

INTERN COMMITTEE MEETING

December 18, 2023

Normandale Conference Room

4:00 - 5:00 PM

Meeting Called by: Charlotte Taubel

Note Taker: Charlotte Taubel

Attendees: Anne Jennen, Mayssa Mouawad, Kristen Angel, Tracy Schaefer, Charlotte Taubel

Not In Attendance: Angie Lapensly, Elen Gilder, Adrian Reenshuler, Chris Holden

Meeting

5:00- November meeting [minutes](#) approved:

Charlotte

Motion to approve: Tracy

Second the motion: Charlotte

5:05- General Updates

Charlotte

- Host Toolbox/COVID section keep it for the Spring. Discuss at the end of Spring since next year the visa requirements change about covid. We will want to follow guidelines from the district and keep at least part of that section of the document.
- Angie will email partner families a check-in email with some important dates about our interns' transition with their new host families.

5:10 Rally Month

Mayssa/Kristen

- Schedule for emails is set - they'll go out on Mondays starting 01/08
- January 10 Mayssa/Charlotte go to the Staff Meeting to discuss communication plan with teachers. Charlotte will prepare the blurb for teachers to edit at the staff meeting
- January 17 coffee/pastry for teachers
- Charlotte prepares questions/answers for Mayssa. Include What do we do when we travel? Question about lunches.
- Charlotte will prepare the blurb for teachers to edit at the staff meeting
- Budget: 50\$ for contest, teacher appreciation coffee, crêpes day

5:25 Host Families

Charlotte

- Working on matching - should be done this week

- Charlotte will communicate to fall/spring families and interns about matching letters being sent out on January 1st. Historically more successful for our program to hold off until after the holidays so interns stay engaged with fall hosts.

5:35- Social

Anne

- Anne prepares an RSVP spreadsheet for Chanhassen Dinner Theater and Charlotte will email it to interns this week. Interns will be asked to contribute \$20 toward the price of their tickets.
- Charlotte and Anne will finalize schedule for Spring events before interns move in with their Spring families

5:50 Extended French

Tracy

- Working with Pierre Schmitt and Nathalie Godin to do some things at VV/EHS to continue to build the enrichment structure for teachers and kids at the VV/EHS level. Notably with subscriptions/books and display.

Motion to Adjourn Meeting: Charlotte

2nd motion to Adjourn Meeting: Tracy

Meeting adjourned

Next Meeting: January