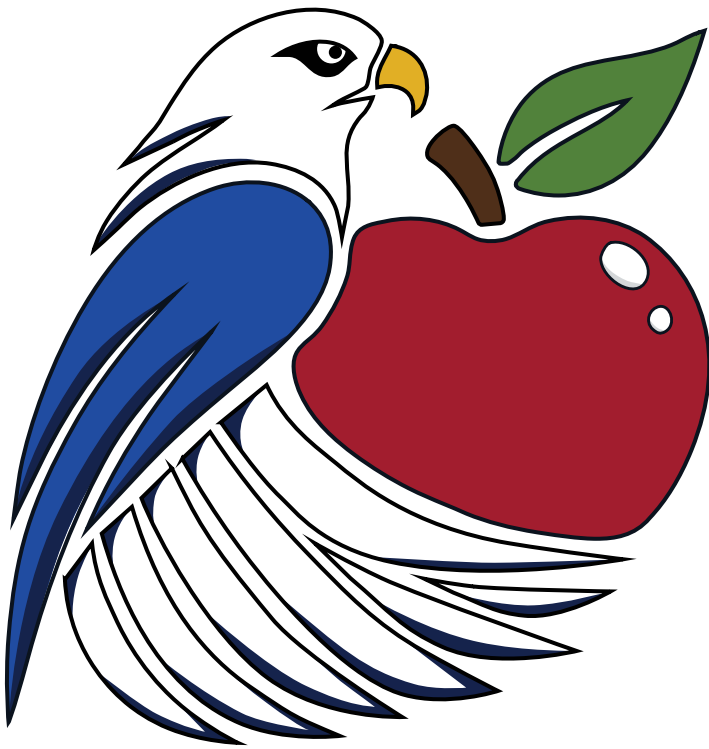




Franklin **APPLE**

<https://www.franklinapple.org/>

<https://www.facebook.com/groups/403977880076695>

<https://www.spokaneschools.org/franklin>

Franklin APPLE

WELCOME TO APPLE!

Welcome to the FRANKLIN APPLE program.

We are so excited to welcome you to this community!

This handbook is a resource to assist you, as an incoming family, in navigating your way around the program.

We know the first few weeks and months of school can be confusing and intimidating for parents and kids alike. We hope this aids your journey and assists you in becoming acquainted with the APPLE community, Franklin Elementary and Spokane Public Schools.

HISTORY OF APPLE

APPLE began over 40 years ago by an energetic and dedicated group of parents who decided that they needed to be more involved in their children's education. The idea of Alternative Parent Participation Learning Experience (APPLE) was born. The parents presented their guidelines and by-laws to the District 81 School Board and it was accepted.

Since then, the program has grown tremendously. There are currently two APPLE programs located at Franklin and Garfield Elementary Schools. Franklin APPLE has six classrooms; Garfield has three classrooms.

It is a privilege to be at Franklin Elementary in our seven classrooms and to be active members of both APPLE and the Franklin Student Body. Our principal, Buz Hollingsworth, and the Franklin Elementary staff are sources of wonderful support.

Learn more about APPLE here: <https://www.spokaneschools.org/apple>

APPLE BUILDS CHARACTER

APPLE is a partnership between students, teachers and parents. We work together to create a learning community where each member is valued. Students take responsibility for their learning by setting personal goals in academic content area and in study habits and social skills. Teachers help students meet school district learning targets while guiding them toward their goals. Parents provide classroom support, both in and out of the classroom, and wonderful enrichment opportunities.

Our strength comes from knowing that we are all in this together because we value education. Our joy comes from watching our children grow and learn.

We hope you find this handbook a valuable resource throughout the year. As always, if you ever have any questions, please ask the orientation committee or your classroom coordinator. Their contact information is on the <https://www.franklinapple.org/> website.

APPLE – FROM A TO Z

Following is some general information about the APPLE program to help you anticipate what you may expect throughout the year. This is by no means an exhaustive list of the activities and events—watch your email to stay on top of the latest!

- **APPLE ACTION MEETINGS:** We have evening meetings monthly throughout the year with the exclusion of December and the month the annual auction fundraiser occurs, usually February or March. The dates and times of these meetings are found via the APPLE emails and website. Action meetings are generally the third Tuesday of each month. The evening historically begins at 6:30 pm with the individual classroom meetings led by the teacher or the classroom coordinator following the Action meeting. Teachers generally attend two classroom meetings each year.
 - APPLE parents provide childcare for students if needed during APPLE Action meetings. Families can earn DOUBLE APPLE hours (10 hours total per meeting) for working childcare. If you are interested, contact the committee chair for Childcare.
 - You are required to attend four (4) APPLE Action Meetings per year, and you earn five (5) APPLE hours for each full classroom and Action meeting you attend (per family).
- **AUCTION:** The annual auction is our primary fundraiser of the year. We ask that all families help in any way they can to help make the event a success. The first two donations meeting either criterion of 1 item at \$100 value or more or 2 items at \$50 value or more each are eligible for 4 APPLE hours. Donations beyond these requirements are eligible for 1 APPLE hour. Each year offers a new “early procurement” opportunity to earn double the hours for the first two donations. Turn in your procurement by the early procurement deadline to earn double the hours, for a total of 8 hours.
 - Time spent on further procurement will be recorded as APPLE hours). Items range from gift certificates to gift baskets to music and art lessons, and weekend excursions or trips! Families are also asked to sell tickets to the function. This event is also an excellent way to get those
 - APPLE hours—the committee need plenty of help to make this a success!
 - The auction takes place late winter to early spring, so plan ahead! It is a fun filled evening with food, beverages and wonderful things for sale. The money raised goes towards our APPLE students for things such as Spring Event, celebrations, field trips and classroom need. In the past, we have also contributed funds to the Franklin PTG and library. You will hear a lot more about the auction at the APPLE Action meetings.

- **COMMUNITY EMAIL:** Email is the primary communication tool. If you prefer not to receive info via email, let us know, and we will be sure to direct you to the applicable persons to get you important information. Community email is designed as a one-way communication tool to disseminate information to the community.

**Please refrain from “replying all,” and only reply
to the sender if a response is elicited.**

- **E-mail Lists**

- **Class Emails Example** 2030@franklinapple.org (example only)
 - **Classroom Coordinators** coordinators@franklinapple.org
 - **Class Example** nessenclass@franklinapple.org
 - **Program Planning** programplanning@franklinapple.org
 - **Scrip** scrip@franklinapple.org
 - **Enrollment** enrollment@franklinapple.org
 - **Executive Committee** executive@franklinapple.org
 - **Fundraising Team** fundraising@franklinapple.org
 - **Hours** hours@franklinapple.org
 - **Treasurer** treasurer@franklinapple.org
 - **Spring event** Springevent@franklinapple.org
 - **Web Team** webteam@franklinapple.org
- **HARVEST FEST:** Harvest Festival is hosted each Fall, typically around Halloween. The community gathers together for the kids to parade costumes, enjoy fall-centric treats and activities. Many years, a soup/chili cook-off is part of the event, too!
 - **HOURS:** To make APPLE a viable and exciting program for everyone, each family is required to volunteer a minimum of 90 hours per year, as stated in the Franklin APPLE Hours procedures posted online. Once you have an account set up on the APPLE website you can easily record hours on the website www.franklinapple.org (see also Page 13.). Remember, all family hours are logged using the oldest child’s first and last name. Hours submitted via website are due by the 15th. Hours turned in after the 15th day of each month WILL NOT be accepted. Remember, there are 90 hrs. required per family, not per child.
 - To achieve your 90 hours yearly APPLE commitment, **plan to volunteer at least 10 hours per month**, September through June.

- **LANTERN WALK:** Franklin Elementary sponsors Lantern Walk for all Franklin families. Based on old tradition, children make lanterns in their classes, and families gather in the gym one fall evening. The lanterns are then lit and everyone marches around the Franklin grounds. We return to the gym for songs and refreshments.
- **MAY DAY CELEBRATION:** This is another fun event sponsored by Franklin Elementary. All Franklin students and families gather for a May Day celebration. The students perform songs, dance and gather round the May Day Pole for a traditional celebration.



- **SEKANI TRAIL RUN:** The Sekani Trail Run Committee puts on a rugged, family oriented trail run, traditionally held in October, for the entire Spokane community. The purpose is to raise money for Franklin APPLE, and promote fitness among Franklin families and students.
 - The Sekani Trail Run was first established by Spokane Parks and Recreation. After a couple years of partnering, Spokane Parks and Rec handed over the trail run to APPLE to run independently in 2013. To put on a successful Sekani Trail run requires the work of approximately 6 dedicated volunteers. The time required of each member varies according to the tasks they choose, and is most intensive the months of September and October. The majority of this work can be accomplished after hours and on weekends, making it a good fit for those who keep traditional work schedules.
 - To find out more about the Sekani Trail Run itself, visit www.sekanitrailrun.com.
- **SPRING EVENT:** This is our major “all APPLE” get together which occurs in the late spring each year. Spring event is a fun time for the whole family and ranges from day trips to the lake to overnight travel events. In the past, we have had overnight events at WSU, Chewelah Peak Learning Center and Camp Spalding. Other years have been day events with Adventure Dynamics ropes course and Liberty Lake Regional Park. It is funded by the APPLE auction, our primary major fundraiser of the year. Watch for more details on the Spring Event in your all APPLE newsletters and sign up for the Spring Event Committee.
- **WINTER CELEBRATION:** Each year before Winter break, all APPLE students are treated to a community celebration. Often this involves a morning of ice-skating at the local ice-skating arena (grades 3-5) or bowling (grades k-2). We take the buses to our destination(s) and have treats and hot chocolate afterward. Watch your APPLE newsletter for more information.

LINES OF COMMUNICATION

Every individual needs to assume responsibility if they have a suggestion, complaint or problem. Good communication is the key to getting the most out of the APPLE experience.

Talk to a Classroom Coordinator if:

- You have a question about classroom rules, atmosphere or procedures.
- You have a question about your participation hours or scheduling.
- You have ideas or concerns about parent involvement in the classroom.

Talk to the Teacher if:

- You have questions about the classroom curriculum.
- You have questions about your child's social or academic behavior or progress.
- You have questions about your duties in the classroom.

Talk to a member of the appropriate committee if:

- You have a specific idea for that committee.
- You want more information about a committee or its activities.

Talk to an Executive Committee member if:

- You have a question concerning APPLE philosophy.
- You want to talk about the overall APPLE climate.
- You have an issue you want discussed at the next APPLE Action meeting.
- You want to discuss an issue that does not fit into an existing committee.
- You have a grievance you were not able to resolve at a lower level.

FRANKLIN APPLE COMMITTEES

Committees make things happen in APPLE and every committee needs help!

- **Academic Enrichment:** This committee provides additional learning opportunities for our students and the Franklin community. Examples include; reading and writing tutors, garden club, Math Is Cool, sign language and language instruction, etc.
- **Spring Event:** This committee plans our APPLE Spring Event in coordination with the Program Planning committee. The events are often designed to complement the program-planning theme for the year.
- **Program Planning:** This committee creates our over-all theme for the school year (Examples of past themes include Ancient Cultures, the Renaissance, Ecology and the Environment, APPLE 'U',).
- **Childcare:** This person organizes childcare during our APPLE Committee/Agenda and Action/Classroom meetings at Franklin Elementary School.
- **Community:** This committee organizes community activities for APPLE families. (Example: setting up the fall social event).
- **Enrollment:** This committee organizes the enrollment procedures for prospective families interested in APPLE.
- **Orientation:** This committee organizes the orientation of new families in the APPLE program and acts as a liaison as needed during the year when new families have questions.
- **Fundraising:** Traditionally an auction is the primary fundraiser for the year and our goal is to create a fun evening as well as generate funds for the next year's budget. We are also in our 10th year of hosting the Sekani Trail Run and raising money through the sale of RaiseRight gift cards.
- **Web Team:** Maintains the APPLE website; directory, email distribution lists and calendar.

**Getting APPLE hours is easy, fun and has incredible impact on our children and school
--- so start collecting them right away.**

Enrolling in APPLE is a commitment to contributing to your child's education and all the children of APPLE and the greater Franklin community. That commitment comes through 90 hours or more of voluntarily work inside and outside the classroom.

Ready to Know More about Earning Hours?

Did you know.....

- That you need 90 hours per family unit per year to fulfill your Expectation Contract?
 - That breaks down to 2 ½ hours per week, 10 hours per month. If at least one parent attends the monthly meetings that's 5 hours for that month already!
- That if you volunteer to babysit during the APPLE classroom and Action meetings you get 5 hours?!
- That you could earn hours babysitting smaller siblings of APPLE students whose parents are volunteering for any APPLE Franklin function or attending an APPLE meeting?
 - That is a great way to trade off babysitting so that you can help the APPLE community and earn hours.
- That teachers have "to do" boxes located in the 2nd floor "core room" for parents to do while at school?!
- That sometimes the teachers will have work you can take home and complete?
 - Just ask your child's teacher or classroom coordinator.
- That you can volunteer in ANY APPLE classroom to get hours?
 - This is a great way to meet older or younger students in the program! You can also earn hours by volunteering in ANY Franklin classroom.
- That if a parent attends the APPLE Action meeting, and the other parent works for APPLE childcare your family gets to claim 10 hours? (Grandparents, aunts, uncles, etc. that have turned in their paperwork qualify as well.)

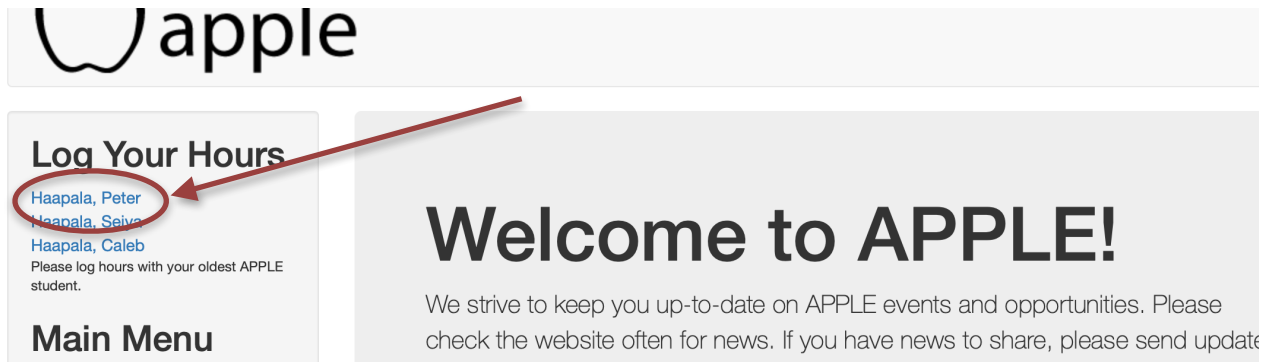
- ANY volunteer that work you do at Franklin counts as APPLE hours?!
- You can help out with the PTG, Spaghetti Feed, School Carnival, ASB fundraisers, Art Walk, Math Night, vision and hearing screenings etc.
- That helping out in the office would earn APPLE hours?
- That each \$50 procured item for the APPLE auction would give you 2 hours for each item?
 - Double if you turn in your procurements prior to Winter Break.
- That working on a committee usually involves working at home, after hours of the school? This is a great generator for those who are unable to volunteer in the classroom.

KEEP IN MIND.....

- Attending events do not give you APPLE hours. If you WORK an event will you receive APPLE hours. Watch your email for Sign Up Genius opportunities!
- Have additional questions? [Visit https://www.franklinapple.org/faq](https://www.franklinapple.org/faq)

DON'T FORGET TO LOG YOUR VOLUNTEER HOURS

Visit franklinapple.org. Login and click on your oldest or only student's name.



Choose from a variety of volunteer options, input the date and hours or (.5 for 30 minutes, .25 for 15 minutes) and any pertinent notes:

The image shows the 'Time Tracker' form. It has a header 'Time Tracker'. Below it, there's a form with fields for 'Activity *' (a dropdown menu showing 'Classroom Work'), 'Date *' (a date picker showing 'October 30, 2024'), 'Hours *' (a text input showing '1.5'), and 'Note' (a text area). A tooltip for the 'Hours' field shows 'eg. 2.5 or 2:30 for two and a half hours'. At the bottom, there are 'Save' and 'Delete' buttons. Below the form, there's a section titled 'Time Tracker Time Entries'.

Hours logs will be delivered frequently by the Hours Committee for review and as a reminder of the total hours accumulated. Total hours can also be viewed when you first login.

Personal Hours Chart



Remember, you need to log at least **90 volunteer hours** each school year.

So far, you have logged **46.25 hours** for the 2024/2025 school year.

To **log your hours** click on your oldest student's **name** in the top left corner of the page.

If you need login assistance or are not receiving community emails, including Signup Genius forms, please contact webteam@franklinapple.org for assistance.

FRANKLIN APPLE
AMENDED AND RESTATED BYLAWS
(Approved)
Dated May 19, 2009

[Note: This version of the bylaws was presented for approval by the Franklin APPLE community at a regularly scheduled Action Meeting on May 19, 2009 (proper notice was provided at the Action Meeting on April 21, 2009). The motion for approval was passed unanimously. The bylaws were submitted to Spokane Public Schools for its final approval, which was provided verbally. Currently, the Franklin APPLE bylaws state the following:

AMENDING THE BYLAWS These bylaws may be amended after the proposed changes have been published and distributed to all families. This must be done prior to voting on the amendment at a regularly scheduled Franklin APPLE Action meeting.]

FRANKLIN APPLE
AMENDED AND RESTATED BYLAWS
DATED MAY 19, 2009
(APPROVED)

MISSION, NON-DISCRIMINATION STATEMENT

MISSION

The mission of Franklin APPLE and its Collaborators is for students to develop a love for learning, an appreciation of individual differences and a sense of community.

NON-DISCRIMINATION STATEMENT

Spokane Public Schools complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disability. This holds true for all students interested in participating in educational programs and/or extracurricular school activities.

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FRANKLIN APPLE
AMENDED AND RESTATED BYLAWS
DATED MAY 19, 2009
(APPROVED)

BYLAWS

• NAME, STRUCTURE AND COLLABORATORS

- NAME. The name of this program is Franklin APPLE. A.P.P.L.E. is an acronym that stands for Alternative Parent Participation Learning Experience. Franklin APPLE is named to identify it as a Spokane Public Schools program residing at Franklin Elementary School in Spokane, Washington, currently serving children from first to fifth grade (“Franklin APPLE”), and is distinguished from the Garfield APPLE program residing at Spokane-based Garfield Elementary School.
- STRUCTURE. Franklin APPLE is structured as a cooperative. A cooperative or “co-op” is defined herein as a collaborative association of persons united voluntarily to meet the social and educational needs of students enrolled in Franklin APPLE through a democratically controlled process.
- COLLABORATORS. Franklin APPLE is a formal collaboration between the students, parents and guardians of the students, the teachers and assistant teachers employed by Spokane Public Schools, the school Principal, and Spokane Public Schools (“SPS”) a corporate entity established by the State of Washington. Collectively, the students, parents, guardians, teachers, Principal, and SPS are defined herein as the “Collaborators”. As used herein, the terms “he”, “she”, “his”, and “her” are intended to be gender neutral and interchangeable.
- Franklin APPLE and FRANKLIN APPLE PARENTS COMMITTEE, INC. As an SPS program, Franklin APPLE is a distinct and separate entity from Franklin APPLE Parents Committee, Inc., (the “Corporation”) a Washington non-profit corporation formed under I.R.C. Section 501(c)(3). While the Corporation exists to support and serve the financial needs and interests of Franklin APPLE, the Corporation is governed separately, and neither Franklin APPLE, SPS, nor any of the Collaborators bear any right title or interest to the assets of the Corporation, except as agreed to under the formal governance of the Corporation from time to time.
- FRANKLIN APPLE PROCEDURES. Franklin APPLE shall prepare and maintain, in addition to these Bylaws, detailed procedures which shall be available to all Franklin APPLE participants (the “Procedures”). Procedures shall provide specific processes for each committee, activity and function within Franklin APPLE. Committees shall be required to follow current Procedures; however, they may propose revisions at Agenda

Meetings (defined below). Revisions shall not take effect until adopted by a valid vote at an Action Meeting. See “Voting” in Section IV.E. below.

- **MISSION AND PHILOSOPHY**

- **MISSION.** The mission of Franklin APPLE and the Collaborators is for students to develop a love for learning, an appreciation of individual differences and a sense of community. Franklin APPLE will achieve this mission by providing students with an educational environment that is comprehensive, diversified and full of lifetime experiences as aligned with state and district standards that are further described in the SPS Board of Directors Policy. Franklin APPLE Collaborators are committed to providing the support, leadership, and opportunities required to make Franklin APPLE a success for each participating child. This support shall strive to empower each student, at a minimum, to become confident, respectful and independent.
- **PHILOSOPHY.** Franklin APPLE’s fundamental philosophy emphasizes the following ideals:
 - Personal responsibility for education.
 - Accountability for decisions and actions.
 - Education as preparation for life and education as valuable life experience.
 - Recognition and respect for all individuals:
 - Students develop and learn skills at different rates, using a variety of approaches.
 - Students have unique interests which vary from time to time.
 - Acquiring skills is a life process requiring practice, passion, and instruction in “learning how to learn.”
 - Regular and significant Parent and/or Guardian involvement.
 - Program transparency and parental access.
 - Reasonable parental input on decisions affecting their children, in support of these ideals.

- **GOALS AND AUTHORITY**

- Franklin APPLE Collaborators desire to work in concert, in order to pursue the mission stated in Section II.A. Such combined efforts will be guided by the authority granted to each Collaborator. This authority includes, but is not limited to, guidelines set forth by the State of Washington, SPS, and Franklin APPLE. When conflicts arise between Collaborators on specific methods for best reaching these shared goals, it is in the best

interest of the children and of Franklin APPLE's mission that the Collaborators work in "good faith" to resolve such differences in a reasonable, timely and courteous manner.

- It is also the desire of the Collaborators that healthy dialogue occurs regularly, to ensure that the goals and policies of each Collaborator are known by all Collaborators, and that the Students are the ultimate beneficiaries of policies affecting Franklin APPLE.
- It is the desire of Franklin APPLE participants that Franklin APPLE continue to be assigned a contact person within SPS, who bears sufficient authority to discuss and voice comments and concerns of the Franklin APPLE community at the Superintendent and School Board levels, and who shares the Franklin APPLE philosophies and appreciates the ongoing benefits for Franklin APPLE students.
- The Collaborators acknowledge that the governance of Franklin APPLE by SPS is a legitimate and beneficial process for Franklin APPLE and its participants. Specifically, the Collaborators acknowledge the authority of the SPS School Board with regard to SPS resources provided to Franklin APPLE classrooms, including curriculum, assessments aligned to state standards, teachers, facilities, administration, staff, and other resources. In addition, the Collaborators expressly recognize the separate governance structure of the Corporation, outside of the jurisdiction of SPS.
- Franklin APPLE's day to day operations and decisions require a governance structure that does not regularly seek approval from SPS, the School Board or the Superintendent, yet works within the requirements and policies of each mentioned above. As such, the following governance structure shall guide the actions and decisions taken by Franklin APPLE. These decisions, when made following the Franklin APPLE governance procedures, will apply to all APPLE participants; and further, all such guidelines shall be in alignment with Federal, State, and SPS Board of Directors policies, and communicated with the Principal of Franklin Elementary as a representative of SPS.
- **FRANKLIN APPLE GOVERNANCE, ACTION MEETINGS**
 - Franklin APPLE Action Meetings ("Action Meetings") shall be the primary place for committees, teachers, administrators and parents to share ideas and proposals, and to discuss and make decisions regarding programming and activities within Franklin APPLE. Specifically, all voting on issues by the parents and guardians of Franklin APPLE students shall occur at Action Meetings or Special Meetings, as defined below.
 - **PLACE OF ACTION MEETINGS.** Action Meetings for the election of Executive Committee members or for any other purpose shall be held at such time and place, either at Franklin Elementary or other such place, as shall be designated from time to

time by the Executive Committee.

- **SPECIAL MEETINGS.** Special Meetings for any purpose(s) may be requested by parents or guardians, teachers, administrators and authorized SPS representatives (“Special Meetings”). These requests may be made to any member of the Executive Committee at any time. The Executive Committee will follow current Procedures to address these requests.
- **NOTICE OF ACTION MEETINGS AND SPECIAL MEETINGS.** Whenever Franklin APPLE parents and guardians are required or requested to take any action at an Action Meeting or Special Meeting, a written notice of the meeting shall be given by all of the following methods; electronically (email), posted in the designated Franklin APPLE core room, and provided on paper to those parents who so request (via children’s backpacks). Meeting notices shall state the place, date and hour of the meeting, and, in the case of a Special Meeting, the purpose or purposes for which the meeting is called. Written notice of any meeting shall be given not less than ten (10) days before the date of the meeting to each parent or guardian entitled to vote at such meeting. At a Special Meeting, only such business shall be conducted as shall be specified in the notice of meeting. A schedule of Action Meetings shall be provided at the start of each school year, and published in Franklin APPLE calendars and newsletters.
- **QUORUM.** In order for votes to be considered valid at Franklin APPLE Action Meetings and Special Meetings, a Quorum must be attained at each meeting. “Quorum” is calculated as the ratio which is (i) the number of Franklin APPLE families represented at a meeting, divided by (ii) the total number of Franklin APPLE families currently enrolled. There must be at least 50% of Franklin APPLE families represented at the meeting to achieve a Quorum. If a Quorum is achieved each Franklin APPLE parent and guardian in attendance will be allowed one vote, as described in section IV.E.
- **VOTING.** Any question brought before any valid Action Meeting or Special Meeting, other than (i) the election of Executive Committee Members (described in Section V.B.) or (ii) the amendment of these Bylaws (described in Section IX), shall be decided by the vote of a majority (50%) of current Franklin APPLE parents and guardians present at such meeting, including those who have provided a written, signed proxy to the meeting in advance of the vote. While a family shall be collectively represented as a “whole” for determining Quorum at meetings, individual family members shall be represented as individual voters. This is necessary to represent diverse family structures and differing opinions among family representatives. Such votes may be cast in person or by proxy as described above. The Executive Committee, in its discretion, may require that any votes cast at such meeting shall be cast by written ballot; however a show of hands may be counted to determine the majority of votes.
- **AGENDA MEETINGS, ACTION MEETING PLANNING.** A meeting of Franklin APPLE’s

leadership shall occur at least monthly (“Agenda Meetings”). Agenda Meetings are open to all Franklin APPLE parents, guardians or any other interested party who wish to attend. One or more members of the Executive Committee must attend each Agenda Meeting. All chairs and/or members of Standing Committees and Other Committees will regularly attend, as will one or more teachers or school administrators. Agenda Meetings shall be held one week prior to each Action Meeting. Notice of dates and times for Agenda Meetings shall be provided at the start of each school year, and published in Franklin APPLE calendars and newsletters. Executive Committee members shall facilitate all Agenda Meetings. Committees, teachers, school administrators, parents and other Franklin APPLE participants may report on recent or upcoming activities, raise or address questions, and request time to present at upcoming Action Meetings. The Executive Committee shall bear the responsibility of prioritizing each Action Meeting agenda, and ensuring that a channel exists for Franklin APPLE participants to voice their concerns and propose for consideration any changes to Franklin APPLE programs or Procedures.

- **CONDUCT OF MEETINGS.** The Executive Committee shall conduct all meetings based on Robert’s Rules of Order, and shall call each Action Meeting or Special Meeting to order, assess whether a Quorum is present, adjourn each meeting, manage the meeting timeline to ensure that priority issues are addressed and appropriate time limits are adhered to, and manage the voting process to ensure that votes are accurately counted to represent the intentions of the majority of participants.
- **MEETING MINUTES.** The Action Meetings Secretary shall take minutes at each Action Meeting and Special Meeting and keep a historical record book of the minutes. This record book should be available for review by the Executive Committee within 10 days of each formal meeting and shall be available for access by future Secretaries for Action Meetings. The Secretary shall also supply minutes to the Newsletter, to share important discussions and decisions taken at the meetings with the Franklin APPLE community.
- **EXECUTIVE COMMITTEE**
 - **COMMITTEE PURPOSE.** Franklin APPLE shall maintain a committee (whose primary purpose is more specifically described below), to facilitate the workings of Franklin APPLE programs, activities and meetings (the “Executive Committee”). The Executive Committee shall possess no inherent powers over Franklin APPLE or its programs, but rather, shall exist to coordinate and serve the intentions of the Franklin APPLE parents and guardians.
 - **COMMITTEE MEMBERS, TERM.** The Executive Committee shall consist of four current Franklin APPLE parents or guardians, elected to serve for one or more 12-month terms.

- Nominations for Executive Committee members will take place during the Franklin APPLE Action meeting immediately preceding the meetings at which the voting of said nominees will occur.
- Two members will be elected at an Action Meeting in June, and serve from September through the following August. In addition, two members will be elected at an Action Meeting in October, and serve from January through the following December (each, a “Term”).
- The election of Executive Committee members requires a written vote of Franklin APPLE parents and guardians, if there are multiple candidates for more than one position. If only one candidate per position, than a verbal vote is sufficient.
- A nominee is not eligible to serve on the Executive Committee until his or her family has participated in Franklin APPLE for at least one full school year prior to the start of said Term.
- Once a Term is complete, members will continue to serve in an advisory capacity for two months, unless re-elected to a new Term.
- Executive Committee members may serve up to three consecutive Terms. Any member who serves three consecutive Terms must step down for a period of one full Term, at the end of which, they will again be eligible for nomination. If so elected, the member may then serve up to three additional Terms. No member may serve more than six full Terms on the Executive Committee regardless of when such Terms occur.
- **VACANCIES, REMOVAL OF EXECUTIVE COMMITTEE MEMBERS.** Other vacancies on the Executive Committee, separate from the expiration of Terms, and arising through resignation, removal, or otherwise, may be filled only by a valid vote of a majority of Franklin APPLE parents and guardians at an Action Meeting or Special Meeting duly held.
- **COMMITTEE RESPONSIBILITIES.** The responsibilities of each member of the Executive Committee shall include but are not limited to the following:
 - Maintain strict confidentiality within Franklin APPLE and beyond.
 - Serve as a liaison between the Executive Committee and all other committees and positions within Franklin APPLE.
 - Convene and facilitate a monthly Agenda Meeting.
 - Convene a monthly Executive Committee meeting.

- Organize and oversee preparation of the Franklin APPLE calendar.
- Conduct, provide notice of, and facilitate Action Meetings and Special Meetings.
- **STANDING COMMITTEES, OTHER COMMITTEES**
 - In addition to the Executive Committee, Franklin APPLE shall maintain certain committees at all times (“Standing Committees”).
 - Standing Committees shall include: Enrollment, Orientation, Classroom Coordinators and Program Planning. Examples of Other Committees may include (but are not limited to): Academic Enrichment, Hours & Participation, Auction (also referred to as Fundraising), Treasurer, Action Meeting Secretary, PTG Representative, Celebrations, Spring Event, Newsletter & Communications, Kitchen and Website & Calendar (“Other Committees”).
 - Other Committees may be formed or dissolved from time to time as needed by Franklin APPLE, by a valid vote at an Action Meeting or Special Meeting duly held.
 - Standing Committees and Other Committees shall prepare and maintain Procedures to organize current activities, and to assist future volunteers. Besides the charter of the Standing Committees described in these Bylaws, Procedures shall describe the function and purpose of each committee, any qualifications required for participants, required meetings and notice and quorum for meetings, as appropriate.
 - Each Standing Committee and Other Committee shall elect a chairperson(s) (“Committee Chair”). Primary responsibilities of each Committee Chair shall include:
 - Attend and act as the representative for her committee at Agenda Meetings and Action Meetings, at which the Committee Chair, or her delegate, will present pertinent information and respond to inquiries regarding the committee’s activities.
 - Schedule and facilitate meetings as needed
 - Solicit volunteers to join the committee or its activities as needed
 - **ENROLLMENT COMMITTEE.** The Enrollment Committee is responsible for facilitating the process of enrolling children into Franklin APPLE. The Enrollment Committee shall timely notify all families by letter for the following:
 - Acceptance into the Franklin APPLE Program or Placement onto the Franklin APPLE Program waiting list.
 - **ORIENTATION COMMITTEE.** The Orientation Committee is primarily responsible, with

the support of the entire Franklin APPLE community, for welcoming children and their families into Franklin APPLE. Orientation meetings are held at the end of August or in early September and in October as needed.

- **CLASSROOM COORDINATORS.** Each classroom shall be assigned a Classroom Coordinator from among volunteers. Collectively, the Coordinators shall form a committee. The Coordinators and committee chair shall be selected prior to the end of each school year to serve for the following school year.
- **PROGRAM PLANNING COMMITTEE.** The Program Planning Committee is responsible for identifying and selecting extra-curricular, yet educational programs that are intended, when appropriate, to promote multi-age activities within Franklin APPLE.
- **PARENT PARTICIPATION**
 - Parent participation is a central philosophy of Franklin APPLE. Franklin APPLE is founded on the premise that, if all parents and guardians work together to share responsibilities in various committees and programs, and participate in the classrooms, all children in APPLE will benefit greatly, and no individual or group of parents or guardians will be unnecessarily burdened.
- **APPLE OPT OUT**
 - Parents may determine that leaving Franklin APPLE may be preferable to remaining in Franklin APPLE. Parents wishing to opt out of the program shall notify an Executive member and school Principal of their intention in writing.
- **AMENDMENTS TO THESE BYLAWS**
 - These Bylaws may be altered, amended or repealed, in whole or in part, or new Bylaws may be adopted, by a valid written vote at an Action Meeting or a Special Meeting, duly held; provided, however, that notice of such alteration, amendment, repeal or adoption of new Bylaws be contained in a written notice provided to parents and guardians of Franklin APPLE students, along with Franklin APPLE teachers, and school administrators. All such amendments must be approved by a vote of 60% of valid votes, using the vote counting method defined in Section IV.E.; and further provided, that such alteration, amendment, repeal or adoption of new Bylaws must be approved by SPS. Additional procedures for amendments to the bylaws shall be included in the Franklin APPLE Procedures.

FRANKLIN APPLE
AMENDED AND RESTATED BYLAWS
(Approved)
Dated October 15, 2024

[Note: Updates of the bylaws was presented for approval by the Franklin APPLE community at a regularly scheduled Action Meeting on October 15, 2024 (proper notice was provided on October 9, 2024). The motion for approval was passed unanimously.]