



**New School Coordinators' Meeting**  
**Tuesday, November 22, 2016**  
**Renfrew Library**  
**Meeting Notes**

**Staff**

**Vera Maesen – Volunteer Coordinator** – volunteer recruitment, training, criminal record checks, placement in schools

**Mary McGivern – Executive Director**

**Zahida Jaffer – Provincial Program Coordinator**

**Area Liaisons**

- to support the Coordinator in getting the program up and running, and to support the volunteers throughout the year; they are your go-to person with any issues
- Liaisons and contact info: <http://www.one-to-one.ca/about-us> (then click “Our Team”)

**The Program**

- Began at Carleton Elementary in 1989 because of a need identified by teachers; program grew organically and now 27 years old
- The ONE TO ONE Board made an active decision to expand 3 years ago; rapid expansion in last 3 years
- 2015-16 -- 350 volunteer tutors serving 1457 students in 84 schools (Van, NV, Burnaby)
- ONE TO ONE provides volunteers (trained and criminal record check completed) and book boxes to each program school; Liaisons and staff provide ongoing support to the Coordinators and volunteer tutors.
- Also offer a Provincial Program, outside Vancouver area. This program uses a different model and we partner with a literacy organization in the region to run the program day-to-day.

**Program Growth**

- ONE TO ONE developed a 5-year plan to expand the Vancouver-area program further – to 172 schools by 2020; Richmond added this year; New Westminster and Tri Cities expected next year
- We added 15 new schools already this year
- Will also continue to add more schools in existing districts
- Restricted by number of volunteers; assistance with recruitment appreciated!

**Program Criteria**

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

- A child who is not receiving resource support
- Students who would benefit from practicing reading with a supportive volunteer tutor
- English language proficiency level 3+
- Would cooperate with a volunteer
- i.e. those students who would otherwise fall between the cracks
- In Grades 1 – 7; we 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*** (we know this is not always possible, but we know that this is how the program works most effectively)

## Program Resources

- Book boxes provided by ONE TO ONE - 120 titles, fiction and non-fiction, covering DRA levels 4 – 24; higher and lower levels available if needed; French available; ask your Liaison if you required books not currently in your book box.
- These books need to be supplemented; help volunteers source other books at correct level through Librarian or Resource Teacher; provide variety
- Each school now has a ONE TO ONE binder with literacy games, as well as shared reading books (I Read To You /You Read To Me), comprehension wheels; white board and letters
- \$750 - \$800 cost per school (provided free of charge)
- We ask that these boxes be 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.

## Volunteers

- We trained a record 149 new volunteer tutors since September; of these, we are still waiting for 30 criminal record checks, which are very slow this year; these volunteers will be placed as soon as the CRCs are in
- Two more trainings will be held in January so if still gaps, ensure Liaison or Vera knows your need for additional volunteers
- **Coordinators welcome to attend trainings;**
- A copy of the training manual should also be in the ONE TO ONE space (each volunteer also gets their own copy).
- Help recruit:
  - Newsletter article available on the website for PAC and school newsletter
  - Posters available to place in school or in appropriate community business
- If one of your volunteers is not feeling confident, advise Liaison and they will match with a mentor
- 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 Vera. We are starting a sub list, but it is limited.
- Please keep in communication with the ONE TO ONE office and your Liaison re departing volunteers, so we can properly acknowledge them.

## Student Forms

- All ONE TO ONE forms are available on our website (scheduling and student record forms) available on website
- It was suggested we add a line on to the student profile form to alert the volunteer if the student has a serious medical condition

## Orientation for New Volunteers

- Items to cover are listed in the [Getting Started With ONE TO ONE](#) booklet (available in hard copy and on our website)
- **One change** – the procedure for child protection disclosure is no longer for the volunteer to report to the Coordinator; they are now to report the disclosure directly to the Ministry and advise the Principal, who can assist in making the report; this will be corrected in future edition.
- **Not all Coordinators were aware that their School District requires all volunteers to sign a Volunteer Agreement.** This usually covers issues and responsibilities. It is the school's responsibility to have the volunteer sign the agreement. Check with your administrator if you do not have a copy.
- Reminder to cover school emergency procedures to new and returning volunteers each September.
- Be sure to introduce to staff, teachers and to each other; encourage the volunteer to come to the staff room at recess
- One school – teacher has the volunteer tutor come to the classroom at the first session and introduces the student to the volunteer, and explains program to student; great way to start off the program.
- Makes volunteer feel welcome and ready to begin

## Volunteer Engagement:

- 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. Suggestions:
- Ensure good communication with volunteers, let them know of school closures, field trips, etc.; add them to school newsletter list, invite to school events; we vetted and placed them, but they are now your volunteers; one Principal included the one to one volunteer each week in staff bulletin
- If the school has an extra mail slot, mark it for one to one and place school bulletins or other info to keep volunteers in the loop
- It was suggested that the coordinators place the school's monthly calendar in the one to one binder.
- Some volunteers have been with us 18, 19 years; **they will stay with your school and make your job easier if their experience is positive**
- **Ensure classroom teachers complete the student profile form** before the first session; it is the only way they know which level to start with and helps direct them in what areas to focus
- Volunteers want to know that they are making a difference; maybe convey teacher feedback or encourage teachers to share directly that the students are improving
- 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
- Invite them to special school events – assemblies, Christmas concert, volunteer tea, etc.
- We are hosting 5 Coffee Chats for the volunteer tutors between Dec 2 - 12 for them to share ideas and keep them engaged
- We will also be hosting an in-service training session for them January 28<sup>th</sup> 10 - noon (speaker - Adrienne Gear). You are invited. We will include you in invitation

## Resources

- Resources for volunteers, Coordinators and parents can be found on the website at [www.one-to-one.ca/resources](http://www.one-to-one.ca/resources), including forms for the Coordinators
- 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 (click [here](#) for article)
- Volunteer posters in both English and French are available for posting on the school bulletin board; contact [Vera](#) or [Mary](#)

## Reporting

- Liaisons will seek some information from you in January and June to help us appeal to our donors:
  - total number of students (include alternate students if they have been to at least one tutoring session)
  - grade distribution of students

## Upcoming Events (all Coordinators welcome to attend):

- Coffee Chats (Dec 2 – 12 – for volunteer tutors)
- In-Service Training (Jan 28<sup>th</sup> 10:00 – noon, VPL Downtown Branch)
- Regular trainings (2 to be scheduled in January)
- Volunteer Tea – April 27<sup>th</sup> 3:30 – 5:30, Hycroft Manor
- Tutor e-news – monthly (Coordinators are copied)

[www.one-to-one.ca](http://www.one-to-one.ca)

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(Resources for Coordinators)