



Community Service Guide

2009–2010



The Healthy Social Life is found,
when in the mirror of each human soul,
the whole community finds its reflection.

And when in the community
the virtue of each one is living.

–Rudolf Steiner

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also available on the SunRidge website: www.sunridgeschool.org

Acknowledgments:

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-Shyama Harris

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Hello SunRidge Parent,

Our school needs and thrives on the support it receives from us. Needs refers to the nuts and bolts support that our school requires, for example our monthly pledge donations, classroom teacher support, carpooling for field-trips, etc. Thrives refers to what we joyfully offer that contributes to co-creating a school community that is healthy, nurturing and satisfying.

Each Parent is expected to offer *4 hours per month* of SunRidge Community Service. Of course, more than that is welcome and greatly appreciated. Our service offerings are best when given joyfully in areas of our personal interest. It is our expectation and hope that our Parent Body wants to contribute, and can contribute most of the time.

We do not want anybody to begrudge this service expectation. When our ability to contribute to our school is limited or not possible for a period of time, we will honor and respect you and your needs.

Hours Tracking

We currently track all SunRidge Community Service hours. You will receive a monthly email asking you to report your hours and what area(s) you offered your service for that month. The email contains a survey link that makes reporting extremely easy and fast. Please do not stress over keeping exact track of your hours; a general sense will be perfect. We expect to receive this information from our entire parent body and thank you in advance for agreeing to report your hours.

Skills & Interests Survey

In 2009 we created an online, easy to fill out Skills & Interests Survey that has been a tremendous support in facilitating the filling of vital Parent Service needs. Because we have improved the original survey, every parent will receive the survey via email at the beginning of this school year. If you do not operate in cyberspace, please pick up a paper survey in the office.

Accountability

SunRidge School as a whole community body both values and calls upon us to be Accountable in our service presence. Accountability means that you've completed your SunRidge Community Service (aka Volunteer) survey and responded to updates as requested, you've reported your service hours monthly, and you've asked and looked for what is needed and met your expected hours of service. You are welcome to give your feedback to the Community Service Coordinator to support this evolving system, and

offer your services where you feel inspired, even if not currently listed.

Clarifications:

One parent offers over 8 hrs. per month. Is the other parent exempt from service?

Sure. As long as between two parents a minimum of 8 hours a month of SunRidge Community Service is being offered, that's great.

Do hours from one month spill over into other months?

Yes. For example, if you give 20 hrs. for two months on something that requires intensive work over a short time period, that counts as 5 months of service. Hours from one school year do not spill over into future years.

Classroom Service & School-Wide Community Service

The classroom where our children spend their school day is one area where there is opportunity to contribute. This handbook has a special section that explains classroom service opportunities, which is basically anything that your child's teacher requests parent support on. Classroom service is organized by your child's teacher.

SunRidge also has multiple areas of community service opportunity that are school-wide. The first section of this handbook lists all of these areas with enough explanation for you to know where your interests lie. School-wide service is organized by our SunRidge Community Service Coordinator.

Whether you offer your SunRidge Community Service time in the classroom, for school-wide functions or both, it all counts the same in terms of your expected four hours per month.

On behalf of the Coordinating Team, the Parent Council and the SunRidge Community (that's all of us!) - wishing our children and our families an enriching, joyful and healthy school year.

Please contact me if you have any questions or for more information.

In Service,

Shyama Harris, *shyama@sbcglobal.net* 480-5988

SunRidge Community Service Coordinator

Schoolwide Community Service

ADMINISTRATION AND PLANNING

Charter Council

Description: The Charter Council is SunRidge’s governing body, serving as a delegate body of the Twin Hill Board of Trustees for purposes of overseeing the operations of SunRidge School. In collaboration with the Director, the Charter Council develops and recommends school policies, programs, budgets, calendars, etc. It is also responsible for hiring and evaluating the Director.

Number of Members: 3 parent members, 3 faculty members, and one non-parent community member.

Time Commitment: One monthly 3-hour evening meeting; typically one day-long annual meeting during the summer or on a Saturday; other preparation work varies from 0-2 hours per month.

Length of Service: there are both 2 year and 3-year terms.

Contact: Mark Rice

Parent Council (PC)

Description: Oversees the functioning of all school committees, cultural activities, social activities, events, festivals, clubs and fundraising events in collaboration with school administrators and the faculty. PC reps serve as motivators and communication channels between parents and the administration, parents and faculty, and parents and the Charter Council.

Number of Members: 1 rep from each class, our Director and a Chairperson. One class rep also serves as Treasurer. Non-voting members include a note taker and the Community Service Coordinator. All are welcome to attend the meetings.

Time Commitment: The Parent Council meets on the 1st Tuesday of the month, from 6:30-9:00PM, from September through June, and may meet by agreement during the summer months. Each member takes part in a minimum of one subcommittee per year.

Length of Service: Representatives serve two-year terms. The first year is as an alternative to the lead rep serving their second year. The second year is as the lead rep who assists a new alternate rep in learning the role of a PC member. A list of the PC Reps for this school year can be found in back section of this guide.

Contact: Josh Woodlander

Parent Council Chairperson

Leads the Parent Council in creating, implementing, maintaining and reviewing systems of Parent Council functioning and the functioning of all areas of Parent Council responsibility; develops the agenda along with the school Director, with input from the PC members; along with the school director, evaluates information when decision making is required and develops proposal to present at the PC meeting for approval; serves as the “hub” for communication related to the general business and activities of the PC; facilitates all PC meetings; is a member of the Coordinating Team.

PC Note Taker

Attends the Parent Council meetings (first Tuesday evening of each month) and takes notes, which are used for PC records and distributing relevant meeting information to the PC reps to send to their classes. The meeting time is about 2 1/2 hours, plus one hour after the meeting to edit and prepare the notes for distribution. This task is fun and interesting because it keeps you close to the pulse of the school happenings and it's greatly appreciated by the Parent Council Reps.

PC Nurturer

Provides yummys for the 2.5 hr. meeting that occurs monthly.

Coordinating Team (CT)

Description: The Coordinating Team assists the school's leadership groups to work together in an effective and coordinated manner. It meets and then communicates with their respective leadership groups and ensures that significant decisions are made with appropriate collaborative input and are implemented with timeliness and coordination. The Team looks at the “big picture” of the school's operations, events, and health in terms of what the leadership groups of the school need to/could do; what is

working and how to support, maintain, and further those things; overseeing systems with a view to what could be improved; helping to facilitate coordinated, well-planned and executed efforts by leadership groups either individually or collaboratively. The CT has no governing or independent decision making authority.

Number of Members: The Coordinating Team is comprised of the Director, a Faculty member, the Parent Council Chairperson, a Charter Council member, a Foundation member, and the Community Service Coordinator. A list of who is serving on this team can be found in back section of this guide.

Site Committee

Description: The Site Committee strives to create the highest and best use of its physical property for the school community to thrive. It reviews both the current and future needs of the school as it relates to its site. Specifically, the committee considers issues of current and future land use, buildings, and parking; ideas of site expansion through property lease and/or purchase; and budgets and schedules for construction and future development.

Number of Members: The Site Committee consists of at least 5 members, including the director of the school. One person is the facilitator, and one is the scribe, for rotating 6-month periods. The committee meets monthly, with occasional subcommittee or ad-hoc additional meetings as required.

Length of Service: Two years. Each member is asked to find a replacement 3 months prior to the end of their time, and to serve as a mentor during this overlap period.

SunRidge Community Service Coordinator (SCSC)

Description: The SunRidge Community Service Coordinator stays informed about all school-wide Parent Community Service needs, serves as a conduit to finding people to fill those needs, and supports the creation and maintenance of a database to track parent skills, interests and Community Service hours. The SCSC operates under the Parent Council and serves as a vital link in our community by connecting people to tasks and helping with organizational structures that support this process. The SCSC attends the Parent Council meetings, and serves on the Coordinating Team. The SCSC ideally exemplifies the value of serving with joy and has excellent communication and people skills.

Time Commitment: 4-8 hours per month.

Length of Service: Two year minimum, ideally.

Contact: Shyama Harris

Community Service Committee

Description: This committee supports the SunRidge Community Service Coordinator in providing outreach to our parent community. The committee is made up of the Parent Council Reps from each class. When needed, the Class Communicators may be asked to serve as liaison between the SCSC and the parent community of their class. Others can also serve to assist school wide community service development and implementation. The class Community Service representative helps to ensure that every parent has completed their skills & interests survey.

Number of Members: About 12

Time Commitment: .5 to 2 hours per month.

Contact: Shyama

Community Service Database Manager:

One parent serves to maintain and implement the Skills & Interests Survey, as well as monthly hours tracking (once a month), using the online program, Survey Monkey, along with Microsoft Excel. Requires only basic level computer skills. Training available.

Time Commitment: 1 hour per month.

SunRidge Education Foundation

Description: Not-for-profit corporation that exists to support SunRidge School through serving as fiscal agent for fundraising, and fund development through grant writing and donor campaigns. Anyone with an interest in supporting SunRidge can be selected to be a Foundation Board member, though a majority of members must be approved by the SunRidge Charter Council. Skills in finance, real estate, legal matters, business, etc. are helpful but not required. Members serve terms of two or three years. Meetings occur at least four times per year.

ADVISORY GROUPS

Diversity Advisory Group

Description: The Diversity Advisory Group consists of parents and faculty committed to increasing the understanding and inclusion of all people regardless of family structure, physical differences, race, ethnicity, religion, sexual orientation, and socio-economic status. The mission statement outlines four areas of focus: festivals, curriculum, parent education and creating a more diverse and affirming school environment. Potential projects include: a school-wide Disability Awareness Day, Diversity Film Series and ongoing discussion groups for parents and faculty, diversity training for ourselves, and community service projects.

Time Commitment: Participation can vary depending on level of energy and interest, from strong participation in all activities to involvement in one or two main events. The committee meets monthly, with occasional intensive planning periods of weekly meetings.

The Green Team: SunRidge Eco Advisory Group

Description: We are an advisory group working to create a replicable model of a sustainable school engaging all members of the SunRidge community. This group reviews systems and practices at SunRidge, and makes recommendations for implementing sustainable programs, including facilitating community education in the areas of waste, transportation, energy, materials, and education.

Number of Members: 5 to 8 core members. Additional members may join a sub-committee of the team (related to an issue above). The group meets monthly.

Length of Service: one year

Social/Emotional Learning

Description: Initiated in the Spring of 2008, this is a group of parents and staff who have been meeting since June, 2008, to address strategic planning goals related to a healthy social/emotional school environment. As of Spring, 2009, they had completed their research and recommended a new social/emotion program for the school (“Tribes”), in which teachers and administrators will receive four days of training this Fall. The group also developed and is proposing significant changes to the school’s discipline policies and procedures, to be implemented this Fall in a working draft

form. The work of this advisory group is winding down now that its purpose is almost complete.

OPERATIONS

Adopt-a-Garden Plot

Description: The landscape areas that beautify our school campus have been lovingly designed, planted and maintained by groups and individual parents over the years. Adopt-a-Garden Plot is a program designed to give parents and families the opportunity to take care of a piece of the campus landscape so that together we keep the outdoor spaces clean and thriving. Tasks include weeding, pruning and trimming plants, filling in with new plants where necessary and watching plant health for needs such as adjusted irrigation, fertilizer, etc. The coordinator will be available to give instructions, tips and advice. Participants do not need to be experienced with gardening.

Number of Members: Parents, families, or partnerships of 2-3 families can sign up to be responsible for a particular plot.

Time Commitment: fall and spring 4-6 hours per month, winter and summer 2-4 hours per month.

Length of Service: one year, including the summer.

Crosswalk Duty

Description: Assist children in safely crossing the lower crosswalk and help direct traffic. This is a great job because you get to greet everyone as they come to school and get to know teachers, students and parents with whom you might not normally come in contact.

Time Commitment: One morning a week from about 8:05am-8:35am.

Number of Members: Five, one for each morning of the week, plus several alternates in case of absences.

Length of Service: one year

Contact: Mark Rice

Faculty Lunch Coordinator

Description: In past years parents have been providing weekly faculty lunches as one expression of our gratitude for all that the faculty do with

and for our children. The Faculty Lunch Coordinator is responsible for creating the schedule, minimizing conflicts with major school events, emailing the schedule to the Class Parents, and bringing printed copies to the Parent Council meetings. The committee checks the dietary needs of the faculty. The faculty lunches are met with deep gratitude!

Time Commitment: 2 hours per month.

Length of Service: one year or ongoing

Farmers Markets Overall Coordinator

Description: The Farmer's Market Coordinator oversees the continuation of the market each year by setting the schedule, buying the permit from the Sonoma County Regional Parks (see Jill for permit), contacting the park a week before each market to confirm event and making herself available on the day of the event in case the rangers have any concerns. The coordinator stores the supplies and makes sure each class gets the supplies in advance of their market. The coordinator reminds each class at least 1 month in advance that their market is coming up. If any changes need to occur the coordinator facilitates these changes i.e. the trading of months. Finally the coordinator makes sure the rules of the park are explained to each class prior to the market.

The Garden Group

Description: The Garden Group fosters the growth and maintenance of the school gardens by supporting the work of the Garden and Cooking teacher in various ways, including assisting with fundraising plant sales at school events (2-3 times per year), a bulb sale (once a year), participating in work parties (1-2 times a year), making periodic checks on the gardens during teacher vacations, and providing ideas and support for new projects. Morning meetings are usually twice in the fall and once or twice in the spring. The Garden and Cooking teacher takes responsibility for scheduling meetings and managing the agenda. A love of gardens and gardening is the most important qualification.

Host Housing

Description: SunRidge sometimes has out-of-the-area visiting lecturers, teachers, or consultants who we like to offer free housing as part of our hospitality. The school maintains a list of families who have available space—a separate unit or an extra bedroom—that they might be willing to make available for such a guest. When we have an upcoming need, we

contact those on the list to see what is available for that situation. Hosts are not expected to entertain or provide food for guests, just a clean, comfortable space for sleeping and the use of a bathroom and kitchen facilities.

Time Commitment: depends on the guest; generally from 1 to 4 nights.

Number of Members: no limit

Length of Service: as long as a host is willing to be on the list.

Contact: Mark Rice

Lost and Found

Description: Daily tasks include: sweeping play yards for items left behind, hanging them, and keeping racks tidy. Winter Break, Spring Break and Summer Break: lay out all of the Lost and Found items on the rails several days before the break begins. A few days into the break take all items to a charitable organization.

Recess Duty

Description: SunRidge Parents are encouraged to augment recess duty supervision by serving as recess supervisors. The role requires moving about an assigned playground area, observing play, and assisting with playground safety and relationship needs as they arise. Supervisors are expected to understand and work from a positive discipline approach, learn and enforce the playground rules, and undertake activities as directed by the paid supervisory staff on duty. Supervisors can also be used to serve as referees or coordinators for organized games in the upper grades.

Time Commitment: can be as little as one recess duty on a weekly basis. Recess times for grades 1-4 are 10:20-10:35 and 12:30-12:50. Recess times for grades 5-8 are 10:35-10:50 and 12:50-1:10.

Number of Members: no limit

Length of Service: a commitment to specific days and times for at least a few months is required.

Contact: Mark Rice

Safety Committee

Description: The Safety Committee is responsible for assisting the Charter Council and the school administration in ensuring that SunRidge School provides a safe environment for its students and employees. This commit-

tee conducts and annual assessment of safety needs and reports its findings to the Director and the Charter Council. It also assists with emergency/disaster preparedness, including planning and maintenance of supplies.

Time Commitment: The time commitment would include approximately 3 meetings per year, approximately two hours to conduct an annual safety assessment, and an hour here and there for reporting to the Director, writing the annual report, and assisting with procurement of emergency supplies when needed.

Number of Members: 3 to 5

Length of Service: 1 to 2 years.

Contact: Mark Rice

FESTIVALS AND EVENTS

Festivals Committee

Description: The Festivals Committee honors the seasonal rhythm of the year by gathering the school-wide community for celebration of El Dia de los Muertos (Fall), Festival of Lights (Winter) and May Faire (Spring). Holding the intention behind each festival, the Committee considers pedagogical concerns and the developmental stages of the children. This collaborative Committee meets throughout the school year, typically holding monthly meetings 1 to 1 1/2 hours long, and reports to the Faculty and the Parent Council. This work enriches and enlivens the curriculum and our community life.

Number of Members: 1 to 2 parents from lower grades, 1 to 2 parents from upper grades, plus faculty members

Length of Service: one year

Contact: Brighid FitzGibbon, Karen Gallagher (faculty & parents)

Apple Blossom Parade

Coordinates everything involved in making either an awesome float or some sort of SunRidge presence for the Apple Blossom Parade. The first grade parents each year pull this together in any unique way they co-create that is approved by the Parent Council. In past years the Kindergarten and first grade children rode on the float; but if there is no float, the first grade children may walk the parade. Just ideas and examples. It's fun to

watch each year what our first grade parent body creates for the children in this important Community event.

Back to School Party (BtSP)

Description: Parent Council-sponsored event which occurs on a Saturday in early September to welcome everyone to the new school year, especially our new families. The intention for this gathering is to have fun playing and connecting with each other. Planning for the BtSP begins in March of the previous school year and continues into early September. This team serves under the direction of the Events Committee and gives monthly reports to the Parent Council.

Number of Members: A lead coordinator along with an enthusiastic team of 4-5 people. The BtSP is organized primarily by First Grade parents, along with any others interested in helping out.

Festival of Lights

Description: This K-8 Festival is SunRidge's celebration of the light during the darkest time of the year and is held close to the first weekend in December. Kindergarten families set up the spiral under the direction of the 2 kindergarten teachers. The Diversity Advisory Group sets the up multi-cultural display.

Contact: Kate O'Brien (faculty), Brighid Fitzgibbon (faculty)

MayFaire

Description: oversee the respective planning groups for the faire, provide a clear outline of the components of the faire, maintain communication links between faculty, staff & community (specifically, Festivals Committee).

Contact: Brighid Fitzgibbon, Karen Gallagher (faculty)

Spring Concert Supporter

Description: meet with the concert planning committee at least twice to help with plans for the concert, provide a link between the concert coordinator and parent body, line up helpers to set up, usher, and clean up before, during and after concert, provide flower donations from families in the community; simple stage decorations, provide a graphic artist to design the program in collaboration with a faculty member or student, co-

ordinate and oversee supervision of children before, during, and after the event outside of the concert building.

Contact: Karen Gallagher

Multi-Cultural Story Telling Festival

Description: This lovely event provides an event for people of all ages, from SunRidge and our Sonoma County community, to enjoy the ancient and diverse art of storytelling, including American Sign Language, Spanish, and play acting. The archetypal components of these stories exist across all cultures, while also celebrating unique cultural details that bring each group of people to life as separate and valuable components of a true multicultural community. The 2nd, 3rd & 4th grade parents provide the primary support for this event. The Diversity Team members coordinate the helpers, see to advertising, collect donations for the raffle, select and communicate with storytellers, locate the ASL interpreters, organize zero waste helpers, purchase supplies and more.

FUNDRAISING

Fundraising Coordinator or Team

Description: Point person(s) for all parent-run fundraising events and programs. Includes Community Smart, eScrip, calendar project, Hearts and Hands, Human Race, and our major fundraiser. This person or team gathers and evaluates fundraising ideas from the SunRidge community throughout the year, makes recommendations to the Parent Council in May, initiates and facilitates meetings with the Fundraising Committee, assists hired fundraisers, and attends monthly Parent Council meetings.

Time Commitment: 8-15 hrs. per month, which can be shared.

Contact: Shyama. This position is currently unfilled.

Public Relations

Description: The focus of this as yet unformed group is to promote awareness and goodwill between SunRidge School and the greater community. It publicizes special events, sporting events and other unique activities at SunRidge with the public through media campaigns, etc. This group sets monthly or quarterly meetings to develop an ongoing public relations/marketing strategy for the school.

Number of Members: 1-2

Time Commitment: 1-3 hrs per month.

Contact: Shyama. This position is currently unfilled.

Annual Fundraiser (Online Auction)

Description: The online auction has huge potential for major money for our school! The more who get involved, the more we make. We need people to procure donations and start building a strong team to create all-school participation. Help get donations or develop promotional materials. The auction team provides all training needed and throws in a little fun as well. The goal is to work hard, be united, have lots of fun while raising money for SunRidge.

Bulb Sale

Description: The Garden and Cooking Program runs a bulb sale fundraiser in March '09, the proceeds of which help pay for the maintenance of our school gardens. We like to mobilize the community to sell spring flower bulbs to their extended families, friends, and neighbors. Members of the Garden Group head up the effort but we need additional people to help with advertising, distributing and collecting order forms, and distributing bulbs when they arrive.

Time Commitment: approximately one month of intermittent tasks.

Calendar Project

Description: Participate in monthly meetings (or head a committee) with the greater calendar committee, which includes other Sebastopol school districts. Organize SunRidge helpers and calendar sales to parent body. SunRidge parent co-chairs head main committee, which participates in greater calendar committee. Main committee head also responsible for selling calendars allotted to SunRidge to sell to parent body and others. Strategize on best approach, track numbers and sales, and interface between SunRidge and greater committee.

Number of Members: 4 to 8

Time Commitment: 3-4 hours per month.

Length of Service: one month

Community Smart, eScrip and Share Coordinator

Description: The coordinator encourages the parent body via the bulletin and parent meetings to use these cards, and may also target large spenders, like contractors spending at Friedman's or other business spending. He or she also serves as a contact for the companies that service the cards.

Time Commitment: 2-10 hours per month.

Giving Tree

Description: An online donation vehicle to support SunRidge through donations from extended family and friends and those outside our school community. There currently is no structure and we need to create one.

Number of Members: 3 team members (one Foundation parent, one Parent Council)

Time Commitment: 2 hours per month

Length of Service: One year, overlapping team members so not all leave at one time. All three people who initially created this program are 7th grade parents.

T-Shirt/Sweatshirt Sales

Description: This project helps to promote school spirit and pride with profits going to sports equipment. Responsibilities include timeline, design, publicity, orders & payment, and distribution.

Number of Members: 1 or 2

PARENT EDUCATION

Parent Education Committee

Description: Plans and schedules interesting and informative information for our Parent Body. Sometimes works in collaboration with the Diversity Values Group. Meets about once a month. Reports to the Parent Council.

PUBLICATIONS

Annual Newsletter and Brochure

Description: We'd like to produce a SunRidge brochure for general information purposes, and an annual SunRidge "newsletter" that can be used

to provide more in-depth information about our educational program, faculty, financial status, parent support, school needs, and other articles for the purpose of parent education, public relations, and fund raising. This committee will need individuals with skills in writing and editing, layout, design, and graphics. They will need to work together with school administration and faculty in gathering materials and creating finished products that best represent the content and message we want to convey.

Time Commitment: will vary depending on the task

Length of Service: Until projects are complete.

Contact: Mark Rice

Website

Description: Design and layout HTML based web pages, upload files using FTP system within specific time period (sometimes weekly, certain documents annually; manage technical aspects; manipulate images; create or obtain copy; work with school director and others to complete website requests; post information for upcoming events; market website by updating/creating meta tags; create links to other websites; manage others who are interested in helping. Must be able to work independently with only occasional input/feedback from others.

Time Commitment: varies, depending on how much the person wants to get involved creating new ideas, posting new pages, acquiring assets, fine-tuning website.

SPECIALTY CLASSES

Cooking/Gardening Program

Description: Students in Grades 1, 2, and 3 participate in our “garden-to-table” gardening and cooking classes, which meet with half the children from each class per week. Students harvest veggies, fruit, and flowers from our school gardens; cook and eat together; and help clean up. These are fun classes with gardening tips, recipes to make at home, plus good food and good company.

Number of Members: at least 2 parents from each class. There are also plenty of opportunities for substitutes to fill in for absences.

Time Commitment: In order to maintain continuity and develop teamwork we ask parents to make a commitment every week or every other week.

Handwork / Knitted Gnomes

Description: Our Handwork teacher supplies parents and older children with all-natural materials to knit a gnome in early fall. She makes herself available to teach new knitters. Grandparents or other family members are also welcome to participate. In early winter these gnomes are sold at our school to raise money for the Handwork program.

SPORTS

Assistant Coach

Description: The Assistant Coach for Sports Teams aids the Athletic Director and Coach in SunRidge's athletic program activities (6th-8th grade). There are many ways to help. Come to any practice with knowledge of technique and skills and support 1-on-1 instruction of athletes. Other ways to help include setting up for home games, communicating and organizing drivers to off-site games, organizing phone and email tree for snacks and date change announcements. The athletic program consists of: Coed Volleyball (September to early November), Boys' and Girls' Basketball (Boys – late October to mid-January; Girls - early January to mid-April), a one-day track meet for 8th grade and perhaps other grades as desired (usually first Friday in May).

Classroom Service

Class Communicator (aka Class Parent)

Description: Work with the teacher on a regular basis throughout the year to keep communication between teacher and parents flowing. Create and manage phone tree, transmit communications from teacher via group email. Meet with teacher prior to parent evenings and events to discuss necessary communications to parents. Oversee weekend helpers. Serve (when needed) as communication link with SunRidge Community Service Coordinator.

Class Photographer

Description: Photograph important events and create a hard copy scrap-book of the year. Provide class photos for SunRidge Yearbook committee.

Event Liaisons

Description: Work with teacher to mobilize parent participation in school festivals and events, such as Back to School Party, Storytelling Festival, Day of the Dead, Festival of Lights, Lunar New Year, May Faire. There are also class-related events which will vary from class to class.

Farmer's Market Coordinator

Description: Plan and organize hosting of Market. Create sign-up lists to activate parent participation in set-up, food prep and sale, children's activities, craft activities, games, sale of crafts, rummage sale, clean-up, etc.

Field Trip Coordinator

Description: Work with teacher to organize class field trips. Serve as communication link between Office Manager and class parents regarding insurance coverage and clearance to drive. Make contact with site of field trip, make arrangements as needed, assist teacher in overseeing timely departures from campus.

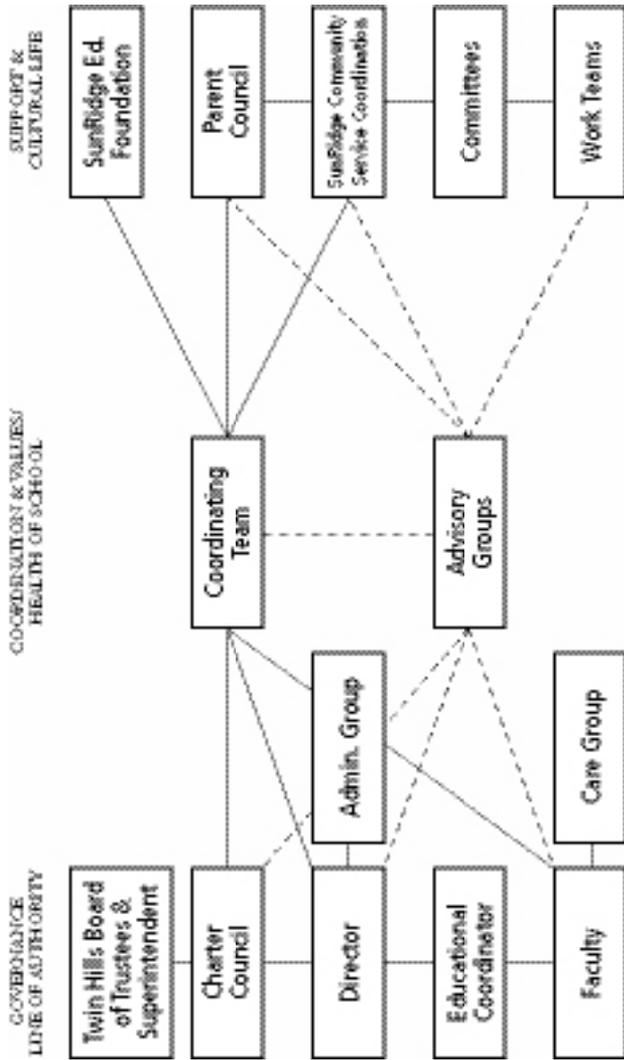
Parent Council Rep

Description: See description under Parent Council (Administration and Planning section)

8th Grade Graduation Committee

Description: Plans & coordinates all details regarding the 8th grade graduation. The 7th & 8th grade parents, in collaboration with one or two middle school teachers and the director, work together to create a meaningful and beautiful ceremony for our departing 8th grade students.

SUNRIDGE SCHOOL ORGANIZATION & CONNECTION



Twin Hills Board of Trustees: Legal governing body for the school; sets policies, approves calendars, hiring, handles payroll, accounting, insurance, etc.

Charter Council: SunRidge governing body serving as sub-group of the Twin Hill Board for purposes of overseeing the operations of SunRidge School. Develops and recommends school policies, programs, budget, calendars, etc. Evaluates School Director. Includes 3 faculty, 3 parents, and 1 non-parent community member.

Director: Responsible for the daily operations and management of the school, supervision and evaluation of all staff, budget development and implementation, educational program, site needs, coordination/leadership, etc.

Admin. Group: Group of senior faculty members (2-3) who meet weekly with Director to prepare faculty meeting agendas, identify school and faculty needs, and implement plans for addressing identified needs.

Faculty: Responsible for the delivery of the educational program; works collaboratively with the Director in developing, evaluating, and implementing school procedures, plans, and programs.

Care Group: (description not available at this time)

Parent Council: Parent representatives from each class working to support a thriving school community through events, activities, fundraising, parent education, and community forums. Oversees committees and work groups set up to support school operations, activities, events, and goals.

SunRidge Educational Foundation: Not-for-profit corporation that exists to support SunRidge School through serving as fiscal agent for fundraising, and fund development through grant writing and donor campaigns.

Coordinating Team: Group comprised of the Director, a Faculty member, the Parent Council Chairperson, a Charter Council member, a Foundation member, and the Community Service Coordinator, that meets regularly to ensure that school-wide activities are well planned, coordinated, and successfully implemented.

Community Service Coordination: Matches parent service needs with actual people to fill those needs.

Committees: Parent and staff groups working under the oversight of the Parent Council to address identified needs. Includes Fundraising, Site Development, Parent Education, Festivals and Events.

Advisory Groups: Parent and staff groups with interest in ensuring that the four key SunRidge values are well integrated into all aspects of the school's operations, programs, events, and activities: Living Waldorf Curriculum & Pedagogy; Diversity; Collaboration/Communication; and Environmental Consciousness/Practices. Advisory group members communicate suggestions, ideas, and resources to any of the above listed entities.

Work Teams: Designated parent groups that assist with work needed to put on school events and projects.

FESTIVALS AND EVENTS PARENT PARTICIPATION STRUCTURE BY GRADE

All seasonal festivals and annual events will be produced by the Festivals or Events Committee. The Festivals Committee consists of three faculty members plus three to four parents. The Events Committee consists of parents plus one or more faculty members.

Events (e) and Festivals (f) are assigned to the following classes:

K1, K2:	Festival of Lights	(f)
Grade 1:	Back to School Party, Apple Blossom Parade	(e) (e)
Grades 2, 3, & 4	*Storytelling Festival	(e)
Grades 5, 6	Mayfaire/Cinco de Mayo	(f)
Grade 7:	Spring Concert	(e)
Grades 7, 8:	Graduation	(e)
All School:	Major fundraiser	(e)

*although its title has the word 'festival', the Multi Cultural Storytelling Festival is actually an event.

The following are also annual festivals which SunRidge honors, which need minimal parent support, are celebrated within the regular school day, and are the responsibility of the Festivals Committee:

El Dia de los Muertos (Day of the Dead) & the Lunar New Year

Parents from above mentioned grades will provide support but will not lead the class' efforts. The classes will be responsible for finding coordinators and crew for each area of their festival or event (set-up, food, donations, tickets, clean-up, music, etc.). If they cannot find enough parent support within their class or classes, they can request help from the whole school community via the Community Service Coordinator and/or the Parent Council.

SUNRIDGE SCHOOL
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