

SF Parent Action Board Bootcamp Fellowship Pre-Program Handbook

Section I. Information about the SF Parent Action Board Bootcamp Fellowship

Congratulations on your selection to the program! You are part of a talented and diverse cohort of outstanding individuals at SF Parent Action ready to develop, practice and apply new leadership skills.

During our five-session program, you will learn what it takes to serve on and run for the San Francisco Board of Education. We believe that parent representation on the Board of Education is essential, and we have designed this program to support emerging parent leaders like you. We want to make sure you are prepared for the responsibilities of office, learn what it's truly like to serve, and can develop your skills as a student-centered leader.

How to Prepare

Before the start of the program, please do the following:

1. **Review the program goals.** The SF Parent Action Board Bootcamp prepares participants for leadership positions within the San Francisco Board of Education or other leadership opportunities serving our schools and public education system through:
 - **Leadership skills:** Enhancing participant leadership abilities through exposure to and practice of leadership tools, emphasizing self-awareness, interpersonal communication, trust-based relationships, and critical thinking.
 - **Public education systems and landscape knowledge:** Sharing detailed information on the public education landscape and how public school districts work in California and locally, who the key players are impacting public schools, and how schools function and are funded.
 - **Effective board leadership training:** Exposure to experienced education leaders who will share what makes an effective, student-centered school board member. Information on leadership and management best practices of governmental and non-governmental leaders.
 - **Public office requirements and expectation setting:** Conveying the realities and requirements of what it means to serve in a public office, as well as what it means to run as a candidate for a public office.

2. **Set personal goals congruent with the goals of the program.** You will get more out of this experience when you have a sense of what you wish to accomplish. Articulating your personal goals will provide a foundation for measuring and synthesizing your experience.
3. **Carefully review the program policies and calendar included in this packet.** Be sure you have eliminated all prior commitments on seminar evenings.
4. **Be ready to do your part to help the group become a true learning community.** This experience will encourage you to try new things, share professional challenges, and leverage each other's experiences and strengths.

You can find all of the information you'll need throughout this program (e.g., logistics, session agendas and homework, roster, etc.) at: bit.ly/sfpa-board-bootcamp And you can subscribe to our Board Bootcamp Google Calendar at: bit.ly/board-bootcamp-calendar

Section II. Information on SF Parents

San Francisco Parent Action is the 501c4 affiliate of SF Parent Coalition. The organization's mission is to empower public school parents in San Francisco to advocate for policy change and local candidates that will support public school families and students. We got started during the pandemic when some education leaders were focused more on politics and adult drama than on student learning and mental health, and families began to understand the vital importance of having student-focused leaders serving on the Board of Education. We envision a future where San Francisco is one of the best places in the country for children and youth of all races, socioeconomic backgrounds and abilities to grow up and get an excellent public education.

Section III. SF Parent Action Board Bootcamp Fellowship Policies

The following policies create a positive learning structure, and strict adherence is required.

Attendance

Participants should clear their calendars on scheduled seminar days. **100% attendance is the expectation for all participants.** Each session is based on the knowledge, skills, and experience garnered in previous sessions. Therefore, any absence has an impact on the dynamics and the learning process of all participants. No activities or meetings conflicting with the program should be scheduled.

If there is a personal emergency, participants must notify Tomio Nagano as soon as an absence is anticipated. Please text Tomio at (510) 289-4249, or email him at tomio@sfpaparents.org.

Punctuality

Seminars begin promptly. They involve small and large group activities, discussions, assignments, and interviews with other leaders. Late arrivals disrupt the group's learning process and may cause one to miss out on the directions and orientation to the entire seminar. Please be punctual to all seminars, and when returning from breaks during the seminar. Participants must notify Tomio Nagano as soon as a late arrival is anticipated at (510) 289-4249 via text message or via email at tomio@sfparents.org.

Confidentiality

Vital to the success of this program is the need for absolute confidentiality regarding information shared during seminars. We have a **strict** policy that all relevant information gathered in seminars is used only in training and is held in confidence by all participants and staff. The confidentiality policy has both allowed for and encouraged the candid exchange of information integral to our training. **As this policy is critical to our integrity and the success and trust of SF Parent Action leaders who participate in the program. Any breach of confidentiality may be cause for dismissal from the program.**

Termination

Participants in the SF Parent Action Board Bootcamp Fellowship are engaged in the program on an "at will" basis. The program depends on the full involvement and commitment of the participants. If for some reason you are not able to continue to be fully engaged in the program, please discuss the possibility of terminating your involvement with Tomio Nagano. Please text or email him to schedule a time to speak via phone or Zoom.

Intersession Assignments and Reflections

Some time outside of regularly scheduled seminars (not more than 1 hour per session) will be necessary for brief, intersession assignments. Participants are required to:

- Complete reflection questions electronically after each seminar, as well as a final program evaluation, as an opportunity to reflect, process, and communicate. (Read only by the facilitators, your responses allow staff to develop appropriate assignments for the group and monitor learning.)
- Consciously apply the leadership tools and concepts in the inter-session period and return to subsequent sessions with examples of your successes and challenges.
- Complete intersession readings.

Technology Use

For all virtual sessions please be prepared to have your screen and camera turned on for distraction-free participation. Limit the use of your computer to only pertinent program activities and Zoom. For in-person sessions, use of cell phones and other electronics such as laptops is permitted only during designated breaks that will be announced by program staff.

Deposit

This fellowship is fully funded for every participant. We do require a \$250 refundable deposit per participant, refunded upon program completion (defined by attendance and participation at 5 sessions). If any sessions are missed for non-emergency reasons, the deposit will be forfeited. Please let us know if this refundable deposit is a hardship for you and your family.

Calendar

We have scheduled the following sessions (sessions 1–4 are via Zoom, and session 5 will be in-person)

COHORT ONE	
Session 1	Guest Speaker: Ed100 - Jeff Camp & Carol Kocivar Thursday, February 23rd, 2023 7:00 - 9:00pm (Zoom)
Session 2	Guest Speaker: Commissioner Jenny Lam Thursday, March 9th, 2023 7:00 - 8:30pm (Zoom)
Session 3	Guest Speaker: Former Commissioner Rachel Norton Thursday, April 6th, 2023 7:30 – 9pm (Zoom)
Session 4	Guest Speaker: (?) Thursday, April 27th, 2023 7:00 - 8:30pm (Zoom)
Session 5 + <i>Graduation</i>	Guest Speaker: [TBD Commissioner + Campaign expert] Thursday, May 25th, 2023 (In-Person, timing and location in S.F. TBD but likely ~6:00 - 8:30pm including casual dinner)

Section IV. Contact List

The facilitation team for the SF Parent Action Board Bootcamp Fellowship includes:

Nadia Rahman, SF Parent Action advisor & facilitator
Email: nadia.a.rahman@gmail.com
Mobile Phone: (713) 557-0045

Tomio Nagano, SF Parent Action facilitator and organizing director
Email: tomio@sfpaints.org
Mobile Phone: (510) 289-4249

Participant Agreement

I agree to uphold my commitment to the SF Parent Action Board Bootcamp Fellowship.

Your Commitment

I understand that the quality of my experience, my learning, and the outcomes I produce are primarily my responsibility.

I understand that my behavior and engagement will affect the experience of others in the cohort.

I will keep confidential any confidential information obtained through an assignment or interview.

I will strive to attend and be present at all sessions in their entirety.

I will complete assignments to the best of my ability and be prepared to engage during sessions.

Additionally, I have read and understand the **SF Parent Action Board Bootcamp Fellowship Handbook** and all additional and related documents. ***I understand that breach of any form of this contract or the above-mentioned document may be grounds for dismissal from the program.***

Participant Print Name

Participant Signature

Date

Release Form for Media Recording

I, the undersigned, do hereby consent and agree that SF Parents, its employees, or agents have the right to take photographs, videotape, or digital recordings of me and to use these in any and all media, now or hereafter known, and exclusively for the purpose of SF Parents. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to SF Parents, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

- I consent to this media release. I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Participant Print Name

Participant Signature

Date