

OPEPO Parent Association AGREEMENTS & NORMS

Written in honor of our 40th year, as a reminder of the rich history and limitless future of Port Townsend School District's OPTional Educational PrOgram!

1. The OPEPO parent association, a 501(c)3 non-profit organization, exists in service to the OPEPO class Mission: OPEPO is devoted to cultivating the whole child in an engaging, respectful, inquiry-based environment with an emphasis on community and family involvement.
2. By joining the OPEPO classroom, and thereby the OPEPO Parent Association, each family has agreed to select and actively participate in volunteer roles and/or tasks for a minimum of 6 hours per month (3 hours per month for single-parent families) to serve the OPEPO program. As a community, we strive to support each other - especially if any family is struggling to meet these volunteer expectations. We encourage each other to ask for the support we need, to fill in the gaps for each other whenever possible, and to reciprocate these kindnesses whenever we're able.
3. Volunteer opportunities are coordinated through each family's assigned committee (Fundraising, Enrollment, Enrichment or Vision & Frameworks). If we're ever in doubt as to how to add value to the program through volunteerism, we can connect with our Committee Chair and/or the classroom teachers for volunteer task recommendations.
4. Each family is committed to sending a representative to all monthly parent meetings where we agree to sign in as a record of our attendance, and where we agree to record our monthly volunteer hours in the Volunteer Log.
5. Many volunteer roles represent tasks that need to be completed each year. Wherever possible, we intend to take on a volunteer role that we can commit to completing for our family's entire time in the OPEPO program.
6. During our childrens' 5th or final year in the program, we traditionally spend that year training a new family to comfortably take on the volunteer roles that we have held in the previous years.
7. Members of the OPEPO Parent Association have multiple opportunities to share concerns and positive feedback, including using the OPEPO Parent Comment Box. This process is modeled a successful communication tool used by our children in the classroom.
- 8. At our parent meetings, we attempt to keep cross-talk to a minimum and to actively listen to those who are presenting or commenting, as a show of respect for each other and as a model of effective communication for our children.**
- 9. Lastly, we always strive to presume positive intent when discussing issues that affect our children and our classroom functions. We are all here in service to a common goal. By assuming that there is always a pathway to a reasonable solution, we honor each other and ultimately the well-being of our children and teachers.**

At the beginning of each parent meeting, we ask for volunteers to fill the following roles:

- Time Keeper (helping to keep us on schedule with our timed agenda.)
- Temperature Control (offering gentle reminders to limit cross-talk and show mutual respect through tone, energy and volume.)
- "Stack" Taker ("taking stack" means noting and calling on an order of commenters when multiple members would like to speak or comment on a given agenda topic.)
- Agreement Reminder (willing to **read #s 8 and 9 above** as a shortened reminder of these agreements before the agenda begins.)

These Agreements & Norms were adopted by the OPEPO Parent Association at a parent meeting on March 7, 2017.

(Revised by the Parent Association on _____.)