

CARAWAY FACILITATION TRACKING PROJECT

January 2018

I. Background

From their website- "Caraway is an alternative K–9 program with project-based and child-centred learning, committed to actively connecting family, school, and society." (Caraway School, 2017) The school is divided into classrooms of grouped ages:

Blue Room	Kindergarten, Grade 1, Grade 2
Purple Room	Kindergarten, Grade 1, Grade 2
Green Room	Grade 3, Grade 4, Grade 5
Red Room	Grade 6, Grade 7, Grade 8, Grade 9
Grey Room	Grade 9, Grade 10, Grade 11, Grade 12

There is one teacher designated for each classroom. Each classroom has approximately 22-26 students. There are teacher assistants who help with planning and would need to be able to view the scheduled facilitators.

There is an Executive Board consisting of nine parents who manages the structure and administration of the school.

II. Facilitation

One of Caraway's principle philosophies lies in parent involvement. Along with this, parents are required to offer volunteer time facilitating in the classrooms. This is sometimes done by other family members or designates of the family. There is a set minimum number of hours per week, per family. Currently, families with only one child in the school are expected to facilitate a minimum of 2.5 hours/week, and families with 2 or more children are currently required to contribute 5 hours/week. These numbers are subject to change. This is an essential aspect in the success of the school and the students.

Board members get an automatic 5 hour facilitation credit per month. They are however still expected to facilitate through the month.

III. Current System

The current system for tracking facilitation involves Excel document templates for each week, for each classroom. See Figure 1: Weekly Tracking Template. These are printed and posted to a designated wall at the school. There are three time slots (morning, lunch & afternoon) and a designated number of ideal parents for each classroom, for each time slot. Parents preferably sign up in advance so teachers can plan according the amount of support they have that day. Although most parents facilitate in the classroom of their children, this is not required. In fact, it's preferred if parents ensure adequate facilitation in all rooms by moving when needed. In this regard, it is nice to have a way to track the facilitation hours per classroom.

Although it's preferred that parents cover an entire time slot, they are also able to indicate a time range they were at the school (8:45-10:15am for example). It would be ideal to have a system where parents could check in/check out of facilitation for accurate tracking. Statistically it would also be nice to track those situations where families sign up and cancel, or sign up at the time and not prior. Lunch slot time counts as double time in facilitation hours. Two members of the same family could facilitate in different

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classrooms (or the same classroom) at the same time, but the same parent could not sign up for the same time slot in different classrooms (i.e. double book themselves).

Field trip days count as 8 hours and parents that sign up generally commit to the entire day. There are exceptions of half day fieldtrips or facilitators that only stay for half days, but this is not the norm and generally discouraged. See Figure 3: Fieldtrip Signup Template. Field trips often involve multiple classrooms and/or grades. There are usually a set number of facilitators included with the plan and so additional parents will be expected to pay for their own entry (if necessary). Teachers or administrators should be able to set up fieldtrips in the system and indicate these types of parameters.

Currently, because of the relatively manual system for time tracking, the morning slot is counted as 3 hours, lunch as 1 hour (x2) and afternoon as 3 hours. The number of time slots and exact time ranges are subject to potential change.

Families can indicate if they are on vacation, and therefore exempt from facilitation during that time. This is only valid if their children are not attending school, and these requests should be subject to administrative approval. There are other situations that allow families to be exempt from facilitation hours, including maternity leave (6 weeks).

At the end of each week, the designated facilitation administrator takes home the sheets for the week and inputs them into an Excel sheet for tracking hours per family. See Figure 2: Facilitation Tracking Spreadsheet. Currently, this is done by manually writing the information into an interim tracking by hand. See Figure 4: Facilitation Adding Sheets. Then the data is input into the spreadsheet for tracking each family's facilitation hours. Note the spreadsheet is tracked by student name, and there is tracking hours for the family in general, but there is a place to record all potential facilitators for the family. There is tracking by week, and statistics calculated by month and year to date. There's also historical tracking of hours for families who have been attending the school longer than 1 year.

IV. Stakeholders

There is usually one person designated in charge of the facilitation tracking system for the school year.

Board members would need to be able to see statistics and perform administrative duties.

Teachers would need their own view in order to see statistics for their classrooms and view the facilitation schedule for the day.

Parents would need to be able to sign up for facilitation time slots and track their family hours. This should reset to show them 0 hours at the beginning of each week, but allow for a report of historical data. It's important to know which families are completing overall enough hours, but also if families are completing their minimum hours for each week.

Families can also donate extra hours to other families who haven't been able to complete their facilitation. This is done ad hoc by the families.

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A	B	C	D	E	F
1	PRINT CLEARLY: First Name & Last Initial on each time section you work (hours are not counted if name is not on sheet) If lines are already full please sign up on another day or in a different class				
2	Monday	Tuesday	Wednesday	Thursday	Friday
3	SEPT '17				
4	Morning:				
5					
6	8:45 - 12:00				
7					
8					
9					
10					
11					
12	Lunch:				
13					
14	11:50 - 1:00				
15					
16					
17					
18					
19					
20					
21	Afternoon:				
22					
23	12:50 - 3:45				
24					
25					
26					
27					
28					
29					
30					
31					

Week1 | Week2 | Week3 | Week4 | Week5 | Other Objects | +

Figure 1: Weekly Tracking Template

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Child last name	Child first name	Grade	Parent-1	Parent-2	Other facilitator	WK 1	WK 2	WK 3	WK 4	Month Hours	Month Total	Previous	Year Total	blue	purple	green	red	grey				
A	T	10	DA	DA						0	-10	-10	-20									
A	H	9	JC	RCA						0	-10	-7	-17									
A	D	K	KA	BA		5	10	2	2	19	9	-2.75	6.25		19							
B	A	6	CB	YB						0	-10	-4	-6									
B	M	1	SS	YB		7	3	3	4.25	17.25	7.25	10	17.25			17.25						
B	K	3	JC	LB		3	2	2		7	-3	5	2									
B	C	K	EB	RB			5	10	8.25	23.25	13.25	36	49.25			23.5						
B	N	K	SB	CB		11	6	5	8	30	20	17	37		30							
C	J	2	RC	DC						0	-10	-8	-18									
C	U	2	ED	KC		1.75	2	5	3.5	12.25	2.25	-1.75	0.5		12.25							
C	J	10	AS	TC		3	3	3	9	-1	1	0						9				
C		1 & 7	JC	AC		3	3	3	9	-11	-20	-31										
C	G	3 & 5	PODC	LC	AL	7	7	5	7	26	6	-9	-3				26					
C	E	11	CC	DC		3	3.5	3	8.25	17.75	7.75	-4	3.75						17.75			
D	A	11	SM							0	-10	-10	-20									
D	A	K, 3, 9	KD	SD		8	9	16	9.5	42.5	22.5	33	55.5			15	18	1	6.5			
D	J	3	JS	ND		5	3	2.75	10.75	5.75	5.5	11.25				5.75						
E	O	1	JE	DE		6	4.75	8	7.5	26.25	16.25	2	18.25		26.25							
E	K	2	LE	RE		2	2	2	10	16	6	-4	2			16						
F	K	5	MR	DF	LR	5	2	4.5	3	12.5	2.5	9	11.5						12.5			
F	L	2 & 5	CF	MF		13	8	8	8	37	17	17	34		16				16			
F	A	2	AF	MS	T					0	0	6	6									
F	A	1	JN	RF		3	5.75	11		19.75	9.75	14	23.75		26.75		3					
F	K	1	CF	JF		6	8	3	6	23	13	0.75	13.75			23						
G	T	10, 10	KG	SR					7	7	-13	-20	-33						7			
G	D	8	CB									0	0									
H	E	2	BH	JH		5	5		10	0	-7	-7										

Figure 2: Facilitation Tracking Spreadsheet

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FIELD TRIP FACILITATION - SIGN UP FORM						
<p>PLEASE NOTE: *If you sign up to FACILITATE for the FIELDTRIP it means you are there the <u>WHOLE TIME</u>* Teachers reserve the right to limit the number of facilitators based on event need. (Parents are always welcome to attend but with the knowledge they will need to pay their entrance fees if we have reached the maximum number of helpers needed.)</p>						
DATE & TIME:	WHERE:	BLUE	PURPLE	GREEN	RED	GREY
FRIDAY, SEPTMEBER 8TH ALL DAY	KINSMEN PLAYGROUND/ SPLASH PARK	1.	1.	1.	1.	1.
		2.	2.	2.	2.	2.
		3.	3.	3.	3.	3.
PICK UP & DROP OFF AT LOCATION	GRADES 1-12	4.	4.	4.	<div style="border: 1px solid black; padding: 5px; font-size: small;"> Please note: if you are facilitating with Red and Grey Rooms on a field trip you are expected to drive students to and from the venue unless it is a parent drop off & pick up situation. This may apply to the other rooms also. </div>	4.
		5.	5.	5.		5.
		6.	6.	6.		6.

FIELDTRIP SIGN UP

Figure 3: Fieldtrip Signup Template

The image shows a Microsoft Word document titled "Facilitation Adding sheets - Word" with two side-by-side tables. The left table is titled "BLUE ROOM" and the right table is titled "PURPLE ROOM". Both tables are for the month of "SEPTEMBER 2017". Each table has a "NAME" column and four "WEEK" columns (WEEK 1, WEEK 2, WEEK 3, WEEK 4). The tables are currently empty. The document interface includes the Microsoft Word ribbon with various editing options and a taskbar at the bottom showing the system clock as 10:06 PM on 2017-12-28.

Figure 4: Facilitation Adding Sheets

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ⁱ Names in this spreadsheet have been reduced to initials