

# Title I Parent Volunteer Orientation

## Graysville Elementary School

Tuesday, August 23, 2022 at 1:30 pm & Thursday, August 25, 2022 at 9:00 am

### Meeting Minutes

Parents were welcomed to the media center workroom for the 2022-23 parent volunteer orientation. We had 15 parent volunteers at the Tuesday afternoon meeting and 11 volunteers at the Thursday morning meeting. Volunteers were asked to sign-in and were given a set of meeting handouts, which included a meeting agenda, volunteer handbook, volunteer interest form, and a meeting evaluation. Code of Confidentiality sheets, Copyright information, and Mandated Reporter handouts were distributed during the meeting when that particular topic was discussed. Title I handouts were also displayed at the meeting.

To begin our meeting, GES staff introduced themselves and parents were given the opportunity to share their name, their child's name, and their child's teacher. Once introductions concluded, the presentation began. The PIC reviewed the GES Mission and vision statements, explained PBIS and Tiger Time, and reviewed the 2022-23 Title I budget. Parents were given the opportunity to ask questions or make suggestions regarding the budget. The presentation then moved on to the district rules for volunteers, the volunteer code of conduct and ethics, copyright, and emergency procedures. The code of confidentiality and ethics was passed around to each volunteer and they were advised to review it, sign it, and return it at the end of the meeting. Volunteers were also made aware that the code was printed in their take-home volunteer handbook. Volunteers were given a copyright handout and instructed to consult with the media specialist if they had any questions. Volunteers were made aware of what to do during drills and actual emergencies.

We then moved on to Mandated Reporting. The Mandated Reporter handout was distributed and parents were given an overview of the types of abuse to lookout for and what to do if abuse of any form was suspected. Jenni Kellerhals and Marissa Watson explained the proper reporting procedure to our volunteers.

Our next topic of discussion was volunteer opportunities. The PIC shared ways to become more involved, how to learn about volunteer opportunities, and where the workrooms and adult restrooms were located. Mentoring opportunities were also shared.

The meeting came to a close and parents were given the opportunity to ask questions and provide input. They were then asked to complete and return the code of confidentiality and the meeting evaluation. Parents were thanked for their attendance and then allowed to leave or take part in a tour of the various workrooms and the Parent Resource Workroom.

Parents were also given the opportunity to view the presentation online following the two meeting dates in an effort to include more GES families. 25 parents indicated that they were interested in volunteering but were unable to attend the two in-person meeting times. These families were sent home with a QR code to the meeting presentation, a volunteer handbook, a code of confidentiality sheet to return, a mandated reporter handout, a copyright handout, and a meeting evaluation.

Overall, parents valued the information shared and were excited to have the opportunity to volunteer in the school once again after several years of the COVID no/limited visitor policy.