

**North Bay BADA Regional Meeting Minutes 9/23/16**

- I. Introductions
- II. Overview of BADA: Dana Nelson-Isaacs (DNI):
  - a. BADA began informally about 20 years ago
  - b. 2014: 501 C 6 status
  - c. BADA has been board governed since winter 2014
- III. Announcements regarding BADA Board: Jennie Nash (Admission Director at San Domenico and new board member):
  - a. We have a new board member: Michael Thompson from Sea Crest School (Vince stepped down)
  - b. Board turnover pending- at least 2 positions will be opening. Please consider joining the board. It is not daunting, only a few meetings per year. New board members are welcome and Marin needs to be represented. To be on the board one need not be the Director of Admission, however must be involved in admission (can be an admission associate).
  - c. Each board member chairs a committee, generally speaking.
- IV. Mailing Dates:
  - a. Referring to the one extra day that we added, let's pay attention to how that goes, as we want to ensure everyone's needs are met with regards to dates. We will likely be creating a subcommittee around these topics.
  - b. Legacy/affiliated groups can be notified of enrollment decisions anytime, as well as toddler/3 year old programs.
  - c. Discussion regarding schools with preschools. There will likely be attention paid this year to the various mailing dates and how to best structure them on behalf of all members. This group remains in good communication with each other- when in doubt, call!
- V. Membership Committee: Michelle Sebastian:
  - a. We have over 70 BADA member schools and a few new schools interested in joining.
  - b. Ideas being explored:
    - i. Mentoring new Admission Directors
    - ii. Orientation options
- VI. Preschools: Jennie Nash:
  - a. Common Confidential Student Evaluation Forms
    - i. The changes made were around finessing the language so families can elect to fill out their portion electronically, and the teacher/school can, too. It's a fully writable PDF that must be downloaded, filled out, saved, and then sent as an attachment.
    - ii. The other change addresses admission directors' option to visit preschools to conduct observations without informing prospective parents.
    - iii. Signatures can be typed into the document.
    - iv. To ensure the form was not completed by a parent, pay attention to who emailed it to the school. The attachment should come directly

from the school. We can also send a ‘thank you’ email to the preschool teacher/director, letting them know that we received the evaluation form. If they never sent one, they can let us know.

- v. These forms were last updated 5 years ago, and we should revisit updating them again. We will form a subcommittee to examine this. If you are interested, please let Jennie Nash know.
- vi. BADA does not require that we use the Common Confidential Teacher Evaluation form, but requires that we accept it from prospective families.

- VII. The new ISSFBA website: Dana Nelson-Isaacs:
- a. The old website was old and needed a refresh, one major reason we updated the website is that it wasn’t mobile, which is simply a necessity at this point.
  - b. There’s a public site and a members’ site, which will take the place of Big Tent.
  - c. The site is totally integrated (we can pay our dues in there, the Symposium information is in there, etc.). The files portion will be migrated, but not the conversations.
  - d. Please do not post on Big Tent any longer. We will keep Big Tent open for a year so that people can access the conversations for that window of time.
  - e. The new site is done but a little glitchy. We are doing a ‘soft launch.’ Please email Dana if we see things that need to be changed.
  - f. Thank you to PH7 in the peninsula! They guided us through the whole process and were excellent. There were also a list of volunteers thanked, but I didn’t get all their names. It was an awesome group of people who did a lot of work.
  - g. BADA / ISSFBA- Internally we are BADA, externally we are ISSFBA.
  - h. Member schools are listed in alphabetical order, but you can sort schools.
  - i. Not everyone submitted photos for their schools or updated their data by the deadline. You WILL be listed, just will take a little extra time.
  - j. Dana will make a training video for members on navigating the site.
  - k. \$415 membership fee, plus a \$235 new website fee. Total \$650. We’ll get an invoice sent to us. The school is a member (unlike when we were in Big Tent). The username and password need to be shared with everyone, but generally, you want to have the admission lead person’s email.
  - l. To be a member, pay dues and sign the Principles of Good Practice. The Head of School needs to sign that document as well. Once approved, we will be able to log in to the website. PGP is an e-signature.
  - m. There are 4 forum groups (all regions and the 3 individual regions). We can decide on our preferences for notifications.
  - n. “Files” will have the key PDFs. If we have something we want to add/upload, we will need to do that through Dana. Just play around with the new site, you can’t break it!
  - o. “Settings” deals with general membership matters, “Profile” is specific to the forum.

- p. The site is ready! Please create your profile and pay dues, etc. Here is the link to the training: <https://youtu.be/PgDszD3xfik>
- VIII. 2017 Symposium in May: Amy Pearson (on the Programming Committee):
- a. Monday, May 8<sup>th</sup>-Wednesday, May 10<sup>th</sup>- 2 nights, 3 days, starting at around 1:00 p.m.
  - b. Options are likely to be the same as the last two years: one day, all days onsite, or all days offsite.
  - c. The regional meeting will probably be Monday, the whole group meeting will likely be Tuesday.
  - d. It's in the North Bay this year, at a place called Earth Rise in Petaluma.
  - e. The bathrooms are shared (3 or 4 people to a bathroom) but it's not bad. The rooms are simple, nothing fancy, but the place is beautiful, high on a knoll, and the food is amazing. There's a hot tub.
  - f. Register in January as soon as registration goes live. It will fill up. (Cost will be approximately \$600/person).
  - g. Topics being considered are a result of the survey after last year: social media, marketing and branding, parenting trends, equity and diversity, a facilitator grounding us- self-care, and a panel of experienced members.
- IX. Financial Aid Survey: The Stats Committee modified the FA survey and is debating whether to send it out in the fall or the spring.
- X. Grievance Procedure- Form is on Big Tent. Complete the form and submit to Dana Goldberg at Marin Prep. We assume good will but the form is there if you need it.
- XI. Committee sign-up sheet passed around. Participation is optional.
- a. Open Discussion:
  - b. Common application?
  - c. Meds, IEP, and family information requests by admission directors to prospective parents? We are not legally allowed to ask these kinds of questions. We are bound by ADA, and families could potentially sue for discrimination if we don't accept their child.
  - d. Conditional contracts? These can work well for some families. Documentation must be very clear and well maintained during the course of the year, particularly if the school decides that the situation is not working for the student or the school.
  - e. Perpetual re-enrollment? No one in the room is using this model.
  - f. Online re-enrollment? Many are looking into it.
  - g. Who's using Ravenna? No one. In Resonance? Yes, several members are using this.
  - h. Should we have a middle school fair? Affirmative. Jennie Nash will lead the charge.
  - i. Southern Marin Mothers' Club next week- a number of us will be attending the event at Brandeis. Dana will be speaking about affordability and asked for suggestions about points to touch upon. Jamie Moffett suggested "Top 5 Myths."
- XII. Admission Directors' panel for preschool directors.

