



Spring BADA Meeting Agenda 5/9/17

1:00 Opening/Greeting

Acknowledge program committee

1:10 Acknowledgements of those departing (Dana Nelson-Isaacs)

Liz Campbell- Jennifer Tyler

Carolyn Ash- Ellen Williamson

Nikki Butts- Kristina Nakagawa

Lani Mah- Lisa Aquino

Dana G- Erika Chapa and Taryn Grogan

Lisa A- Ben Harrison

1:25 Election procedures (Dana Nelson-Isaacs)

Ben: Phase 1 - presidential election to determine what happens after that.

Explanation of board roles as well as a look ahead to having 5-6 new board members each year.

1:35 Presidential election (Dana N-I and Ben to count votes)

1:45 While ballots are being counted, announcement on mailing dates from the 3 regions (Jennie, Dana G and Michael)

North Bay & SF**

Wed. March 14 • US MAIL

Wed. March 15 • Email @ noon *

Thurs. March 22 by 10:00 a.m. • Enrollment Agreements due

*Allowable to both US MAIL and Email

**Note: NAIS meeting is March 7, 8, & 9 the week before decisions - plan accordingly with your team

PENINSULA**

Wed. March 14 • US MAIL

Wed. March 15 • Email @ noon*

Fri. March 23 by 10:00 a.m. • Enrollment Agreements due

*Allowable to both US MAIL and Email

**Note: NAIS meeting is March 7, 8, & 9 the week before decisions - plan accordingly with your team

BADA schools with PRESCHOOLS

Mon. March 5 • US MAIL

Tues. March 6 • Email @ NOON

Tues. March 13 by 10:00 a.m. • Enrollment Agreements due

BAAD

Thurs. March 15 • US MAIL

Fri. March 16 • Email @ **4:00 p.m.**

Fri. March 23 by noon • Enrollment Agreements due

EBISA -

Thurs. March 15 • US MAIL

Fri. March 16 • Email @ **noon**

Fri. March 23 by **9:00 a.m.** • Enrollment Agreements due

Lisa - to contact the SF Unified folks to be sure we have overlap. SFU only snail mails.

BE SURE TO CONSIDER HOW THIS PLAYS OUT - we will have to dialogue about this next year.

No other options - no stopping by applicant's houses.

**Preschools, please stay after to come up with a date at the end of the meeting. See notes above on dates chosen.

2:00 President announced, VP election if needed - Not needed.
MAILE U. new president!

2:10 Committee reports begin (after committee reports, please

- ❑ **Program (Mary Jo)** - We will collect feedback about the Earthrise experience this year. Please consider joining the group.
- ❑ **Policy and Guidance (Dana G.)** - uphold the Principles of Good Practice. A few instances needed clarity this year, so the policy and guidance committee revised the PGP - May 9, 2017 is the newly dated document. 10th bullet point has been added - only accepting applicants for the immediate next school year.
- ❑ **Preschool Outreach Committee (Jennie)** - Really fun committee (our largest). Educate the preschool directors about our BADA group. Edit the FAQ for preschool directors and Affording Independent Schools. Panel for preschool directors composed of BADA members each year as well (regionally).
 - ❑ COMMON FORMS - Preschool committee took it on this year - they have revised the common teacher evaluation forms (we also solicited input on K-1 form from preschool teachers). Thank you to Amy and Diana Boodrookas for your help with this (and putting it into a writable PDF). New forms have the ISSFBA logo on them.
 - ❑ Dana N-I will post them to the forum.
 - ❑ Lisa A. will make sure Ravenna has updated forms.

- ❑ **Communications (Homa):** Website was completed last year. Be sure to check out the website and use the tools located there.
AUGUST 31 (Thursday) evening - Event for schools (including public) - to be hosted at Homa's school - BADA schools and public schools (and family coalition as well). Great way to bring many schools together in one location so that parents can learn about the process.
- ❑ **Membership (Michael):** Alt and YCIS joined us this year. Lots of inquiries. Others in process. We need to help new schools (or new admission professionals) learn about BADA (Principles and resources).
- ❑ **Statistics (Maile):** Partnership with Enrollment Management Association. Helps us include BAAD, EBISA, etc. so that we can track regional trends and make comparisons to national trends. Hoping to look a bit more in depth at the data - a lot of good information in there. A second survey in the fall to report out the first day of school numbers (capture a bit more about summer slide, etc.)

2:25 Announcement of VP (Jennifer Tyler) - move into election of directors (Dana N-I and Ben to count).

ELECTION RESULTS:

President - Maile Uohara

VP - Jennifer Tyler

Treasurer - Ben Harrison

Michael Thompson

Mary Jo Heindel

Jennie Nash

Homa Hanjani

Yvette Bonaparte

Amy Pearson

Stewart Dorsey

Diane Boodrookus

Jenifer Clarke
Irwin Wong

2:35 Committee reports continued (then pass around committee sign-up sheet)

2:50 Approve changes to bylaws (56 schools represented) - show of hands - new bylaws were emailed out to membership. Initial bylaws were adopted as an adaptation of ISBOA bylaws. We have amended some after a review of legal counsel. Unanimously accepted by membership!

3:00 Announcement of directors and other announcements:

- ❑ Stewart Dorsey re: SF Pride Parade Sunday, June 25. BADA has paid for it - all welcome! Kids, parents, staff.
- ❑ Announcements re: job openings
 - ❑ Presidio Hill School hiring 4 day a week assistant for admission (80% FTE). Possible 5 DPW in busy season and 3 DPW in slow season! Check website
 - ❑ Burkes - maternity leave (Associate Director moving to Assistant) - so, full time Associate Director of Admission
 - ❑ Nueva - hiring - new position to join the 2 campuses - Assistant Director of Admission (on 2 campuses linking MS and HS). Open Houses, student interviews, etc.
 - ❑ Marin Horizons (Mill Valley) (toddler - 8th) looking for Admission Director (Dorie is moving to San Domenico).
 - ❑ St. Andrew's - Director of Admission or Enrollment Management
 - ❑ San Domenico - restructuring our admission department - Jennie Director of Enrollment Management for K-12. Looking for HS focus (with boarding component) Admission Director. Also Communications/Marketing Associate.
 - ❑ Stuart Hall - Associate Director of Admission

- ❑ San Francisco Friends School - Assistant (PT and/or FT with summers off) Director of admission
- ❑ Lycee Francais - Admissions Assistant (no French required) and, maybe, a Communication Coordinator, Media Manager
- ❑ Live Oak happy to chat about unique job structure to support cycle of admission season
- ❑ Brandeis School SF - Development Director
- ❑ Kelly - Pillar Ap (like Next Door but for schools - allows families to connect to set up carpools, etc.)
- ❑ Sheika - Schools using Ravenna, the release on Teacher Eval Forms is written differently - they were getting forms designated for other schools - Lisa may talk with Ravenna
- ❑ Maintain Records - subjective info (notes, teacher forms) as soon as they are accepted. ASK LAWYERS? Each department at school must be consistent (need a document retention policy)? Maybe consider these questions for next year symposium.
- ❑ Continuous Enrollment Agreements - maybe take this off line. Alta Vista uses this method.
- ❑

3:15 Meeting Adjourned