

Seattle Academy Parent Association

Fall Meeting
September 5, 2019



Agenda

- Welcome & Introductions
- Overview of PA and Volunteer Opportunities
- New Parent Association Webpages
- Class Rep Planning Time

Welcome to SAAS Parent Association

- **The Seattle Academy Parent Association's purpose includes:**
 - Supporting activities that enhance school and community spirit
 - Recognizing and honoring faculty and staff in appropriate ways
 - Providing parent education programs
 - Organizing and assisting with activities that benefit the students of Seattle Academy

SAAS Parent Association Executive Committee

President

Sharon Perlin

Parent
Education

Julie
Nicholls

Finance

Nikki Lundin

Secretary

Deanna
Dukes

Admissions

Bob
Steedman

Faculty &
Staff
Support

Fiona
Lennard &
Amy Bryant

PA Class
Reps

Heather
Enoki

Parent Education Committee Mission

- ENGAGE parents in the SAAS mission to challenge students to question, imagine and create in order to contribute boldly to a changing world;
- EDUCATE parents in the principles of social and emotional development that their students may experience in Middle and High School;
- EMPOWER parents to find connection and joy in their students' journey.

Parent Education Committee Mission (con't)

- The Parent Education Committee (PEC) plans, organizes, and promotes parent education events, gatherings, and initiatives to build and support the Seattle Academy community. The PEC is a sub-committee of the Seattle Academy Parent Association.
- How to get involved: For more information about PEC programs or about joining the committee, contact Parent Education Chair Julie Nicholls at juliesnicholls@gmail.com or Seattle Academy's Communications Director [Sheila Hanrahan](#).

2019-2020 Calendar Overview

- **Parent Education All-School Presentations**

- 6:30 PM reception; 7:00 PM program
- Arts Center

- **October 17:** Dr. Laura Kastner
- **April 7:** TBA

- **Parent Education Forums**

- 6:30 PM reception; 7:00 PM program
- Middle School Commons

- **January 14:** Upper School
- **March 11:** Middle School

Parent Education Committee Meetings

8:30-9:30 AM

Thursdays

12th Avenue Conference Room

- September 5
- October 3
- November 14
- December 5
- January 9 (to be held at Café Presse)
- February 6
- March 5
- April 2
- April 30 (end of year celebration)

Parent Association Budget 2019-2020

(Not Yet Finalized)

Activity Fee	\$35.00					
	Students	% of Student Body	Paid Activity Fee	All School Expense Allocation	Balance for Class Events	Total
6th Grade	112	11.93%	\$3,920	\$1,920	\$2,000	\$3,920
7th Grade	115	12.25%	\$4,025	\$1,972	\$2,053	\$4,025
8th Grade	108	11.50%	\$3,780	\$1,852	\$1,928	\$3,780
9th Grade	172	18.32%	\$6,020	\$2,949	\$3,071	\$6,020
10th Grade	160	17.04%	\$5,600	\$2,743	\$2,857	\$5,600
11th Grade	146	15.55%	\$5,110	\$2,503	\$2,607	\$5,110
12th Grade	126	13.42%	\$4,410	\$2,160	\$2,250	\$4,410
Total	939	100.00%	\$32,865	\$16,100	\$16,765	\$32,865

Admissions

Volunteer Opportunities

- **Open Houses (October and November)**
 - Middle School Open Houses – Oct 5th 10:00 am & Nov 2nd 2:00 pm
 - Upper School Open House - Oct 5th 10:00 am & Nov 2nd 2:00 pm
 - Greet, answer questions, mingle with prospective families
 - Need 10-12 volunteers per event
- **Prospective Student Visit Days (October-December)**
 - Greet, answer questions, mingle with prospective families
 - Need 3-4 volunteers per day
- **Admitted Families Welcome Events**
 - Greet, answer questions, mingle with admitted families
 - Need 4-6 volunteers per event
- **New Family Welcome Events**
 - Greet, answer questions, mingle with admitted families
 - Need 10-12 volunteers per event
- **Summer New Family Welcome Calls**
 - Assist with calling ~10 new families during the summer to welcome them to SAAS and answer any questions.
 - Need 10-15 volunteers

Faculty & Staff Support Volunteer Opportunities

- **Logo Wear Sales (September, December, April)**
 - Fall Mania – September 20th
 - Basketball Mania – December 20th
 - Upper School New Parent Welcome Night – April 2020
 - Middle School New Parent Welcome Night – April 2020
 - **Need 5-10 Volunteers per Event
- **Holiday Gift Baskets (December)**
 - Assist with purchasing items (4-5 volunteers)
 - Sorting and counting donated items (4-6 volunteers with 1 leader)
 - Assembling Baskets on the evening of December 20th – (15-20 volunteers)
- **Ski Bus (January-February)**
 - Chaperone weekly ski bus (2-4 volunteers per Sunday)

Grade Level Volunteer Opportunities

- **Lead Class Representative for Grade**
 - Liaison between SAAS and grade level PA reps
 - Help lead parent volunteers for grade & make sure tasks are being completed
 - Coordinate class emails (notices & reminders) with Sheila Hanrahan
 - Provide monthly check-in updates to Heather Enoki (heather.Enoki@Hotmail.com)
 - Provide overall feedback to the PA at the end of the year
- **Parent Coffees/Socials - Organize events for parents**
 - Determine frequency of events
 - Pick dates and venues
 - Arrange speakers if necessary
 - Coordinate logistics for events and communicate appropriately

Grade Level

Volunteer Opportunities (cont.)

- **Friday Treats for Faculty & Staff (6-11th grade)**
 - Obtain class lists from Sheila Hanrahan
 - Create master schedule and assign families to a specific date to bring Friday treats
 - Send master schedule to Sheila along with intro Friday Treats email. Sheila will send this first Friday Treats email to all grade-level families.
 - Send weekly reminder email to families who are scheduled to bring treats for that week
- **Community Service (New Category)**
 - Assist with calling & identifying various places for group/family volunteer opportunities.
 - Opportunities can be open to students only or families.

Grade Level

Volunteer Opportunities (cont.)

- **Parent Potlucks** (6-8th grade; 9-12th grade optional)
 - Work with your class PA team to determine the best approach for potlucks for the school year
 - Solicit volunteers to host potlucks from grade
 - Coordinate a date for each host to host the event
 - Determine the potluck theme: Some hosts prefer to make it a brunch, potluck dinner, happy hour with apps/drinks, etc.
 - Send each host a parent list of emails for their guests
 - Instruct hosts to provide the necessary information in their invite emails to guests.

Grade Level Volunteer Opportunities (cont.)

- **Parent Socials at SAAS**
 - Establish a budget
 - Purchase food and drinks for event
 - Setup and clean up event
- **Parent Socials outside of SAAS**
 - Establish a budget
 - Pick a date and venue
 - Coordinate food/drinks
 - Draft invitation with event information
 - Finalize all logistics & communicate appropriately

Student Specific Volunteer Opportunities

- 6th Grade – “End of Year” Party
- 7th Grade – Organize & Host 8th Grade “moving up” Reception
- 8th Grade – 8th Grade “Moving up” Party
- 9th Grade – Family Community Service Day
- 11th Grade – Planning for 12th grade graduation after party

Seattle Academy Parent Association Website & Resources

• **Seattle Academy Website:**

- Accessible for all SAAS parents
- Basic information about the Parent Association
- Key contacts
- Volunteer opportunities

• **Seattle Academy PA Google Website (in progress):**

- Accessible for active PA members
- More detailed information about the PA:
 - PA forms
 - Feedback from past events
 - Budgets
 - Key Contacts
 - Volunteer assignments

Next Steps:

- **Grade-Level Discussions**

- Assign tasks for each grade level responsibility
- Turn in form to Heather Enoki

- **Task-Level Discussions – *(if time allows)***

- Meet in groups based on the following tasks to share contact information & past experiences:
 - Lead Class Reps
 - Parent Coffee/Socials
 - Parent Potlucks
 - Parent Socials
 - Community Service