



School Coordinators' Meeting Notes Wednesday, November 26, 2014

1) Introductions

Staff

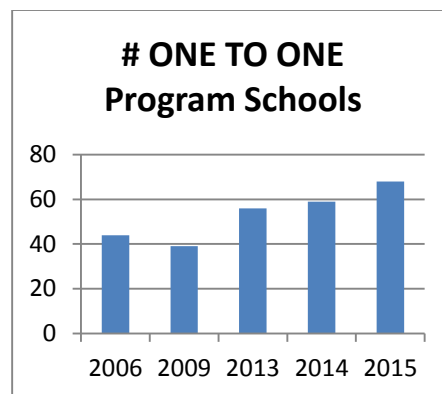
- Mary McGivern, Executive Director
- Josée MacDonald, Volunteer Coordinator

Liaisons (each responsible to support the Coordinator in getting the program up and running, and to support the volunteers throughout the year)

- Mala Dayal, East Vancouver
- Nicola Johnson, Vancouver West Side
- Andy Krombein, East Vancouver
- Linda O'Reilly, East Vancouver and Burnaby
- Kelly Southwell, North Shore

Board of Directors (9 volunteers), including Selma Smith, VP, Renfrew Elementary, who was recently elected to the board.

2) Program Growth



68 schools

300 + volunteer tutors

850 – 900 students

- addition of Burnaby School District – piloting the program in 2 high need community schools before expanding into other parts of the district
- welcome 3 new schools in Vancouver – Osler, Quesnel and Edith Cavell
- welcome 3 new schools in North Vancouver – Lynn Valley, Norgate, Westview and waiting to confirm a 4th
- working on an exportable ONE TO ONE package for other communities outside of Greater Vancouver, which will be ready by September, 2015

- growth limited by number of volunteers, so we put a comprehensive recruitment plan in place and have trained 140 new volunteer tutors this Fall
- easier to retain than recruit new volunteers, so help make theirs a positive experience – make them welcome in the school, ensure backup students are in place should a student be away, ensure good communication with volunteers, let them know of school closures, field trips, etc.; add them to school newsletter list, invite to school events
- growth also limited by funds and funders like to see the program's impact; please ensure volunteers are completing the ONE TO ONE sign-in sheet, communicate the volunteer schedule to Josée and report the # of students served.

3) Book Box Project

- Last year, we piloted new book boxes in 6 schools to ensure we had chosen the best titles and that these of value.
- 120 titles, fiction and non-fiction, covering DRA levels 4 – 24.
- The results were overwhelmingly positive with the classroom teachers reporting that students achieved higher reading levels much more quickly, the volunteers appreciated having a good range and quantity of resources, and the students themselves liked challenging themselves to achieve a new level.
- At a cost of \$750 per box, ONE TO ONE has now funded 42 boxes, the last 16 of these to be distributed the week of December 1.
- Our fundraising goal this year will be to fund book boxes for the remaining 26 schools by June.
- We plan to add National Geographic Kids reader series this year.
- We ask that these boxes are kept in the ONE TO ONE space and the Liaisons will collect them at the end of the year for safe-keeping over the summer, unless the school can provide a safe, locked space.
- All program schools should also have two I Read to You/You Read to Me books and a white board/magnetic letters.

4) Volunteers

- We trained a record 140 new volunteer tutors since September
- Two more trainings will be held in January, including one at Jules Quesnel (check website for dates/times)
- We acknowledge that there were gaps last year that we were unable to fill, but we feel our new recruitment plan was successful and those gaps, as well as needs in our new schools should be filled this year.
- Communicate additional volunteer tutor needs to Josée and your Liaison ASAP.
- If you know one of your volunteers will be away for a short period of time, please try to arrange a substitute with your other volunteers. If there is a longer absence that you cannot cover off, contact Josée. We are starting a sub list.
- Please keep in communication with the ONE TO ONE office and your Liaison re departing volunteers, so we can properly acknowledge them.
- Communicate schedules to Josée ASAP; no need for forms; whatever is easiest to use. We don't need a list of students, just which tutor is doing which shift.
- We are hosting 4 Coffee Chats for the volunteer tutors between November 27 – December 8th for them to share ideas and keep them engaged.
- We will also be hosting an in-service training session for them in February.

5) Program Criteria

Just a reminder about the students to be chosen for the ONE TO ONE program:

- A child who is struggling with reading and is reading below grade level
- Or lacks confidence to read
- Not receiving resource support
- English language proficiency level 3+
- Would cooperate with a volunteer
- i.e. those students who would otherwise fall between the cracks
- prefer to target primary (or at least Gr 1 – 4), but does depend on the needs of each school
- the program is for each student to be seen 30 minutes per session, 2x per week
- our volunteer often say they don't understand why some of the students were selected for the program. Please ensure the classroom teachers have completed the Student Profile form to help them. We will work to simplify this form next year.

6) 25th Anniversary

- Very proud to be celebrating our 25th anniversary this year
- Seeking student success stories to share with the community
- Let us know of any student success you would like to share, especially older students (ONE TO ONE alumni) who may have completed the program years ago
- Will celebrate at April 16th 3:30 – 5:00 Volunteer Tea at Hycroft for all volunteer tutors and School Coordinators
- Will use opportunity to implement a more formal volunteer tutor recognition program

7) Other Initiatives

- The 3rd Annual A Good Book Drive was held during the month of November, and ONE TO ONE was this year's recipient. Each donor was asked to drop off a new copy of their favourite children's book, with a special sticker inside the front cover, sharing why that book was special to them. We will be using some of these for our program, but will be gifting the majority of the books to all of our schools.
- GivingTuesday was on December 2nd, marking the start of the giving season.
- Our 10th annual Spelling Bee Challenge fundraiser will be held on Thursday, June 4th 7:30 – 9:30 am at the Convention Centre.

8) Resources

- Resources for volunteers, Coordinators and parents can be found on the website at www.one-to-one.ca/resources, including forms for the Coordinators
- Please advise of any resources you would like to see on the website
- Our new logo and a short write-up about the program is now available on the Coordinator Resource page of the website, if you want to include information about ONE TO ONE in an upcoming school or PAC newsletter
- Volunteer posters are available for posting on the school bulletin board

9) Suggestions Arising From Open Discussion

- Coordinators to prepare schedule in pencil, as it always changes
- Provide master schedule in Word format, not just pdf, as Coordinators need to edit (now available on the Coordinator Resources page of the website)
- Simplify student profile form

- Include list of books and a date read column for the book boxes (now available on the Coordinator Resources page of the website)
- To handle scheduling, especially if returning volunteers, bring all tutors together with Liaison and work out the schedule in person, then report to Josée
- How to handle new tutors, who are not feeling confident for first few sessions:
 - Have them observe the resource teacher first tutoring session
 - Have Liaison or Josée give Coordinators a heads up, so Coordinator can provide extra time
 - Have them come 15 minutes before Orientation for extra coaching from Coordinator
 - Have Liaison or an experienced tutor sit with them for the first 1 or 2 sessions
- To help tutors understand each student's needs, classroom teacher to complete student profile before first session (this form to be simplified next year) and specify what s/he wants the volunteer to concentrate on (eg. comprehension, fluency)
- Provide DRA levels at each grade level (will be available on the resource page on website)
- Tutors wonder if classroom teacher ever read their comments in the student logs. Coordinator to provide a copy of the logs to each teacher prior to report cards 3x per year, or, even better, summarize the key points that appear in the student logs.
- Coordinators/classroom teachers to ensure each volunteer is provided a thank you from their students, perhaps at year end or on Valentine's Day – this is key to making them feel valuable.
- If a tutor is to be away on short notice (eg. sick), have them call school secretary and put on morning bulletin.
- Coordinators asked what the training sessions comprised. Coordinators are always welcome to attend a training – schedule available on the website at <http://www.one-to-one.ca/events-archive>. A copy of the training manual should also be in the ONE TO ONE space (each volunteer also gets their own copy).

10) Key Reminders to Coordinators

- Provide Josée (and Liaison) master timetable information – which tutor is doing which day/time. **December 15th**
- Provide Josée (and Liaison) the total number of students in the ONE TO ONE program at your school (include alternate students if they have been to at least one tutoring session). **January 8th**
- Ensure volunteers are regularly using the ONE TO ONE sign in sheet.