

Lab School Parents' Association Minutes to Board Meeting of March 2, 2015

I. Meeting called to order by President, Cheryl Rudbeck

A. Spirit Wear - Cheryl has been investigating the potential sale of Lab spirit wear. There appears to be two options: 1) Go through the University's licensing pool; no leg work or start up costs required of PA but all proceeds go into pool; or 2) develop and sell items on our own. Cheryl would like Board's feedback.

1. Cheryl noted that the sale of spirit wear has never made much money for PA so the best option might be to go through the University.

2. Cheryl noted that she might be interested in leading any effort on spirit wear when she leaves her PA office the end of this school year.

3. Conversation ensued with various points made:

- a. It is believed that Parents would prefer a pop up shop to a web link to purchase spirit wear items; likely locations for pop up shops would be Blaine lobby and HS lobby; noted that the Paperback Bookstore would have been a great location (but not available); pop up shop at Parent Night may be welcome
- b. Given a historically poor fundraiser, the sale of spirit wear may be more like a community builder
- c. HS prom committee is selling t-shirts as fundraiser and it will be helpful to know if they make any money
- d. Comment made that Lab may just not be a "fundraising" school

B. Fundraising - discussion of spirit wear lead to discussion of fundraising with various comments:

1. Discussed possibility of a parent talent show - it was noted this was held previously and no one showed up

2. Another idea offered was to piggyback on something already happening like organizing an outing to a play and rounding up ticket costs.

3. The need for fundraising was questioned given a planned increase in PA dues.

4. Sari addressed this question by noting that dues are being planned by considering budget costs for 5 years and comfortably covering expenses. As such, it is important to consider any planned fundraising when considering the increase in dues.

5. Noted Rites of May breaks even on average.

6. Comment made by attendee that they had no idea there were PA dues and thought the PA's time was better spent community building

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7. PA expenses were discussed - Biggest PA expense is the speaker' series.

Directories have been \$6000 but came in about \$5000 this year with new supplier. Tents for HS graduation are being picked up by school going forward but PA still needs to pay for the food; it was noted that it is just a tradition that the PA has picked up the cost of the HS graduation reception.

8. Endowment for speaker series was discussed. It would take \$100,000 for an endowment. No one was sure of the issues involved in establishing such an endowment and the interest level by Development. This led to a discussion on Community building.

C. Community Building

1. Lab's Grandparents' Day was a Development event started by Dave Magill at the commencement of the capital campaign. Development no longer wants to put the effort towards this event.

2. It was noted that HS principal Scott Fech is talking to Christopher Jones about a parent booster club.

3. It was mentioned that Enews doesn't provide a platform for community building. Thomas Gaulkin, Communications Coordinator, believes that that the new PA website will help with parent communication.

4. Discussion developed on why some members of parent population want to engage in the Lab community and others don't. It is apparent to many that events need to be different for different grades - in the early years, more family events are wanted and in the MS and HS, more events are wanted for students where parents don't have to attend.

D. Cheryl noted that the discussed topics should be pursued by both the Communications Committee and a to be formed ad hoc Fundraising and Community Building committees.

II. Communications Coordinator, Thomas Gaulkin - New PA website will soon be available for viewing by the PA board.

III. Secretary, Lisa Curci

A. Approval was sought and received on Minutes from January 2015 meeting which had previously been distributed for comments by email.

B. In the absence of Mariana Ingersoll, Secretary-elect, it was noted that the Nominations Committee has been formed and there the required call for Nominations has been made for the upcoming spring election.

IV. Treasurer, Sari Weichbrodt

A. Treasurer's written report (attached) was read.

B. Sari noted that there would not be a March finance committee meeting due to Spring Break; the next scheduled meeting is Monday, April 16, 8am.

V. Earl Shapiro Hall Council ("ESH")

A. Meet and greet is this Wednesday, 3/4.

B. Using Pastoral for teacher appreciation luncheon.

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C. Box Tops collection is up \$845; ESH parent taking over program. It was noted that the Lower School did a February challenge per classroom with the winning class getting a pizza party.

VI. Lower School Council ("LSC")

A. Ice skating event was successful - parents teamed up with other parents bringing multiple kids; 100 kids in attendance

B. Fan Nights/Fan Days - The spring high school sports schedule is out so the LSC will pick some dates for an event

C. April 23 will be the Zena Sutherland Award program - this year is also the 100th birthday of Zena so all ages at school and alumni will be invited to participate in a celebration. Bill Lepp, author of King of Little Things, will be presenting at the awards ceremony. Attendee asked if the event was to be broadcast; Thomas Gaulkin offered to look into a broadcast.

D. Traveling exhibit "Cultivate a Scientist in Everyone" also on campus in April, first at historic campus, then HS and then ESH

VII. Middle School Council ("MSC")

A. Will be holding 2nd Giant Gym night

B. Planning 7th grade roller skating party for May 1

C. Planning MS graduation

D. Planning 6th grade exhibition of their 5th grade notecards with art teacher Mr. Matsikas

E. Have been discussing issue of framing of Sutherland Award art posters; noted that the PA can't sustain incurring this cost annually. It was asked if Art Department has a fund available to it for framing of the Sutherland posters.

F. It was noted that there is a committee working on the art for decorating the MS

VIII. High School Calendar ("HSC")

A. It was noted that the new building will be very interesting; the architects and university are directing everything

B. HSC tried to organize parent outings for Chicago's restaurant week; this was a great idea but didn't work

C. A HS parent sports booster club had its first meeting - there was a lot of interest but have to figure out a plan for moving forward

D. Council focused on the HS graduation right now

IX. Additional topics discussed after Council presentations

A. Cheryl noted that there is an upcoming Development meeting to discuss classroom gifts and concerns about how some gifts have been given on an uneven basis per class and the desire for all gifts to be given through Development in order to keep track of donations.

B. Enews - question arose on whether an event posted in Enews also gets automatically posted on the school calendar. Thomas will investigate.

Meeting Adjourned.

Minutes submitted by L. Curci

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Treasurer Report March 2015 prepared by Sari Weichbrodt, 3/1/15

Operating Account Balance: \$59,340.23

Reserve Account Balance: \$59,279.19

We have been very mindful of our spending, so thank you to everyone who has helped ask the tough questions and advocated for other parties to pick up certain expenses we have been covering. Due to the responsible spending, we have been able to leave our reserve account alone for now. I would imagine that we can avoid running the \$30,000 deficit we originally anticipated.

Our discussion regarding the appropriate amount for a dues increase or change in dues structure has gotten more complicated. We want to settle on a method and amount that will sustain us for at least five years. However, removing the directories, the graduation tent cost and some other items from our budgets requires us to take another look at the numbers. We don't want to raise dues more than necessary. In that vein, I have asked the council members sitting on the finance committee to review their budgets and come up with rough draft budgets for 2015-2016. Once we have a better idea of our anticipated expenses vs revenue for next year, we can make an informed recommendation on the dues change. We will plan to have that recommendation by the end of the month and Cheryl would like us to vote on the dues at our May meeting.

The faculty grant process should be wrapping up. Lower school was allowed to do a second round due to a glitch in the distribution of the letter soliciting grants and the fact that the teachers needed time to settle into their new space. I have not seen any grants come through for payment yet, but all payments will come through Nancy Winthrow in the Business Office and she will bill us through FACTS. The May deadline for payment requests is a strict deadline.

The Wufoo form was successful for grant proposals, so we will tweak the form and have it ready to go with the back to school documents so faculty can request grants for earlier in the year. The finance committee decided that Martha Baggetto's request for fruit for a Bike to School Day during the first week of October merited our support. Given that we will not be able to review and award grants quite so early, we agreed that we could do a general PA grant for the fruit. I have communicated this to Martha.

As a reminder to the finance committee, we will not be meeting this month due to spring break. If you have any issues that need to be discussed, please feel free to email the committee. The next meeting will be Thursday April 16th at 9:00 am at Booth.

3/2/15 PA Meeting Attendance

Matt Miller

Thomas Gullbin

~~Claudia ROEDER-LEWIS~~

Lena Jessen

Cheryl Rudbeck

Katie Williams

~~Judea Sacy~~

Shrunali Rai

Ashli Gupta

Tracy Coe

Debra Bernstein

Kim Stolze

Nestle Sharma

~~LAURA LICHTER~~

Sara Skelly

Sari Weichbrodt

Monica Hughson

Lisa Carrei