

## **Lab School Parents' Association Minutes to Board Meeting of May 4, 2015**

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I. Meeting called to order by Cheryl Rudbeck, President

II. Election Results - Mariana Ingersoll, Secretary-elect

A. The PA election for the 2015-2016 school year closed May 3, 7pm. There were 136 votes cast; after a review of the validity of each ballot by Mariana and Lisa Curci, 1 parent voted twice, 1 parent was deemed ineligible to vote, 4 parents voted in the wrong council election. After excluding these ballots, the following winning candidates were announced:

**Co-President Elects:**

Tina Louie & Audris Wong (uncontested)

**Treasurer-Elect:**

Saima Sufi (uncontested)

**Secretary-Elect:**

Krista Hogarth (uncontested)

**Communications Coordinator-Elect:**

Frank Baldassare (uncontested)

**ESH Council:**

Leny Leung  
Amy Liszt  
Shipra Parikh

**LS Council:**

Cathy Lee (uncontested)  
Sara Skelly (uncontested)

**MS Council:**

Yvette Killian  
Karen Slimmon

**HS Council:**

Nicole Brookens (uncontested)  
Ann Grissom (uncontested)

B. Vacant 2015-2016 Presidency - In accordance with the PA Bylaws, Cheryl will be making an appointment for the position at the June PA Meeting.

C. Vacant MSC position - Today, MSC member Cindy Pietraszek resigned. A special election for her vacated position will commence as quickly as possible so as to announce the winning candidate at the June PA meeting.

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### III. Secretary - Lisa Curci

A. Minutes to the March meeting, previously distributed by email, were approved by attendees.

B. Noted that year end council reports, required per Bylaws, are due by June PA meeting.

### IV. Treasurer - Sari Weichbrodt (Report attached)

A. Grant expenses should be submitted by May 15 or Nancy Withrow won't process.

B. PA Dues discussion and vote on increase - discussed at length in prior meetings

#### 1. Discussion

a. Sari did not believe there has been any change to the PA Dues in the last decade.

b. University employees don't see the dues

c. Noted that while dues have remained the same over the last decade, same expenses year to year have increased.

d. Proposed dues at \$100 per family provide a little bit of cushion to the projected PA annual operating budget.

2. Sari motioned for increase in dues to \$100 per family; Tina Louie seconded the motion which passed with a unanimous vote among all board attendees.

### V. Communications Coordinator - Thomas Gaulkin

#### A. New PA Website

1. Thomas presented the new Parent Association website that he has been working on extensively for some time, Labparents.org

2. Board was given password and encouraged to look around the site at their leisure; any comments or suggestions should be given to Thomas

3. The site is currently functional but the final version may ultimately look different

4 Access to the site still needs to be determined; site will be both public and private;

a. This is the parents' space so the PA will want to be careful in bringing in content from students and teachers

b. Note mission of new PA website is to "build community"

5. Will likely need to have an administrator for the site

a. Each Council should pick one person to be its own communications coordinator/word press person for a year as they will be able to add content (including photos) to site in addition to the site's administrator

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6. If site is ready as expected, it will likely roll out with back to school documentation.

7. Videos from Speaker series will ultimately be located on site.

8. School's website will continue to have a link to PA webpage; the PA will keep some info on that webpage in addition to a link to this new website.

a. Will check with Brent LaRowe to see if PowerSchool can be linked to new website

9. Communications Coordinator will be responsible for the website going forward; this responsibility will be added to the Communications Coordinator job description.

10. Site's calendar may have a feature that certain events would only be available to the boards.

11. One item not yet addressed by Thomas is the ability to comment on news items. This ability has yet to be decided. Thomas believes that the site as whole should be open.

12. Attendee suggested that laptops should be available at Fall Parent Night's to display website and to encourage its use.

B. Dropbox - The PA will likely go back to using Dropbox for archiving files. This most likely will be the responsibility of the PA Secretary. Minutes and vote details for this school year should be posted.

### VI. High School Council

A. Recent activities include collecting families' notes for the upcoming teacher appreciation lunches and putting treats together for students during some recent testing

B. Graduation preparation is moving along

C. The council received a listing of the 26 new high school families for the 2015-2016 school year, including 2 juniors and 24 freshman families.

### VII. Middle School Council

A. A recent roller skating party went well with about 50 students attending; there was one casualty (broken arm)

B. 8th grade graduation festivities are coming up

C. Latest MS Spirit Day is scheduled for Friday, May 8, at the girls soccer game

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### VIII. Lower School Council

- A. Recent Sutherland awards went beautifully.
- B. Whole new class of 3rd graders coming in the fall.
- C. Teacher Appreciation Day is Wednesday, May 6.
- D. LS Fan Day scheduled for Friday, May 8.
- E. LS bike ride to school day coming up; trying to get more volunteers across the schools.
- F. Trying to get Rites of May volunteers from across the schools.
- G. Planning for end of year popsicles and end of year Parent coffee.

### IX. Earl Shapiro Hall Council

- A. Teacher appreciation day is coming up; non teacher specific appreciation cards are being made; kids are being asked to make cards as they arrive in the morning
- B. At next council meeting will discuss popsicles.

### X. Meeting adjourned

Minutes: prepared by Lisa Curci

Attachments: Treasurer's Report and Attendee Listing

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Treasurer Report May 2015, prepared by Sari Weichbrodt

Operating Account Balance: \$51,420.07

Reserve Account Balance: \$59,289.23

We have remained very mindful of our spending, so thank you to everyone. Our reserve account is still untouched. We do have some big expenses coming up with graduation, Rites of May and we are still paying out the teacher grants, but I am hopeful that we may be able to leave the reserve account alone.

After reviewing our current spending and the budget proposals by the councils, I believe we should plan to bring in \$110,000 in dues next year to make sure the dues increase gives us enough operating cash for at least five years.

I put together a spreadsheet running the dues at various amounts. We previously determined that the per child method would be unwieldy and would not generate as much revenue as we need.

The next finance meeting will be Thursday May 21st after drop off at Booth. I anticipate this will be our last finance meeting of the year so I will say a special thank you to the committee members for being thoughtful and resourceful in addressing our budget issues and aligning spending more closely to our mission. I really appreciate you all!

ATTENDANCE PA MEETING 5/4/15

Thomas Gaulkin  
Debra Bernstein  
Tina Louie  
Niklas Gupta  
Mariana Fingersoll  
Monica Hughson  
Cheryl Rudbeck  
Safi Runeshon  
Claudia ROEDER-LEITZ  
SARA SKELLY  
Tracey Quinn  
Sari Weickbrodt  
Shrunali Rai  
Neetu Sharma  
LAURA LICHTER  
Tracy Coe  
Kira Stolze  
Lisa Cutrone Cenci