

PA Business Meeting

Agenda

October 25, 2021

6:00-7:30 p.m.

Zoom -[Register online](#)

1. Open meeting 6:05 pm
 - a. In attendance: Carrie Trimble, Cathy Lee, Kim Picciola, Lisa Eimer, Priya Laroia, Ramya Shah, Sara Skelly, Ximena Colunga, Tina Louie, Lena Jessen, Melissa McMahill, Cindy Marchessault, Samantha Morales, Abundio Rodriquez, Amy Koh, Andee Stacy, Audris Wong, Beth Richie
2. Approval of September Meeting minutes
 - a. Samantha M moved to approve, Cathy L seconded: Minutes approved by unanimous ayes; opposed: none
3. Guest: Heiji Black, Connections Co-Chair
 - a. Introductions Heiji and Nicola Idehen chairing the Feb 12 Connections (125th Lab birthday) elegant sit down dinner at MSI
 - i. Three focuses for funds for raised
 1. Financial aid (more weight here)
 2. Co-Extra curricular - books, clubs,etc
 3. Director's vision club: to help director to highlight projects that she will like
 - ii. Celebration of the history - during cocktail hour will see timeline from Dewey to current classes, Maroon Keys + Performances from clubs, Tori will make a speech
 - iii. Volunteers are getting started with planning; MSI is considerate of covid.
 - iv. Please attend and spread the word for attendance and volunteers, no limit on number of attendees! Contact: heijicb@gmail.com
 - v. Q: Can donations be specified to a particular bucket. Yes can be place it into other buckets as per the donors' request, will have salon labs, and sign up parties, school specific events (eg High School events).
 - vi. Website is updated!
4. Council / Committee Highlights
 - a. ESH
 - i. Carrie T: Rosa putting up decorations in the lobby and outdoor for Halloween, no parade
 - ii. Nov 17: bagels and coffee for teachers Working with room parents to bringing thank yous for teachers
 - iii. ESH not really decorating lobbies just for Halloween. Lena reminded us that there is an ESH public spaces committee. They are the decider of what goes into the lobby
 - b. LS
 - i. Very successful Walk to School, picture day, lobby decoration
 1. Volunteers coordination mostly LSC

- ii. Waiting for additional grants
- iii. PA needs to talk about the contract for Picture Day as it was different between LS and MS ACTION: need additional meeting
- c. MS
 - i. Two P2P, Sept transition topics; Oct: homework strategies with some emphasis on math program; upcoming Nov 11: Matt Landa/new Dean of Students
 - ii. 3 Grants submitted at the moment
 - iii. Fan Day and Giant Gym Night are in discussions with Laura Gill/Dave Ribbens
 - iv. 7th Grade Algebra Situation: helping to set expectation for next year; bridge communication for parents;
- d. HS
 - i. P2P: strong turnout for virtual meetings. Work-life balance, sleep, Nov 4: New Assist Principal, Zilkia will speak of midterm reports, parent teacher conference
 - ii. New high school families informal zoom chats continue, next one Nov 17
 - iii. Principal P Beekmeyer asked for grant extension to after Thanksgiving/Dec 3 for the due date. HSC will grant extension, no grant submissions at this time probably due to teacher overextensions.
 - iv. Should there be a new date or an extended date? All grants regardless of when grants were submitted - all awarded money must be spent May 2022, no extensions beyond that date.
- e. DEI
 - i. Two standing programs will return: Principals talking about macro plans + Budget/data end of the year meeting
 - ii. In conjunction with all P2P in all divisions, can DEI be invited to share with divisional P2P - will other councils please invite DEI to do a formal program?
 - 1. MS P2P after winter
 - 2. LS P2P will discuss with counselors
 - iii. Looking for transition/rotation for DEI leadership; looking for guidance as to how select new leadership
- f. Finance
 - i. Over summer changed accounting system to QuickBooks, has been working well
 - ii. Paying bills; Affinity groups are accessing their events
 - iii. Square Readers for Spiritwear at the moment, how to keep the square readers within the PA, looking for a check out system, Ximena suggested Air Tag
- g. Communications

- i. [PA Volunteer Resource Page](#): Samantha will send you PW if you need it, looking for addition pages if people think it is needed
 - 1. Is there a problem with Tax Exempt # should be on the public webpage? Abundio thinks it was ok, this page is password protected. It is restricted access, so it should be ok
- ii. Samantha shared a BFF Affinity group video; encouraged anyone to submit video to upload
- iii. Can we have a page for the Holiday Book Bazaar for the Student club fundraising? Audris to coordinate with Samantha
- iv. How long do we leave video access for parents? Principal asked for a time limit.
 - 1. If we have a quarter limit, who will scrub the website for them? Samantha will be able to scrub, Melissa says that Square Site may have a time limit expiration.
 - 2. Is there a limit to space on the google drive to have all the videos? G Suite is pretty large and associated with Lab School
 - 3. Should we have written guidelines for recording? Might be good
 - 4. Good to have transcripts as a record but the recordings may not be helpful. Suggestion: Recording to be erased after a set time.
 - 5. Pre-covid: no recording P2P so it wasn't routine. However, there will probably be some need for recording in the future; interest will vary topic to topic
 - 6. Action step: Samatha will check with the school and send out a plan to whole council for approval

5. Leadership Updates

- a. PA-related event recap
 - i. Spiritwear: Pop up on 10/19 (ESH) and 10/26 (HC): \$3600 in sales on 10/19 alone
 - ii. BookSwap: Melissa: 13 classes in today and go through Thursday; 10000 books in total collected; donating to Kershaw on SouthSide, Samantha asked for a write up
 - iii. Holiday Book Bazaar: Andee: Virtual Fair with 57th Street Books: Nov 26 - Dec 12, there will be a website site with wishlists, teacher recs, etc. Working to get MS/HS involved plus the student fundraising but nothing definite at this time. Lab21 will get a portion of the proceeds
- b. Teacher Appreciation
 - i. ESH/LS Classroom gift update
 - 1. Holiday gifts should be kept small and personal
 - ii. Fall/Pre-Winter break gratitude/fun events
 - 1. ESH will be doing a small token for teachers (bagels and coffee) on Nov 17
- c. Event scheduling / table requests / building entries
 - i. Cindy and Tina will always be available to answer questions if you need it

- ii. Outdoor activities are still favored, note: Field trips for unvaccinated kids under 12 are not happening (i.e. not supported by school)
 - iii. Teacher initiated events (regardless of our assistance) should be under the approval of the school rather than PA, they have blanket approval for potlucks, room parents should check with teacher as to see who is submitting and confirm events needs; Heather brought up scenario in which families are supposed to bring own food as opposed to distributed items that are packaged and handed out by one person ESH has policy that families must bring own food and blanket, Cindy will work on clarifications
 - iv. Event process must be submitted for approval for events either on campus or off-campus
 - v. Anything with Connections/ARD will be going through the event proposal process
 - d. Speaker Series:
 - i. [William Stixrud + Ned Johnson](#) - September 28
 - ii. [Questlove](#) - October 12
 - iii. George Will - November 8
 - iv. [Billy Porter](#) - November 9
 - v. [Laurie Rosenwald](#) - November 30 (*How to Make Mistakes on Purpose: Bring Chaos to Your Order*)
 - vi. Daniel Lieberman - December 7 ([Exercised: Why Something We Never Evolved to Do Is Healthy and Rewarding](#))
 - vii. ESH P2P interested doing financial literacy, Heather will send info about potential
 - e. Transportation resource interest: Resource list available for list for parents
 - f. Communication update PA/Lab Leadership: Frequency of meeting with Directors will become quarterly, more like historical past. ARD will become involved
6. Next Meeting (Business): December 6, 6:00-7:30pm [Register here](#)
7. Adjourn Meeting 7:39 pm