

MINUTES

Boys and Girls Club Tutor/Mentor Meeting –Staunton Branch

Monday, April 29, 2019 at 2pm

Attendance: Scott Morris, Karen Peterson, Debbie Smith, Janie Ballurio, Debbie Metz, Robyn Sommerfield

PROGRAMMING

- I. Prior Meeting Determined Mentors/Tutors should be given an opportunity to have a discussion with Scott to help tutoring sessions become more productive:
 - a. Scott has been attempting to pair children with an appropriate tutor and introduce the day's tutor with greater ease.
 - b. Suggest creating a Google Calendar for all tutors and Scott to have access so that it can be known when tutors are on vacation and/or planning on coming in – Robyn will work on this
- II. Report Cards and Academic Progress
 - a. Inquiry to Bill Lobb (Staunton Board of Education) to get direct access to report cards and progress reports – efforts are pending – expect results by next school year

POLICIES

- I. Implementing Policies and Procedures for the Kids to Follow Next School Year
 - a. Karen Peterson suggested having a discussion with the kids to determine what are acceptable behaviors and what are not
 - b. Emphasis on asking the right questions and cultivating the discussion in the right direction
 - c. Discussions should be done in small groups (separated by age)
 - d. Suggested posting the rules on a gingerbread or clip art picture of a child and naming it Quality Kid Behaviors/Guidelines/ Procedures
 - e. Shorter list of rules is better
 - f. Debbie Smith would like to partake in the discussion on how the kids are approached in creating the rules
 - g. Establish fair and consistent consequences
- II. Volunteer Policies
 - a. Volunteers DO NOT want a handbook
 - b. Volunteers want a Communications Folder so that a Volunteer Feedback Form can be filled out for Scott
 - c. The first day a volunteer comes to the club:
 - i. Receive a brief orientation from the staff as to where things are and the timing of the day, where the supply closet for Covenant is, etc.
 - ii. Assign a shadow/buddy tutor to work with
 - iii. Receive a Tutor/Mentor Badge
 - iv. Have the option of a paper nametag

SPACE PLANNING

- I. Updating renovating spaces:
 - a. Brainstorming creating play and study spaces in the available blueprint the Staunton facility has to offer
 - b. Couches may be a deterrent in the study spaces – may be better in the game room
 - c. Stu Allen is continuing to make bookshelves
 - d. Karen Peterson will get together with Janey Terry to work on better space planning
- II. Timeline for changes to spaces – no set time for completion

SUPPLIES and TECHNOLOGY

- I. Technology
 - a. Incoming donation of 3 computers
 - b. Call for 3 iPads needed for the staff
 - c. May need better wifi
 - d. Discussion of a portal portal to make sure that kids do not have access to inappropriate information
 - e. Stabilize the tutor/mentor program before bringing in new elements

VOLUNTEERISM

- I. Contact Mary Baldwin and find out how we can help train volunteers

NEXT MEETING: Monday, May 20th at 10 a.m. at Covenant Presbyterian to:

- Discuss how we will start the policies discussion with the kids
- Space planning ideas
- Volunteer orientation in place