

Parent Board Meeting Minutes

Board Meeting, Monday, Jan 7th 2019

7:00 p.m. – 8:30 p.m., Conference Room, C-129, Judd Building

List of Attendees in no particular order: Lauren Polite, Barb Kern, Saima Sufi, Ann Grissom, Patty Carolina Jones, Abundio Rodriguez, Catherine Rosenberg, Susan Farmer, Angie Holleb, Mariana Ingersoll, Farah Noor Cheema, Archana Dharanipragada, Kevin Tan, Heather Tamburo, Meggan Friedman, Monica Hughson, Rupert Vaughn, Michael Norwood, Jill Cross, Amelia Klein, Samantha Morales, Melissa McMahill, Nicole Beechum

All council members would be addressed with their initials in this document. We will follow the notation as Archana Dharanipragada (AD). No surnames would be used. Meeting minutes from the previous meeting were accepted prior today's meeting.

AGENDA

7 p.m. –

1. Individual Council Reports
 2. Update on CollABorator project
 3. Co-Presidents' Topics for discussion
 - Volunteer Update
 - Spirit wear Update & thoughts on turning one of the PA rooms to a store
 - Draft outreach to faculty for direct communication with PA on behalf of parents
 4. Next Steps/Open Discussion
 - Issues for Co-Presidents to raise with Charlie on upcoming Monday
 - Rites of May
 - Other
-

– 8:39 p.m.

Adjourn and Disperse

1) 7.08 pm: Sharing & Brief Announcements, Mix and Mingle. Welcome and Happy New Year Greetings to all board members

2) Individual Council Reports and Updates:

- **ESH:** They have been focusing on Spirit Wear and that their next P2P will be January 18 around the topic of socio-emotional learning. This was posted on the Facebook Lab Parents page.
BK asked if any of the schools were in need of volunteers:
 - ✚ Middle School answered that help with graduation will be necessary as there are always lots to do with this event.
 - ✚ AH asked for volunteers for Spirit sales at sporting events and Fan days.
 - ✚ LP thanked all who helped in working so hard with Spirit Wear sales before the break with an extra shout out to CR who took orders home for delivery and pick up.
 - ✚ Volunteers for Rites of May were also noted as being necessary.
- **LS:** It was reported that they had a quiet month but did spend time advertising and supporting the Book Fair. The P2P scheduled for this month will now be held in mid-February with a date to be announced. Also the Midway has been reserved for the skating party on February 7 from 3-6pm with refreshments.

- **MS:** It was reported that the latest P2P meeting was well attended compared to past meetings. There is always a better discussion the largest the group becomes. Some parents were able to give accounts of the meeting held by Sylvia Ashlimann around socio-emotional topics for their Middle Schoolers creating a discussion where parents were resources to each other. Counselors have been invited to attend the next P2P around the topic of the 8th grade transition to High School. So far, it may be attended by Camille Baughn Cunningham. Another topic for a future P2P would be around Health & Wellness. Lauren encouraged the MSC to also invite High School Parents to attend the 8th grade transition P2P meeting. The timing of this meeting, it was reported, is sooner than previous years to help parents decide if they would like to sign up for courses through Summer Lab that they think their children may take before attending U-High. Also the Principals Forum will have Brian Hewitt, Director of Technology speak on the topic of Middle School and social media.
- **HS:** Two events were held before the break, the Senior Pizza Party and the Free Donut and Hot Chocolate giveaway. 420 donuts were given and 250 hot chocolates were passed out. Also during the last week before break, Spirit Wear was sold. Many students browsed the inventory and others picked up orders that were placed previously. The next P2P will be held this Wednesday with the topic of opportunities for students around Civic Engagement and Leadership. It was suggested that the PA Board Meeting Minutes should also be updated as the last posting on the web page was in 2017.
- **Communications:** Communications is on track and is running up-to-date.
- **Finance Committee, Treasurer Update :** It was reported that Spirit Wear expenses were 8,700 and revenue was 7,800 though these numbers are very preliminary because Facts billing still needs to be submitted for the HS and ESH. One Council member still has sales to run. It was reported that \$3,000 came in from online ordering and that sales were also done at the Book Fair. It was reported that one grant request has been submitted for Arts Fest in the HS. SS asked that all please remind the recipients of the grants to submit their reimbursements before April 30. Also please create a report or posting for your school to show what was funded by the grant process. It was recommended that the Councils remind the teachers in May after the process to begin to think about projects that may need funding over the summer. It was suggested that the Wufoo for the grant process be updated before the school year ends for the upcoming year so that teachers could submit in the summer or August for the teacher orientation. It was reported that the PA may be a bit over budget due to holding 2 pizza parties for the Book Swap prize and that next year a line item will be added for the purpose of quantifying holiday gifts to staff. Finally it was requested that all please submit their expenses as soon as possible that reimbursements can be done as soon as possible. It was noted that the amount of money acquired from 57th Street books will be clarified. A suggestion was made that books be ordered directly from the publisher at a lower cost than Amazon or bookstores if they are being used to be resold.
- **Questions and Thoughts from Attendees:**
 - ✦ A discussion around how to recap and report P2P meetings to the broader community ensued: Some Councils have shared notes with parents but only to those who have attended.
 - ✦ A suggestion was made that if a speaker is present that the notes from the speaker should be distributed. Some offered that these meetings can be a forum where they can express a candid account or personal story and that parents may not want that information distributed to people outside of those who have attended the P2P. Need to be sensitive to this when taking notes for distribution.
 - ✦ A suggestion was made to only distribute the topic discussed and helpful tips or reading suggestions that families may find useful without personal accounts of attendees.
 - ✦ Another suggestion was to utilize Schoology through a code provided by the counselor and then to advertise on E-news that this is an option for those who cannot attend the meetings. PJ offered to post information on the Labparents.org website if Councils found that useful.

2) 7:32 p.m Update on CoLLABorator project : An update for Collaborator the parent hobby/interest/profession database now has 106 profiles created by 78 parents. It was made clear that this was not necessarily something that a parent would be presenting in a class but simply a resource for teachers to tap into regarding a topic of interest that may be occurring in their classroom. All were encouraged to complete and submit a profile. Lauren requested that one-pager may be distributed at P2P meetings so that more parents can fill them out. Someone asked if their work schedule changed, would they have to go back into Collaborator to update their schedule to accommodate a class need. The answer was no: that the database does not ask for that information specifically. Once a teacher is interested in getting information from a parent, they will coordinate timing specifically after contact. It was reported that teachers have begun to use the Collaborator database to request information for

their classes. AD asked a question about how to update their profile and KT suggested that updates should be done using the comments section.

3) 7.51 p.m Co-Presidents' Topics for Discussion:

- **Volunteer update:** BK mentioned that a collective group of Board members are working towards understanding the volunteer needs of the entire school. The group is currently working on mapping to figure where and how parents are volunteering and how much time they are giving. Two hour meeting(s) will be held to put this together. An example was given that a parent may be giving many volunteer hours to ARD, Athletics etc and so they do not volunteer for the PA. This is an attempt to understand volunteer participation and to acknowledge those who do give their time effectively.
- **Spirit Wear:** Lauren reported that the goal of Spirit Wear sales is to move to a year round website and she asked for opinions around how spirit wear would look if perhaps a PT employee handled this endeavor. A discussion ensued around how other schools have accomplished an onsite spirit wear store. St. Ignatius it was noted has sold 500,000 in the past 3 years in Spirit Wear sales. They use these funds for scholarship. The Latin School also has an onsite store that began because they sell their PE uniforms there. It was suggested that sales could be done at Lobby Sing but that those sales should be done by a volunteer not in ESH or LS. It was asked the purpose of selling these items, was it for profit for the PA or for some other reason. The answer was that the purpose was to promote school spirit. It was recommended that any person managing the store be part of the larger school and not just the PA. It was suggested the PA not be the one to finance a PT worker for the purposes of managing this store. That said, it was acknowledged that a consistent person managing this endeavor would ensure that the retail sales, inventory accounting would be successful. The purpose of the discussion was to try to figure out a way to keep this from being a parent passing on a job to another parent from year to year and to hopefully have a physical store on-site, the PA room off of the Café Lab was suggested.
- **Draft Outreach to Faculty:** Lauren reported that they are working on a draft letter to faculty to have a meeting with them. Currently there is no direct channel of communication between the PA and faculty. We have a direct communication through the Councils to administration but not the teachers. The idea would hopefully allow parent Council to attend a faculty meeting to communicate parent issues.

She reminded all that she and Barb have monthly meetings with Charlie and that if anyone had an issue or concern to let them know and they would bring it to him next Monday.

4) 8. 12 p.m Next Steps/Open Discussion

- **Rites of May:** The committee has met and their next meeting will be in February.
- **Diálogos:** It was reported that there are at least 6 PA Board members on the Diálogos committee and that this was a positive number. It was reported that the next conference will be with the sponsor team of faculty, administration, School Board members, parents and 4 students. They will meet at an independent space away from Lab for 3 days on Tuesday from 8am-8pm and Weds and Thursday from 8am-6pm. Of the team, 40-50% is faculty members. They are meeting to articulate change, punch holes in ideas and to tackle tough topics. The hope is that the discussion remains student focused. How do we have a more consistent experience for our students? It is a good step towards getting to a cohesive idea of getting to the answer of what is Lab? Some faculty was asked to participate and others volunteered. One conflict was vertical day so some would not be able to participate. It was suggested that in a school where there are so many dynamics at play, recruitment tool for University, as well as others that it's important to ask the question of how Lab can be a school to fit all.
- Next PA board meeting is on Feb 4th, 2019
- Upcoming E-news on Thursday, Jan. 24 ,(Please submit by Sunday, Jan. 20)

8. 35 p.m Wrap Up and Disperse