meetings. All reports must be in written form and received by the Secretary no later than the Wednesday, one week before the scheduled board meeting. All agenda items must be submitted to the Chair by the Friday ten days prior to the scheduled board meeting.

Member Houston shared his concern in regards to the Bylaws and the lack of documentation in regards to the history and evolution of the Bylaws. He has referred them to the Bylaws Committee for complete review and clarification. This Committee will be Chaired by Member Houston and include not only APC members but also a BPG Member.

Lastly and most importantly, Member Houston read Resolution 13-001 in regards to a breach of the Open Meetings Act that took place in California while the Board was at the Alliance Conference. He shared his apology to Brandt Bowen and Cathy Busbey for the awkwardness both personally and professionally the situation pressed upon them and stated that, as Acting Chair, he should not have allowed the meeting to take place.

Motion by Member Lee **Seconded** by Member Loudon to **(FORM A BYLAWS REVIEW COMMITTEE)**. The motion **CARRIED** unanimously. **Report due at the April Meeting.**

Motion by Member Lee **Seconded** by Member Horvath to **(ADOPT RESOLUTION 13-0001 RECOGNIZING A BREACH OF THE OPEN MEETINGS ACT AND MAKING REPAIRS FOR DAMAGES)**. The motion **CARRIED** unanimously.

C. Principal Report – Cathy Busbey

Principal Busbey gave the Board an update on screenings and interventions for reading and the 8th grade trip.

All first graders were screened using the Quick Phonics Screener in the Fall and again in the Winter. All second through fifth graders were screened using AIMS web.

| Grade | Benchmark Used | # Scoring Below Benchmark Fall 2012 | # Scoring Below Benchmark Winter 2013 | # Receiving RM or CR |
|--------------|--------------------------------|-------------------------------------|---------------------------------------|----------------------|
| 1 | Teacher Input Growth From Fall | N/A | 10 | 10 |
| 2 | 1 st Grade | 12 out of 36 or 33% | 19 out of 36 or 53% | 15 |
| 3 | 2 nd Grade | 23 out of 40 or 57% | 18 out of 40 or 45% | 13 |
| 4 | 4th Grade | 19 out of 45 or 42% | 24 out of 45 or 53% | 11 |
| 5 | 5 th Grade | 9 out of 19 or 47% | 7 out of 21 or 33% | 3 |
| TOTAL | ALL GRADES | 63 out of 140 or 45% | 68 out of 142 or 48% | 42 |

*Number of students who have an IEP 11/142 or 7%.

*The expectation for third grade is that by the end of the year, those students are on grade level.

Member Berrigan asked about the time of day the tests are being done and if the same person is administering them throughout the year. She made the point that some children may need to retake the assessment if the parent and/or teacher feel that the results are not accurately reflecting the growth of the child.

Member Loudon stated that she has concern about the time component and suggested doing some research on other mechanisms because how quickly a child articulates the information being asked, does not necessarily reflect their knowledge. She did recognize that there is a direct correlation between speed and reading fluency.

There was also a request by several members for there to be a report showing the correlation between the SBA results and the AIMS Web results.

Principal Busbey spoke with Bonnie River, Deb Lenny and Shanna Mall of whom all three affirmed that the expectation is by 4th grade, students should be at grade level unless that student has an IEP.

Based on the above information, various intervention groups have been set up for each grade level. There are more intervention groups for third and fourth graders at this time.

Principal Busbey also reported on the information she received from the BPG in regards to the money raised for the fourth, fifth and eighth grade trips.

| Grade | Total Cost | Money Raised | \$ Donated by BPG/Child/Class | \$ Still Needed/Child | Total \$ Still Needed for Class |
|------------|------------|--------------|-------------------------------|-----------------------|---------------------------------|
| 4/Hill | \$4751 | \$213 | \$68/\$1564 | \$129 | \$2967 |
| 4/Levesque | \$3098 | \$213 | \$44/\$1012 | \$81 | \$2875 |
| 5/Basner | \$5000 | \$1171 | \$68/\$1632 | \$91 | \$2184 |
| 8/Klauder | \$52,800 | \$2,000 | \$363/\$9075 | \$1753 | \$43,825 |

The BPG has at this time raised \$12,500 to use toward class trips. By dividing the available funds proportionally to the cost of the trip each class would receive the following funds per student: 4th Grade Hill \$68/student; 4th grade Levesque \$44/student; 5th grade \$68/student; 8th grade \$363/student.

Member Houston clarified a conflict of interest for Member Berrigan due to her daughter being a member of the 8th grade class and for Member Bowen due to him going on the trip as a teacher. Member Berrigan contested the conflict of interest statement by clarifying that it was her intention to pay her daughter's way. Member Houston clarified this was not an option. Chair Houston requested for those with a conflict of interest to not participate in the vote for the funding of the 8th grade trip.

Member Lee stated her opposition to taking money out of the operating budget for field trips and clarified for Member Loudon that there was \$15,000 left in the contingency fund with the approval of the fund transfers being presented at this meeting. She also shared her concern about the trip being very expensive and putting this much pressure on the parents of our 8th graders. Members Houston and Loudon were not comfortable taking all money out of the contingency fund. Members Gerrish and Horvath both shared their desire for the 8th graders to go on this trip as it would be a once in a life-time opportunity for many of the students. Member Lee stated additionally that there are other line items in the budget where money has been appropriated but will likely not be spent and that she could report to the board about these funds if desired by the board.

8th Grade Teacher, Dan Klauder, shared his desire for his students to go on this trip because it is part of the 8th grade curriculum and his students would be very disappointed if the trip was cancelled. Mr. Klauder believes that the core of our school is the children and the current situation is not at the fault of the 8th grade students. He stated that this trip is like supplies; if we run out, we purchase more. He does not believe this is a hand out, but rather a part of what they deserve as part of Birchtree Charter School.

Motion by Member Gerrish **Seconded** by Member Horvath to **(PROVIDE FUNDING OUT OF THE OPERATING BUDGET FOR THE 8TH GRADE TRIP NOT TO EXCEED \$15,000)**. The motion **FAILED with Members Houston, Lee and Loudon voting against and Members Horvath, Gerrish and Folsom voting for.**

It was decided to have an open forum for public comment on the funding of the 8th grade trip February 25 at 6:00 p.m. The recommended Bylaw change in Article VI Section 1 regarding the formation of the Principal Hiring Committee will also be on the February 25 meeting agenda. The intent to change the bylaws with the recommended change and the announcement of the open forum will be published in the Friday update, on the website and posted on the bulletin board by the administration area at BCS.

D. Pedagogical Council Report – Donna Levesque

Member Levesque was not able to present her report due to time constraints. A written report was provided to the Board. The Pedagogical Council recommends that the attendance policy be revised to include excused as well as unexcused absences to count toward consequences of chronic tardiness and absence. The Council recognizes that whether an absence is excused or unexcused, the impact to learning is the same.

The current enrollment is as follows:

| Grade | Target | Range |
|-------|--------|-------|
| K | 20 | 18-22 |
| 1 | 22 | 20-24 |
| 2 | 22 | 20-24 |
| 3 | 22 | 20-24 |
| 4 | 24 | 22-26 |
| 5-8 | 24 | 22-26 |

The recommendation from the Pedagogical Council is as follows:

| Grade | Minimum | Target /Maximum |
|-------|---------|-----------------|
| K | 16 | 16 |
| 1 | 22 | 24 |
| 2 | 22 | 24 |
| 3 | 22 | 24 |
| 4 | 22 | 24 |
| 5 | 22 | 24 |
| 6 | 22 | 24 |
| 7 | 18 | 24 |
| 8 | 18 | 24 |

The discussion on enrollment revolved around optimizing the success of students based on their point of enrollment at Birchtree and maintaining healthy numbers at each grade level. The Pedagogical Council reached consensus to recommend a restructuring of the target and range figures for each grade based on the following conclusions:

Recommendation #1

Add a third kindergarten and adjust the enrollment of each class to 16 students for a total enrollment of 48 kindergartners. Transition 1st grade minimum over 2 years: 20 in 2013-14 and 22 in 2014-15 to avoid adding 20 new students in one year.

Rationale

The current enrollment does not provide for enough pupils to reach the 1st grade target of 22. Success in grades is optimized by attending a Waldorf kindergarten.

Recommendation #2

Increase the target and minimum numbers for grades 1-6 with the minimum being 22 and the target being 24.

Rationale

It is much easier to integrate students into elementary grades than into middle school.

Recommendation #3

Keep the target number for grades 7 & 8, but decrease the minimum number.

Rationale

This allows for greater flexibility in keeping a healthy pupil to teacher ratio and not forcing the addition of new students at a time when integration is most challenging.

Enrollment Procedures

The Pedagogical Council outlined criteria for student success at Birchtree and, conversely, the absence of which could result in a student's withdrawal from Birchtree. These include attendance, behavior, academics, and adherence to Waldorf tenets. The first two, attendance and behavior, are already included in the Mat-su Borough School District Policy as bases for dismissal of students with boundary exemptions from their home school. Birchtree is a school of choice and therefore considered a boundary exemption.

The Pedagogical Council has begun and will continue to identify benchmarks, such as those outlined in the attendance policy for each of the remaining three areas of behavior, academics and adherence to Waldorf tenets in order to provide a framework for both incoming and currently enrolled families.

Parent Education

The Pedagogical Council acknowledges the need to orient parents and staff to the expectations at our school beyond the forms that are quickly signed during registration. They have gathered a list of ideas and questions to refine and clarify the enrollment process.

It was determined by the APC that the Enrollment Policy submitted needs to be reviewed at the committee level and the Attendance Policy needs to be reviewed by the Finance Committee.

E. Parent Partnership Coordinator Report – Mary Beth Feldman

- The BPG requested that a school-wide phone tree system be set up for next year. Mary Beth has created a draft for such a system.
- Lori Berrigan led a Systemic Leadership Workshop on Monday, February 11, 2013 in regards to parent involvement and it was attended by 10 to 12 parents and went very well.
- Lead parents helped Mary Beth recruit help for the German activities during Carnival Week.
- Lisa Shield and Tina Dory are in the process of cleaning up the Volunteer Software database. Work is being done on increasing security to the administrative site while still allowing access to those volunteers who have been integral in setting up the system.
- Principal Busbey and Mary Beth are working on a framework to manage volunteers that will include having a team of 2-3 volunteers to assist the Parent Partnership Coordinator. This will be similar to the system used for the Playscape.
- The format for the Friday Update has been changed to put the most relevant news on the front page. This change was made after receiving some feedback from a couple of parents.
- The Seasonal Newsletter is almost complete. We are just waiting on a couple of teachers' submissions as of Monday.
- Heather Wagoner has painted two chalkboards on the hallway as BPG calendars.
- May Faire is the next large scale volunteer effort on the calendar. After consulting with the BPG, Mary Beth plans to start meetings with lead parents in March.
- The Communication Policy Committee met on February 4, 2013. Over 3000 volunteer hours have been logged since the beginning of this school year. If we add the activity over the last summer, over 7000 hours have been logged.

F. Treasurer's Report – Cathy Lee

Motion by Member Berrigan **Seconded** by Member Bowen to **(ACCEPT THE BUDGET TRANSFERS APPROVAL REQUEST BELOW)**. The motion **CARRIED** unanimously.

| Acct. to Be Reduced | Acct. to Be Increased | Amount | Explanation |
|---------------------|-----------------------|----------|-----------------------------------|
| Contingency | Supplies | \$60,000 | Next Year Supplies |
| Contingency | Rental Property | \$26,724 | Property Taxes |
| Contingency | Other Services | \$1,200 | Foraker Group Retreat |
| Contingency | Staff Travel | \$4,000 | Funds for Conferences and PD Days |

Member Lee recommended that the APC clearly articulate back to the School District we have no authority to change what was done at the MSB and we want to make it clear that we do not support them taking \$5 from

every child in the school district. Our proposed solution would be that the district use lapse funds to pay the tax credit at the end of this budget cycle and that the funds could be put in the BCS Capital Fund. Another option would be for the MSBSD to allocate \$45,000 that we did not get in the FY14 budget.

Motion by Member Berrigan **Seconded** by Member Horvath to **(SEND A LETTER TO THE MSBSD REQUESTING FY13 LAPSED FUNDS IN THE AMOUNT OF \$45,000 BE PAID TO BCS FOR PROPERTY TAXES)**. The motion **CARRIED** unanimously.

G. BPG Liaison Report – Lori Berrigan

February 2, 2013 BPG Meeting Report – Lori Berrigan

Member Berrigan submitted as documents for the APC Board packet the February 2, 2013 BPG meeting minutes. Davis Auld spoke against the fence signs and to his feelings about being ask to participate in fundraising all of the time. Brooke Loudon stated at this meeting that she would like an open forum on fundraising. Olivia Holland stated at this meeting that she would like more detailed information in the Friday Update and shared her ideas for getting parents on board with the Hands, Hear, Head a-thon fundraiser.

There are currently 2 vacant seats on the BPG and a matrix was discussed.

The BPG has requested a tab on the Webpage to have general email for the BPG go to. Kristi Shae will also list her phone number.

Jennifer Budde is still researching obtaining a gaming permit so BCS could do raffles.

The BPG has given \$1,500 to the music scholarship fund. Melanie Keenan requested \$6700 and is still designing a musical instrument library so students may rent to own or borrow instruments.

Job Description: Jennifer presented a job description for all BPG members to sign and it will be voted on at a future meeting.

Jennifer Budde stated that the curriculum alignment fundraiser is not a fundraiser “I ran this into the ground.”

Calendar on Wall: Heather Wagoner took up this job and made it happen.

Fundraising: Heather Lee wants to de-emphasize fundraising and make it more about the community by raising money through a rhythmic process. This year we are “treading water” to reach our goals. Some of these funds were requested after the start of this school year. We need to work through this year and deliver what we can and also set up the system so that we are not doing this every year. Heather will work with Cathy on possible class fundraisers and is going to write a grant to BP for some additional funding.

May Faire date may be moved at next meeting.

February 23, 2013 BPG Meeting Report – Lori Berrigan

Lori Berrigan spoke about the possibility of George Hoffecker and Donna Burgess of Mindful Communications presenting to both the APC and BPG their services. Lori Berrigan offered to host a workshop using the Systemic Leadership tool that was learned at the RSC in California. The BPG approved this and Principal Busbey directed Mary Beth to ask Lead Volunteers to attend. Lori worked with Mary Beth after this meeting and set up the workshop for February 11, 2013. An invitation was sent to the APC to help facilitate the workshop. Kirsten Gerrish offered to assist.

Laurie Faubert would like to see a Parent Share Night. Mary Beth will be working with Laurie to create and send out a parent share survey prior to the evening. Laurie was not present at this BPG meeting.

Jill Farris suggested we look at bringing Art and Anger Management Through Art workshop to parents.

Amy Sharrer suggested we ask Prairie Adams to attend parent meetings and lead parent discussion. Amy and Cathy Busbey will follow up with Prairie.

The high school initiative group in Anchorage is hosting Meg Gorman. Jennifer Budde was working with Julia Bevins from that group. No final plans have been set.

The BPG allowed \$300 to be set aside to hire an accountant to help with paperwork generated for the Grant.

Ideas were presented about different ways to reach parents other than email and the Friday Update. Ideas included a calendar at the front of the school, a fundraising graph (tree) on the wall, family socials, class phone trees. BPG is looking for community members to take on these projects.

Discussion around shortage of funds for class trips. Financial goal was not met.

The APC Liaison Report was cut short. Member Berrigan did mention that Dwight Probasco was hired as the interim half-time Vice Principal.

The following BPG Fundraising Proposal was part of the APC Packet:

BPG FUNDRAISING PROPOSAL

THE BIG PICTURE

Move towards consolidating fundraising efforts into *two or three major activities* per year, intended to integrate and reflect the Waldorf-inspired nature of our community:

1. Waldorf-Inspired Summer Camps – \$5,000
2. Birchtree Forest Festival – \$5,000
3. Handmade Community Craft Fair or Auction --\$5,000

The above events would be in addition to other Birchtree *community-centered activities* whose sole purpose is NOT to raise funds but typically results in a net profit for the BPG:

1. Run through the Birches – \$1,000
2. Fall Festival – \$1,500
3. May Faire – \$1,500

Other fundraising would occur on a more *passive or service-based level*, including but not limited to:

1. Fence Signs – \$3,000
2. Box Tops – \$1,000
3. Pick, Click and Give --\$500
4. School store (school apparel, art supplies, coffee sales, school calendar) – \$3,000
5. Pizza Friday or similar – \$7,000

Finally, grants may be identified and pursued for specific budget needs, supplementing income to the BPG.

All of the above outlined activities would take place spaced throughout the year, so as minimize fundraising fatigue.

Minimum total for above fundraising activities: **\$33,500**

(Potential total = \$50,000+)

FOR THIS YEAR:

To meet the requests for funds, primarily for the 4th, 5th and 8th grade field trips, we propose consolidating efforts into two school-wide fundraisers with potential for larger returns on efforts:

1. Read-A-Thon or Head-Heart-and-Hands-A-Thon – \$5,000-15,000
2. Raffle – \$5,000-18,000

Potential income – **\$10,000-33,000**

- These events would NOT be intended as annual events, but rather as one-time efforts to meet a financial deficit.
- The 4th and 5th grades will spearhead the Read-A-Thon effort while organizing the raffle will be the responsibility of the 8th

grade.

- The goal would be to engage the entire community in gathering pledges and selling the raffle tickets.
- Two potential barriers include: effectively communicating this plan to the Birchtree community and incentivizing the staff, students and parents to participate fully.

In addition, the grant writing committee, in conjunction with parents, will write grant proposals to BP for funding for this year's trips.

Potential income – **\$1,000-10,000**

Motion by Member Loudon **Seconded** by Member Berrigan to **(FORM A FUNDRAISING POLICY COMMITTEE)**. The motion **CARRIED** unanimously.

A Chair for the Fundraising Policy Committee was not appointed.

H. Standing Committee Reports

1. Facilities Committee Report – Pete Houston
A meeting has not happened at this time.
2. Board Development Committee Report – Pete Houston
A meeting has not happened at this time.

I. Adhoc Committee Reports

1. Evaluation Criteria Committee – Brooke Loudon CATHY, LORI

The Evaluation Criteria Committee consisted of Member Loudon (Chair), Member Berrigan, Member Lee, Donna Levesque, Heather Lee, Kristy Shae and Jennifer Budde. The Committee used the information that was gathered at an open forum for staff members to develop the mechanism that will be used to evaluate the BCS Principal.

Motion by Member Lee **Seconded** by Member Berrigan to **(ACCEPT THE PRINCIPAL EVALUATION INSTRUMENT CREATED BY THE EVALUATION CRITERIA COMMITTEE)**. The motion **CARRIED** unanimously.

The approved Principal Evaluation Instrument is attached.

2. Volunteer Policy Committee – Mary Beth Feldman

Motion by Member Lee **Seconded** by Member Horvath to **(ACCEPT AND APPROVE THE VOLUNTEER POLICY KNOWING THE TAX DEDUCTION LETTER WILL BE VETTED THROUGH THE BPG)**. The motion **CARRIED** unanimously.

The approved Volunteer Policy is below.

3. Communication Policy Committee – Mary Beth Feldman

The Communication Policy Committee came to the APC with the following questions: What is the purpose of the committee? To develop a communication plan for the BCS community. Who is the audience for the Communication Policy? The school community. What are the parameters the Committee is working under? This committee will first look at what we currently have and identify what is missing. A report will be presented at the April APC Meeting.

VI. New Business/Action Items

- A. Bylaw Revisions – Due to this not being posted prior to the meeting no action was taken.
- B. Formation of Hiring Principal Committee – This topic was postponed to the February 25.
- C. Confirm Next Regular Board Meeting Date & Time (March 20, 2013).

VII. Future Items/Future Business

- A. Next Meeting Items
- B. Subsequent Meeting Follow-up Items/Annual Calendar

Motion by Member Berrigan **Seconded** by Member Loudon to **(ADJOURN THE APC MEETING AT 7:20 p.m.)**. The motion **CARRIED** unanimously.

Volunteer Policy

At Birchtree Charter School, we believe that there needs to be a strong partnership between home and school in order to accomplish the goal of educating children. When parents make the choice to send their child(ren) to our school, they have decided to be an active participant in their child(ren)'s education.

Birchtree cannot function without a significant amount of volunteer service from parents and friends. The level of volunteerism in the school also effects currently held grants as well as the school's ability to obtain future grants. Volunteerism is one of the primary ways that parents partner with Birchtree Charter School to support the larger school community. We also recognize the need to provide a wide range of opportunities for parents to contribute to the school community as well as to acknowledge the unique contributions of each person to the building of the community as a whole.

Expectations and Guidelines for Parent Partnership

1. Parents of BCS students are encouraged to volunteer a minimum of four (4) hours per month or thirty-six hours per year, per family. This consideration is given so that volunteer time does not become a burden to families with more than one child attending the school. However, parents are encouraged and welcomed to increase their volunteer time as they are able and willing.
2. Volunteer hours will be counted in the following manner:
 - a. The kind of service that can be logged as hours spent
 - i. Any time spent on a school activity during school time, at home, or on a school activity
 - ii. Any money spent for the school as a donation or in purchase of items for school use. This type of donation is valued at \$20 per hour and will be logged as donation hours.
 - b. The kind of service that cannot be counted in hours
 - i. An in-kind donation that would otherwise need to be hired out and paid for by the school.
 1. Certified or licensed professional services, (CPG, Attorney, etc.)
 2. Heavy equipment rental
 3. Plumber, welder, locksmith
 - ii. Services donated towards school fundraisers such as the annual auction.
 - iii. The donor may choose to receive volunteer "hours" for their service to be calculated at the standard rate charged for that service (every \$20 equal to 1 hour) or a tax deduction letter.

Tracking Volunteer Hours

1. The following "hours" tracked will be counted towards the requested 36 hours per family.
 - a. Time spent on a school activity by family members or any person associated with the family.
 - b. Money spent for items for school activities at a rate of 1 hour for every \$20 spent. Examples of items include supplies for cooking or festivals, classroom items, etc.
2. Volunteer hours will be tracked using a software program.
 - a. Parents will be provided with an access link and instructions both at school and via the school website.
 - b. Parents may also contact the Parent Partnership Coordinator for assistance in logging in hours.
 - c. Non-parent volunteers can be added by contacting the Parent Partnership Coordinator.

Publishing Volunteer Opportunities

1. The Parent Partnership Coordinator will regularly keep the school community informed of volunteer opportunities through a variety of medium which may include:
 - a. the Friday Updates
 - b. the school website
 - c. school social media pages such as Facebook
 - d. school bulletin boards
 - e. email
 - f. phone calls

