

Parents' Association Handbook, 2011-2012

Dear BB&N Parents,

Welcome to the BB&N Parents' Association and the 2011-2012 school year! Whether your family is new or returning to BB&N, the Parents' Association (PA) looks forward to working with all of you to further close cooperation and understanding within our wonderful community. Parents are an indispensable resource and the positive effect that we can have on the school and our children as we interact and connect is inestimable.

The information contained in this handbook will provide a comprehensive insight into the PA's role at BB&N, its structure, and its mission. This section also lists many of the volunteer opportunities available to BB&N parents and guardians, and serves as a resource to all who wish to make a difference by contributing with their time and talents. Our hope is that every BB&N parent and guardian will find a couple of hours to volunteer this year to support our school and our welcoming BB&N community. If you have never been a part of any volunteering effort at the school, we challenge and invite you to do so this year.

As president and vice president of the BB&N Parents' Association, one of our most important tasks is the endorsement and facilitation of clear communication between parents, groups, committees, teachers, staff, and the BB&N administration. We are committed to improving the process of keeping you informed about PA and School events and activities. In addition, we continually strive to provide opportunities for all parents to be involved in the life of the school. We encourage you to join us in supporting our goals to communicate more effectively, and to foster fruitful collaborations among ourselves and with the School. Each parent's involvement serves to strengthen our community and to enhance the educational experience for our children.

The PA will continue to deepen our collaboration with the MPA (Multicultural Parents' Alliance), CGSA (Community Gay Straight Alliance), SAPA (South Asian Parents' Alliance), 4As (Association for Asian and Asian-American Parents), and with the recently formed **Jewish Parents' Diversity Group (JPDG)**. Together we present you with the opportunity to become engaged with any of these diverse groups and committees at work in our community. The success of the PA is commensurate with the involvement of its members, all BB&N parents. We urge you to give of yourself. While looking for ways to celebrate who we are, we make lasting connections and support the School and its students.

Your support is crucial to the vitality of BB&N and your efforts are greatly appreciated. We look forward to working and celebrating the BB&N community with you.

Sonia Parisca
President, BB&N Parents' Association
sparisca@comcast.net

Janine Cozier
Executive Vice President
coziers@rcn.com

BB&N Parents' Association Mission Statement

The purpose of the Parents' Association is to help maintain a strong, cooperative, and friendly relationship between BB&N and parents and to support the School's mission. It provides opportunities for all parents to be involved in the life of the School. It seeks to encourage communication between parents and the School, and among parents through its network of class representatives and its many programs. In addition, the Parents' Association holds fundraisers to benefit the School's financial aid funds.

PA Purpose

The PA organizes activities for students, parents, faculty and staff, and for the School, usually at the

campus level but also for all-school events. To volunteer, please see the Volunteer Opportunities and contact information.

All parents and guardians of BB&N students are members of the Parents' Association and are encouraged to participate in any and all functions and meetings. The Campus VPs and Assistant VPs recruit representatives and other volunteers for each grade from among those who express a desire to serve. Campus VPs hold meetings regularly at each of the three campuses to consider matters of general interest. These meetings are open to all parents.

The annual BB&N Circus, held in May, is a fundraiser for the Financial Aid Annual Fund to support Lower School scholarships. While the Circus takes place on the Lower School campus and attracts mainly LS students, all parents and middle and upper school students are urged to volunteer for this exciting and important fundraiser.

The PA sponsors and/or supports the following traditional events throughout the School year:

- Family picnics, ice cream get-togethers and other social activities;
- Dances and social events for students;
- Faculty appreciation events and support for faculty enrichment programs;
- Potluck suppers for parents;
- Cultural events and guest speakers;
- Regular meetings, newsletters and communications;
- Yearbook, closing ceremony, pizza lunches and the ski trip (MS);
- Skating parties and bingo nights (MS and LS);
- Used book sale and winter term snack bar (US);
- BB&N Circus to support the School's financial aid Annual Fund;
- BB&N Auction;
- Support of BB&N's Annual Fund and Senior Gift campaigns;
- Support of parent representatives and groups that welcome new families and enhance community-building efforts;
- Support of the School's Community Service Programs;
- Sale of BB&N Products to benefit financial aid.

Bylaws of the Buckingham Browne & Nichols Parents' Association *Revised June 2010*

ARTICLE I

PURPOSE – The purpose of the BB&N Parents' Association (PA) is to help maintain a strong, cooperative, and friendly relationship between BB&N and parents and to support the School's mission. The PA provides opportunities for all parents to be involved in the life of the School through the PA's many programs and seeks to encourage communication between parents and the School.

ARTICLE II

Section 1 – MEMBERSHIP – All parents or guardians of BB&N students are members.

Section 2 – DUES – Families will be billed Parents' Association annual dues on their tuition bill in the amount of \$50 per student, not to exceed \$100 per family. All PA dues are voluntary. Dues will cover the operating budget for the PA organizations on all three campuses as well as the operating expenses for the PA Executive Board.

Changes to this structure or the dues amount must be approved by the administration and the Finance Committee of the Board of Trustees.

Section 3 – BUDGET - The Treasurer of the Executive Board will oversee the preparation and accounting of the PA budget. Campus treasurers will report to the PA Treasurer each month to account for all expenses confirmed by receipts and to affirm that the campus expenses are within the budget.

Section 4 – FUNDRAISING – The Parents’ Association Parent Leadership coordinates the annual BB&N Circus and silent auction with profits supporting the Annual Fund for Financial Aid and/or Faculty Enrichment. All additional fundraising initiatives will be presented to and approved by the PA Executive Board and BB&N External Affairs Office in accordance with the *Guidelines for Parent Initiatives*.

ARTICLE III

Section 1 – STRUCTURE – The Parents’ Association Executive Board officers shall include the President, Executive Vice-President, Secretary, Treasurer, two Vice-Presidents and two Assistant Vice-Presidents for each campus, one Representative for the Multicultural Parent Alliance (MPA), one parent Representative for the Community Gay-Straight Alliance (CGSA), one All School Parent Athletic Liaison, and one All School Communications Coordinator. There are 20 voting members of the Parent’s Association Executive Board. The Executive Vice-President and the campus Assistant Vice-Presidents automatically assume the positions of President and campus Vice-President the following year.

Section 2 – NOMINATING COMMITTEE – The committee shall consist of Head of School (or Designee), three campus directors, the Assistant Head for External Affairs, and the Parents’ Association Executive board. The committee chair is the current Executive Vice-President of the Parents’ Association. Nominations may be submitted to anyone on the committee by any member of the Parents’ Association or the school or administration. The committee will follow the *Guidelines for Parents’ Association Executive Board Nominations*. A slate of candidates to fill positions for Executive Vice-President, Secretary, Treasurer, Assistant Vice-Presidents for each of the Lower, Middle, and Upper Schools, All-School Parent Athletic Liaison, and All School Communications Coordinator will be submitted to the Nominating Committee for a vote. The positions of MPA and CGSA representatives will be submitted by those parent groups to the Director of Multicultural Affairs and Head of School (or Designee). The Nominating Committee may convene to fill vacancies as they occur during the school year.

Section 3 – MEETINGS – The Parents’ Association Executive Board will meet no fewer than six times during the school year, September to May, with the non-voting BB&N staff member serving as the Parents’ Association Liaison (or Designee). The campus Vice-Presidents shall conduct meetings at the Lower, Middle, and Upper Schools with the respective campus Directors open to all members of the Parents’ Association.

ARTICLE IV

Section 1 – PRESIDENT – The President presides at all Executive Board meetings and prepares an agenda prior to each Executive Board meeting. The President, with the Executive Vice-President and support from any other Executive Board members, solicits and appoints parent leaders and event chairs as needed. The President shall be an ex-officio member of all committees and shall sit on the Board of Trustees of the School during the term of office, according to the By-Laws of the Board of Trustees.

Section 2 – EXECUTIVE VICE-PRESIDENT – The Executive Vice-President assists the President in all duties and conducts business in the absence of the President. The Executive Vice-President along with the President and support from any other Executive Board members, solicits and appoints parent leaders and event chairs as needed. The Executive Vice-President supports Parent Leaders serving on standing committees, reviews each project or event, checks with Parent Leaders throughout the planning process to make sure the Parent Leaders are aware of the budgets and staying within those budgets, and submit reports at the end of the year to the PA’s Secretary. The Executive Vice-President serves as the chair of the Nominating Committee. The Executive Vice-President shall serve as Parents’ Association President the following year.

Section 3 – TREASURER – The Treasurer oversees the preparation and accounting of the PA budget and interfaces with the Business Office on financial matters pertaining to the PA’s budget and annual dues. The Treasurer works with the campus PA treasurers and the campus Vice Presidents to review a monthly accounting of expenses verified by receipts to assess that each campus is operating within its budget.

Section 4 – SECRETARY – The Secretary shall keep minutes of all meetings of the PA Executive Board. The Secretary shall submit a file of minutes and all relevant PA reports and communications to the BB&N staff Parents’ Association Liaison at the end of the year.

Section 5 – VICE-PRESIDENTS OF UPPER, MIDDLE, AND LOWER SCHOOLS – The campus Vice-Presidents (VPs), working with Assistant Vice-Presidents, solicit parent volunteers for all leadership positions on their campus. VPs prepare an agenda in conference with the respective campus Director before periodic parent meetings and preside over meetings and programs open to Parents’ Association members. VPs collect reports from all Parent Leaders and review each project or event, check with Parent Leaders throughout the planning process to make sure the Parent Leaders are aware of budgets and staying within those budgets, and submit all reports at the end of the year to the PA’s Secretary. VPs work with campus treasurers and the PA Treasurer to make sure a monthly report is filed with the PA treasurer.

Section 6 – ASSISTANT VICE-PRESIDENTS OF UPPER, MIDDLE AND LOWER SCHOOLS – The campus Assistant Vice-Presidents (AVPs), working with VPs, solicit parent volunteers for all leadership positions on their campus including but not limited to classroom or grade Head Representatives, parent leaders, and event chairs. AVPs coordinate communication with parents on the campus. AVPs work with the all-school and campus communication coordinators in accordance with communication policies. AVPs conduct all business in the absence of the VPs and prepare for the position of VP in the following year.

Section 7 – MULTICULTURAL PARENT ALLIANCE (MPA) REPRESENTATIVES – One MPA representative serves as a voting member of the Parents’ Association Executive Board. The MPA Representative reports activities and information between the MPA and the Parents’ Association Executive Board.

Section 8 – COMMUNITY GAY STRAIGHT ALLIANCE (CGSA) REPRESENTATIVE - One CGSA parent representative serves as a voting member of the Parents’ Association Executive Board. The CGSA Representative reports activities and information between the CGSA and the Parents’ Association Executive Board.

Section 9 – ALL-SCHOOL COMMUNICATIONS COORDINATOR - One All School Communications Coordinator serves as a voting member of the Parents’ Association Executive Board. The Communications Coordinator works with campus coordinators and campus AVP’s to distribute electronic information to parents. The Coordinator reports activities and information to the Parents’ Association Executive Board.

Section 10 – ALL-SCHOOL PARENT ATHLETIC LIAISON – One All-School Parent Athletic Liaison serves as a voting member of the Parents’ Association Executive Board. The Athletic Liaison works with the Athletic Director and parents of team captains (or designees) to facilitate communication between the School and parents. The Liaison also helps to coordinate events. The All-School Parent Athletic Liaison works with Upper and Middle School Parent Liaisons to schedule a parent meeting with the Athletic Director a week prior to each sports season. The Liaison reports activities and information to the Parents’ Association Executive Board.

Section 11 – TERMS OF OFFICE – The term of all officers of the Parents’ Association Executive Board shall be from July 1st through the following June 30th.

ARTICLE V

Additional Parent Leadership Positions – Parent Leaders are solicited from the entire parent community and report to the appropriate campus Vice-Presidents or the Executive Vice President. Roles include, but are not limited to Parent Representatives, Grade Head Reps, Event Chairs, BB&N Products and other leadership positions as they are identified. Parent Leaders recruit parent volunteers and are given a budget to follow. Parent Leaders must submit a report to the appropriate Vice-Presidents and Treasurers describing the project or

event and an account of the money spent and gifts received or donated versus the project or event's budget. Each Parent Leader is responsible for knowing the budget for their project or event, for keeping expenses within the budget, and reporting all expenses within a month following the project or event to the appropriate treasurer. These Parent Leaders work with BB&N campus directors, grade deans, and department chairs to support student activities, build community and celebrate achievement.

ARTICLE VI

AMENDMENTS -- These By-Laws may be amended by a majority vote of the Parents' Association Executive Board and approved by the Head of School (or Designee).

Guidelines for Parent Initiatives

Parent Initiatives should be presented to the campus PA, initially to campus Vice Presidents and then at a general parents' association meeting. Ideas for grades should be brought to Grade Head Reps, ideas for a campus should be brought to the campus VP, and ideas for all-school events should be brought to the PA Executive President. PA leaders will inform the director of the appropriate campus about initiatives as they are discussed.

Initiatives may include:

- Social or recreational events for a grade or campus
- Fundraising in support of outside causes
- Parent events for a class, grade, or parent group
- Strategies to address areas of parental concern

If a VP or Grade Head-Rep does not present the initiative for discussion, a parent may appeal this decision to a higher level of the PA or the PA Executive President.

Parents should communicate with campus directors to express ideas or suggestions about academic experience, facilities, curriculum, student support services, co-curricular activities, extra-curricular offerings. Parents should communicate with the External Affairs office about BB&N fundraising ideas or suggestions. These areas are outside the scope of the PA.

The PA serves as a forum for discussion about parent ideas, but only the School is responsible for identifying, approving and implementing actions. PA events must be scheduled through the school calendar committee and require school approval for the use of facilities.

Private social or recreational events, initiated by parents, are outside the scope of the PA. No private event may be characterized as a School or PA activity. No school communications may be used to inform parents of private initiatives.

Students should work with and receive approval from their faculty advisors before approaching PA for parent support. **End of bylaws.**

Guidelines for Nominating PA Executive Board Officers and Soliciting Campus Volunteer Leaders

The Nominating process begins in February. If you would like to be a candidate or nominate another parent

contact Janine Cozier, the PA Executive Vice-President. Every BB&N parent is encouraged to nominate candidates for the Executive Board or to self-nominate for any position. Note the position of Executive Board President is filled by the current Executive Vice President, and the positions of campus VP's are filled by the current Assistant VP's.

The names of current Executive Board Officers are at the end of this section; please contact any officers to learn more about the responsibilities of serving.

Executive Board Officers responsibilities include:

- Represent the PA in a constructive and positive manner;
- Observe established operational policies and Community Standards;
- Set goals for the School year;
- Prepare for and attend monthly Exec. Board Meetings Sept.-June;
- Develop future board members and participate in nominating process;
- Oversee and maintain the PA's budget;
- Review and accept Executive Board meeting minutes.

Campus Vice Presidents' and Assistant Vice Presidents' responsibilities include:

- Foster a positive and inclusive parent community;
- Cultivate PA leaders and maintain a record of all campus volunteers;
- Meet monthly with campus Director to set meeting agenda and to discuss campus issues and initiatives;
- Schedule regular PA meetings and events with campus Directors;
- Solicit and train parent volunteers for standing committees and events;
- Guide volunteers to set appropriate goals and to plan campus events, to understand and maintain approved budgets, and to keep a record of expenses, donations, and tasks for each event;
- Communicate with parents through BB&N Communication's department according to policies. Present a campus report at each Executive Board Meeting.

See PA By-Laws for specific officer job descriptions.

Communications

Community Directory is sent every August to all BB&N families. The contact information in this book is used to send emails to families during the year. If your contact information changes, please notify Serge Mathieu, Registrar, and he will change the data for all school communications. If your email bounces, we will contact you by phone to check the address and try to support technical difficulties.

BB&N Electronic Newsletter (*The Link*) and PA information within *The Link* provides parents with news and information about BB&N. The School will send email to parents letting them know when a new issue of *The Link* has been posted online; the email will provide a link directly to that issue.

PA time-sensitive information is sent via email with campus and grade information. The PA is committed to ensure that such emails are sent only when necessary. If you do not have access to email, please contact your PA campus VP so the information can be communicated to you in another way.

BB&N Website is www.bbns.org. This is the primary information source for parents. The site has the most up-to-date and extensive event section. Check this site for calendar information for academics, arts, and athletics. For specific Parent-related events, please access www.bbns.org/calendar/events. There is a Parents' Association page as well: www.bbns.org/bbn-parents.

BB&N maintains a password-protected site, Knightline, at www.bbn-school.org for internal communication between faculty, students, and parents. Check these web sites for last minute changes in programs, times and locations.

BB&N Bulletin is an alumni/ae magazine printed three times a year; fall, spring, and summer. It is the only publication that reaches the entire School community. The “Around Campus” section provides a brief overview of current academic, arts, and athletic events. “The Features” profiles dynamic alumni/ae or explores topics of particular relevance to the School. “The Alumni/ae News and Notes” features class notes from each year, reunion profiles, and reports on and promotes events.

Parents’ Association 2011-2012 Executive Board

President

Sonia Parisca
617-558-9377
sparisca@comcast.net

Executive Vice President

Janine Cozier
617-333-6797
coziers@rcn.com

Executive Secretary

Amy Peters
apeters2go@hotmail.com
617-247-0743

Executive Treasurer

Janice Gould
janicesgould@gmail.com
617-216-6895

All-School Athletic Liaison

Michael Horwitz
617-422-7594
mhorwitz@bdo.com

All-School Communications Coordinator

Ed White
Ewhite37@rcn.com
781-710-5918

US Vice Presidents

Susan Flahive
781-235-3487
Susan.flahive@comcast.net

Karin Lieberman
617-559-6453
Klieberman734@verizon.net

US Assistant Vice Presidents

Joan Cromwell
617-889-5510
cromwelljg@aol.com

Kim Noltemy
617-638-9343
knoltemy@bso.org

MS Vice Presidents

Barry Lyons
617-680-1084
bnlyons47@yahoo.com

Jocelyn Sand
617-556-9551
jhssand@aol.com

MS Assistant Vice Presidents

Melissa Boudreau
617-852-7741
Melissaboudreau@verizon.net

Karen Wang
617-739-1820
karwang@comcast.net

LS Vice Presidents

Christina Mann
917-599-7736
ccm173@mac.com

Meredith Shachoy
617-803-0388
mshachoy@comcast.net

LS Assistant Vice Presidents

Elena Matlack
617-953-2020
elenamatlack@gmail.com

Rania Melki
617-669-5021
raniamelki@gmail.com

All- School Arts Liaison

Liz Marran
617-354-7478
elizabeth.marran@umb.edu

All School Parent Ambassador Liaison

Sarah Beir
781-729-1951
sarah@beir.com

Parent Groups (included in PA Executive Board)

Multicultural Parent Alliance (MPA)

This is a reconfigured parent group at BB&N, created to respond to the needs and interests of specific racial/ethnic/cultural groups who find themselves outside of the majority population. The Multicultural Parent Alliance is designed to provide a forum for parents from non-majority backgrounds to address issues and concerns specific to their own identity group. The hope is that parents participating will find voice within their own group and find commonality within the broader group. The MPA will also act as a resource to BB&N and support the School's mission; particularly around multiculturalism, diversity, and issues of inclusion. We welcome all parents to participate in supporting this vibrant and important mission. This year's Parent Chairs are: **Joan Cromwell**, cromwelljg@aol.com and **Kim Noltemy**, knoltemy@bso.org.

Community Gay Straight Alliance (CGSA)

The CGSA—a group of gay and straight parents, teachers, administrators, and staff members—is designed to promote a positive experience for families with gay or lesbian parents or children, and community respect for GLBT issues School-wide. An informal forum for discussing issues related to sexual orientation, the CGSA aims to enrich the educational experience for students and promote greater understanding and acceptance within the BB&N community. One parent representative of the CGSA sits on the executive board of the Parents' Association. This year's Parent Chairs are: **Mary Grenham**, edel@mit.edu and **David Powers**, davidwpowers@verizon.net.

South Asian Parent Alliance (SAPA)

SAPA's mission is to help BB&N attract and retain the best students, faculty, and staff by raising awareness about South Asia and by providing inputs that will enhance and support existing efforts for a more global view within the extended BB&N community. SAPA will provide organized opportunities to participate more vigorously within the BB&N community and will help reinforce the connections across all three campuses. South Asia comprises Bangladesh, the British Indian Ocean Territory, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka, but membership is open to all the BB&N parents. This year's Parent Chairs are: **Wasim Chaudhuri**, wasim@relisource.com and **Kamesh Aiyer**, kamesh@acm.org.

Association for Asian and Asian-American Parents (4As)

We are pleased to announce the formation of the BB&N Association for Asian and Asian- American Parents, also known as BB&N 4As. The mission of the 4As is to facilitate communication between the parents and the School; to enhance the education experience for families; to sponsor Asian culture events and activities; to foster the spirit of the School multicultural community; and to promote support and participation among the Asian and Asian-American parents.

This year's Parent Chairs are: **Michelle Wang**, michelle.wang5@gmail.com and **Wenhua Jiang**, wenhua@comcast.net.

Jewish Parents Diversity Group (JPDG)

This year's Parent Chairs are: **Diane Exter**, dianejexter@gmail.com and **TBA**.

For more information, questions, or suggestions, please contact the representatives listed above or Lewis Bryant, Director of Multicultural Services, 617-800-2168, lewis_bryant@bbns.org

Parent Volunteer Opportunities – All School

Circus Committee

Christina Mann

917-599-7736

ccm173@mac.com

Meredith Shachoy

617-803-0388

mshachoy@comcast.net

The Circus is BB&N's All-School fair held the first Saturday in May. Proceeds from the circus support the annual fund financial aid budget for the Lower School. Many BB&N families and students from the Middle School and Upper School help staff games, activities, and food booths. If you would like to contribute time or services, please volunteer.

One School One World

Charmaine Tyler

617-416-4014

617-822-1612

cmain5@msn.com

OSOW is a multicultural event linking all three campus and is held at the Upper School. It is a wild, colorful, exciting day, with hundreds of people coming together to be part of our extraordinary and diverse BB&N community.

BB&N Products

Andrea Lordan

products@bbns.org

A wide array of BB&N Products are available to purchase on-line. Community members can show school spirit by purchasing athletic wear, outerwear, headwear and other novelty items. Custom designed t-shirts provide a tangible memory of the year's activities and events such as Bivouac and the LS Circus. Help design, sell, and distribute products or volunteer for the web site team. Purchase BB&N Products at www.bbns.org and click the link for products.

Parent Ambassador Program, Admissions and Outreach

Martha Newport

martha_newport@bbns.org

617.800.2335

Welcome new families, telephone periodically through the year, attend admissions open house, encourage families to attend programs and become involved.

Parent Annual Fund

Jo-Ann Lovejoy, Annual Fund Director jo-ann_lovejoy@bbns.org

617.800.2723

The BB&N Annual Fund is conducted each year to raise the funds necessary to fill the gap between tuition and the actual cost of a BB&N education. Every year more than 90% of BB&N parents contribute to the Annual Fund. Contributions support the operating budget for faculty salaries, financial aid, and operating expenses. Consider volunteering for the Parent Annual Fund committee which gives every family the opportunity to contribute.

Parent Volunteer Opportunities – Lower School

School Year Commitment

Parent Grade Representatives:

4 grade reps for each grade (6 for sixth grade) work together and serve the following functions:

Outreach to all parents:

Create connections among Lower School parents through potluck dinners and other opportunities for parent interaction. Serve as a connection between the grade teachers and the parents. Serve as “on call” resource for Lower School families.

Outreach to new parents:

Welcome new families, provide information and support, telephone new families periodically through the year, greet families at school events, and encourage families to attend informational and community-building events.

**School Year Commitment
Welcome Family Committee**

Help guide accepted families through the BB&N school year, starting with outreach in the spring and contact throughout.

Christina Mann
ccm173@mac.com
917-599-7736

Meredith Clark Shachoy
mshachoy@comcast.net
617-803-0388

Melanie Shaw
melanie_shaw@bbns.org
617-852-7994

**Individual Event Commitment
Circus Committee**

The Circus is BB&N’s All-School fair held the first Saturday in May. Proceeds from the circus support the annual fund financial aid budget for the Lower School. Many BB&N families and students help staff games, activities, and food booths. If you would like to contribute time or services, please volunteer.

Christina Mann
ccm173@mac.com
917-599-7736

Meredith Clark Shachoy
mshachoy@comcast.net
617-803-0388

**Individual Event Commitment
Family Night – Bingo – a spring event where families enjoy bingo and ice cream sundaes with each other.**

Marjorie Lichtenberger
marj@lichtenberger.com
781-721-7635

Maureen Marota
maureenxoxo@comcast.net
617-879-0971

**Individual Event Commitment
Faculty Appreciation**

Help organize your grade's faculty appreciation meal and support LS Parents' Association in faculty appreciation efforts including the end-of-year lunch.

Margie Palace
mpalace@cricapital.com
617-303-4404

Parent Annual Fund Volunteers

Jo-Ann Lovejoy
jo-ann_lovejoy@bbns.org
617.800.2723

Serve as LS Captain or parent solicitor, participate in phonathons, or make a financial contribution. All materials are provided and your work supports the annual fund for BB&N.

Parent Volunteer Opportunities – Middle School

Faculty Appreciation Committee

Kevyn Fusco, chair
kevynfusco@verizon.net

Shanon Hayden, chair
shannon_hayden@verizon.net

Organize 6 monthly luncheons for faculty and staff. Contribute food to events, help set up and clean up. Can help once or many times.

Pizza Lunch Servers

Kris Bowden, 8th gr. chair
kbowden@rcn.com

Jodi MacKinnon, 8th gr chair
jodimackinnon@gmail.com

Karen Eton, 7th gr chair
karenlme@aol.com

Kate Kellogg, 7th gr chair
kkellogg@mit.edu

Wednesday afternoons, serve pizza lunch, dessert and beverages.

Parent Events Committee

Gina Foote, chair
gfoote@comcast.net

Plan, contribute food, set-up and clean-up at parent socials and parent speaker events.

Community Service Committee

Peggy Fitzgerald, chair
fenchak@gmail.co

Support MS community service day the Wednesday before Thanksgiving, February food drive and other events as they occur.

Student Event Chaperones

Kristen Russell, chair

krussell17@gmail.com

Provide adult presence at school events including the ski trip, mixes, and other student events as they occur.

Parent Volunteer Opportunities – Upper School**Parent Rep Outreach, low time commitment: about 1 hour/week**

Welcome new families, provide information and support, telephone periodically through the year, greet families at school events, and encourage families to attend informational and community-building events.

Parent Rep Faculty Appreciation, low time commitment: about 1 hour/week Help organize your grade's faculty appreciation brunch and support US Parents' Association in faculty appreciation efforts including the end-of-year brunch (coordinated by grade 11 and grade 12 parents).

Parent Rep Parent Events, medium time commitment: about 2 hours/week

Create connections among Upper School parents through potluck dinners, and other opportunities for parent interaction. Serve as "on call" resource for Upper School families.

Parent Coffees, low time commitment**Parent Rep Student Event Support, low time commitment: about 1 hour/week**

When requested by Grade Dean, provide planning and logistical support for student events and grade specific events. Organize chaperones and other volunteers for student events. Coordinate parent contributions of refreshments for student events.

Parent Chaperones, low time commitment

Attend event for another grade group (not with your child).

Upper School Student Social Event

Provide planning and logistical support.

Mystery Dinner Committee

Carol Boyle

cmboyle3@yahoo.com

781-237-4278

Julie Kaneb

jakaneb@comcast.net

781-235-2155

Assist in planning the event and/or serve as host family for a dinner. Help register parents, set-up and clean-up at the parent gathering at school preceding the dinners.

Lower School Parent Representatives**Lower School Vice Presidents**

Christina Mann

cm173@mac.com

917-599-7736

Meredith Clark Shachoy
mshachoy@comcast.net
617-803-0388

Assistant Vice Presidents

Elena Matlack
elenamatlack@gmail.com
617-953-2020

Rania Melki
raniamelki@gmail.com
617-669-5021

Treasurer

Karl Ruping
ruping@inctank.com
617-771-7728

Communications Coordinator

Kim Ainsworth
617-497-5728
kainsw@yahoo.com

Class Representatives

Beginners

Shadi Farokhzad
shadidmd@gmail.com
617-216-7884

Pam Baker
pamadamsbaker@yahoo.com
617-266-1944

Lori Sidman
lsidman@yahoo.com
617-510-7119

Kindergarten

Katherine Ozment (Jessie Greenstone)
kozment@gmail.com
617-354-5019

Molly King
kinghoyt@comcast.net
617-669-5707

Erica Gervais-Pappendick
Erica@gervaisandco.com
617-869-2747

Diane Fulginiti
Dianefulginiti2@comcast.net
617-742-6602

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