

Parents' Association Handbook 2016-2017

Welcome from the PA President

Dear BB&N Parents,

Welcome to the BB&N Parents' Association (PA) and the 2016-2017 school year. Working within our individual campuses, we form a collaboration that resonates throughout the entire BB&N community. Parents play a crucial role in promoting a positive environment for our school and our children.

The information contained on the BB&N webpages and in the PA handbook provides 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 their time and talents. Our hope is that every BB&N parent and guardian will find some way to volunteer this year in support of our community.

As president and vice president of the BB&N Parents' Association, we are committed to facilitating clear communications between parents, groups, committees, teachers, staff, and the BB&N administration. One of our most important tasks is 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 Parent Alliance), CGSA (Community Gay Straight Alliance), 4As (Association for Asian and Asian-American Parents), SAPA (South Asian Parent Alliance), SSFA (Spanish Speaking Families Affiliation), and PRE (Parents for Racial Equity). Together we offer a multitude of opportunities to become engaged with the many diverse groups and committees at work in our community. Whether you have an affinity with these organizations or are looking to celebrate the diversity at BB&N, we encourage you to participate with these amazing groups.

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

Kay S. Kane, P'14, P'17

President, BB&N Parents' Association

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Karen Donovan, P'18, P'20

Vice President, BB&N Parents' Association

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BB&N Parents' Association Mission Statement

The purpose of the Parents' Association (PA) is to help maintain a strong, cooperative, and friendly relationship between the School and the parents and to support BB&N's mission. It provides opportunities for all parents to be involved, encourages communication between parents and the School, and connects parents through its network of class representatives and programs.

PA Purpose

The PA organizes activities for BB&N students, parents, faculty and staff of the School. To volunteer, please see the Volunteer Opportunities and contact information.

All parents and guardians of BB&N students are automatically members of the PA and are encouraged to participate. The Campus VPs and Assistant VPs recruit representatives for each grade from a pool of parents who express a desire to volunteer. 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 All-School Financial Aid. 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;
- Informal dinner gatherings for parents;
- Cultural events and guest speakers;
- Regular meetings, eNewsletters and communications;
- Yearbook, closing ceremony, and the ski trip (MS);
- Skating parties and bingo nights (MS and LS);
- Concerts, performances, affinity gatherings, Valentine's Day, Halloween (US);
- One School One World
- BB&N Circus to support Financial Aid;
- Support of the BB&N 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 and Arts Programs;
- Sale of BB&N Products: community members can show school spirit by purchasing athletic wear, outerwear, headwear, and other novelty items.

Bylaws of the Buckingham Browne & Nichols Parents' Association (Revised June, 2016)

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 BB&N 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 Office of External Affairs in accordance with the *Guidelines for Parent Initiatives*.

Section 5 – June 2016 - BB&N Products – A parent-run committee was formed in October 2015 to develop BB&N apparel & products, oversee the production and provide the BB&N community with opportunities to purchase this branded merchandise. It is an independently run parent initiative with guidance provided by the Parents' Association Liaison. The Executive Treasurer will periodically review the committee's financial activity and expense reports, and serve as the authorized signer on the account for all related transactions. The BB&N Products committee agrees to manage operations/control inventories responsibly without financial support from the Parents' Association.

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, one All-School Arts Liaison, and one All-School Communications Coordinator. There are 21 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 – EXECUTIVE TREASURER – The Executive 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 – EXECUTIVE SECRETARY – The Executive 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 and Coaches in the Fall. The Liaison reports activities and information to the Parents’ Association Executive Board.

Section 11 – ALL-SCHOOL PARENT ARTS LIAISON – One All-School Parent Arts Liaison serves as a voting member of the Parents’ Association Executive Board. The Arts Liaison works with the parent coordinators for: Visual Arts, Performing Arts, Musical Arts (Chorale, Orchestra, and Jazz) and the faculty on each campus for those disciplines to facilitate communication between the School and parents. The Liaison also helps to coordinate events. The Liaison reports activities and information to the Parents’ Association Executive Board.

Section 12 - June 2014 – NEW PARENT GROUPS – Group must be All-School (in order to request eventual funding from the PA). May have only one or two co-chairs. Per the bylaws, voting parent groups include the MPA and CGSA. Non-voting parent groups will be invited to select PA Executive Board meetings throughout the year. After tracking expenses during first year, group may request funding from campus VP. After second year of existence, group may request funding from the PA Exec. Board in the form of a vote on a budget.

Section 13 – June 2015 – ASSOCIATION FOR ASIAN AND ASIAN-AMERICAN PARENTS (4As) One 4As parent representative serves as a voting member of the Parents’ Association Executive Board. The 4As Representative reports activities and information between the 4As and the Parents’ Association Executive Board.

Section 14 – 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 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;
- 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 Bylaws for specific officer job descriptions.

Avenues for Gathering Information

- BB&N provides numerous avenues of communication between parents and the School:
- BB&N's main web site is www.bbns.org. The site has an up-to-date and extensive event section, general and current information about the School, and areas devoted to academic programs, the Parents' Association, and Admission. Additionally, <http://go.bbns.org> is a password-protected area for internal communication between faculty, students, and parents.
- The website's News page, *The Bulletin* magazine, emails sent periodically by the School, and newsletters sent by the Parents' Association are several avenues by which news, announcements, and important updates are shared.
- Forums are held regularly at each campus to provide an opportunity to meet other parents as well as to discuss issues of child development.
- The annual Back-to-School evenings offer parents an opportunity to learn about curriculum from each of their child's teachers.
- Parent conferences can be scheduled at any time, by the parents or by the School.
- The individual class Parent Representatives, a sub-group of the Parents' Association, is another avenue of communication. In addition, there are meetings during the year of the Parent Groups.
- The Upper School student newspaper, *The Vanguard* is published six times per year.
- BB&N reserves the right to use students' images and names in School publications and websites. If you wish to restrict the potential appearance of your son/daughter within School publications, please email communications@bbns.org. (This applies to all except *The Vanguard*.)

Parents' Association 2016-2017 Executive Board

President

Kay S. Kane
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Vice-President

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AS Secretary

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AS Treasurer

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AS Arts Liaison

Gina Foote
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AS Athletic Liaison

Nick Winton
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AS Communications Coordinator

Tony Cozier
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LS VPs

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Denise Gee
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LS AVPs

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MS VPs

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MS AVPs

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US VPs

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US AVPs

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Becky Velander
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CGSA Co-Chairs

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Jim Flanagan
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MPA Co-Chairs

Janine Cozier
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Freddie Jacobs
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(414) 349-4532

4As

Jenny Chang
jennyxina@gmail.com
(978) 394-2128

Albert Kim
akalbertkim@gmail.com
(617) 501-0119

Community Gay Straight Alliance (CGSA) – All-School

The CGSA—a group of gay and straight parents, teachers, administrators, and staff members—promotes a positive experience for gay and lesbian families and community respect for GLBT issues school-wide. It is an informal forum for discussing issues related to sexual orientation and gender identity and aims to explore the quality of the educational experience of students and promote greater understanding and acceptance within the BB&N community. The group has one representative vote on the Parents’ Association Executive Board and the current Parent Co-Chairs are:

John Meunier
johnmeunier5@gmail.com
(617) 285-1927

Jim Flanagan
jimflanagan8@comcast.net
(617) 823-8811

Multicultural Parent Alliance (MPA) – All-School

The MPA is a parent group created to respond to the needs and interests of specific racial/ethnic/cultural groups who find themselves outside of the majority population. It 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. The group has one representative vote on the Parents’ Association Executive Board and the current parent Co-Chairs are:

Janine Cozier
jcozier@bbns.org
(617) 939-6084

Freddie Jacobs
jacobs5@prodigy.net
(414) 349-4532

Association for Asian and Asian-American Parents (4As) – All-School

The 4As is a parent group formed to unite and promote a positive support system amongst all Asian and Asian-American families at BB&N. It is designed to provide a forum to enhance the education experience for these families; to sponsor Asian culture events and activities; and to foster the spirit of BB&N’s multicultural community. The group has one representative vote on the Parents’ Association Executive Board and the current parent Co-Chairs are:

Jenny Chang
jennyxina@gmail.com
(978) 394-2128

Albert Kim
akalbertkim@gmail.com
(617) 501-0119

South Asian Parent Alliance (SAPA) – All-School

SAPA’s mission is to help raise 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. The group has one person attend the Executive Board meetings and the current parent Co-Chairs are:

Ali Rizvi
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(973) 220-2713

Deepika Aggarwal
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(917)363-3664

Reshma Goenka
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Spanish Speaking Families Affiliation (SSFA) – Lower School

The name aims to be inclusive enough to welcome not only Hispanic families, but also other Spanish speaking, non-Hispanic families on campus. Goals are to:

- 1) Serve as a platform for Spanish speaking families on campus to connect, get to know each other, and share experiences as they raise their children in a bicultural / bilingual setting.
- 2) Find avenues for bilingual children at the school to connect and expand their knowledge of the Spanish language and Hispanic culture.
- 3) Raise awareness of Spanish speaking cultures within the school community

All Spanish speaking families and families interested in Hispanic cultures in the Lower School are welcome to join. We hope to extend the invitation to families across the entire BB&N community in the future, including the Middle and Upper School campuses. However, we feel that the best way to begin would be to start relatively small and work on creating connections with families on our campus first. Parent Co-Chairs are:

Mariana Egan
mariana.egan@gmail.com
(617) 864-1959

Karla Winter
Karlaice@hotmail.com
(617) 276-5770

Parents for Racial Equity (PRE) – LS

Parents for Racial Equity will build a network of BB&N parents to promote inclusiveness and strengthen community connection around racial equity. Parent Co-Chairs are:

Joslyne Decker
joslyne13@gmail.com
(617) 610-8447

Leslie Riedel
leslie.riedel@gmail.com
(312) 953-5773

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

Parent Volunteer Opportunities – All School

Circus Committee

The Circus is BB&N's All-School fair held the first Saturday in May. Proceeds from the Circus support the financial aid budget. Many BB&N families and students from all three campuses help staff games, activities, and food booths.

One School One World – November 2017

OSOW is a multicultural event linking all three campuses. Held every other year at the Upper School, it is an exciting and music-filled day, with hundreds of people coming together to celebrate and be part of our extraordinary and diverse BB&N community.

Chair: Janine Cozier

Faculty Appreciation

Organize breakfast treats and final luncheon for faculty and staff on each campus. Contribute food to events, help set up and clean up. Can help once or many times.

Parent and Community Events

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

Community Service

Contribute, chaperone, and participate in various community service projects throughout the year including the February Food Drive.

All-School Arts Committee

Assisting with the Visual, Theatre, and Musical Arts programs.

Student Event Chaperones

Provide adult presence at school events including the ski trip, mixers, and the skating party.

Parent Ambassador Program, Admissions and Outreach

Martha Newport, MS Director of Admission, mnwport@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.

The BB&N Fund

Kelly Greene, 617-800-2723

The BB&N Fund helps 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 BB&N Fund. Contributions support the operating budget for faculty salaries, financial aid, and operating expenses. Consider volunteering for the Parent BB&N Fund committee which gives every family the opportunity to contribute.

Each campus will also have additional volunteer opportunities available throughout the school year.

Lower School Parent Representatives

LS VPs

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LS AVPs

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Treasurer/Circus

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Communications

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BB&N Fund

TBD - OEA office

Beginners

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First Grade

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Second Grade

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Fourth Grade

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Gillien Todd
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Fifth Grade

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Lisa Fortenberry-Spaloss
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Sixth Grade

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Sixth Grade Communications

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Sixth Grade Yearbook Editor

TBD

Sixth Grade Play

TBD

Faculty Appreciation

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Genevieve Cremaldi
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Arts Liaison

Sharissa Jones
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PIN Representative (Parents' Independent School Network)

TBD

Book Fair

TBD

Family Bingo

TBD

Spanish Speaking Families Affiliation (SSFA)

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Parents for Racial Equity (PRE)

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Middle School Parent Representatives**MS VPs**

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Arts Liaison

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Spirit Day Coordinator

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PA Speaker Events

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Parent Socials – 7th Grade

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Christine Ward
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Parent Socials – 8th Grade

Marcia Head
617-967-7749

Parents' Independent School Network (PIN)

TBD

BB&N Fund

OEA TBD

Pizza Chair-7th Grade

Vicky Lang
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Kelly Panayotou
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Pizza Chair-8th Grade

Asha Patel
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Caroline Oberg
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Ski Trip Coordinator

Alexi Conine
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Special Student Breakfast Coordinator
TBD

Photographer - 1st Day Homeroom Photos
TBD

Student Mix Coordinators
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Laurie Sheft
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Margaret Rorick
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8th Grade Closing Party Coordinators
Tricia Winton
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Parent Volunteer Opportunities – Upper School

Parent Rep Outreach: 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: 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: 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: about 2 hours/month

Parent Rep Student Event Support: 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

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

Upper School Student Social Event

Provide planning and logistical support.

Mystery Dinner Committee

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.

All-School Arts Committee

Assisting with the Visual, Theatre, and Musical Arts programs.

Upper School Parent Representatives

US VPs

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US AVPs

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AS Athletic Liaison

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All-School/US Arts Liaison

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BB&N Products Committee

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Emilie Kendall
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BB&N Fund

TBD by OEA Office

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12th Grade

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Upper School Theater Arts Liaison

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Upper School Chorale Liaisons

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Upper School Orchestra Liaisons

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Upper School Jazz Liaisons

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