

A landscape photograph of rolling green hills under a sunset sky. The sky transitions from a deep orange near the horizon to a lighter yellow at the top. The hills are covered in vibrant green grass, with some areas appearing slightly darker due to shadows. A white rectangular box is superimposed on the left side of the image, containing the text "IN-SERVICE 2024-2025".

IN-SERVICE  
2024-2025

Getting Started  
Volunteer Hours  
Parent Meetings

## GETTING STARTED RIGHT

As the new year starts, I want to discuss a few items that have come to my attention over the past year.

- Bus and Pedestrian safety training MUST be completed by every parent. This is not just for parents who attend the first parent meeting, but all parents, including parents with children who enroll later.
- Ensure that parents are allowed to vote on the best time for a parent meeting, and this should be documented in your parent minutes.
- Your by-laws should match what you are doing. For instance, if your by-laws say you must have one member from each school, ensure that you follow those. You can change your by-laws by voting if that is what you need to do.





# VOLUNTEER

- DO NOT set out volunteer sheets for parents to sign when they attend graduation.

## 04 Volunteer Hours

- Volunteer hours are only counted for things we would pay someone to do in the classroom or at an event.

### What Counts

- Help on field trips
- Time in the classroom actively helping
- Family Home Projects that are returned
- Setting up or helping at an event
- Community Representative providing a training or service
- Parent Activities in the classroom
- Parents off-site with you and class

### What DOESN'T Count

- Simply attending an event such as a play/ graduation/ Open House/ Parent Appreciation events
- Bus Monitoring
- Attending parent meetings, Policy Committee, or Policy Council (They are counted in attendance but not for volunteer hours)
- You cannot send home any extra things for parents to do outside of Family Home Projects to count for volunteer hours
- Anyone below age of 16

# PARENT MEETINGS



It is okay to hold a big event and bring multiple schools together for the event; however, you must meet individually with each school in a private setting during the event to approve prior minutes and discuss school business.

While observing, I have heard more than once from family advocates that they do not like the curriculum and tell the parents this before they start. Regardless of feelings, it is required, and the parents will not buy in if you do not.

- Before adjourning, set a date for the next parent meeting. Parents are more likely to show up if they can immediately put it on their calendars.
- I have noticed a discrepancy with the topic labeling in the parent minutes. For instance, a topic might be labeled “health and nutrition,” but the minutes don't reflect any discussion. The topic listed must be accurately outlined in the minutes to keep parents informed and engaged.
- It's essential that we have a meeting every month. Even if it is a short month, such as Christmas, we must plan and ensure a meeting is scheduled. Your commitment to this schedule is greatly appreciated and will contribute to the success of our meetings.
- I have attached the tip sheet from 2022 that shows how to count parent meeting attendance. It's crucial that we calculate attendance accurately, as statistics will be sent back if they are not. Your diligence in this matter is greatly appreciated.