



Balance

2023 Orientation Program

September 20, 2023

National Cathedral School

AGENDA

8:30 – 9:00 am **Breakfast/Networking**

9:00 – 9:05 am **Welcome**

*Katrina Holliday, President
Parents Council of Washington*

9:05 – 9:20 am **Opening Remarks**

*Lisa Pence, Director of Parent Engagement
National Cathedral School*

9:20 – 9:35 am **Maximizing the PCW Partnership with Your
School Community**

*Tanisha Carden & Jennifer Taylor
Board Members & Orientation Program Co-Chairs
Parents Council of Washington*

9:35 – 10:00 am ***Share, Connect, Engage: Best Practices Roundtables***

*PCW Board Members/School Liaisons, PCW Representatives, and
Parent Association Presidents*



2023-2024 Theme – Balance

Mission

To promote excellence in education by fostering communication among parents, students and independent schools in the Washington, DC area through programs, resources and networking opportunities.

Vision

Connecting Schools. Sharing Ideas. Engaging Students/Parents/Faculty/Administrators.

Who We Are

Established in 1964 to create connections, collaborations and community around education and parenting, PCW is governed by a rotating volunteer Board of Directors. All members of the Board (15 at present) are parents of member school students or graduates, serving 3-year terms. The Board, with the help of a part-time administrator, organizes and coordinates all programs and resources.

Who We Serve

PCW is a nonprofit membership organization serving the interests of its member school communities. Eligible members are independent schools (Preschool-12) in the Washington, DC metropolitan area, paying annual dues based on type of school and enrollment, and appointing school representatives to liaison with PCW to benefit their school communities via programs, resources and networking opportunities.

➤ CURRENT MEMBER PROFILE:

- Member Schools Represented (56)
 - ✓ Lower (43), Middle (38), Upper (34)
 - ✓ DC (21), Maryland (23), Virginia (12)
 - ✓ Co-ed (44), single gender/girl (8), single gender/boy (5)
 - ✓ Religious affiliated (24), secular (32)
- Students Represented (approximately 25,000)

What We Offer

PCW provides member school communities (administrators, faculty, staff, parents, and students) with robust programs (approximately 10 per year), abundant resources (via our website, including program summaries), and ample networking opportunities all pertaining to education, child development and/or parenting.

➤ ANNUAL PROGRAMS (with an indication of date and to whom the event is open)

- **Orientation Program** – September 20, 2023. Intended for PCW School Representatives and Parent Association (PA) Presidents.
- **Speaker Series Event** – October 26, 2023 (Jennifer Wallace). Intended for all in our member school communities.

- **Lower and Middle School Forum** – December 5, 2023 (Panel presentation). Intended for all member lower and middle school communities.
- **Mental Health Panel** – January 30, 2024 (Member school presentations). Intended for all in our member school communities.
- **Upper School Student Leader Breakfast** – February 6, 2024. Intended for selected 11th/12th grade member school students.
- **Middle School Student Leader Breakfast** – Date TBD. Intended for selected 7th grade member school students and counselors/administrators.
- **Deans of Students' Breakfast** – March 1, 2024. Intended for upper school Dean of Students as a follow up to the Upper School Student Leader Breakfast.
- **Speaker Series Event** – April 24, 2024 (College Panel). Intended for all in our member school communities.
- **Informal Discussions for PA Presidents** – Periodic informal discussion throughout the year.

➤ **RESOURCES**

- PCW website and access to calendar with upcoming events
- Archived summaries of past PCW programs
- Monthly checklists and materials for PCW School Representatives & PA Presidents
- Takeaways from PCW programs

➤ **NETWORKING/BENEFITS**

- Various opportunities (for Reps, PA Presidents, Administrators, Faculty, Parents, Students)
- Connecting schools, sharing ideas, engaging students, faculty, parents, and administrators
- Dynamic local and national best-selling authors presenting at events
- Visibility for/among independent schools in the Washington, DC area

How We Do It

- ✓ PCW Board member liaisons maintain contact with member school administrators, PA Presidents, and PCW Representatives to coordinate, advertise and deliver PCW programs, resources, and opportunities.
- ✓ PA Presidents and PCW Representatives share program/resource information with their school communities and encourage attendance at programs (i.e. *Speaker Series, Lower School Forum*).
- ✓ PA Presidents and PCW Representatives attend programs as well (*Orientation, Speaker Series, Lower School Forum*).
- ✓ Member school administrators and faculty present at a variety of the programs, while other local and national level speakers and authors are highlighted at programs such as our *Speaker Series*.
- ✓ Interested and well-suited member schools host annual PCW programs.
- ✓ PA Presidents and PCW Representatives interested in a position on the PCW Board of Directors are encouraged to contact administration@parentscouncil.org.

www.parentscouncil.org

Updated: 8/22/2023

2023-2024
PCW Board Liaisons to Member Schools
(listed by Member School)

<u>Member School</u>	<u>Board Liaison</u>
Academy of the Holy Cross, The	Leslie Hunter
Aidan Montessori	Shannon Hill
Alexandria Country Day School	Jennifer Taylor
Beauvoir	Erik van der Merwe
Browne Academy	Leslie Hunter
Bullis School	Leslie Hunter
Burgundy Farm Country Day School	Jennifer Taylor
Charles E. Smith Jewish Day School	Natalie Selzer
Commonwealth Academy	Jennifer Taylor
Concord Hill School	Cara Hur
Congressional School	Jenn Lustbader
Connelly School of the Holy Child	Des Bouadi
Edmund Burke School	Natalie Selzer
Field School, The	Christopher Vorobek
Flint Hill School	Jennifer Butler
Foxcroft School	Tanisha Carden
Georgetown Day School	Des Bouadi
Georgetown Preparatory School	Erik van der Merwe
Georgetown Visitation Preparatory School	Tanisha Carden
Gonzaga College High School	Des Bouadi
Grace Episcopal Day School	Natalie Best
Green Hedges School	Leslie Hunter
Harbor School, The	Jenn Lustbader
Holton-Arms School, The	Melissa Dennis
Holy Trinity School	Des Bouadi

<u>Member School</u>	<u>Board Liaison</u>
Lab School of Washington, The	Leslie Hunter
Landon School	Shannon Hill
Langley School, The	Jennifer Butler
Lowell School	Natalie Selzer
Madeira School, The	Shannon Hill
Maret School	Jenn Lustbader
McLean School of Maryland	Melissa Dennis
Milton Gottesman Jewish Day School	Natalie Selzer
National Cathedral School	Cara Hur
National Child Research Center	Erik van der Merwe
National Presbyterian School	Christopher Vorobek
Norwood School	Natalie Selzer
Oneness Family School	Christopher Vorobek
Our Lady of Good Counsel High School	Des Bouadi
Potomac School, The	Jennifer Taylor
Primary Day School, The	Cara Hur
River School, The	Cara Hur
Sandy Spring Friends School	Christopher Vorobek
Sheridan School	Jenn Lustbader
Sidwell Friends School	Shannon Hill
Siena School, The	Jennifer Butler
St. Albans School	Erik van der Merwe
St. Andrew's Episcopal School	Natalie Best
St. Anselm's Abbey School	Melissa Dennis
St. Patrick's Episcopal Day School	Natalie Best
St. Stephen's & St. Agnes School	Melissa Dennis
Stone Ridge School of the Sacred Heart	Jennifer Butler
Washington Episcopal School	Tanisha Carden
Washington International School	Tanisha Carden
Washington Waldorf School	Cara Hur
Woods Academy, The	Natalie Best

Updated: 7/20/ 2023



2023-2024 PCW Board of Directors

Name	Email
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Jessica Horwitz, Administrator	administration@parentscouncil.org

2023-2024

Month-to-Month Guide for PCW Representatives

Note: PCW will provide you with promotional material for all programs via the monthly checklist; program summaries available on the website (www.parentscouncil.org)

September

- Contact school PA President or communications director to determine the best method for publicizing future PCW events/programs.
- Attend **Orientation, September 20 (8:30am) at National Cathedral School.**
- Publicize the Fall **Speaker Series: Jennifer Wallace** event on October 26 as appropriate for your community in school newsletters and on the school website.

October

- Continue to publicize the Fall **Speaker Series: Jennifer Wallace** event on October 26.
- Attend the **Speaker Series: Jennifer Wallace, October 26 (7:00pm) via Zoom.** Encourage other parents, school personnel, and friends to attend.
- Share the summary from the Jennifer Wallace event, available on the PCW website, with your school community.

November

- Publicize the **Lower and Middle School Forum** panel event on December 5, if applicable to your school.

December

- Attend, as appropriate, the **Lower and Middle School Forum, December 5 (7:00pm) at Lowell School.** Encourage other lower school parents, school personnel, and friends to attend.
- Share the Lower and Middle School Forum summary, available on the PCW Website, with your school community, if applicable.
- Publicize the **Mental Health Panel** event on January 30.

Happy Holidays!

January

- Continue to publicize the **Mental Health Panel** event on January 30.
- Attend the **Mental Health Panel, January 30 (7:00pm) at The Lab School.** Encourage other parents, school personnel, and friends to attend.

February

- Selected Upper School students attend **Upper School Student Leader Breakfast, February 6.**

March

- Upper School Deans of Students attend the **Deans' Breakfast, March 1.**
- Publicize the Spring **Speaker Series: College Panel** event on April 24.

April

- Selected Middle School students attend **Middle School Student Leader Breakfast, final date TBD.**
- Attend the **Speaker Series: College Panel, April 24 (7:00pm) via Zoom.** Encourage other parents, school personnel, and friends to attend.
- Share the summary from the College Panel Speaker Series event with your school community.

May

- Identify PA Presidents and PCW Representatives for next year and send information to PCW at administration@parentscouncil.org.



PCW School Representatives
Specific Responsibilities/Expectations
for Taking Advantage of PCW Membership

Each member school selects approximately one to three parents to serve as PCW Representatives during the academic year. Representatives are expected to learn about, advertise and promote, encourage participation, attend and engage, and share program materials for all applicable PCW programs with their school communities, as well as seek opportunities to promote the relationship between PCW, member schools, and parent groups.

➤ **Learn About**

- Take part in PCW Orientation
- Communicate with your PCW Board Member Liaison
- Read and act upon PCW monthly checklists sent directly to your email inbox
- Refer to PCW website (www.parentscouncil.org, 'Resources for Reps' section)
- Attend other PCW events (Speaker Events, Panel Discussions)

➤ **Advertise and Promote**

- Use blurbs from PCW monthly checklists to advertise in school communications
- Be strategic about where to advertise (school newsletters, class notices, etc.)
- Email or send notes to parents, administrators, faculty, and staff
- Provide access to copies of previous year summaries for applicable programs (located on PCW website, below)

➤ **Encourage Participation**

- Talk up programs and ask other parents to attend with you as appropriate
- Email or send notes to administrators, faculty, and staff for programs of interest
- Help provide transportation or carpools (optional)
- Make sure everyone knows where, when, and for whom the programs exist

➤ **Attend and Engage**

- Go to all programs meant for you and bring a friend where applicable
- Use programs as opportunities to network and engage with other parents

➤ **Share Program Materials**

- Once posted, ensure your school community sees and reads program summaries
- Email/hand out program summaries to administrators, faculty, and parents

Stay Informed 24/7

Contact us: administration@parentscouncil.org or via your Board Liaison

Visit our website: www.parentscouncil.org

2023-2024 PCW Program Schedule

<i>Program</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>	<i>Audience</i>	<i>PCW Rep Role</i>
PCW Orientation	Wednesday, Sept. 20, 2023	8:30 am - 10:00 am	National Cathedral School	PCW Reps and PA Presidents	<u>ATTEND!</u> Distribute material*
Speaker Series <i>Jennifer Wallace</i>	Thursday, Oct. 26, 2023	7:00 pm - 8:30 pm	Virtual	All PCW Member School Communities	Publicize/Promote <u>ATTEND!</u> Distribute material*
Lower/Middle School Forum <i>(Panel Presentations)</i>	Tuesday, Dec. 5, 2023	7:00 pm - 8:30 pm	Lowell School	PCW Lower and Middle School Member Communities	Publicize/Promote <u>ATTEND!</u> Distribute material*
Mental Health Panel <i>(Member School Presentations)</i>	Tuesday, Jan. 30, 2024	7:00 pm - 8:30 pm	The Lab School	All PCW Member School Communities	Publicize/Promote <u>ATTEND!</u> Distribute material*
US Student Leader Breakfast	Tuesday, Feb. 6, 2024	8:00 am - 12:00 pm	The Potomac School	Member School Selected Students	Ensure Administrator and Counselor have date and know to select students
Upper School Dean of Students Breakfast	Friday, Mar. 1, 2024	8:30 am - 10:00am	Georgetown Day School	Upper School Deans of Students	Ensure Dean of Students has date on calendar
MS Student Leader Breakfast	TBD	8:30 am - 11:30 am	The Langley School	Member School Selected Students	Ensure Administrator and Counselor have date and know to select students
Speaker Series <i>College Panel</i>	Wednesday, Apr. 24, 2024	7:00 pm - 8:30 pm	Virtual	All PCW Member School Communities	Publicize/Promote <u>ATTEND!</u> Distribute material*
PA President Discussions	Throughout the Year	Varies	Virtual	PA Presidents	N/A

*Distribute Material = Access/distribute info beforehand; then program summaries/write-ups from PCW website after program completion.

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