

BVRPA

Executive Committee Meeting Minutes
Wednesday, December 15, 2021 at 9:00 a.m. via Zoom

ATTENDEES: Katie Shore, Lynn Youngen, Raymonde Alcindor, Shaune-Marie Berg, Suzy Enyeart, Beth Sager, Jean Dies, Stephanie Fletcher, Tricia Thomson, Barrie Silk, Danielle Meagher, Debbie Berger, Diane Gwin, Jessica Scherer, Kathy Pattison, Keisha Burgess, Steffani Boudreau, Shannon Falkson, Monica Cost, Joanne Melikian-Cate

WELCOME: Shaune-Marie Berg, PA Co-Chair

- Today's PA Exec. Committee meeting was moved to 9:00 a.m. to give people time to get home from drop off. We apologize for any confusion due to the change in time. Thanks to everyone for their understanding. Please see minutes below under "Feedback Loop" for further discussion/feedback.
- Melinda O'Leary, PA Co-Chair, is unable to attend today.

BVR PA COMMITTEE OVERVIEW + HIGHLIGHTS: Shaune-Marie Berg, Co-Chair

- Welcome Team Committee Co-Chairs: Danielle Meagher + Lynn Youngen
 - ✓ Team completed an anonymous survey in early December and met over Zoom on Dec. 9th to discuss the results. Ideas/suggestions: add more frequent parent coffees, meet new families at the school before classes start. Received great feedback on summer Grade-Level Zoom meet ups, which will continue in 2022.
 - ✓ Trivia night will be for the entire school plus new parents/caregivers who enroll for 2022-2023. Last year's event was a big success and many families made new connections. Date will most likely be in May. Will probably use Sporkle again to run it.
 - ✓ Team will start recruiting new members soon since the work starts right as students are accepted in mid-March. This is earlier than the recruitment of other PA volunteers, however Welcome Team greeter role is easy to balance with other committee roles.
- Swag Committee Chair: Barrie Silk
 - ✓ New shipment of swag is here and it's awesome! Will be available on January 13th at the PA Community/Speaker event, before and after. Look for communication over the next two weeks soliciting volunteers.
- BVRlit Committee Chair: Shannon Falkson
 - ✓ **Date change:** NEW DATE for next meeting/book discussion is February 15th. (Original date was March 2nd.) Earlier date may allow us to do a 3rd meeting later in the school year.
 - ✓ Committee members met with faculty members Lisa Brown and Geeta Jain over Zoom on Dec. 10th to discuss book possibilities. Committee will choose one of three books and announce it this coming Friday to allow time for reading over winter vacation.
 - ✓ Lisa Brown and Geeta Jain will lead the discussion on February 15th and share insight on their teaching methods, why the book was originally chosen, and how it fits within the curriculum. Lisa and Geeta will also help parents/caregivers understand the complexity of how faculty teach and moderate in the classroom.
- Teacher Appreciation Co-Chairs: Tricia Thomson + Jean Dies
 - ✓ Committee has received lots of great feedback! Committee organized two potlucks during fall conferences, which faculty and staff really loved, especially the variety of food and décor. The potlucks helped create a sense of community within the school. Thank you to grade reps for help implementing the potlucks! The success means we plan on having more during the school year.
 - ✓ Email requests from each grade rep were sent out on Dec. 13 for parent/caregivers to contribute to the online KudoBoard for faculty/staff. If you haven't already, please take a few minutes to write a special note to include on

the board. As of today, the KudoBoard has 35-37 submissions. Deadline is Dec. 16th at 5:00 pm, then will be sent out the morning of Friday, Dec. 17, before winter break. Grade reps will send one more email reminder to all parents/caregivers before the board is 'closed'.

- ✓ Future plans:
 - planning additional potlucks for US conferences on 1/20, MS conferences on 2/25. Volunteer requests will go out after winter break. People signed up quickly for the fall potlucks; same enthusiasm is expected.
 - Core team of volunteers will meet in January to review feedback from October faculty survey. Team will use the feedback to evaluate what we've done so far, brainstorm new ideas, and plan for the rest of the year. Emphasis on low cost/high impact due to the small budget, and will keep this under consideration for future meetings and plans.
- ✓ Teacher appreciation week is first week of May, planning will begin after winter break.

- PIN Committee Co-Chairs: Danielle Meagher + Suzy Enyeart

- ✓ PIN hosted a Zoom meeting for Independent School PA Chairs from the Boston region. Great networking and idea sharing in breakout rooms. Shaune attended and learned a lot of great information regarding building community while the pandemic limits what we can do. She will do a write-up and share with the Exec. Committee.
- ✓ Upcoming meeting information will be sent out through grade reps. All parent/caregivers are welcome to attend, but must register to get the Zoom log-in information. Flyer: [PIN Remaining Meetings 2021 22 final.pdf - Google Drive](#)
 - January 12: Heads of school from Meadowbrook, Milton Academy, Montrose School, and Pingree will discuss building and shaping community and culture during the ongoing pandemic.
 - February 16: Stanford parenting center panel discussing mental health during challenging times.
 - March 3: Harlan Cohen (NYT best-selling author of *The Naked Roommate* will discuss how students can get comfortable with the uncomfortable.
 - May 12: Community Service Awards presented for student and school-based projects. Recognition and monetary awards up to \$500 are available.

- Events Committee Chair: Monica Cost

- ✓ PA Community Event **New Date January 13, 6:30-8:00 p.m.** (Rescheduled from December 7th.) Dr. Charmaine Jackman will discuss emotional wellness in today's adolescent. Email request for volunteers will go out after break.
- ✓ PA Community Event **TASTE!** scheduled for April 9th. There are several committees and planning has begun! Reach out to Monica if you're interested in helping.

FEEDBACK LOOP: Shaune-Marie Berg, PA Co-Chair

- Start Time of PA Exec. Comm. Meetings: suggestions/thoughts
 - ✓ 9:00 am Zoom start was initiated to help with parents getting back home from morning drop-off, but the later start time is challenging for people who start their workday at 9:00 am.
 - ✓ Considering mixing up start times to accommodate more people (from January to May, majority of meetings should be in person). Possibility of a lunch time meeting.
 - ✓ Is always challenging to find time that works for everyone, however some are flexible with either time
 - ✓ Plan agenda so that folks who need to leave early can present first
 - ✓ Please continue to reach out with any additional feedback.
- Zoom question: How do we get transcript/info that is posted in each meeting's chat?
 - ✓ Can save chat (click on the three dots in the lower right-hand corner of chat box). Chat will save in your Downloads folder.
 - ✓ Important links are typically included in meeting minutes.
- Canvas follow up from last meeting:

- ✓ This is a priority for the Executive Committee. We plan on addressing this issue earlier in the year during the 2022-2023 school year, so we have a plan to help parents right from the start of the year.
- ✓ Katie Shore of P+E is working with colleagues on a guide for parents/caregivers explaining Canvas and how to use it. A link to the guide will be included in an upcoming newsletter. PA would also like to put link to guide on PA/Parent webpage.
- ✓ Afterwards, feedback will be gathered on the reception and value of the Canvas guide, and how it could be improved.
- ✓ Possibility to do a lunch and learn session.

2021-2022 PA COMMUNITY EVENTS CALENDAR FOR PARENTS/CAREGIVERS (all on campus as of 12/15/2021)

- January 13 (6:30 - 8:00 p.m.): (*Rescheduled from December 7th.*) Partnership speaker event with the wellness and counseling team featuring [Dr. Charmain Jackman](#). This event is on campus, and there will be refreshments.
- January 20 (8:00-9:30 pm): [Critical Conversations with New Roads School](#) and administered by Kader Adjout, Director of Teaching, Learning, and Innovation. (This is not a PA event but all community members are encouraged to register and attend.)
- February 15 (6:00 - 8:00 p.m.): BVRlit (*Rescheduled from March 2nd*)
- April 9 (7:00 - 10:00 p.m.): TASTE!
- April 26 (6:00 - 8:00 p.m.): BVR Chats
- May 11 (6:00 - 8:00 p.m.): A Year in Review with Head of School Kim Samson
- Trivia TBD in May

NEXT EXECUTIVE COMMITTEE MEETING

- January 19 (8:15 - 9:30 a.m. at BVR in the Green Gym!): Kim Samson will attend; we'll have coffee and light snack.

QUESTIONS?

- [Critical Conversations speaker series](#) – has there been communication about when/if another one coming up?
 - ✓ Kader Adjout, Director of Teaching, Learning and Innovation, is putting these together, he is the best source for info. Meetings are being done in partnership with New Roads School in Santa Monica, CA. Katie will follow up to find out when communication will be coming out.
 - ✓ Next event scheduled features journalist Van Jones on January 20th at 8:00 p.m. You can click [here](#) to register, or copy and paste this link: https://newroads-org.zoom.us/webinar/register/WN_9v0j_bPeShKJUVNhdKY1A . It was noted that the first event was scheduled at the same time as an admissions event for 8th graders.
 - ✓ *Be sure to register, even if you cannot make the live event.* There is a recording of the conversation, but it may only go to those who registered in advance. The first 'conversation' didn't include discussion among attendees, yet there was a second Zoom session allowing attendees to openly discuss the first session/conversation.
 - ✓ It was suggested that maybe Kader could do a debrief of the first event. Katie will follow up with Kader to make sure the communications are on his radar. There was a suggestion that getting communication out now rather than waiting until January would be helpful for those who like/need to plan ahead. However, communication will gear up after break, so as not to overload people before winter break.
- KudoBoard! Don't forget to post!– faculty/staff love it!

HAPPY WINTER BREAK!

Meeting concluded at 9:50 a.m.

Minutes submitted by Diane Gwin, Beaver PA Secretary