

2/1/2016

## PA Board Meeting Minutes

In Attendance:

Submitted before this meeting by Lower School Council:

- Activities
  - Pretty light on activities in December and January with the winter holidays
  - Lower School MLK Assembly – January 14<sup>th</sup>
    - Provided coffee for parents attending the assembly
    - Around 50 parents attended the assembly
    - Parents will be invited to the assembly going forward, so the council should plan to support in January 2017
  - Lower School Fan Day – January 14<sup>th</sup>
    - Decorated lobby on 1/11 – thank you Cathy Lee for making and buying the decorations, writing the emails for the rooms parents and coordinating the communications!
    - Encouraged everyone to wear Maroon on the Thursday
    - Printed and handed out stickers to students in the morning
    - Primary School art night was from 5pm to 7pm that evening, so some conflict
    - The Lower School Council definitely wants to support Fan Days going forward
- Future events
  - Lower School Ice Skating
  - Lower School Bike Ride in May
- Ongoing initiatives
  - Creating a Lower School Council binder to pass on to incoming Council members
  - Recruiting for elections for Lower School Council
  - Researching vendors for Teacher Appreciation Day lunch

Submitted before this meeting by Middle School Council:

1. Continuing regular monthly meetings with Sandy.
2. Ordered teacher appreciation goodies for Parent/ Teacher conference day.

3. Hosted MS Fan Day
4. Organizing Roller Skating Party for 7th graders on 2/19. Still need volunteers to chaperone.
5. Confirmed 6th Grade Art Show Date with Mr. Misikas. Scheduled for 4/2.
6. Ordered and are selling and promoting Lab Spirit wear.
7. Started communication with Karen Duncan regarding MS Mentor families for next fall.
8. Upcoming meeting with 8th grade graduation committee.

Submitted before this meeting by the High School Council:

### **HSC Accomplishments**

- Hosted the first "s'more fun" day with s'mores and hot chocolate to celebrate the end of term on Thursday, December 17th
- Hosted a teacher appreciation lunch in the principal's office, also on Thursday, December 17th
- Hosted the annual pizza party for seniors at lunch on Friday, December 18th in the senior lounge
- Helped plan and execute the first "restaurant week" outings for Lab parents
- Helped plan an all-schools fan day in January
- Planned a fan day at U-High on February 5th

### **HSC To-Do List**

- Graduation planning: secure site, plan menus, decide on and order senior gift, etc.
- Provide/distribute ASPIRE test snacks--April
- Discussion on how to help reduce student stress (building on challenge success discussions)

### **Questions/Topics to Address**

- none

Tracy reported that the Rites of May festival may not be executed this year. It requires many volunteers and the budget does not allow for it. Feedback has been that it only targets ESH or Lower School students. Tracy will report back when the decision is finalized.

Lower School: In December and January they are light on activities, they hosted coffees and also for Martin Luther King Day. The Veterans Day assembly will be open to all parents this year. Fan day was really well received. The stickers were a big hit. Ice skating event is coming up and the usual Bike Ride that happens during the Rites of May will go on even if Rites of May is cancelled. A LS Council binder is in the works to pass on to Council members going forward.

ESH: It was reported that they will ask the LS to make cards for teacher appreciation. They will be for teachers in the ESH. This gives the LS children an opportunity to thank their teachers from previous years and stay connected to them.

Diversity Report: Amanda Lewis reported that she Beth Richie and Veronica Thigpen have had 3 meetings so far this year. Angela Cobb was the previous chair of this committee. In the Fall they hosted a book chat and strategy session with attendance of 80 pp and three quarters of the Principals. They asked folks about challenges of diversity. Beth hosted a meeting at her home with Ken Garcia Gonzales and 30 people attended. Beth and Veronica are making a list of priorities and they've met with Robin, Scott and Sylvie to discuss. Scott agreed that a curriculum inventory was in order. The hope is that this committee will be able to support Ken. Amanda is planning to meet with Carla Young, Susan Devetski and Sandy Bixby. The committee has questions about how to be a part of the PA, how to communicate their activities, how to report and access budget information. They are working on the best way to report the numbers of diversity about Lab. They are willing to work with the PA to connect with as many parents as possible to fulfill their mandate of reaching parents who have concerns about diversity. This committee will make sure that Lab lives up to it's mission statement and values. They are open to feedback on how to do this.

The board requested minutes of their past meetings, budget information and asked Amanda to invite Ken to a PA Board meeting.

Monica Hughson reported that the PA needs to send out a survey to the parent body about what they would like the PA to focus on. She mentioned that the School Board is also interested in getting parent feedback so the surveys will be separate.

Amy reported that one option for getting a survey out would be through UChicago Impact which has a 25 year old survey called the 5 Essentials. She introduced Elliott to describe the survey. He explained that this survey is used nationally on an annual basis in thousands of schools. He passed out a handout of the 5 Essentials and gave the history of it's inception. That it was born out of Chicago being named as having

the worst schools in the country. He explained that of the 5 essentials, ambitious instruction, effective leaders, collaborative teachers, involved families and supportive environment, if 3 of them were reported as strong by teachers and students then the school was thriving. He said that they have 15 years of data, that it continually assesses itself and that it does an X-ray of a school to find out where the school is strong. It also can tell where the dark corners are and where the people are not getting the same experience. CPS has made their 5 essentials data public since 2011. It also has a supplemental parents survey since the 5 essentials is a survey for teachers and students. There is currently a commitment at Lab to get a survey going. They can also customize the survey to find out what parents would like from the PA. Questions could not be formatted as open ended.

When asked who would be accountable for “doing” something with the data, Elliott answered that UChicago Impact could help with this but that this still needs to be explored. The PA can help. For example, the data would need to be analyzed then a teacher and parent leadership team would help to ensure that something would happen understanding that change takes time. When asked what is the hold up to getting the 5 Essentials out? It was explained that the school is vetting other survey options and vetting the 5 Essentials. An answer may be made by this spring. It would take 4 weeks to launch unless there is a lot of customization. Elliott mentioned that Scott wanted to know if this is something that the PA supports.

HS Council – Kim requested feedback for how to improve restaurant week event for next year. There were more ESH parents than other schools who participated. Two suggestions were to tell parents which restaurants before signing up and possibly splitting parents by school division for commonality.

Fan Day – Dave Ribbens is working on getting prizes like seat cushions, gift cards, doing a free throw contest. Concession can make about \$200 so Dave takes in about \$1000 a year from concession proceeds. He uses it for new uniforms. The board was asked to sign up to bring things to Fan Day on Feb 5 for sale.

Communications Coord – Patty reported that the most visited part of the PA Lab website labparents.org was the restaurant week entry. Also there are many more users of the site.

Budget – Matt reported that the dues were not raised this year so the PA is in the hole for the outgoing grant money that was issued this year. He asked for all to get their receipts in as soon as possible to reconcile the books. He explained that the Aramark receipts and the childcare costs and receipts need clarification and authorization. Capacity and cost for childcare is new so an evaluation of childcare reimbursement is in order.

Mentors discussion – Audris has Yvette, Sara and Tina while Krista and Tracy will help with HS.

Announced that the Jessica Lahey Speaker Series will not be recorded on March 8.

The Nominations Committee lead by Krista Hogarth has been formed and representatives by each Council has been requested. Anyone can join this committee if they like.

Lena invited all to attend Connections on March 12.