

# Handbook

*Standing Rules & Bylaws*



*Parents Active in Cooperative Education*

[www.PACEatLockwood.org](http://www.PACEatLockwood.org)

LOCKWOOD ELEMENTARY  
24118 LOCKWOOD ROAD  
BOTHELL, WA 98021

January 2018

Historical site: [www.nsd.org/PACEatLockwood](http://www.nsd.org/PACEatLockwood)

## **Welcome to the PACE at Lockwood Handbook.**

Developed over the 40-plus year history of our program, this handbook is the place to find the broad vision and philosophy of the PACE program, descriptions of parent leadership jobs (i.e. board positions) and the fine print (i.e. bylaws) that govern our program.

Please use this handbook as a resource to:

- find a definition of a term used in a meeting or classroom
- get ideas of the best ways to be a classroom volunteer
- answer a question about why we have certain systems or procedures
- see what's involved in a role on the board or committee

This handbook is *not* the place to:

- get every detail of a specific board or committee position
- find the latest policy revisions
- identify the individuals currently holding board or committee positions

We hope that this handbook serves as a useful resource. As always, if you have any questions, check out the PACE website ([www.paceatlockwood.org](http://www.paceatlockwood.org)) or ask your friendly President, Vice-President or Room Representative.

Sincerely,

*Your PACE at Lockwood Executive Committee*

*January 2018*

# PACE at Lockwood Handbook

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# STANDING RULES

## 1. Mission Statement

We are a partnership of teachers, parents, and children committed to providing an excellent education while fostering a sense of belonging—**a community**.

Our community supports an enriched, creative curriculum that celebrates our similarities and differences with a balanced attention to the development of the intellect and character—**a nurturing learning environment**.

Our nurturing environment is founded on our shared commitment to teach through modeling: respect, compassion, responsibility, and resourcefulness—**a legacy of core values**.

Above all, our core values focus our combined strengths on developing in our children: self-confidence and a joy for living and learning—**a foundation for their future**.

## 2. Program Description

### 2.1. What is PACE?

PACE (Parents Active in Cooperative Education) is an educational program offered through the Northshore School District (NSD) for grades 1–5 that emphasizes active parent involvement, enrichment activities, and innovative, creative, educational methods. On a space-available basis it is open to all children whose parents commit to provide a minimum of 80 hours a year of program assistance. Program assistance can be both inside and outside of the classroom. In addition, parents commit to fundraise to support the PACE budget.

At each of the NSD sites, the PACE program is both self-contained and actively involved with its home school. Each school's staff provides music, computer instruction, library instruction, and physical education. PACE children can participate in all after-school activities. PACE parents support the school's PTA/PTSA.

While philosophically very similar, each PACE program has a unique flavor. Utilizing the NSD curriculum, each of the PACE programs is directed by teachers and enriched by parent and student participation. The location of a student's designated PACE program is determined by the location of their neighborhood school.

### 2.2. A Community

Parents, children, and teachers commit to working with each other as an **educational community**. This means that parents commit to supporting the teachers and children by giving of their time, energy, and expertise and that teachers commit to involving parents and children in providing innovative and creative educational opportunities. The PACE community is greatly enriched by diverse talents, cultural backgrounds, and interests.

### **Teachers build community by:**

- Strategic Planning—Working with each other in planning enrichment activities, curriculum, and classroom organization; and to meet individual and classroom educational needs.
- PACE Meeting Attendance—Participating in the PACE Board meetings and PACE General Membership meetings.
- Regular Collaboration—Meeting regularly with each other and with other same grade level teachers at Lockwood in order to support each other, share information, and plan curriculum.
- Open Communication—Working closely with parents as assistants in their classroom and fostering open communication.
- Focus on the Whole Child—Developing in children an understanding of their roles in the classroom, their school, and the greater community—with an emphasis on teaching tolerance and advancing the social growth and development of each child.
- Creating a Positive Learning Environment—Creating a warm, accepting, and supportive learning environment in their classrooms.

### **Parents build community through:**

- Classroom Support—Clerical tasks, teaching assistance, and curriculum support.
- Organizational Support—Field trips, classroom activities, and facilitating communication.
- Committee Work—Fundraising, social events, Mini-Units, outdoor education, school wide (PTA) functions, and programs.
- PACE Leadership—PACE Board functions including fiscal management, goal setting, and acting as liaison with teachers, district, and other PACE programs.
- Enthusiastic Participation—Reaching out in friendship, support, and cooperation.

### **Children build community through:**

- Working Collaboratively—Children move through grades together and participate in multi-aged enrichment activities while working closely with each other, teachers, and parents in the classroom and in the community.
- Participating in Small Group Experiences—Children learn to work cooperatively both in learning and in problem solving.
- Having Class Meetings—Many PACE teachers use class meetings to involve children in problem solving and planning.

- Participating in Learning Plans and Evaluations—Teachers involve children in the planning and evaluation of their own learning.
- Participating in School-wide Programs—Like children in the neighborhood classes, PACE children often take student leadership roles such as safety patrol or recess helpers and participate in after-school activities such as sports, clubs, and music performances.

### **2.3. A Nurturing Learning Environment**

All NSD teachers—including PACE teachers—create a curriculum that focuses on meeting the educational standards defined by the State of Washington. Within PACE, we work together as a close-knit community, in order to create a nurturing learning environment for children. Our objective is to integrate warmth, support, and belonging with challenge, enrichment, and creativity.

#### **Learning opportunities in PACE are:**

- Hands-on and Didactic—PACE learning is both experiential and through traditional reading, listening, and writing.
- Creative and Dynamic—PACE Teachers create curriculum to meet and exceed NSD standards.
- Community-focused and Wonder-oriented—PACE emphasizes bringing outside educational resources into the classroom, as well as taking children into the community for learning. We strive to provide opportunities for discovery that will spark passion and curiosity in our children.
- Developmentally Appropriate—Attention is given to the learning needs of the whole child.

#### **PACE also:**

- Provides Education Support—through one-to-one interactions and small group instruction due to parents’ teaching assistance, PACE provides strong educational support.
- Honors a multiplicity of learning styles—Our classrooms are supported by the efforts, experiences and lives of every family in the program which affords our children with a wide variety of learning experiences.
- Supports cooperative learning—Children work with each other, with parent teaching-assistants, and with children from other grade levels.
- Values Enrichment—Current enrichment includes foreign language instruction; field trips and on-site curriculum events; visual art, dance, music, and theater experiences; in-depth instruction made possible due to the support of parents; and Mini-Units.

**What Are Mini-Units?** Mini-Units focus on one subject for several 1- to 2-hour sessions, involving all grade levels. Mini-Units provide students with concentration on specific area of curriculum, mixed-age interaction, and familiarity with other teachers and classrooms.

## 2.4. A Legacy of Core Values

Many years of effort and dedication have built the legacy of PACE’s core values. At the time PACE was initiated, schools across the nation were working to create alternatives to traditional educational systems within their public school districts. In 1973, a group of 15 families proposed the Northshore Alternative Program (NAP), and with NSD Board approval; the first teacher was hired to begin the 1973–1974 school year.

Since then, the NAP program evolved into the PACE program and has grown in size and structure to serve hundreds of students throughout the district.

An excerpt from the original NAP philosophy statement reads as follows:

*“Believing that learning can and should be a joyful experience, we want to help our children develop their excellence as human beings. Having seen that direct interaction nurtures awareness of other[s] and oneself, we seek a school where children of all ages learn freely from each other. An atmosphere of warm human relations is necessary, we feel, for social and intellectual growth and the development of a person capable of independent and creative thought.”*

Despite many changes, and dynamic growth in the program, this original philosophy statement still describes the core values of PACE.

We are dedicated to maintaining the following core values:

- We believe that parents and children, under the direction of innovative teachers, share responsibility for shaping our program.
- We believe the best learning takes place in a warm and supportive atmosphere where each child’s individuality, learning style, and learning rate are considered and respected.
- We believe that students and families working cooperatively with teachers foster the uniqueness of the individual, as well as teach the importance of teamwork.
- We strive, through active participation, to create a bridge between home and school learning activities.

We believe it is each participant’s responsibility to be flexible and innovative, while considering current needs of the PACE population.



## 2.5. A Foundation for Their Future

In preparing our children for their future we strive toward fostering a strong foundation of character and capabilities, which we hope will prepare them for a lifetime of learning and growing as citizens.

### **The PACE program provides children:**

- Diverse and Enjoyable Learning Experiences—The program works to sparks interest, feed curiosity, and develop a love for learning.
- Skills to Solve Problems—The program teaches children to work independently as well as together; building capabilities, responsibility, and respect.
- Citizenship skills—The program develops cooperation, caring, and awareness beyond the self.
- Encouragement—The program encourages children to discover and advance their unique strengths.
- Connections with Others—The program offers opportunities to establish close relationships with each other and adults—breaking down gender and age barriers.
- Accountability in the Community—The program builds integrity, character, and respect for self and others.
- Leadership experiences—The program offers cooperative learning projects and student community council participation.
- Hope—The program fosters an awareness of the power children have to create positive change in their environment and their world.

### **However, the PACE program is:**

- **NOT a hand-picked, remedial, gifted, or accelerated placement program.** Entry is by lottery on a space-available basis ensuring equal access to the program for all NSD elementary students.
- **NOT a clique.** Although tight friendships and sub-groups can form in any community, it is important to note that the program is not intended nor designed to be exclusive.
- **NOT a replacement for the NSD and WA State mandated curriculum.** PACE classrooms adhere to the same curriculum requirements as the Lockwood neighborhood school classes. PACE students do, however, benefit from curriculum enrichments made possible by the high level of parental involvement in the classroom.

As part of the Lockwood school community, PACE students are full participants in Lockwood's PE, musical instruction, and after-school activities.

- **NOT a guarantee of a specific teacher.** Although we highly regard and value our teachers, the philosophy of the PACE program is the selling point, not any individual teacher.
- **NOT a means to micromanage what our children learn.** Our teachers own the curriculum, while parents work with them in partnership.
- **NOT *only* for families with a stay-at-home parent/guardian.** The requirement of hours per family can be met outside of class time.

With its deep roots, PACE continues to grow and change in dynamic ways. We are proud of what we have been, and the current strength of the program. We look forward to meeting and working with the educational challenges, and opportunities, the future presents to us.

We are and will continue to grow as a community, a nurturing learning environment, a legacy of core values, and a foundation for our children's future.

### 3. Goals and Objectives

We want to create a climate in which:

- The child takes the initiative in learning, acquires a love for learning, and comes to realize that learning is a part of everyone's life.
- The child sees her/himself as a participant in life, rather than as preparing for life.
- The child feels the school is hers/his, with a growing self-awareness that learning is her/his domain, and that she/he is an important and effective part of the school.
- The child learns to solve social problems rather than having them solved.
- The child can appreciate the natural excitement of achievement and discovery, without being preoccupied with competing on the basis of imposed criteria.
- Children and adults can come together in a community to share in a continuous learning process.
- The line of definition between school and home is blurred. What happens at home and at school are parts of the same process. With parents and children working together at school, there is a more natural and effective carry-over.

## 4. Summary of Enrollment Procedures

The full text of Enrollment Procedures was approved by the Unified PACE Board in April of 2012.

**Note:** *Registrar 2 keeps a record of the full enrollment policies as approved by the Board of Directors (in coordination with the Northshore School District Administration and the leadership of all other Northshore School District PACE programs).*

### 4.1. Enrollment Priority

Enrollment priority is determined as follows. All positions require the family be members in good standing of the PACE community.

1. Current PACE students in the site's program
2. Siblings of current students, when sibling status is verified. Priority is based on the date that the first sibling has completed one year of school (earlier dates have higher priority).
3. Children of PACE teachers. Priority is based on the date the forms were accepted by the Registrar (earlier dates have a higher priority).
4. Transfers from other PACE programs. Priority is based on the date that the student was originally put on the waitlist for the PACE program they are transferring from (earlier dates have higher priority).
5. Siblings of PACE alumni. Priority is based on the date that the forms were accepted by the Registrar (earlier dates have higher priority).
6. Yearly waitlist (feeder school families).
7. Yearly waitlist (non-feeder school families residing within Northshore School District).
8. Yearly waitlist (out of district families).

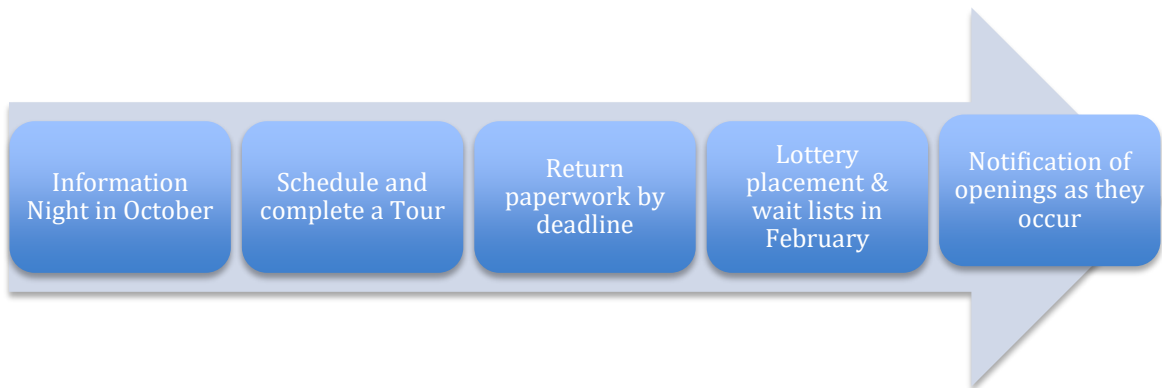
### 4.2. Enrollment Procedures

PACE Enrollment Procedures are as follows.

1. An Information Night/Open House is held on the date set by the Unified PACE Board. Attendance is optional.
2. Parents sign up for a tour at Information Night or may call for a tour during the Lottery Tour Call-in period.
3. Tours are required in order to be eligible for the Lottery Drawing.
4. The Tour Coordinator contacts parents in the order they have signed up or called in to

schedule a tour. The first four times will be filled by those most easily contacted. The program will make every reasonable effort to schedule and carry out as many tours as possible within the Lottery Touring period. It is possible that all tours could be filled in which case the applicant will be ineligible for the current years' Lottery Drawing.

5. Registration forms will be given to parents at the time of the tour. Children are officially eligible for the Lottery Drawing when a tour is completed and the registration form is returned to and accepted by the Registrar. To be accepted, forms must be filled in completely and accurately and returned by the deadline.
6. The Lottery Drawing will be done by a PACE executive board member and will be held with the school principal and two other PACE executive board members present.
7. The Registrar will notify families of the results of the Lottery Drawing as soon as possible. Families must return Commitment Forms and the Enrollment Processing Fee within two weeks of notification.
8. A limited number of tours will be available through the end of the school year. Applicants who complete a tour and have their forms accepted by the Registrar will be added to the bottom of the waitlist for their category on a first come, first served basis.



### **4.3. Good Standing**

In order to remain a member in good standing, the parent(s) shall:

1. Sign the Letter of Intent, Parent Participation Agreement, and Commitment Form and return them with the Enrollment Processing Fee by the Forms Due deadline for the following school year. (Please refer to the Parent Participation Agreement)
2. Commit to, and fulfill, the 80-hour parent participation requirement as stated in detail in the Parent Participation Agreement.
3. Attend the required general and classroom meetings.
4. Participate in and complete the fundraising obligation as stated in detail in the Parent Participation Agreement.
5. Be prepared to provide student transportation in the event that it is no longer provided by the Northshore School District.

Placement and continuation in the program for members is contingent on:

- 1. Space availability.**
- 2. Timely submission of registration forms and enrollment fees.**
- 3. Completion of 80 hours of family participation each year.** Each family is required to make a commitment of 80 hours of participation each year as stated in the Parent Participation Agreement, and to report hours three times a year (December 1<sup>st</sup>, March 1<sup>st</sup>, and June 1<sup>st</sup>). The Parent Participation Coordinator will review both the hours compiled by each family in their trimester reports, and the fulfillment of their fundraising obligation. If necessary, The Parent Participation Coordinator will coordinate with the President to take steps as outlined in the Parent Participation Agreement.
- 4. Satisfaction of Fundraising Obligation.** Each family is required to fundraise per student as stated in the Parent Participation Agreement. Please note that there is always the option to pay the required amount directly without participating in fundraising events/activities, and that payment plans can be arranged on a case-by-case basis.

#### **4.4. Enrollment Provisions**

- Enrollment forms cannot be turned in earlier than the first day of school after Winter break in the school year prior to the year being applied for.
- Any PACE family moving within the district has the option of remaining in their current PACE program by applying for a waiver and providing their own transportation. This is contingent on District approval, with every case considered on an individual basis.
- Enrollment requests that lie outside the normal procedures adopted by the PACE Board will be reviewed by the District Administration and the Principal in conjunction with the Registrar.
- Supplying false or misleading information, whether knowingly or unknowingly, can and will lead to disqualification or dismissal from the PACE program.
- In all cases, the Principal has administrative authority over how openings are filled.
- Mid-year entry into the program is discouraged.

## **5. Parents' Role**

Parents agree to:

- A. Fulfill the 80-hour family participation commitment as stated in the Parent Participation Agreement.

- B. Participate in fundraising events to meet the full fundraising obligation and/or by paying the fundraising obligation directly for each child in the program.
- C. Attend all PACE General Membership meetings.
- D. Complete enrollment procedures for entry to the program, sign a Letter of Intent and return it by the district required date for the following year's registration, and pay the enrollment fee.
- E. Be familiar with and support the PACE Mission Statement and Program Description.
- F. Understand that those who participate in the classroom do so at the direction of the teachers.
- G. Provide transportation to and from school if out of the Lockwood service area.
- H. Participate outside the classroom as requested by teachers, room reps, committee and Board members.
- I. Be supportive of teachers and children.
- J. Support in whatever ways possible the Mini Units and Field Trips offered during each year.

## **6. The PACE Board**

### **6.1. Board Election Procedure**

- A. At the January General Membership meeting, the President and Vice-President submit a survey of interest and nominations for Board of Directors positions.
- B. The President and Vice-President, in coordination with the nominating committee, submit a slate of nominees at the April Board meeting for approval.
- C. This approved slate of nominees will be presented and voted on at the May General Membership meeting. Nominations for the Executive Committee, except the President, are also accepted from the floor.
- D. The Vice-President is elected for a two-year term, the first year as Vice-President and the second year as President—and shall not serve two consecutive terms. The Registrar 1 and Registrar 2 are elected for a two-year term, preferably staggered. The Secretary is elected for a one-year term. The Treasurer is elected for a two-year term and may serve no more than two consecutive terms. Mini-Units Coordinator, Outdoor Education Coordinator, Parent Participation Coordinator are also elected for two-year terms. All other Board members are elected for one-year terms.
- E. Each member of the Board of Directors, except the Treasurer, remains in office for an additional month past the expiration date of her/his term to familiarize new members of the Board of Directors with their responsibilities and to pass on files and/or notebooks detailing their job descriptions. The Treasurer remains in office until August 31.
- F. If a vacancy occurs in a position, the President appoints an interim. An election is held at the next available General Membership meeting. If there is a vacancy in the office of

President, the Vice-President will become the President and at the next General Meeting a Vice-President will be elected.

## 6.2. Board Organization

A. The Board of Directors\* consists of:

1. **Executive Board of Directors:** President, Vice-President, Registrar 1, Registrar 2, Secretary, and Treasurer.
2. **Board of Directors:** Communications Coordinator, Community Support Coordinator, Field Trip Coordinator, Fundraising Coordinator, Member at Large, Mentoring Coordinator / Co-Coordinator, Mini Units Coordinator / Co-Coordinator(s), Outdoor Education Coordinator / Co-Coordinator(s), Parent Participation Coordinator, PTA Representative, Room Representatives (*Class Room Representatives share 1 vote and take turns attending Board meetings*), Staff Appreciation Coordinator / Co-Coordinator, Spanish Liaison / Co-Liaison
3. **PACE teachers** who attend on a rotating basis and act in an advisory, non-voting, capacity to the Board. Teachers will represent all teaching staff, and report back to them.

*\*See Appendices B-1, Board of Directors Positions and B-2, Board of Directors Job Descriptions*

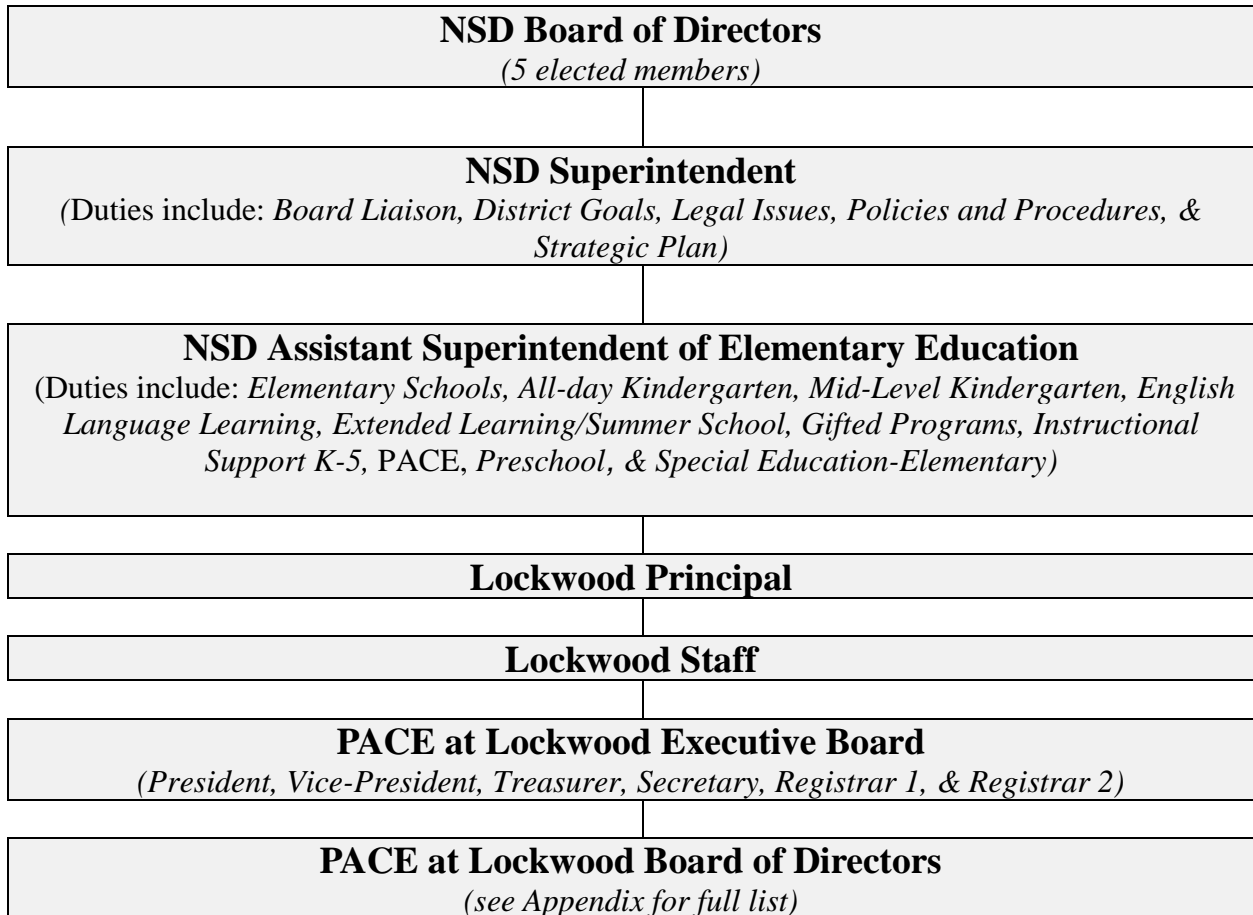
B. The Principal will be notified of Board meetings

C. Board members:

1. Attend meetings indicated in their job descriptions.
2. Attend all Board meetings, if they are voting members.
3. Help plan the yearly budget and calendar.
4. Determine policy on:
  - a. Parent participation in the program,
  - b. Program size and expansion (in cooperation with NSD and Lockwood Principal),
  - c. Short-term task forces and committees (transportation, teacher selection, program evaluation, etc.) as needed,
5. Develop and coordinate a periodic plan for evaluating student, parent, and teacher attitudes about the program.

6. Review the organization, philosophy, and job descriptions periodically (recommended every other year) and revise as needed,
7. Approve a slate of nominees at the April meeting for the next year's Board and,
8. Maintain a notebook (paper or digital) of resources, procedures, and other pertinent information to be passed on each year.

## 7. PACE Organization Chart



**Note:** there is a volunteer parent from one of the PACE sites who is an All PACE Liaison with NSD. She/he works closely with the Assistant Superintendent of Elementary Education.



## **8. Field Trip Guidelines**

Field trips are an integral part of the PACE program, providing our children with a vast array of learning experiences not available in a classroom setting. To promote safety and to adhere to District requirements the following guidelines are presented:

### **8.1. Northshore School District Board and Lockwood Policy**

1. Before a child can go on a field trip, the Field Trip Permission Form, Booster seat Addendum (if applicable), and the “emergency contact list” envelope should be in the Chaperone/Driver’s packet. These forms are issued individually for each field trip taken and subject to policy change.
2. The Washington State Patrol Form and Lockwood Volunteer Application **MUST** be completely filled out, signed, and on file at school before a Chaperone may go on a field trip.
3. The Authorization for Use of Private Auto and photocopy of your Proof of Insurance card **MUST** be completely filled out, signed, and on file at school before a driver may drive on a field trip. It is advisable to list information for all family vehicles on this form in case more than one vehicle is used for field trips.
4. A list of drivers (with cell phone numbers if possible), chaperones, and carpool assignments is turned in to the office for each class taking a field trip. A copy is also given to the teacher.
5. There is to be no changing of students from one carpool to another unless otherwise stated by the teacher.
6. Drivers shall not make stops to or from school, use cellular phones while the vehicle is in motion, or smoke during the duration of a field trip. As of July 2017, Washington State law makes it illegal for a driver to hold an electronic device in even when stopped at an intersection or in traffic.
7. If a child misbehaves while the vehicle is in motion, the driver should pull off the road and stop. Drivers/chaperones should contact teacher to discuss behavior and plan of action. If necessary and with teacher approval, the driver may terminate the field trip and return to school.
8. If there is a significant medical emergency or an accident, 911 needs to be called. After the injured child is given appropriate care, the incident needs to be reported to the school nurse. Minor injuries and medical events must be reported upon return to the school nurse, as accident forms need to be filled out.

9. The classroom teacher is responsible for all medications that need to be carried on the field trip. The school nurse coordinates with the teacher to determine the number of first aid kits to be taken. Students who have life-threatening or other health concerns, particularly if medication administration is required during the field trip, need to be assigned to the same carpool as the teacher.
10. Please contact the Lockwood staff if you are driving and will be delayed. This helps to alleviate concerns by parents, car pool drivers, and staff. If a field trip is running late, it is still important for drivers to return the students to school instead of taking them home. For safety and security, students need to follow school pickup procedures if they miss their buses or carpools.

## **8.2. Washington State Policy (under RCW 46.61.687)**

1. Booster seats are required for children until age 8 unless they are 4' - 9" tall.
2. Children over 8 or 4' -9" tall are required to be in a properly adjusted and fastened seat belt or a booster seat.
3. Chaperone/Drivers will use the 5-Step Seat Belt Test (see below) to determine if the seat belt is properly adjusted:

**5 Step Seat Belt Test\*:** Is the child big enough for a seat belt? Not unless they can do ALL of these things:

1. Sit straight against the vehicle seat back?
2. Bend legs naturally at the edge of the vehicle seat?
3. Sit comfortably without slouching for the entire ride?
4. Keep lap belt down on the hips, touching the thighs?
5. Sit with shoulder belt on the center of the shoulder?

If you answered "no" to any of these, the child is not big enough to use just a seat belt.

*\*Adapted from SafetyBeltSafe U.S.A. 5-Step Test*

## **8.3. PACE at Lockwood Policy**

1. For grades 1<sup>st</sup> thru 3<sup>rd</sup>, the field trips are required to use buses. For 4<sup>th</sup> and 5<sup>th</sup> grade field trips, the Class Field Trip Representative coordinates with the teacher to assign children to carpools.
2. A lap/shoulder seatbelt or harness is **REQUIRED** for all students. Do not drive with students in the front seats of cars.

3. Chaperone/Drivers will provide whiplash protection for all children whenever possible by utilizing either the vehicle head rest or a high-back booster seat.
4. If a student's behavior is unsafe or disrespectful during a field trip, consequences are applied as follows:
  - a. The student is reminded by a teacher or supervising parent of appropriate behavior,
  - b. If poor behavior persists after a reminder, the teacher will place the student on probation for the following field trip. This means that the student will be closely watched in this chance to demonstrate compliance with safety and behavior expectations. A letter will be sent to the student's family explaining the situation and PACE policy.
  - c. If similar behaviors persist during probation, the student will not be allowed to attend the following field trip.
  - d. For field trips following the exclusion, the teacher(s) will determine a plan to help the student achieve safe and respectful behavior on field trips.
5. In order to keep student field trip costs as low as possible, a parent-to-child ratio is predetermined before each trip by the teacher and class Field Trip Representative to provide adequate supervision. Costs for the designated number of chaperone/drivers and any parking fees are drawn from the classroom field trip budget, which the class Field Trip Representative manages.
6. Parents attending beyond the predetermined ratio must pay for themselves. Parent chaperones are not allowed to purchase treats or other items for students during the field trip unless approved by the teacher.
7. Teacher discretion is used as to the number of extra people on field trips.
8. No siblings are allowed on field trips, unless otherwise *stated*. Social events are designed to include whole families throughout the program, whereas field trips and on-site curriculum events need to be tied to curriculum of a specific class of students. Field trips are approved by the administration, and our principal, for value-added educational purposes for that class only.
9. Use of gaming devices or showing a movie in the carpool vehicle is not allowed during school field trips. A copy of the PACE field trip guidelines will be available to chaperones in the folders for each field trip.
10. For designated 5th-grade field trips, the proceeds from field trip fundraising and donation money goes into the class field trip budget. It is applied equally among all the students. The amount of money raised or donated does not merit any special privileges for the

giver or give someone more influence in decision-making. Every family shares in the fundraising obligation, and also shares equally on the field trip privileges. For example, a larger donation would not allow both parents to go on a trip if the policy states only one per family is allowed.

11. When the determined number of drivers has volunteered for a field trip, anyone beyond that number must pay his/her own way. If tickets are limited, a wait list is started. If a driver/chaperone cancels, the first person on the list is contacted. Payment issues between drivers are up to them, NOT the Field Trip Representative or the teacher.
12. A family's fundraising obligation will not be reduced if a child does not attend a field trip (whether by choice or necessity). A child not attending a field trip (whether by choice or necessity) is still responsible for their share of the total cost.
13. Children are not to bring extra money on field trips unless otherwise stated by the teacher.
14. Field trips are relevant to curriculum and therefore part of the overall PACE commitment. Although we as parents work closely with the PACE teachers, a boundary does exist between the decisive role of teachers with regard to curriculum, and the supportive role of parents. For this reason, our PACE Teachers put considerable time and effort to plan and coordinate Field Trips that enhance students' learning. Teachers are not expected to have a list of Field Trips planned for the entire academic year. Often, planning is dependent on venue availability and coordination of the curriculum. It is imperative to the success of the Field Trip program to allow teachers the opportunity to determine how best Field Trips will be used in conjunction with classroom learning.

#### **8.4. Field Trip Sibling Policy**

The PACE at Lockwood Sibling Policy dated Feb 27, 2008 states that,

“Field trips and on-site curriculum events exist to support academic work in the classroom. Parent chaperones, drivers, and volunteers are needed to enhance and supervise the experience, as well as to ensure the safety of students. They should not have the additional responsibility of caring for siblings, which could potentially deter from the class experience. Only students from a given classroom should attend that classroom's field trip or on-site curriculum events. Students outside of the classroom are not to participate in the field trip or on-site curriculum events experience. In the interest of fairness, home-schooled siblings are also not to attend field trips and on-site curriculum events.

Should emergency circumstances arise, the Field Trip Rep, teacher, & room rep should be notified to work on a creative solution.

Exceptions to the Lockwood policy can apply to the PACE at Lockwood policy, but all conditions must be satisfied.”

To ensure the safety of our students and the longevity of our program and enrichments, PACE at Lockwood reminds our membership of the **Lockwood Elementary** policy: **Siblings are not invited to attend field trips or on-site curriculum events.**

There are circumstantial exceptions to note, but they require advance notification and confirmation. Siblings will be turned away if arrangements were not made ahead of time. The following conditions must all be satisfied for a sibling to attend a field trip or on-site curriculum events:

1. The teacher approves and invites siblings in advance.
2. Siblings are not school aged and will not miss their mandatory attendance in their grade level classes (K-12).
3. The siblings will have a supervising parent who is not a volunteer, chaperone or driver for the field trip.
4. The siblings will be in attendance only for observation (i.e. not participating or using budgeted supplies and materials) and/or for non-academic allowed time (i.e. lunch).
5. The supervising parent agrees to remove the sibling in the event of any disruptive or disrespectful behavior.

## **8.5. Field Trip Parent Participation**

For the safety and well-being of our students, there are limits on parent-driven Field Trips from Thanksgiving to Mid-Winter Break. Road conditions during these months require that Charter or School buses be the sole transportation method.

For Field trips that are limited in the number of chaperones that can attend, a fair and equitable system will be followed to determine those chaperones.

# **BYLAWS**

**Approved March 16, 2009**  
**Amended August 27, 2013**  
**Amended January 16, 2018**

## **PREAMBLE**

It is the purpose of this Corporation to support the education of children in PACE at Lockwood, which is a community of parents, children, and teachers active in multi-age cooperative education using innovative and creative educational methods to enrich and deepen learning, independence, and leadership.

## **ARTICLE I: NAME**

This Corporation shall be known as PACE at Lockwood (Parents Active in Cooperative Education at Lockwood Elementary School).

## **ARTICLE II: PURPOSE**

The Corporation is organized and will be operated exclusively for educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law. Specifically, the Corporation is organized to support the education of children in PACE at Lockwood Elementary School. PACE at Lockwood, a school-based, parent choice program in the Northshore School District is a community of parents, children, and teachers active in multi-age cooperative education using innovative and creative educational methods to enrich and deepen learning, independence, and leadership. In pursuance of these purposes, it shall have the power to carry on any business or other activity that may be lawfully conducted by a Corporation organized under the laws of Washington State, whether or not related to the foregoing purposes, and to do all things necessary, proper, and consistent with maintaining tax exempt status under section 501(c)(3).

## **ARTICLE III: MEMBERSHIP**

### Section 1: General Membership

Membership of this Corporation shall consist of those parents and legal guardians whose child(ren) are enrolled in PACE at Lockwood in Northshore School District No. 417 and who have signed the Letter of Intent, Parent Participation Agreement, and Commitment Form and returned them with the Enrollment Processing Fee by the Forms Due deadline, as stated in the Enrollment Policy.

## Section 2: Voting

Each family must designate a Voting Member (“Voting Member”) on their Commitment Form and must notify Registrar 2 of any changes in that designation. All other members shall be Non-Voting Members.

## Section 3: Member Powers of Executive Board

In the event there are no members of the Corporation because no children are enrolled in PACE at Lockwood, the Executive Board will remain in office, may take any action that could otherwise be taken by the Voting Members, and shall manage the Corporation in order that the purpose of the Corporation is served.

# ARTICLE IV: OFFICERS AND ELECTIONS

## Section 1: Officers.

The Executive Board shall be a President, Vice-President, Registrar 1, Registrar 2, Secretary, and Treasurer. The Board of Directors shall be the Executive Board and the following:

Communications Coordinator, Community Support Coordinator, Field Trip Coordinator, Fundraising Coordinator, Member at Large, Mentoring Coordinator / Co-Coordinator, Mini Units Coordinator / Co-Coordinator(s), Outdoor Education Coordinator / Co-Coordinator(s), Parent Participation Coordinator, PTA Representative, Room Representatives (*Class Room Representatives share 1 vote and take turns attending Board meetings*), Staff Appreciation Coordinator / Co-Coordinator, and Spanish Liaison / Co-Liaison. Additionally, PACE teachers are board members in an advisory, non-voting capacity.

- a. President. The President shall preside over the General Meetings and Board Meetings, serve as the primary contact for the Lockwood Principal and Northshore School District Administration, represent the Corporation at meetings outside the Corporation, serve as an ex-officio member of all committees, assist the Vice-President in selecting a candidate(s) for each Board of Director position and coordinate the work of all the Board of Directors and committees in order that the purpose of the Corporation will be served.
- b. Vice-President. The Vice-President shall assist the President and carry out the President’s duties in his or her absence or inability to serve. The Vice-President, in coordination with the nominating committee, shall select a candidate(s) for each Board of Director position and present the slate to the Board of Directors.
- c. Registrar 1. The Registrar 1 shall be an information source for families interested in enrolling, notify families of status changes and represent the Corporation at meetings with the Unified PACE Leadership.
- d. Registrar 2. The Registrar 2 shall process the paperwork associated with registering incoming and current students, maintain rosters and waitlists and represent the Corporation at meetings with the Unified PACE Leadership. The Registrar 2 also brings the membership roster to all meetings and makes it available to all members as stated in the PACE Handbook.

- e. Secretary. The Secretary shall keep the records of the Corporation, take and record the minutes, record which members are present at meetings, maintain the board roster, and handle correspondence. The Secretary also keeps a copy of the meeting minutes in a book, bylaws, board roster and any other necessary supplies, and brings them to all meetings.
- f. Treasurer. The Treasurer shall receive all funds of the Corporation, keep an accurate record of receipts and expenditures, pay out funds in accordance with Article IX and follow all policies stated in the Treasurer's Handbook. She or he will present a financial statement at every meeting and at other times of the year when requested by the Executive Board and make a full report for the Audit Committee at the end of the fiscal year.
- g. PACE Teachers. The PACE teachers act in an advisory capacity to the Board of Directors and attend the Board of Director Meetings on a rotating basis, representing all teaching staff, and reporting back to them.
- h. Board of Directors. The Board of Directors positions and a more detailed description of the Executive Board positions shall be described in the PACE Handbook which is available on the PACE at Lockwood website.

## Section 2: Nominations and Elections.

Elections will be held at the second to last Board Meeting and last General Meeting of the school year. At the first General Meeting of the calendar year, the President and Vice-President will request all members convey in writing to them the Board of Directors positions that they wish to hold or wish to nominate someone for. The President and Vice-President, in coordination with the nominating committee, shall select a candidate(s) for each position and present the slate to the Board of Directors at the second to last Board Meeting and to the General Membership at the last General Meeting. If the slate has been revised between the second to last Board Meeting and last General Meeting, the changes will be announced at the last General Meeting and the results of the vote of the Voting Members will be considered the results of the Board of Directors vote. At the second to last Board Meeting and last General Meeting, nominations may also be made from the floor for any position except President if a position is vacant. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

## Section 3: Eligibility.

Members are eligible for office if they are members in good standing as determined in the sole discretion of the Executive Board when the second to last Board Meeting is called to order. A member of the Executive Board shall not hold two Executive Board positions concurrently.



#### Section 4: Terms of office.

The Vice-President is elected for a two-year term, the first year as Vice-President and the second year as President and shall not serve two consecutive terms. The Registrar 1 and Registrar 2 are elected for a two-year term, preferably staggered. The Secretary is elected for a one-year term. The Treasurer is elected for a two-year term and may serve no more than two consecutive terms. Mini Units Coordinator, Outdoor Education Coordinator, Parent Participation Coordinator are also elected for two-year terms. Other members of the Board of Directors are elected for one year. Each member of the Board of Directors, except the Treasurer, shall remain in office for an additional month past the expiration date of his/her term to familiarize new members of the Board of Directors with their responsibilities and to pass on files and/or notebooks detailing their job descriptions. The Treasurer will remain in office until August 31.

#### Section 5: Vacancies.

If there is a vacancy in the office of President, the Vice-President will become the President. At the next regularly scheduled General Meeting, a new Vice-President will be elected. If there is a vacancy in any other office, the President will appoint an interim and the Voting Members will fill the vacancy through an election, as described in Section 2, at the next General Meeting.

#### Section 6: Removal from office.

Members of the Board of Directors can be removed from office with or without cause by a two-thirds vote of those Voting Members present (assuming a quorum) at a General Meeting where notice has been given to the membership by email and/or flyer at least 10 days prior.

### ARTICLE V: MEETINGS

#### Section 1: General meetings.

There shall be one Summer General Meeting and about four other General Meetings held approximately every other month throughout the school year. The General Meetings of the Corporation shall be at a time and place determined by the President and Vice-President. All General Meetings shall be held at Lockwood Elementary, preferably on Tuesdays, as permitted by the Northshore School District Administration. The President will notify the members and Lockwood Principal of the date and place of the Summer General Meeting in a mailing sent out by Registrar 2. The President will notify the members and Lockwood Principal of the dates of all other General Meetings at the Summer General Meeting and by email, flyer and/or newsletter at least 10 days prior. In the event that Lockwood Elementary is closed at the time of a scheduled General Meeting, the President and Vice-President shall reschedule the meeting and notify the membership as soon as possible. Members unable to attend a rescheduled meeting will not have their membership status penalized; they will remain members in good standing.

Section 2: Special meetings.

Special Meetings of the members shall be called by the President, any two members of the Executive Board, or twenty percent of the Voting Members submitting a written request to the Secretary. Notice of the Special Meeting, including its purpose, shall be sent to the members by email and/or flyer at least 10 days prior.

Section 3: Quorum.

The quorum shall be one half of the total number of Voting Members.

Section 4: Voting.

Each Voting Member of the Corporation shall possess one (1) vote in matters coming before the membership. All voting at General Meetings and Special Meetings shall be by each Voting Member in person or by proxy assigned to a Non-Voting Member within the Voting Member's family. All matters must be approved by a majority vote of those Voting Members present (assuming a quorum).

## ARTICLE VI: EXECUTIVE BOARD

Section 1: Membership.

See Article IV, Section 1 through Section 3.

Section 2: Duties.

The duties of the Executive Board shall be noted in detail in the PACE Handbook which is posted on the PACE at Lockwood website.

Section 3: Meetings.

Executive Board Meetings shall be called by the President or any two members of the Executive Board submitting a written request to the Secretary. Notice of the Executive Board Meeting, including its purpose, shall be sent to the Executive Board by email and/or flyer at least 3 days prior.

Section 4: Quorum.

Two-thirds the number of members of the Executive Board constitutes a quorum.

### Section 5: Voting.

Each Executive Board position shall possess one (1) vote in matters coming before the Executive Board. When two or more people share an Executive Board position the position still carries one vote in all matters coming before the Executive Board. All voting at meetings of the Executive Board shall be by each member in person. Voting by proxy will not be allowed. All matters must be approved by a two-thirds vote of those Executive Board Members present (assuming a quorum).

### Section 6: Removal and vacancies.

See Article IV, Sections 5 and 6. If there is no membership of the Corporation, removal and vacancies will be voted on in accordance with Article VI, Section 5.

## ARTICLE VII: BOARD OF DIRECTORS

### Section 1: Membership.

See Article IV, Section 1.

### Section 2: Duties.

The duties of the Board of Directors shall be noted in detail in the PACE Handbook which is posted on the PACE at Lockwood website.

### Section 3: Meetings.

There shall be one Summer Board Meeting and about five other Board Meetings held approximately every other month throughout the school year. The Board Meetings of the Corporation shall be at a time and place determined by the President and Vice-President. The President will notify the Board of Directors and Lockwood Principal of the date and place of the Summer Board Meeting at the last General Meeting of the previous school year. The President will notify the Board of Directors and Lockwood Principal of the dates of all other Board Meetings at the Summer General Meeting and by email, flyer, and/or newsletter at least 10 days prior. In the event that Lockwood Elementary is closed at the time of a scheduled Board Meeting the President and Vice-President shall reschedule the meeting and notify the Board of Directors and Lockwood Principal as soon as possible.

### Section 4: Special Meetings.

Special meetings shall be called by the President, any five members of the Board of Directors, or fifteen percent of the Voting Members submitting a written request to the Secretary. Previous notice of the Special Meeting, including its purpose, shall be sent to the Board of Directors by email and/or flyer at least 10 days prior.

Section 5: Quorum.

One-half the number of the members of the Board of Directors constitutes a quorum.

Section 6: Voting.

Each Board of Directors position shall possess one (1) vote in matters coming before the Board. When two or more people share a Board of Directors position, the position still carries one vote in all matters coming before the Board of Directors. For positions where there are multiple people but only one is required to be at the Board Meeting (i.e. Room Representatives), the position still carries one vote in all matters coming before the Board of Directors. All voting at meetings of the Board of Directors shall be by each member of the Board in person. Voting by proxy will not be allowed. All matters must be approved by a majority vote of those Board Members present (assuming a quorum).

Section 7: Removal and vacancies.

See Article IV, Sections 5 and 6. If there is no membership of the Corporation, removal and vacancies will be voted on in accordance with Article VI, Section 5.

## ARTICLE VIII: COMMITTEES

Section 1: Membership.

Committees may consist of Voting or Non-Voting Members, with the President acting as an ex-officio member of all committees.

Section 2: Standing committees.

The following committees may be held by the Corporation: Art Docent, Communications, Community Support, Field Trip Representatives, Fundraising, Mini-Units, Outdoor Education, Staff Appreciation, and Treasurer.

Section 3: Additional committees.

The Board of Directors may appoint additional committees and discontinue committees as necessary.

## ARTICLE IX: FINANCES

### Section 1: Annual Budget.

A budget shall be drafted for each school year by the President, Vice-President, Treasurer and any interested members. The budget shall be approved by a majority vote of those present (assuming a quorum) of the Board of Directors at the Summer Board Meeting and Voting Members at the Summer General Meeting.

### Section 2: Budget Execution.

The Treasurer shall receive all funds of the Corporation, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the budget approved by the Board of Directors and Voting Members.

### Section 3: Budget Overages.

The Treasurer shall pay out funds up to and not exceeding \$50.00 for expenditures above the annual budgeted amount, with majority approval from the Executive Board and report those payouts to the Membership at the next General meeting. The Executive Board shall either vote by phone or email to approve the payment and shall hold a Special Meeting to discuss the payment if requested by any member of the Executive Board. The Treasurer shall pay out funds over \$50.00 and not exceeding \$250.00 for expenditures above the annual budgeted amount, with majority approval from the Board of Directors and report these payouts to the Membership at the next General Meeting. The Board of Directors shall vote to approve the payment at the next scheduled meeting. The Treasurer shall pay out funds exceeding \$250.00 for expenditures above the annual budgeted amount with majority approval from the General Membership at the next scheduled meeting.

### Section 4: Scrip Budget Execution.

The Scrip Treasurer, a member of the Fundraising Committee, shall receive all payments for Scrip, keep an accurate record of receipts and expenditures, and pay out funds for Scrip in accordance with the Scrip Procedures.

### Section 5: Authorized Signature Requirement.

Two authorized signatures shall be required on each check over the amount of \$500. Authorized signers shall be the President, Vice-President and Treasurer. The Scrip Treasurer shall be an additional authorized signer for checks written from the Scrip bank account.

### Section 6: Audit Committee Report.

The Treasurer and Scrip Treasurer shall make a full report for the Audit Committee at the end of the fiscal year.

Section 7: Assets Upon Dissolution.

Upon dissolution of the Corporation, after paying or adequately providing for the debts and obligations of the Corporation, the remaining assets shall be used, with Voting Members' approval, for the benefit of Lockwood Elementary or, if that entity no longer exists, for another Corporation with similar purpose and philosophy and with one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code

Section 8: Fiscal Year.

The fiscal year shall be September 1 to August 31.

ARTICLE X: PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the Corporation’s bylaws.

ARTICLE XI: STANDING RULES

Standing rules such as the Parent Participation Agreement, Field Trip Guidelines, Treasurer's Handbook, Scrip Procedures and PACE Handbook shall be approved by the Board of Directors, and the Secretary shall keep a record of the standing rules for future reference. The Enrollment Policy shall be approved by the Board of Directors, in coordination with the Northshore School District Administration and the leadership of all other Northshore School District PACE programs, and the Registrar 2 shall keep a record for future reference.

ARTICLE XII: AMENDMENTS

These bylaws may be amended at any General or Special Meeting of the members, providing that previous notice was given in writing and then sent to all Voting Members of the Corporation by the President. Notice may be given by a flyer sent home with the child, postal mail or email. Amendments will be approved by a two-thirds vote of the Voting Members present (assuming a quorum).

ARTICLE XIII: DISSOLUTION

The Corporation may be dissolved with previous notice (14 calendar days) and a two-thirds vote of the Voting Members present (assuming a quorum) at a General or Special Meeting of the members, see Article IX, Section 7.

**Appendix A**  
**PACE Parent Participation Agreement**

**APPENDIX A: Parent Participation Agreement**

You have chosen to become a member of a unique, high-quality educational program. In order to ensure that PACE students receive an enriched curriculum, each family involved in PACE commits to the following requirements:

**Section I**

**1. Time Commitment**

Each family commits to a minimum of 80 hours of participation in the Program, per year. This time commitment may be fulfilled by a combination of the following:

- a. Scheduled participation in their individual child(ren)'s classroom.
- b. Scheduled participation in a PACE classroom that does not include their individual child(ren).
- c. Preparation and presentation of Mini-Units or outdoor education.
- d. Attendance and/or providing transportation on classroom field trips.
- e. Preparation of projects or curriculum materials at home for use in the classroom, etc.
- f. Participation in Lockwood PTA and school activities—can count up to 40 hours.
- g. While we wish to encourage contributing time by direct participation in the program, a family may make a donation to the program of \$5 per hour for a maximum of twenty (20) hours to meet the total 80-hour requirement.

**2. Committees**

Each family participates in a committee if not holding a position on the PACE Board.

**3. Fundraisers**

Participation in PACE come with a required fundraising obligation for each child. The fundraising obligation balance is determined as of 12/31 and the deadline for payment is January 31. The fundraising obligation can be met by one or a combination of the following:

- a. Selling the established products.
- b. Making a donation in the amount of the profit margin of the fundraising goal.
- c. Making an optional arrangement by speaking individually with the President, Principal, or the Parent Participation Coordinator. This arrangement can and will be considered confidential.

**4. Parent Meetings:** Attendance is expected at all bi-monthly PACE General Membership meetings. Members are expected to vote at the August, January, and May meetings. If a family is unable to attend one of the voting meetings, they will need to contact the Parent Participation Coordinator to obtain a proxy voting slip.

**Appendix A**  
**PACE Parent Participation Agreement**

**Section II**

The Parent Participation Coordinator maintains parent participation information. The PACE community recognizes that each family is unique and valuable to our program. If a family is not fulfilling its commitments as listed in Section I of the Parent Participation Agreement, based on *any* trimester report, the following procedure is initiated:

1. The family receives written notification of their unmet requirement and is informed of options that they may choose to avoid being placed on probation.
2. The Parent Participation Coordinator, President, and Vice-President meet with the family to negotiate a written plan to fully address the problem of the unmet requirement(s).
3. Thereafter, the Parent Participation Coordinator closely monitors the family's participation on a bi-weekly basis.
4. If the family fails to begin to actively follow through with the agreed upon plan within four weeks, the Parent Participation Coordinator, President, and Vice-President meet to discuss whether to place the family on probation.
5. If placed on probation, the family receives written notification by registered mail.
6. A family on probation again meets with the Parent Participation Coordinator, President, and Vice-President to renegotiate a written action plan.
7. If the family fails to actively work on fulfilling their agreement within four weeks, the Parent Participation Coordinator, President, Vice-President, and the family meet with the Principal to decide whether to ask the family to leave the program. The family receives written notification of this meeting before it occurs, and also receives the decision in writing, both by email and registered mail.

The Parent Participation Coordinator will do everything possible to work with a family to avoid probation and removal from the program. The above procedure has been implemented in all fairness to families who do fully participate to the children who benefit so much from our time and energy.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
*Parent*

\_\_\_\_\_  
*Parent*

**FAMILY NAME:**

\_\_\_\_\_  
Bill Bagnall, Principal  
Lockwood Elementary  
Northshore School District



**Appendix B-1**  
**Board of Directors Positions**

**APPENDIX B-1: Board of Directors Positions**

All board positions may be shared and some positions are automatically shared between a coordinator and a co-coordinator. All such shared positions hold just one vote. Additionally, the five room representatives collectively share one vote.

**Executive Board of Directors**

President  
Vice-President  
Registrar 1  
Registrar 2  
Secretary  
Treasurer

**Board of Directors**

Communications Coordinator  
Community Support Coordinator  
Field Trip Coordinator  
Fundraising Coordinator  
Member at Large  
Mentoring Coordinator / Co-Coordinator  
Mini Units Coordinator / Co-Coordinator(s)  
Outdoor Education Coordinator / Co-Coordinator(s)  
Parent Participation Coordinator  
PTA Representative  
Room Representatives (five positions sharing one vote)  
Staff Appreciation Coordinator / Co-Coordinator  
Spanish Liaison / Co-Liaison

**Advisory Positions**

PACE Teachers (1st-Grade through 5th-Grade)  
President Emeritus  
Webmaster

**Appendix B-2**  
**Board of Directors Job Descriptions**

**APPENDIX B-2: Board of Directors Job Descriptions**

Binders for each position contain further guidelines and procedures to help each director effectively perform their job.

**I. Executive Board of Directors Responsibilities**

**A. President**

1. Have at least two years' experience in the PACE program and agree to serve a two-year term, the first year as Vice-President.
2. Work with the Vice-President to determine the date, time and location for all general meetings, and (if necessary) reschedule meetings and notify the membership as soon as possible.
3. Manage the alternating General Membership and Board meetings. Plan calendar, reserve facilities, prepare agenda, and facilitate meetings.
4. With the Treasurer and Vice-President(s), draft the annual budget to be approved by the Board at the Board Retreat and by the General Membership at the August meeting.
5. Lead the annual Board Retreat to develop goals and objectives for the year. Also, at the Board Retreat, present and revise the annual budget as needed with the advice of the Board.
6. Compile a list of Board members at the beginning of the school year and distribute to the Lockwood Principal, Unified PACE, PACE at Lockwood Teachers, and Webmaster.
7. Attend and actively participate in periodic meetings with:
  - a) The Principal on a monthly basis along with Registrars and Vice-President.
  - b) The Teaching Staff, generally 3-4 times per year.
  - c) Unified PACE and District Administration, President, Vice-President, generally 6 times per year.
8. Coordinate activities of the PACE Board, checking with Board members throughout the year to assess their progress and whether assistance is required.

**Appendix B-2**  
**Board of Directors Job Descriptions**

9. Actively participate in the Information Night event. Historically, the President has presented a slideshow and video, and also facilitated the teacher panel Q & A.
10. Work, in conjunction with the Vice-President(s) and Parent Participation Coordinator, to assess and review parent participation requirements and progress.
11. Work at the direction of the principal to nominate parents for a teacher selection committee as needed.
12. Work with PACE families, teachers, and the principal (as required) to resolve issues and concerns. Utilize the problem-solving worksheet as necessary.
13. Assist the Vice-President in recruiting Board members for the following year.
14. Serve as the primary contact for the Lockwood Principal and Northshore School District Administration.
15. Represent the Corporation at meetings outside the Corporation.
16. Serve as an ex-officio member of all committees.
17. Exercise fiscal responsibility as an authorized signer for checks written on the general fund and the Scrip account.
18. Ensure that the members and Lockwood Principal have been notified of the date and place of the Summer General Meeting in a mailing sent out by Registrar 2.
19. Ensure that the members and the Lockwood Principal have been notified of all General Meeting dates and locations at least 10 days prior. Ensure that the Board of Directors and the Lockwood Principal have been notified of all Board Meeting dates and locations at least 10 days prior.

**B. Vice-President (2-year position)**

1. Have at least two years' experience in the PACE program and agree to serve a two-year term, the second year as President.
2. Work with the President to determine the date, time and location for all general meetings, and (if necessary) reschedule meetings and notify the membership as soon as possible.
3. Attend and actively participate in the alternating General Membership and Board meetings.

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**Board of Directors Job Descriptions**

4. Attend and actively participate in the annual Board Retreat to develop goals and objectives for the year and draft the annual budget.
5. Assist the President and Treasurer in drafting the annual budget.
6. Attend and actively participate in periodic meetings with:
  - a) The Principal on a monthly basis along with President and Registrars.
  - b) The Teaching staff, generally 3-4 times per year.
  - c) President, Vice-President, Unified PACE team, and district administration, generally 6 times per year.
  - d) Assist the President and actively support activities at the Information Night event.
7. Substitute for President(s) at meetings in cases where the President(s) is (are) absent.
8. Work, in conjunction with the President(s) and Parent Participation Coordinator, to assess and review parent participation requirements and progress.
9. Work with the President at direction of the principal to nominate parents for a teacher selection committee as needed.
10. Select a candidate(s) for each Board of Director position and present the slate to the Board of Directors.
11. Coordinate periodic Parent Evaluation Surveys and present the results to the Board.
12. Schedule rooms for General Membership and Board meetings (usually May in the prior year), as well as a room for childcare during General Membership meetings.
13. Actively participate in the membership management of the PACE program, in order to be prepared for the President position in the subsequent year.
14. Assist the President and carry out the President's duties in his or her absence or inability to serve.
15. Exercise fiscal responsibility as an authorized signer for checks written on the general fund and the Scrip account.

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**C. Registrar 1 (2-year position)**

1. Have at least two years' experience in the PACE program and agree to serve a two-year term.
2. Attend all General Membership, Board meetings, and periodic meetings with the Unified PACE leadership and district administration.
3. Is responsible for registration, of incoming & current students including:
  - a) Being an information source for families interested in enrolling.
  - b) Notifying families of status changes.
  - c) Maintaining records of all current and past registration forms.
4. Notifying incoming, accommodated, and waitlisted students of status changes.
5. Coordinate with Information Night committee.
6. Responsible for:
  - a) Printing, assembling, and distributing August General Membership meeting registration packets.
  - b) Distributing, collecting, and recording Letters of Intent, enrollment donations, and commitment forms.
  - c) Ordering additional copies of PACE Handbooks and distributing as needed.
  - d) Collecting all forms from August General Membership meeting registration packets.
  - e) Answering PACE at Lockwood information hotline.

**D. Registrar 2 (2-year position)**

1. Have at least two years' experience in the PACE program and agree to serve a two-year term. Database/computer skills is encouraged.
2. Attend all General Membership, Board meetings, and periodic meetings with the Unified PACE leadership and district administration.
3. Attend information night and participate in Q&A session.
4. Process the paperwork associated with registering incoming and current students.

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5. Maintain current rosters and wait lists.
6. Maintain records of all current and past registration forms.
  - a) Maintaining a current roster and notifying room reps and teachers of changes.
  - b) Provide enrollment reports to various board and school positions as needed.
7. Bring the membership roster to all meetings for reference.
8. Work with the President to send a mailing to include the Secretary's notification of date and location for the Summer General Meeting.
9. For future reference, keep a record of the Enrollment Policy as approved by the Board of Directors, in coordination with the Northshore School District Administration and the leadership of all other Northshore School District PACE programs.
10. Coordinate with President and Registrar 1 regarding families placed in PACE classrooms by the principal.

**E. Secretary**

1. Attend all General Membership, Board, and Executive Committee meetings as requested, and act as recording secretary. This includes taking attendance (setting out the sign in sheet and collecting it at the end of the meeting to record which members are present at meetings), taking and recording the minutes, preparing the agenda, and maintaining the board roster. The Secretary holds the current approved board roster.
2. Send copies of the meeting minutes (via e-mail) to the Executive Board prior to distributing to the Teachers, Board members, Principal, and other attendees. Also, submit a copy of the final meeting minutes to be posted on the PACE at Lockwood website.
3. Keep a file of all meeting minutes and other related paperwork from the meeting (i.e. agenda, attendance) from current and previous years. Years prior to that are stored in the archives. These can be posted on the PACE at Lockwood website, but the official archives are with the secretary.
4. Keep the records of the Corporation, a copy of all meeting minutes, bylaws, board

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roster and any other necessary supplies, and have them available at all meetings.

5. Handle correspondence as needed.
6. For future reference, keep a record of standing rules for the Parent Participation Agreement, Field Trip Guidelines, Treasurer's Handbook, Scrip Procedures, and PACE Handbook which are approved by the Board of Directors.
7. In the event of multiple candidates for a position, there should be a "ballot vote" as per bylaws. It is the responsibility of the Secretary to prepare ballots for the vote. In the event the secretary is a candidate, the President and/or Vice-President would prepare the ballots.

**F. Treasurer (2-year position)**

1. Attend all General Membership, Board, and Executive Committee meetings.
2. Exclusively receive all funds of the Corporation, deposit and distribute funds in accordance with the budget approved by the Board of Directors and Voting Members. With approval of the Executive Board, up to \$50 may be distributed outside of the approved budget. This type of payout exception needs to be reported to the members at the next General Meeting.
3. Keep an accurate record of receipts and expenditures, and follow all policies stated in the Treasurer's Handbook. Each committee gives deposit and disbursement requests to the treasurer and maintains their own records of activity for their own committee.
4. Maintain a record of financial policies and guidelines as established by the IRS for non-profit, tax-exempt organizations.
5. Ensure that two authorized signatures are required on each check over the amount of \$500. Authorized signers include the President, Vice-President and Treasurer. The Scrip Treasurer is an additional authorized signer for checks written from the Scrip bank account only.
6. Exercise fiscal responsibility as an authorized signer for checks written on the general fund and the Scrip account.
7. With the President and Vice-President, draft the annual budget. Ensure the general account has 50% of the budget for the school year.
8. At least one week prior to each General and Board Meeting, the Scrip Treasurer will provide a Profit and Loss Budget vs. Actual Statement to the President /

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### **Board of Directors Job Descriptions**

Vice-President to be distributed to the members in attendance at the General or Board meeting.

9. Be provided with copies of contracts for reference in payment and expense reimbursement.
10. Stay informed regarding the specific cash handling procedures for all fundraising efforts. Procedures must include the name(s) of the individual(s) who will collect funds, the dates that funds will be collected, and the frequency with which the funds will be remitted to the Treasurer for deposit.
11. Make a full report for the Audit Committee at the end of the fiscal year.
12. Provide records and information to the Bank Statement Reviewer.
13. Ensure that the appropriate tax forms are completed and sent. Order 1099 and 1096 forms online and file 990N at appropriate times.
14. Issue checks for teacher discretionary spending.
15. Renew Secretary of State for nonprofit status in October.
16. Pay insurance premiums for the school year. Send declaration page to NSD business manager for approval.

## **II. Board of Directors Responsibilities**

### **A. Communications Coordinator**

1. Attend all General and Board meetings as well as the Summer Board Retreat.
2. Coordinate and facilitate internal and external communication within the PACE community.
3. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
4. Ensure accurate flow of information between the board, various committees, and the individual classrooms.
5. Work with committee leads to develop content for the PACE broadcast. Send



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information to President as needed.

**B. Community Support Coordinator**

1. Attend all General and Board meetings as well as the Summer Board Retreat.
2. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
3. Work with committee leads to develop content for the PACE broadcast. Send information to President as needed.

**C. Field Trip Coordinator**

1. Attend all General and Board meetings, as well as the Summer Board Retreat.
2. Review and update the policy which states a fair and equitable procedure for selecting chaperones for each field trip. Ensure field trip representatives understand the policy for determining chaperones. Be available to answer questions from Field Trip Reps concerning procedures relating to field trips.
3. Meet with classroom Field Trip Reps and provide them with blank forms, guidelines, driver's envelopes, and a list of reps' yearly responsibilities.
4. Inform the teachers and the classroom Field Trip Reps of the budgeted amount for each class.
5. Coordinate with classroom Field Trip Representatives to collect Washington State Patrol (WSP) forms, proof of insurance forms, and copies of insurance cards for all parents who wish to chaperone or drive on a field trip. Also, particularly for new families, confirm that district required "volunteer application" forms have been submitted.
6. Update the Field trip checklist and Guideline forms in preparation for the next school year.
7. If applicable, ensure that Class Field Trip Reps understand the procedures for managing and tracking additional class field trip fundraising.
8. Work with the Lockwood office and District on securing bus contracts for 1<sup>st</sup>-3<sup>rd</sup> grade trips.

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**D. Fundraising Coordinator**

1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
2. In consultation with the Board and committee leads, determine the need and type of fundraiser(s) each year and set the dates.
3. Research and contact potential donors for fundraising prizes.
4. Supervise and support the fundraising committees. Meet with Class Fundraising Representatives (if applicable), President, and Vice-President to go over procedures for collecting orders and money. Cash and checks should be deposited with attached deposit slips in the secure lock box, for the Treasurer to securely manage. At a meeting prior to collecting funds, inform the Treasurer who will collect funds, determine the dates for collection, and schedule how often funds will be in the lock box for the Treasurer to deposit.
5. Follow guidelines in fund raising. For example, PACE does not allow fundraising for non-PACE events and activities before, during, or after PACE meetings.
6. Track individual family earnings for fundraising opportunities that do not have an associated coordinator (i.e. eScrip, etc.) and prepare report for the Parent Participation Coordinator.
7. Supervise fundraising efforts as they manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.
8. If there are class fundraisers, meet with the Class Fundraising Rep to ensure he/she understands how to report the applicable data for tracking details per student, outstanding balances, etc. Then, using this data, apply any excess fundraising balances from other applicable fundraisers and forward all information to the President and Vice-President.
9. Work with committee leads to develop content for the PACE broadcast. Send information to President as needed.

*Note: The President and Vice-President will update totals to accommodate families who have made confidential arrangements for their fundraising obligation. The President and Vice-President then make the appropriate accounting requests to the Treasurer to transfer excess fundraising and General Fund coverage for arrangements to the particular class expense. At last, the President and Vice-President give the Class Fundraising Rep the final list of all outstanding balances.*

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**E. Member at Large**

1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
2. Act as a liaison between the board and the general PACE community.
3. Support board and committees positions as needed.
4. Work with President and Vice-President to coordinate the nominating committee that determines the slate of Board nominees for the following year.

**F. Mentoring Coordinator / Co-Coordinator**

1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
2. Act as a liaison between PACE and the new families. Mentoring Coordinators will be assigned to each incoming family, preferably before the August PACE General Meeting. Mentoring Coordinators are a specific contact for a new family to ask questions as they arise.
3. Coordinate a new family dessert in the fall to provide information to new families.
4. Stay in contact with the new family throughout their first year in the PACE program to ensure they have the support they need.

**G. Mini-Units Coordinator / Co-Coordinator(s)**

1. Agree to serve a 2-year term, with first year as co-coordinator.
2. Attend all General Membership, Board, and Planning meetings.
3. Keep a file on completed and potential Mini-Units resources.
4. With PACE teacher's input, create a theme for Mini-Units for the year.
5. Recruit parents to teach lesson and schedule volunteers to assist the day of Mini-Units.
6. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
7. Design two lessons relating to the theme, coordinate supplies for Mini-Units as

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### **Board of Directors Job Descriptions**

needed and train parent teachers/volunteers on how to present lesson. Utilize committee members as needed.

8. Manage Mini-Units budgeting and maintain records. Essentially, work within budget to provide 2 quality lessons.
9. Meet with teachers for planning and debriefing of Mini-Units.
10. Develop content for the PACE broadcast and send information to President as needed.
11. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

#### **H. Outdoor Education Coordinator (2-year position) / Co-Coordinator(s)**

1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat. Attend and present at PACE information night and new member nights as needed.
2. The Outdoor Education Lead, in cooperation with Co-Lead(s), organize and execute an off-site, outdoor, educational experience for PACE at Lockwood students and staff. Outdoor Education occurs in the Fall, every other year.
3. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
4. Duties include the management, oversight, and/or delegation of the following (Utilize committee members as needed):
  - a) Development of a variety of environmentally related class topics and curriculums, organize placement of students, volunteers and staff, location and transportation reservations, communications, food, materials and gear, safety, budget, forms and FAQs, reports and spreadsheets, and evening program details.
  - b) Meet/communicate with teachers to coordinate plans, curriculum, and day-of execution, and to debrief afterwards.
  - c) Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
5. Develop content for the PACE broadcast and send information to President as needed.

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**Board of Directors Job Descriptions**

6. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding and budget allocation

**I. Parent Participation Coordinator (2-year position)**

1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
2. Remind parents to tally their hours and submit them on a trimester basis (Dec 1, Mar 1, and Jun 1).
3. Collect and tally hours with current roster provided by the Registrars.
4. Provide teachers, President, Vice-President, and committees with names of people needing hours when appropriately requested.
5. In conjunction with the President and Vice-President, assess reports, sending warning and probationary letters as needed, and coordinate with families to setup a payment plan. While fundraising should conclude by January 31<sup>st</sup>, we may be able to accommodate payment plans as necessary.
6. As necessary, provide records of families not satisfying the requirements of "good standing" to the Executive Committee and (if requested) the Lockwood Principal to ensure due diligence. Any family having circumstances affecting their obligations may confidentially inform the President, Vice-President, Principal or Parent Participation Coordinator to make arrangements according to the bylaws.
7. Collect information from fundraising coordinator(s) and let families know the status of their fundraising obligation (per student). This includes tracking fundraising for annual individual fundraisers and with on-going Scrip fundraising. Additional fundraising may affect fundraising obligation values. Typically, an excess of membership fundraising goes toward the individual family's additional fundraising needs before going to the general fund to serve the community.

**J. PTA Representative**

1. Attend all PACE General Membership and Board meetings, as well as the Summer Board Retreat.
2. Attend all monthly PTA general meetings and share pertinent updates with the PACE Board.
3. Encourage PTA membership among PACE parents.

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### **Board of Directors Job Descriptions**

4. Communicate PACE activities to PTA Board as directed by PACE Board and communicate PACE activities to General PTA membership as needed.
5. Submit articles on PACE activities to PTA newsletter as directed by PACE Board.
6. Be a general liaison between PACE and PTA, and with special joint efforts such as the purchase of the Lockwood reader board.
7. Actively meet with art committee members to ensure committee jobs are being completed and provide support as needed.

#### **K. Room Representatives**

1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
2. Set up a rotation of each room rep to attend all Board meetings as Room Representative Communicator.
3. Determine classroom needs of the teachers and coordinate parent involvement in the classroom.
4. Set up and manage communication to the class. Manage usage of class email lists, call families who may not have email access, and provide a class roster with contact information. This roster originates from the Registrar(s), but Room Representatives manage updates for the class and the Registrar.
5. Assist the teachers in scheduling volunteers and securing a list of people who wish to do specific jobs in class. Often this information is obtained from the Class Participation Forms in the August class meeting.
6. Work with other coordinators as needed in involving parents in various activities (Mini Units, field trips, cooking, parties, etc.).
7. Facilitate resolution of any classroom needs as defined by students, parents, teachers, or Board members.
8. Make weekly contact with teacher to keep up with needs, concerns, etc.
9. Work as the coordinating contact to provide support to class families in need or celebration (meal delivery, sympathy cards, childcare, transportation, etc.).
10. Coordinate or delegate optional gifts to the teacher from the class.

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**Board of Directors Job Descriptions**

11. Verify that all parent volunteers have turned in the Washington State Patrol (WSP) forms and volunteer application forms.

**L. Spanish Liaison / Co-Liaison**

1. Attend General Membership and Board meetings, as well as the Summer Board Retreat.
2. Provide input to the Board for Spanish Budget approval.
3. Prepare Independent Contractor's Agreement and obtain all signatures.
4. Prepare, submit, and coordinate orders for curriculum materials needed for the academic year.
5. With PACE teacher contact, prepare the Spanish teaching calendar for the upcoming year including the daily schedule.
6. Be available for the Spanish Instructor to air any concerns, approve special projects or purchases, notify PACE teachers in case of absence, solve problems, etc.
7. Arrange year-end thank you for Spanish Instructor.
8. If it becomes necessary to replace the Spanish Instructor, convene a committee of teachers, administrators, and executive Board members to interview prospective applicants for the position.
9. Develop content for the PACE broadcast and send information to President as needed.
10. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.
11. Support the Spanish Mission statement: *Spanish Enrichment will offer engaging, meaningful and relevant opportunities for students to understand and use elements of the Spanish language. Students will develop an appreciation for the many cultures of Spanish-Language speakers, building a foundation for further language acquisition.*

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**M. Staff Appreciation Coordinator / Co-Coordinator**

1. Attend General Membership and Board meetings, as well as the Summer Board Retreat.
2. Coordinate with PTA to plan, advertise, support, and supervise all staff appreciation events.
3. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
4. Develop content for the PACE broadcast and send information to President as needed.
5. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.



**Appendix C-1  
Committee Positions**

**APPENDIX C-1: Committee Positions**

**ART DOCENT COMMITTEE**

**Committee Chair:** PTA Representative  
**Members:** 1<sup>st</sup> Grade Art Docent  
2<sup>nd</sup> Grade Art Docent  
3<sup>rd</sup> Grade Art Docent  
4<sup>th</sup> Grade Art Docent  
5<sup>th</sup> Grade Art Docent

**COMMUNICATIONS COMMITTEE**

**Committee Chair:** Communications Coordinator  
**Members:** Enrollment Tour Lead  
Historian/Photographer  
PACE Newsletter  
Public Relations Lead  
Webmaster

**COMMUNITY SUPPORT COMMITTEE**

**Committee Chair:** Community Support Coordinator  
**Members:** Child Care Lead / Co-Lead  
Community Service Events Lead  
Community Service Events General Committee Member  
Family Camping  
Halloween Party Lead  
Hospitality Lead  
Hospitality General Committee Member

**FIELD TRIP COMMITTEE**

**Committee Chair:** Field Trip Coordinator  
**Members:** 1<sup>st</sup> Grade Field Trip Representatives (2 per class)  
2<sup>nd</sup> Grade Field Trip Representatives (2 per class)  
3<sup>rd</sup> Grade Field Trip Representatives (2 per class)  
4<sup>th</sup> Grade Field Trip Representatives (2 per class)  
5<sup>th</sup> Grade Field Trip Representatives (2 per class)

## **Appendix C-1 Committee Positions**

### **FUNDRAISING COMMITTEE**

**Committee Chair:** Fundraising Coordinator  
**Members:** Chinook Book Lead / Co-Lead  
Fall Fundraising Catalog Lead  
Grant Writing  
Scrip Lead  
Scrip Treasurer  
Spring Fundraising Lead / Co-Lead  
Fundraising General Committee Member

### **MINI-UNITS COMMITTEE**

**Committee Chair:** Mini-Units Coordinator  
**Members:** Mini-Units General Committee Member

### **OUTDOOR EDUCATION COMMITTEE**

**Committee Chair:** Outdoor Education Coordinator  
**Members:** Outdoor Education General Committee Member

### **STAFF APPRECIATION COMMITTEE**

**Committee Chair:** Staff Appreciation Coordinator  
**Members:** General Committee Member

### **TREASURY COMMITTEE**

**Committee Chair:** Treasurer  
**Members:** Auditor  
Bank Statement Reviewer

## **Appendix C-2 Committee Position Job Descriptions**

### **APPENDIX C-2: Committee Position Job Descriptions**

This section provides a brief job description of each committee position. Binders for some positions have further details.

#### **Art Docent Committee (PTA Representative)**

**Art Docents**—1 per class

1. Work with PTA art docent to create art projects for the classes.
2. Work with teachers to determine the best time to incorporate art into the class.
3. Teach the art lesson to the class.

#### **Communications Committee (Communications Coordinator)**

##### **Enrollment Tour Lead**

1. Work with Public Relations Lead and Registrars to organize, schedule, and conduct classroom tours for prospective families.
2. Actively collaborate with PACE teachers to determine dates and times for classroom tours.

##### **Historian/Photographer**

1. Photograph PACE events. Recruit additional photographers as needed.
2. Create slide show for PACE events as needed.
3. Update the photo boards for information night displays.
4. Maintain a slideshow, scrapbook of newspaper clippings, photos of classroom activities, field trips, Mini-Units, etc. These may be stored electronically, preferably with a backup device or system.
5. Manage and maintain records of deposits, expenses, etc. for the committee throughout the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

##### **PACE Newsletter Editor**

1. Be responsible for PACE Newsletter, which consists of news from teachers, general program information, and other necessary announcements. It is the responsibility of all committees, etc. to give information to Editor for publication.
2. Ensure and support the PACE newsletter publishing and distribution. Generally,

## **Appendix C-2**

### **Committee Position Job Descriptions**

the newsletter is distributed the newsletter electronically to PACE at Lockwood families, teachers, the Lockwood principal, the Lockwood office manager & secretary. Additional copies are available in the Lockwood office, for the public to peruse. Sometimes Information Tours hand out the publication to prospective touring families.

3. Keep a notebook or record of all PACE newsletters.
4. Manage and maintain records of deposits, expenses, etc. for the committee throughout the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

#### **Public Relations Lead / Co-Lead**

1. Work with the President and Unified PACE leadership to promote the PACE program to the Northshore School District community.
2. Work as a liaison between the teachers, the media, and the PACE community. Also, work with committees and the Webmaster to maintain the website with current information of benefit to the program.
3. Coordinate with other PACE programs in the district as needed to leverage efforts. For example, distributing Information Night fliers, sharing writing/PR expertise and contacts with local newspapers, etc.
4. Organize Information Night event details. For example, distribute fliers to Lockwood and feeder schools, ensure displays are setup, parent volunteers are available, possibly enlist alumni kid volunteers during event, setup tables for teacher Q & A panel, etc.
5. Manage and maintain records of deposits, expenses, etc. for the committee throughout the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

#### **Webmaster**

*The Communications Coordinator must ensure the following is covered within the Communications Committee should this position go unfilled.*

1. Attend all General Membership meetings, and Board meetings.
2. As per bylaws, ensure the current PACE Handbook is published and available on-line.
3. Maintain the PACE at Lockwood website with current information of benefit to the members of the program and PACE community. Make available the upcoming meeting agendas, past meeting minutes for at least the current school year, and other appropriate materials. The President, Vice-President, and Secretary are sources for these items. The Secretary keeps master copies of these documents.

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### **Committee Position Job Descriptions**

4. Maintain the PACE at Lockwood website with current information to benefit prospective families and non-members, including any public relations materials that are deemed appropriate by the Communications Coordinator.
5. Respect the security and confidentiality of members, as well as monitoring and moderating postings. Ensure that rosters and contact information of individuals will only be published if individual permission is given, and if access is secure.
6. Work with the teachers to include information that they would like to share with the program website.
7. Work with board and committee chairs to include information to benefit their committee and overall efforts.
8. Provide leadership in maintaining and improving the usability of the website.
9. Abide by website guidelines and requirements of the Northshore School District when linking to external sites from the district sponsored site ([www.nsd.org/PaceAtLockwood](http://www.nsd.org/PaceAtLockwood)).
10. Manage and maintain records of expenses for the committee throughout the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.
11. Support the secure electronic archival of historic and relevant program documents (agendas, minutes, etc.) beyond the current school year as deemed necessary by the Board. The Secretary is responsible for archiving original documents.

### **Community Support Committee (Community Support Coordinator)**

#### **Childcare Lead / Co-Lead**

*Note: this committee has an individual line item for budget.*

1. Purchase snacks and supplies as necessary noting budget.
2. Coordinate with 5<sup>th</sup> graders to provide five sitters. Turn in tip money to treasurer to be deposited into the 5<sup>th</sup> grade field trip fund.
3. Verify all parents sign kids in and out. Kids are escorted to the bathroom.
4. Provide childcare during general meetings in Aug., Oct./Nov., Jan., March, and May from 6:45 pm to about 9pm.
5. Verify facility used is left better than you found it (empty garbage containers, etc.).
6. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

## **Appendix C-2**

### **Committee Position Job Descriptions**

#### **Community Service Lead**

1. Work with Community Support Coordinator to plan and coordinate community service events.
2. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

#### **Community Service Events General Committee Member**

1. Support the Community Service Lead in coordinating community service events.

#### **Family Camping Lead**

1. Coordinate annual PACE family campout, which includes:
  - A. Scheduling event
  - B. Advertising event
  - C. Planning details regarding placement of families at camp, meals, waterfront and entertainment
  - D. Making sure that insurance is in place for event
  - E. Communicate with 'Camp' location regarding contract, insurance, and billing.
  - F. Build a healthy relationship of respect between PACE at Lockwood and the camping community as well as the hosting 'Camp' site(s). Educate and remind membership of camping etiquette, site rules, etc.
2. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding. Use the pass-through account to remain cost neutral for budget.

#### **Halloween Party Lead**

1. Coordinate plans for Halloween Party in conjunction with Room Reps and/or party planners.
2. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

## **Appendix C-2**

### **Committee Position Job Descriptions**

#### **Hospitality Lead / Committee**

1. Coordinate refreshments for all General Membership meetings, including coffee/tea setup. Also, provide refreshments for outgoing 5<sup>th</sup> grade class and families at the May general meeting.
2. Ensure chairs and tables are setup and later put away (this can also be done by 5<sup>th</sup> grade childcare team).
3. Verify facility used is left better than you found it (empty garbage containers, etc.).
4. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

#### **Hospitality Committee**

1. Support Hospitality Lead in coordinating and providing refreshments for the General Membership meetings.

#### **Field Trip Representative (Field Trip Coordinator)**

##### **Class Field Trip Representative (2 per class)**

1. Coordinate with the teacher in defining, scheduling, making payment, filing appropriate paperwork, managing transportation (including carpool assignments), and ensure processes
2. Adhere to established policy to determine chaperones for each field trip.
3. Ensure that all chaperones have paperwork turned in and approved to be able to drive (grades 4-5) (i.e. current driver / vehicle insurance copies, authorization to drive private vehicle, Washington State Patrol background check, volunteer application, tracking insurance expiration dates).
4. Work with the teacher to schedule and make payment for on-site curriculum events.
5. Manage and maintain records of deposits, expenses, etc. for the class field trip budget throughout the school year. When possible, verify amounts with the Treasurer's report. Work with the Field Trip Coordinator and (if necessary) board processes regarding approved funding.
6. For 4<sup>th</sup> and 5<sup>th</sup> grade classes, work with the teacher to identify any field trips that would require additional funding above and beyond the classroom field trip budget. Communicate this additional funding need to the class as soon as possible.

## **Appendix C-2**

### **Committee Position Job Descriptions**

7. If additional class fundraising is needed for field trips, see that fundraising efforts are tracked in accordance with the Fundraising Coordinator's and the Treasurer's processes and procedures, and that families are appropriately credited/debited so that balances are accounted for at least 4 weeks before the end of the school year if possible.

### **Fundraising Committee (Fundraising Coordinator)**

#### **Fall Fundraising Discount Coupon Book Lead / Co-Lead**

2. Coordinate annual coupon book sales. Traditionally this is an August to November job.
3. Report member fundraising numbers to the Fundraising Coordinator as needed respecting confidentiality.
4. Accurately manage inventory and individual family orders.
5. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

#### **Grant Writing**

*This position requires good persuasive writing skills.*

1. Research possible grant opportunities.
2. Present possible opportunities to the teachers, President, and Vice-President.
3. Write and submit grants.
4. Maintain records of activities, and compile information on grant writing strategies and techniques to benefit current and future committee members.
5. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

#### **Scrip Lead**

1. Coordinate the fundraising sale of gift cards (bought in bulk for a profit from discount). Track all specific information regarding sales, purchases, profits, etc.
2. Collect individual orders, submit order to website, manage inventory, and



## **Appendix C-2**

### **Committee Position Job Descriptions**

distribute orders to families.

3. Report member fundraising numbers to the Fundraising Coordinator as needed, respecting confidentiality.
4. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer and Scrip Treasurer's reports.

#### **Scrip Treasurer**

*The Scrip treasurer works closely with the Scrip Coordinator, and exclusively manages the deposits and disbursements of funds. This bank account is separate from the PACE general account but has the same signature requirements as the PACE general account. The treasurer provides records and information to the Auditor and Bank Statement Reviewer. Regular reports track individual purchases.*

1. Provide financial reports and information for the Summer Board Retreat to support board decisions of budget.
2. Exclusively receive all funds of the Scrip fundraising program, deposit and distribute funds in accordance with the Board approved Scrip Procedures document and archived with the Scrip team and with the Secretary.
3. Keep an accurate record of receipts and expenditures, and follow all policies stated in the Scrip procedures.
4. Ensure that two authorized signatures are required on each check over the amount of \$500. Authorized signers include the President, Vice-President and Treasurer. The Scrip Treasurer is an additional authorized signer for checks written from the Scrip bank account only.
5. Exercise fiscal responsibility as an authorized signer for checks written on the general fund and the Scrip account.
6. Present a financial statement at every meeting and at other times of the year when requested by the Executive board.
7. Make full reports for the Audit Committee as scheduled.
8. Provide records and information to the Bank Statement Reviewer.

#### **Spring Fundraising Lead / Co-Lead**

1. Coordinate spring group fundraiser. Traditionally this is a January to April job.
2. Develop and execute annual spring fundraiser event which supports PACE enrichment activities.
3. Work with other PACE leadership to publicize the event and recognize community support.

## **Appendix C-2**

### **Committee Position Job Descriptions**

4. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer's report. Work with the board processes regarding approved funding.

#### **Fundraising General Committee**

1. Support Fundraising Coordinator and various fundraising activities as needed.

#### **Mini-Units Committee (Mini-Units Coordinator)**

##### **Mini-Units General Committee Member**

1. Work with the Mini-Units Coordinator to support the planning and teaching of Mini-Units.

#### **Outdoor Education Committee (Outdoor Education Coordinator)**

##### **Outdoor Education General Committee Member**

1. Work with the Outdoor Education Coordinator to support the planning and coordination of Outdoor Education

#### **Staff Appreciation Committee (Staff Appreciation Coordinator)**

##### **Staff Appreciation General Committee Member**

1. Support and Coordinate the Staff Appreciation Events

#### **Treasury Committee (Treasurer)**

##### **Auditor**

1. Complete an audit of financial records and report as per 501 (c) 3 and insurance requirements generally once a year at the end of the fiscal year.

##### **Bank Statement Reviewer**

1. Regularly audit and report on bank statements as per our current insurance requirements.

## Appendix D Behavior Expectations

### APPENDIX D: Behavior Expectations

We—the children, teachers, and parents of the PACE community—will make choices that positively affect ourselves and those around us by:

- Showing respect to others and ourselves.
- Listening when others are speaking.
- Using polite language (please, thank you, excuse me, you're welcome, etc.).
- Respecting the personal space of others.
- Valuing personal, school, and community property.
  - Staying within designated boundaries (i.e. respecting sidewalk walk zones).
  - Making the most of every learning experience.
  - Honoring individuality and diversity.
  - Attending to the safety of all.
  - Respecting the privacy of students and parents.

Teachers and parents agree to the following:

- At all events during the class day, teachers and parent-assistants are responsible for children, as directed by the teacher.
- **At all extra-curricular events outside the class day, parents are responsible for their children, or will designate a parent to be responsible for their children.**
- Expectations, limits, and schedules will be orally reviewed at the beginning of each PACE event (including field trips, performances, classroom events, etc.)
- At all PACE events, we expect families to remain in designated areas.

In order for the learning environment to be successful, we encourage all adults to support every child in meeting behavior expectations.

We recognize that these expectations are intended to complement the expectations of Lockwood Elementary.

*Board Approved 11/1999*

**Appendix E**  
**Problem Solving Worksheet**

**APPENDIX E: Problem Solving Worksheet**

Should there be any conflicts or concerns that arise during the course of the year, the following procedures are recommended for resolution:

1. Person with the concern completes the first two questions. In some instances, just going through this thinking and writing process may be all that is needed to resolve the situation. If not, please continue.
2. Set up a meeting with the person or persons who are directly related to the concern that you have and share your concern and possible solution(s). At this meeting, determine and write down a mutually agreed upon plan of action and who is responsible for what. Also complete the last item in determining a date and format for a follow-up meeting to discuss the progress/status of the plan of action.
3. If the concern continues to go unresolved, the person involved with your concern and you may decide to involve another PACE Board member -e.g., President, Vice-President or mutually agreed upon person to go with you to conference with the teacher.
4. If there is no resolution after following all of these steps, the individual (s) may choose to meet with the Principal.

Date: \_\_\_\_\_

What is the problem? (parent completes)

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What do you feel would be a workable solution? (parent completes)

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Plan: (parent and teacher complete)

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Follow-up (check all that apply and indicate time frame)

Written	_____
Note	_____
Phone Call	_____
Meeting	_____

## Appendix F A Brief History of PACE

### APPENDIX F: A Brief History of PACE

Over 40 years ago fifteen Northshore families, in conjunction with Northshore School District, created an alternative option to the district's established elementary educational system.

- 1973 Northshore Alternative Program (NAP) at Lockwood Elementary started with one classroom as a K–3 program.
- 1974 NAP gained a second classroom at *NAP at Lockwood*.
- 1975 NAP gained a third classroom at *NAP at Lockwood*.
- 1976 NAP gained a fourth classroom at *NAP at Lockwood* and became a K–4 program.
- 1980 NAP opened a K–4 site at Woodin Elementary with 2 ½ classrooms.
- 1985 NAP at Woodin (aka, *NAP Eastside*) moved to the Woodinville Annex where it grew to 5 ½ classroom and became a K–6 program.
- 1990 *NAP Eastside* became Recognizing Educational Alternatives for Children (REACH).
- 1992 REACH moved to Woodmoor Elementary with its 5 ½ classrooms.
- 1993 PACE started a K–6 program with 4 ½ classrooms as *PACE at Kokanee Elementary*.
- 1994 *REACH at Woodmoor* and *NAP at Lockwood* were renamed to Parents Active in Cooperative Education (PACE) matching the Kokanee name.
- 1994 *PACE at Woodmoor's* site was reduced from 5 ½ classrooms to 4 ½.
- 1995 *PACE at Kokanee* was reduced from 4 ½ classrooms to 3 ½ classrooms.
- 1996 *PACE at Wellington Elementary* started as a 1–6 grade program with two classrooms.
- 1997 *PACE at Wellington* gained a third classroom.
- 1999 *PACE at Woodmoor* was again reduced, becoming a 3 ½ classroom site.
- 2001 All PACE programs eliminated Kindergarten beginning with school year 2001–2002.
- 2008 *PACE at Lockwood* celebrated 35 years. NSD cut bus service to all PACE programs.
- 2009 All PACE programs restructured to be cost neutral to the district. The Kokanee site merged with Woodmoor. Class sizes in the program were allowed to increase. Blended classes migrated to straight grades. The *PACE at Lockwood* logo was updated from the tree with parents and teachers, to a simple leaf design—which the other PACE sites also adopted.
- 2017 NSD realigned school boundaries and reconfigured grade levels to a K–5 elementary, 6–8 middle school and 9–12 high school. All PACE programs are now grades 1-5.

The PACE logo was updated from the historic tree ...



to this new leaf logo in 2009



**Appendix G**  
**Classroom Job Descriptions & Lockwood Procedures**

**APPENDIX G: Classroom Job Descriptions**

This information sheet has been prepared to help volunteers work more effectively in our children's classrooms, on field trips, and at other school related functions.

**GENERAL INFORMATION**

The teachers have emphasized the very positive contribution that parent volunteers bring to their children's classrooms, as well as the tremendous sense of community that develops as a result of family involvement in their children's education. Parents are always welcome in the classroom; however, some boundaries and guidelines are important to ensure effective parent participation and to maximize the learning environment for all children. These boundaries are particularly important at the younger grade levels. To assist your child in making the adjustment to school, please teach your child to make eye contact with you, smile, etc., when you enter the classroom, but not to jump up and run to you. Children may acknowledge your arrival, but they need to respect their time as students. You are welcome to join the class activity or circle time (with your child sitting on your lap at circle time for example). You are then both focused on learning. Adults need to respect classroom learning and model appropriate attention and behavior. An example that is apparent at all grade levels concerns visiting and chatting. Adult conversations in a classroom can be very disruptive for the students; however, visiting is encouraged outside the classrooms.

**LOCKWOOD POLICY FOR VOLUNTEERS ON CAMPUS**

It is Lockwood's policy that anyone who is on the school grounds between 8:45a.m. and 4:15pm must sign in at the office and wear a badge. This includes the playground area and situations when you are just coming to drop off or pick up your student.

**PARENTS AS TEACHING PARTNERS**

The teachers use parents in the classroom to help them do the best job possible of teaching children. The phrase "assistant teacher" has been used to describe parent help. While teachers determine specific curriculum, parents become partners in setting up a classroom of learners. The exact tasks involved in this goal may vary from day to day or class to class, but several general principles apply. The teachers hope to develop a classroom of independent learners. There are several things parents can do, again especially in the younger grades where the children are more accustomed to dependence. One of the most helpful jobs with younger students is to kneel or sit near children with "off task" behavior, quietly helping them to refocus. Remember that you are not there for your own child, but for the class as a whole. Focus on all students equally. At all grade levels, don't "help" children by giving them the answer. Ask questions that lead but allow the children to discover answers or solutions for themselves. This focus gains increasing importance at the intermediate level where the teachers and parents are guides for the students, with the kids doing as much as possible for themselves. Try to determine if a student is stuck or confused and lead them forward or toward a solution by posing questions, allowing the students the opportunity to learn by discovery.

## **Appendix G**

### **Classroom Job Descriptions & Lockwood Procedures**

#### **COMMUNICATE YOUR TALENTS AND INTERESTS TO YOUR CHILD’S TEACHER**

If you have a particular talent or interest, let your child’s teacher know. Some parents particularly like to be involved in reading conferences, or enjoy having children read to them, or want to work with students on math, or are artistic or musical and would prefer to be involved regularly in these activities. The teachers would like to give you an opportunity to work on tasks based on your interests and skills. Once a classroom routine is set, you’ll often have similar jobs or activities each week.

#### **THE “TO DO” LIST**

Most of the teachers have a clipboard with a list of jobs that need to be done. If you are unaware of or cannot locate a list of regular chores, ask the teacher to post one. The clipboards also contain a running list of daily tasks. The teacher will let you know if any of the tasks need to be accomplished immediately. Otherwise, work through the tasks with an eye on the students. If your assistance is needed, perhaps editing or listening to a student read, remember that the focus should be on student learning. The “To Do” list of tasks can be finished later.

#### **WHAT DO I DO IF THE “TO DO” LIST IS BLANK?**

Please do not interrupt the teacher’s time with students to ask what to do, unless absolutely necessary. See if any individual students need assistance. If you see nothing else, all of the classrooms need additional cleaning. The sink areas and the student’s desktops are usually in need of cleaning. Computer screens need to be wiped down and shelves dusted. The center rooms may well need cleaning or at least organizing. In addition, look for jobs such as sharpening pencils, refilling glue bottles, and refilling paint.

#### **CENTER ROOM USE**

If you work in the center room, please be certain to clean up when you are through. Leave the paper cutter area clean and free of scrap paper. Clean up the worktable and push in the chairs. Four classes share the center rooms, so we need to take particular care to keep them clean and tidy. At times, the center room may be scheduled. Please respect these schedules.

#### **WORKING WITH SMALL GROUPS OF CHILDREN**

These groups may focus on reading, or math, or may be working on a particular project. In any case, if you are working with a group of students, insist on respect from the students, both toward you and toward each other. Expect the students to remain on task and to do what is being asked of them. If you are having difficulty with a student or students, confer with the teacher about expectations and what steps you should follow if they are not met.

We realize that it takes time to get to know the students well and to feel comfortable disciplining them; however, we are doing them a disservice if we do not all expect respect and focused attention. Please hold the students to these high standards whether you’re working with a small group or you observe inappropriate behavior at any time in the classroom, on a field trip, or at a school function.

## **Appendix G**

### **Classroom Job Descriptions & Lockwood Procedures**

#### **QUESTIONS FOR THE TEACHER**

If you have a question for your child’s teacher, when do you ask it? Unless your question involves an immediate classroom concern, please approach the teacher when they are not busy with students. Email, notes, and voice mail are effective ways to initiate a conversation. Different teachers have different preferences, so please use what works best with your child’s teacher. Some teachers prefer setting up a chat before or after school, or during a teacher’s prep time. Remember, as much as we all enjoy talking with the teachers, they are there for our children. Please don’t interfere with the teacher’s time with their students. Our goal is to support every child’s learning.

#### **LOCKWOOD POLICY FOR CARPOOLS AND AFTER SCHOOL PICKUP**

If you carpool or pick up your child at the end of the day, Lockwood policy requires that children be signed out at the office or have a prior written arrangement. Children are to be picked up in the office or in the carpool pickup area at the front of the school.

To ensure that students are safe, and traffic moves, please follow the Lockwood parking lot “loop” pattern, posted signs, and volunteers who are directing traffic. Use the crosswalks. Do not park in the staff parking lot. The speed limit in the parking lot is 5mph. See the Lockwood newsletter for current information on policies, rules, and dates the parking lot could be busy.

#### **PACE ACTIVITIES ON CAMPUS**

We are fortunate to be a part of Lockwood Elementary. It is important to be respectful participants and to honor all school rules. When we use the school facilities for events, rooms are to be reserved for PACE activities by the committee leader with the signature of the President as the contact person. Lockwood school procedures need to be followed in the event of an emergency. For example, if a fire alarm is set off during an event, it is important for the following to happen:

1. Students need to be evacuated just as in regular fire drills. They need to be directed to the baseball area and to form lines. In the event of heavy rain/severe weather, the covered basketball area may be used if it is deemed safe/secure given the emergency. Please be aware of electrical wires in the covered area.
2. One adult needs to check the bathrooms to ensure all occupants are evacuated.
3. A designated spokesperson, usually the person whose name is on the facilities request or the event organizer, needs to communicate with the attendees, fire department, custodians, and any officials who arrive.
4. If possible, rosters of attendance need to be verified (i.e. the childcare check-in sheets). For this and other reasons, events that are “drop-off” need to have student check-in sheets. For events where families attend there is generally no roster. In this case, the parents are responsible for accounting for their children to the spokesperson.
5. The building needs to be cleared by the Fire Department before allowing reentry. A family wishing to depart before the building is accessible needs to sign out before leaving the baseball area.



## Appendix G Classroom Job Descriptions & Lockwood Procedures

### PACE ACTIVITIES OUTSIDE THE CLASSROOM

Many PACE activities take place either outside of the classroom (e.g., outdoor education, Family Camping, and/or in mixed age groups (like Mini-Units or the Halloween party). These activities greatly enrich our children's school experience and reinforce a strong PACE community. However, they pose particular challenges because parent volunteers may not know all of the students and may not be certain what is expected of them. In all of these activities, please reinforce the teachers' directions (to sit down, listen quietly, etc.). Even if specific instructions are not given, parent volunteers can help the students focus their enthusiasm and attention on the activity. In addition, please enforce appropriate behavior (quiet listening, for example). Please stay and help clean up after parties, Mini-Units, class gatherings, and other activities. Parents are reminded that they are to be in control and charge of their own kids after school hours. Teachers are not responsible for students after school hours.

### CONFIDENTIALITY

Through your involvement in the classroom working with individual students, you may become privy to information about a child that is confidential. Please be respectful of every child's confidentiality. If a child does not understand something, go directly to the teacher with that information. Please treat every child the way you would want your own child treated and do not gossip about the students or parents. Remember that this is only the beginning of a student's life. Some students may have difficulty sitting still, talking out, and so on. We don't know these kids' futures and we do not want to label them. The privilege of working in our children's school means that our behavior as adults must be professional.

Likewise, conversations overheard in the school office workroom or on the Lockwood Campus should be treated with confidentiality. Please do your part to minimize gossip (hurtful or not) and model respect.

Within the PACE community it is important to respect shared information. A roster of full membership contact information may be shared to ease communication and build community. *This information is entrusted to members and should not be forwarded outside of the community, used to promote a business, sold, nor generally misused or abused.*

We hope that everyone enjoys volunteering in PACE classrooms and at PACE functions and that you feel that your time is well spent and valued. If you have any questions or concerns about working in the classroom or with students, please contact a teacher, Room Rep, or Board member.

*Revised January 2018*

## Appendix H Glossary of Terms

### APPENDIX H: Glossary of Terms

#### Alumni students

Alumni are those who have graduated from the PACE 5th grade class. Those who leave the program prior to graduating from 5th grade forfeit their alumni status.

#### Enrollment Fee

This is a non-refundable deposit (currently \$30 per child or \$50 per family) that is paid in January or when you are offered a spot for the next year in the PACE program. Fundraising does not cover this fee.

#### Family Camping

This is an optional family camping weekend for PACE families that was started almost 25 years ago. Typically, the camp event occurs every other year (non-Outdoor Education years), from Friday after school until Sunday after lunch. The goal is to have fun and to meet other PACE families outside of school. The families attending pay all costs for this weekend. There is no PACE budget used for this activity.

#### Field Trips and On-Site Curriculum Events

*Field Trips* are opportunities for the students to venture into the community and expand on the curriculum they are learning in the classroom. Parents assist by volunteering to drive and chaperone the students. Some trips combine classes. Siblings are not allowed on field trips unless otherwise stated.

*On-Site Curriculum Events* are activities that bring the “field trip” to the school. Recent examples include the Bug Man, a Native American exhibit, and a park ranger.

#### Fundraising Obligation

The money and time contributed by each family which covers Class Field Trips, Class on-site curriculum events, Mini-Units, Outdoor Education, Spanish, Social Events (as listed below), Program Equipment (i.e. Classroom CD player, art drying racks, classroom cameras, etc.), PACE Teacher Education, a limited amount of Classroom Supplies, Gift to School, etc. You can write a check for the fundraising obligation, participate in the PACE fundraising programs, or a combination of the two.

Further fundraising obligation notes:

- Any PACE family experiencing a hardship can speak confidentially with the Principal, President, or Parent Participation Coordinator to arrange a plan for meeting either the hours or the fundraising obligation.

## Appendix H Glossary of Terms

- Students in 4th through 5th grade classes may be asked to fundraise or pay additional money for the predetermined field trips not funded through the PACE general budget.
- If you have a hardship and find you need assistance with these, please speak to your teacher, President, Vice-President, or principal. Arrangements can be made and/or funding can usually be found for families in need.

### Fundraising Programs

The optional fundraising programs we offer families to help them meet their fundraising obligation(s) include:

- ***Catalog Fundraiser***—This is a program to sell gift-wrap and/or miscellaneous items. Information about this is generally handed out at the first General Membership meeting in August or distributed to classes in September. The product is usually delivered prior to Winter Break. This is your opportunity to get your friends and family to pay your fundraising obligation!
- ***Scrip***—This is a program where you earn money toward your fundraising obligation while you do your everyday shopping. Individuals buy gift cards at face value, and then use them for their everyday purchases at places such as Safeway, QFC, Home Depot, Best Buy, and many more. The gift cards are purchased for about 95%-98% of their face value (depending on the merchant), and PACE gets the difference.
- ***Chinook Books***—This is a fundraising program to sell books with coupons for local businesses such as the Woodland Park Zoo Whole Foods, and the Pacific Science Center. 50% of the sale price is credited toward your fundraising obligation.

Additional Program Fundraising opportunities include company match programs, grants, Amazon Smile and spring fundraiser. These are not applied to individual fundraising obligation but support the program as a whole.

### Hours Obligation

PACE families agree to support the program with 80 hours each school year. Participation has shown to enrich the program, community, and individual students as well as the volunteer. There are numerous opportunities to volunteer during the school day, at events, and outside of school hours.

Volunteers should track their hours according to the following categories and report them to the Parent Participation Coordinator by the traditional deadlines: December 1st, March 1st, and June 1st

Hours categories include:

1. Classroom hours: Child oriented and classroom activities including but not limited to classroom help, room rep, field trips, Mini-Units, Outdoor Ed, and preparation of materials or other prep work for classroom activities or enrichment.

## **Appendix H**

### **Glossary of Terms**

2. Administrative hours: Supporting the administration of the PACE program, including but not limited to attending meetings (general, board, administrative committee, etc), babysitting so others can attend meetings, board position duties, and other tasks concerned with supporting the program.
3. Community hours: Contributing to the Larger Lockwood School Community, including but not limited to: Library, Field Day, any PTA meeting, committee or program, attending school board meetings, Service Learning events and activities.

Further notes on hours reporting:

- Any PACE family experiencing a hardship can speak confidentially with the Principal, President, or Parent Participation Coordinator to arrange a plan for meeting either the hours or the fundraising obligation.
- The recommended number of hours contributed by the end of the 1st trimester (December 1st) is 25.
- Estimating is perfectly acceptable.
- Please round to the nearest 1/2 hour.
- Up to 40 hours of PTA involvement may count towards your hours requirement, but please continue to report any excess.
- For the 3rd trimester (June 1st) please estimate your hours for the last two weeks of school.
- Hours needed at the end of the year may be 'bought out' at a maximum of 20 hours for \$5 per hour.
- If you need ideas for getting hours or are on a committee that meets later in the school year, contact the Parent Participation Coordinator.

### **Mini-Units**

These are short courses of study on a smaller or limited subject. Students are mixed in multi-age groups. Currently, we spend two sessions over two days, 2 -3 times a year on one topic. Recent Mini-Units covered ancient Egypt, marine life, art, culture, geography, and drawing. Topics are chosen by the Mini-Unit Coordinator and coordinated by the Mini-Units Committee.

### **Outdoor Education**

This is a biannual event involving all PACE students and many parents in Environmental Education. Usually, buses are taken to a park and classes are held outdoors led by teachers and parents who have an area of expertise. Everything from orienteering to building birdhouses and outdoor cooking to making fish prints can be covered. Parents are used as chaperones for small groups of mixed grade students. Parents are responsible for supervising their child/children at the end of the school day, and at the evening potluck dinner.

## **Appendix H**

### **Glossary of Terms**

#### **Social Events**

These events are an opportunity to visit with other PACE families. These may vary from year to year, but recent social events have included:

- **Halloween Party** –Many classes have individual Halloween parties. PACE combines the five classrooms for a large social event with activities in each room.
- **Picnic at a park** – A social event potluck at a local park.

These PACE social events are part of the program and fees are covered by PACE. Small items requested by the teachers, as well as potluck items, are the family's responsibility. During social events held in the evening your children are in your care even though the teachers may be in attendance. At potluck events, families need to supervise their children selecting food (so we all get a fair chance at dessert!).

#### **Unified PACE Leadership**

Executive boards from all PACE sites within the Northshore School District.

*Rev. January 2018*

**Appendix I**  
**Field Trip Chaperone Expectations**

## **APPENDIX I: Field Trip Chaperone Expectations**

1. **We represent Lockwood Elementary.** Please supervise students in a way that encourages Lockwood Code-of-Conduct (P.A.W.S.). Please be respectful, polite, aware of those around you and how your behavior may be affecting others, patient and calm).
2. **Adhere to the rules of the school, the bus company, and the facility.** This may include no food or gum in unauthorized areas, and no children in certain places.
3. **Monitor your group on the bus.** They can talk and have fun, but they have to stay out of the aisle and remain seated with backs against their seat. If you are at the back of the bus, please make sure the kids stay clear of the emergency exit door handle.
4. **Adhere to the given schedule.** The teacher will give you a schedule at the start of your trip.
5. **Refrain from using your cell phone while on this trip** (this includes the bus ride; and applies to both calls and texting) unless there is an emergency with your group (i.e., sick, injured, or lost child) and you need to contact the teacher.
6. **Be with your group the ENTIRE field trip.** Please take bathroom breaks and move through the facility **together**. You should be no more than an arm's length away from each student in your group at all times. No student should be walking/running ahead of you. If a student gets separated from your group and you cannot locate them, notify the nearest facility employee and call the teacher immediately.
7. **Refrain from giving any food or snacks to any children** unless authorized by the teacher. There can be allergies within a classroom.
8. **Refrain from purchasing items for yourself or your group** (including the teacher) from any facility gift shops or cafes. If you are driving, please do not stop on the way or on the way home for coffee. These kinds of treats are best purchased before the school day or after the kids are safely back at school.
9. **If photographs are taken, DO NOT share them on personal Facebook pages or other open social media sites** (unless permission is given by parents). Posting pictures of students on the Internet puts their safety at risk. Photos are best shared through a classroom photo-sharing site.
10. **Remember that we are on the trip to LEARN.** Please assist students in the learning as much as possible. If you are interested in the information/exhibits/presentation, the students will be too.
11. **Smoking is NOT permitted at any time.**

Please understand that these rules **MUST** be followed. These rules are intended to keep every student safe while we are on our field trips. If you have any questions, please contact your child's teacher.