

Lab School Parents' Association General Meeting Minutes November 3, 2014

I. Parents' Association ("PA") President Cheryl Rudbeck called the meeting to order

A. Directories

1. To be delivered soon and Cheryl will send email about volunteering to label and distribute
2. Starting next year, distribution will change with teachers receiving only one copy and families having to opt in for a receipt of a hard copy (as family information now listed online in Labnet) at a cost of \$5 per directory. Polls were taken and there has been a split response among families on whether or not to continue the distribution of directories.
3. A new vendor will be used next year, reducing the cost to produce the directory from \$4 to \$1.87 per copy.

B. Holiday Spirit wear Pop-up Shop planned for Blaine and Earl Shapiro Hall

1. Anyone interested in helping out, contact Cheryl
2. Net proceeds to go to the PA
3. Plenty of advance notice will be given to families

C. PA Membership Dues

1. The PA is running an annual budget deficit of \$20,000 which has been offset by PA reserves.
2. Part of the issue is the \$50 dues per family which has been a constant amount for as far back as anyone recalls.
3. Treasurer Sari Weichbrodt is looking into the history of dues and increasing them with the Registrar's Office, noting that next school year's dues will be raised. The Board will be thoughtful about the appropriate increase.
4. Cheryl noted that the PA Bylaws were reviewed with Secretary Lisa Curci and noted that no vote is required to increase the dues.
5. A discussion ensued.
 - a. It was noted that the PA had been the beneficiary of Lab's annual fundraisers until about 10 years ago when the Development Office took over the event. This explains the background of the existing reserves now being used.
 - b. It was noted that payment of the PA dues is not mandatory and some families do opt out. However, the school has historically paid for these families. In addition, the school has paid the PA dues for University affiliated families.
 - c. Cheryl noted that the intent is not to charge a PA dues amount that will build reserves.
 - d. Other fundraising options were discussed including the possibility of a large carnival on the Midway. Mariana Ingersoll will look into.

II. Secretary's report, Lisa Curci

- A. Lisa noted there was a problem with forwarding minutes from the October 6, 2014, PA Meeting and that they would be sent electronically for approval. (The minutes were subsequently distributed by email, approved and posted on the website in November).

B. An attendance sheet was passed around and is attached which is important given the new PA attendance policy for board and council members adopted Spring 2014.

C. Cheryl Rudbeck was asked to check the Garbanzo distribution list to see if HS Council member Kim Stolze, newly elected in the fall 2014, was included.

III. Treasurer's Report, Sari Weichbrodt

A. Sari noted that the 2014-2015 school year PA Budget is looking scary with a \$30,000 loss being projected.

B. Current reserves include an \$11,000 operating account and a \$59,000 reserve account.

C. PA dues for 2014-2015 are just coming in and should be approximately \$58,000; new admits cancel out graduating seniors.

D. One expense issue each year has been the speaker series which is budgeted for \$14,000 but typically costs \$30,000

1. HS Council member Debra Beinstein noted that she talked to HS principal Scott Fech to understand the PA's responsibility.. Debra discovered that each school gets a significant amount of money that is not committed for anything in particular. She noted an expense issue for the HS Council this year is that the PA has been annually paying for the graduation reception but might incur additional costs because it can't piggyback off of Alumni weekend which is moving to the fall. Cheryl noted she will bring this up to Robin.

E. PA Grants

1. Sari noted that she is centralizing the grants process as faculty members have been double dipping.

2. Grants will not be funding any capital expenditures as the budget is so tight and such outlays do not match up with the mission purpose.

3. The Grant form will be put on Wufoo.

IV. Communications' Coordinator Report, Thomas Gaulkin

A. The PA will be going forward with its own website platform; school administration has not voiced any objections. Thomas has been holding off from scheduling a Communications Committee meeting until he knew this so now he will schedule one. Much of the meeting discussion will be focused on the new website. Feel free to email Thomas with ideas. The website will come to fruition this school year, with a hopeful launch this spring.

B. Concern was expressed about the lack of communication if the outside website implodes. Thomas noted that the PA would still have a page on Lab's website which would have a link to the outside website.

C. Parents will opt in to the website and agree to rules of usage; the PA would likely somehow have someone monitoring what is written on the site by users although this will be difficult to do daily.

D. Thomas will be building the site; however, an issue will be that other Communications Coordinators might not have the same experience.

1. It was noted by Nikki Gupta that there might be the ability to use the university as a platform.

E. Enews - Thomas clarified that he collects PA items - events and activities - generally in the format they are given to him - maybe making some stylistic changes. He then puts in a Google doc with Catherine Braendel making the final decision on what is to be included in Enews.

1. Anyone who is supposed to get reminders about Enews but doesn't, please contact Thomas.

F. All School Calendar - There have been issues with duplicative items. Please contact Thomas if you notice any such item.

G. Thomas has developed a Google calendar that we can all use; Cheryl will get this out to all of us.

H. Please contact or copy Thomas on any email involving communications issues.

V. HS Council Report

A. Graduation reception -Still being sorted out (see III.D.1. above)

B. Social Events

1. Students - Last year the HS Council hosted an all HS skating party; this year the Council may try to do a foosball party or some similar event; the Council will confer with Mr. Ribbens; scheduling will occur after seniors are done with their college applications.

2. Parents - HS parent Lilliana Lark will be planning a social outing for parents

VI. MS Council Report

A. A Middle School pep club has been established. They meet during activity period and attend Lab sporting events (i.e. Spirit Night). Pep sticks were just ordered to be delivered in January for the club.

B. Other events to date include Fall Fest and Parent Night; a Giant Gym night is planned. The Council hasn't yet received any parent volunteers for Spirit Night or Giant Gym Night; MS Principal Sandy Bixby has been asked to send out an email to parents regarding this. The council would also like to plan a roller skating party.

C. The 8th grade graduation reception will be held on the 3rd floor of Ida Noyes.

VII. Lower School Council Report

A. 15 Lower School students attended the Homecoming High School soccer game; Lower School support at other High School games will be planned

B. Other events to date this school year included a new parent orientation and a back to school picnic. The Council had Development pay for the picnic (food ran out at the picnic as more people showed up than responded with an RSVP).

C. The Council would like to do an all school community event. This would likely be on the school campus and is tentatively planned for the Saturday before MLK Day. Hannah Evans, Lab's community service coordinator, is helping to plan.

E. Bizaarnival was held for younger students in October. It was run by 4 High School clubs, each of which made money through their participation,

VIII. Earl Shapiro Hall Council Report

A. Three parent nights were held already.

B. Instead of Principal Chats, there have been "meet and greets" after drop-off.

C. The Council has thought about selling spirit wear at parent nights and orientations.

IX. Closing comments - Cheryl concluded the meeting with noting that the December 1 PA meeting is the first in the PA speaker series this school year with Ted Gonder, CEO of the education nonprofit MoneyThink. It was questioned if Mr. Gonder would be speaking to the high school students. (It was subsequently confirmed that he was speaking at an optional

assembly).

X. Meeting was Adjourned

Minutes submitted by Lisa Curci