

President	Treasurers	Co-Secretaries
Anne Dodge Seema Radhakrishnan - <i>VP</i>	Wayne Miller Tim Whitney - <i>Assistant</i>	Matty Eyler Mags Hefferon
Fundraising Chairs	Community Events Chairs	Communications Chairs
Shannon Fitzgerald Marc Frost	Christina Hayford Jessica Zadaka	Kimberly Weisensee Brown Erika Olson
School Representatives		
Emilie Knieriemen - <i>Teacher</i>		
Aurora Proudfoot - <i>Teacher</i>		
Yasmeen Muhammad - <i>Principal</i>		
Dr. Joshua Marburger - <i>Assistant Principal</i>		
Rotating Representative - <i>Local School Council Member</i>		

Agenda for NPTO Board Meeting on September 12, 2023 at 6:30
p.m.

I. Approval of Prior Meeting Minutes

The meeting took place at Erika Olson's house and via Google Meet. It was called to order at 6:40pm. Attendees present were: Aurora Proudfoot, Christina Hayford, Erika Olson, Emilie Knieriemen, Jessica Zadaka, Kelly Schoenfelt, Kimberly Weisensee Brown, Josh Marburger, Mags Hefferon, Marc Frost, Matty Eyler, Shannon Fitzgerald, Tim Whitney, and Wayne Miller.

II. Approval of Meeting Agenda

The prior meetings minutes were approved and the current meeting agenda was approved.

III. President's Report (Anne / Seema)

1. Library not under essentials 23-24 school year? Per Dr. Marburger, library was cut from essentials for grades K-4. Aurora Proudfoot is currently providing interventions for Tier 3 students in grades 3-8 for the first semester. It will be reassessed if Tier 3 students should be included in interventions during the second semester. Tier 1: on grade level, Tier 2: Behind 1-1.5 yrs Tier 3: Multiple years behind. The Tiers are based on Iready screener for K-2 and Star 360 for grades 3-8. There are additional mini assessments used dependent on the results of screening tests. Homerooms now set up a time to go to the library to check out books.
2. October public meeting, what to expect: 10/10/23 will be held in the community kitchen. Typically there will be 15-20 parents in attendance. Reach out to class representative to give parents the information on time and location. Kim asked if we should set a theme. Anne suggested we focus on Helping Hands in regards to what it is, how and why it is organized and give people a context of how much money is raised and the number of people who contribute. Shannon suggested Stephanie will be able to supply graphics for the meeting.
3. Playground update- Per Anne we are waiting for the architects to submit plans and will discuss after Helping Hands is done.
4. NPTO and individual family support, brief discussion-Per Josh, historically there has not been a big need. Typically 1-3x/yr. Teachers will put a request into Leadership (Dr Marburger/Principle Muhammad) and/or social work for families in crisis. Typical interventions are gift cards for groceries. The teacher does not need to provide any personal information regarding the student and money is provided or collections have been made by the staff and there have been local churches who have helped. This usually is less than \$500 for the entire school year. Kim had suggested the idea of providing each classroom teacher with a \$500 gift card to use at their discretion for physical interventions ie shoes, clothes, groceries etc. There is currently \$726.01 in the Community Cares bucket. This bucket is for things such as food/clothing/ADL needs
5. NPTO Closet Clean out, once a quarter? Move popcorn and cotton candy machine? Matty suggested we move the machines to under the stairs and clean out the closet with Mr Lopez. Currently there are 2 boxes and 3 bags of fabric in the closet. This is impeding getting into the back of the closet. There are also cooking class items in the closet and Dr Marburger stated he will talk with Chef Louise regarding this and possible relocation of their items. Christina offered to take fabric home and organize it.
6. Tribal knowledge should be stored on the Google Drive in a folder. Shannon has volunteered to create a list of what should be include to make sure if staffing or families leave the school the knowledge does not leave with them as well.

IV. Treasurer's Report (Wayne/Tim):

1. Bank of America (current bank) "Flexible CD" 12 month term- 3.45% rate /3.51% APR. Auto renews into 9 month CD (there is a chance to withdraw before it renews) you forfeit the interest accrual but will always have access to the money.

2. Fifth/Third bank: 8 months CD with 3.25%APR. Also has a 6 month money market promoton at 4.05% APR. Funds are more accessible but must open checking account (no usage requirements).
3. After discussion of funds: there is already \$401,000 at Bank of America, Wayne suggested we take 250K and divide into two cds. Each CD would have \$125,000 but they will be spaced out so there will be rolling availability of fund in the savings account.
4. Motion to purchase 1-2 CDs with \$250, 000 in savings account, Tim seconded the motion and motion was passed by the NPTO board.
5. September Funds report attached and discussed. Noted there were two charges for quick books which will be looked into as to why. There was also a Linkedin charge for \$20. Anne Dodge realized it was an error on her part and will zelle NPTO \$20.

V. Fundraising (Shannon/ Marc)

1. Discuss marquee pricing- Shannon presented the group with a rendering of the where the marquee would be placed. The Marquee placement would require the Stallion to be moved to a new location not yet determined. There is also going to be an additional charge for a permit for the removal and placement of a new marquee. The fee is \$1500. The total cost for purchase, placement, removal of old Marquee and permit is \$26,101. Jessica wanted to know what the goals for having new marquee. It was discussed that it would be for fundraising/ advertising meetings and announcements/ communicating with the community regarding upcoming school events. Erika brought up concerns of location issue. It needs to be on Broadway side due to the ethernet connection but there are going to be families who do not go along the Broadway side of the school. Proposed investing in better texting to communicate and empower room parents to communicate with class room. Tim added part of the Stampede promise was a new marquee since the old one is not repairable. Kim proposed using mail chimp for the texting since we already have an account and it is part of the feature. She suggested outdoor TVs but there were questions regarding cost as well. Erika- wanted to make sure that we are spending money on tech for all and brought up if money should be used for security improvements such as fixing doors/buzzers/cameras. Dr. Marburger stated repairs need to go through CPS vendors and currently the previous broken cameras and buzzers have been fixed. Anne- big expense and with the increase financial request needed for the upcoming school year and versus how much we usually raise over the year with fundraisers. Tim suggested we wait until the final financial need is determined. Margaret suggested a manual marquee instead of electronic. IT was decided to wait to vote on marquee until October or November meeting when we have a better idea of how much the need will be.

2. Yard sign/ bumper sticker findings- Shannon presented a print out of designs by Scott for the Yard Signs and magnet bumper stickers. The cost for 150 yard signs is about \$927.50. The yard signs can be used as incentive for donating over \$500 to Helping Hands Fundraiser. 22/23 Help Hands had 90 people donate over \$500 and 48 claimed items. After fundraiser is completed families can buy yard signs. Shannon

submitted motion for \$2000 to be allocated to Helping Hands 23/24 expenses of banners/flyers/yard signs, Tim seconded the motion and it was passed to allocate \$2000 for Helping Hands costs.

3. Helping Hands Kickoff 10/16: Kim and Scott are working on the flyer and have decided to highlight improving technology at school as opposed to emphasizing on a new marquee. Goal set at \$200,000. 22/23 goal was \$140, 000

VI. Community Events Update (Christina / Jessica)

1- festival of the arts debrief- Beading and popcorn were a big hit. Everything went well, location of table needed to be changed due to access to outlet in the school. Suggested next year we request the table closest to the school.

2- principal appreciation week (Kelly)- Kelly is going to have felt hearts where students can decorate one side and on the other side have their room number and name. Display will be brown balloons in the shape of a volcano and the hearts will be the lava. Plan is to do this on October 16th and suggested gift card for a spa day which is what was given in the past.

3- new families event (sept 29th 3:30-5p) Requesting money for drag story time. Principle Muhammad will come out and welcome families. There will be food for sale. It was discussed for future events like this if it is needed to have a board position for addressing and helping new families acclimate to the school. It was brought up that Right at School should be notified and discuss with the coaches on availability of using the back playlot. Suggested to send email for parent support/volunteer. Kim suggested we have a survey for pre and post event to see what parents liked about it so we could make changes for next year.

4- walk & roll to school day (Oct 4, rain day Oct 6) There will be 3 walk buses and 2 bike bus routes. There will be a bike obstacle course set up.

5- Teacher conference lunch (Oct 26)- Discussed ordering from Dags- sandwich/ wraps/ salads or it was suggested to try The Bagel. Teacher have stated they prefer something that is easy to eat.

6- coaches fundraisers - movie on back playlot and K-4 Halloween Dance: Coaches Kirby and Katie have their own goal of raising \$5,000 for supplies they need. Some of their fundraising ideas are movie on the back play lot and wanted to know if the board had a screen that could be used in the back playlot. Kim stated she had a large screen and could lend to them. During the movie and K-4 Halloween dance they would sell concession. They are asking NPTO for helps finding volunteers to help for movie and dance.

VII. Communications Update (Erika/Kim).

1. Lakeview high School info call: Kim was talking to the PTO at Lakeview high school and they are working to get more neighborhood kids to attend high school there. They would like to work with NPTO to get information videos out regarding why they chose Lakeview High School, life tips in regards to high school etc. They have also offered access to their gym. Suggested to have robotics team from Lakeview high school come for an open gym and show the kids what they make.
2. Lots of people signing up to volunteer, who's tracking that? Christine offered to manage the list of volunteers and send out requests
3. Kim needs the list of classroom reps for each classroom so we can engage at the grade level, Cathy room rep stated they are missing a few grades but over all better than last year and will send Kim the information.
4. Sending messaging for the upcoming fundraiser via email for review: The Helping Hands Campaign is a fall fundraising tradition. The Nettelhorst Parent Teacher Organization (a non-profit organization) asks families for a cash donation to the school.

This year, Helping Hands funds will be used to purchase a Marquee for the school. This investment will improve our community through shared announcements and support the opportunity for incremental fundraising for the school through sponsored posts.

Funds are used for additional staffing, school enhancements, and unexpected school needs not covered in the school's CPS budget.

We set a goal to raise \$200,000 this year (up from \$145,000 last year).

Your Helping Hands gift benefits our entire Nettelhorst community - students, teachers, families, and neighbors. It's also a tax-deductible donation.

The email will be translated into Spanish. Additional decided to remove the part regarding marquee.

5. Email Performance: Open rates are more than 60%. For comparison, last time this year it was mid-50% range. Insight: community engagement is growing
6. TECH HELP- Kim needs a way to embed Google Calendar events into the email. The tech I tested in Aug was a free version and way too expensive- Matty and Anne both said they could possible help with this.
7. Images- Kim would like to know if we do event-specific albums on social, and she can link to / embed those? Adding multiple pictures into the email isn't great (they stack and risk scrolling and missing a section). She want to make sure kids' faces are not used without permission online any wanted to know if easy or AI-based way to blur or anonymize?

VII. Next Board Meeting

1. will be 10/10/23 and held in the community kitchen at Nettelhorst This will be public meeting.

NPTO Summary of Funds

As of 8/31/2023

Buckets	7/31/23	8/31/23	Difference	Allocations	7/31/23	8/31/23	Change in Allocation	Notes on Changes
	\$212,444.71	\$212,555.25	\$110.54	Water fountains; (\$1,300.00 more max for project \$1000/year for filters for 2020-21 and 2021-2022 school years)	\$1,390.00	\$1,390.00	\$0.00	
				Repair our Statue (Horse overage)	\$98.95	\$98.95	\$0.00	
				YM discretionary	\$73.35	\$73.35	\$0.00	
				Security system (\$3,000 for Aldine camera)	\$18,211.85	\$18,211.85	\$0.00	
				Bathroom renovation	-\$3,950.00	-\$3,950.00	\$0.00	
				Back playlot	\$20,000.00	\$20,000.00	\$0.00	
				2019-2020 school year admin, community events and start-up costs;	\$30,000.00	\$30,000.00	\$0.00	
				2021-22 School Reopening	\$2,146.12	\$2,146.12	\$0.00	
				lice checks	\$681.51	\$681.51	\$0.00	
				Pride Expenses	\$1,660.17	\$1,496.93	-\$163.24	-12.12 pride balloons; -40.71 pride balloons; -110.41 pride supplies
				Studio Equipment	\$2,300.00	\$2,300.00	\$0.00	
				Coaches	\$5,400.00	\$5,400.00	\$0.00	
				Fundraising Platform	\$101.00	\$101.00	\$0.00	
				Unallocated	\$134,331.76	\$134,605.54	\$273.78	-98.10 Quickbooks; -20 Quickbooks Payments; -20 Quickbooks payments; -63.93 Mailchimp; -27 Google workplace; -75.65 Fedex; -95.84 printivity; -14.59 Fedex; -20 LinkedIn; -67.78 Amazon; -33.12 Amazon; -105.84 StickerApp labels/designs; -186.32 school fans; -231.46 school fans; -119 D&O liability insurance renewal; -64.51 Donuts for new family welcome; -63.86 ice cream social balloons; -94.30 Donuts for new school year; -491.24 Dags for school event; +186.32 school fan refund; +1,980 Dags June/July/August
General & Undesignated								
	\$314,948.42	\$314,942.49	-\$5.93	Helping Hands 2022-23 expenses	\$129,474.92	\$129,474.92	\$0.00	
				Stallion Stampede 2022-23 expenses	\$124,311.80	\$124,305.87	-\$5.93	-5.93 Givesmart fees
				Unallocated	\$61,161.70	\$61,161.70	\$0.00	
Staff & Curriculum								
Technology, Media Resources & Facilities	-\$5,427.57	-\$5,427.57	\$0.00		-\$5,427.57	-\$5,427.57	\$0.00	
Auditorium	\$13,704.83	\$13,704.83	\$0.00	Big ticket item reserve (e.g. fan)	\$13,704.83	\$13,704.83	\$0.00	
Health, Nutrition & Fitness	\$1,182.72	\$1,182.72	\$0.00		\$1,182.72	\$1,182.72	\$0.00	
Outdoor Classroom	\$7,376.88	\$7,376.88	\$0.00	Aurora Proudfoot (\$1,000/year thru 2022-2023 school	\$424.49	\$424.49	\$0.00	
				Recess Area	\$0.00	\$0.00	\$0.00	
				Unallocated	\$6,952.39	\$6,952.39	\$0.00	
Chicken Coop	\$829.81	\$829.81	\$0.00		\$829.81	\$829.81	\$0.00	
Community Cares	\$726.01	\$726.01	\$0.00		\$726.01	\$726.01	\$0.00	
Parent Support and Education	\$118.49	\$118.49	\$0.00		\$118.49	\$118.49	\$0.00	
Sports Teams	\$2,310.11	\$2,310.11	\$0.00		\$2,310.11	\$2,310.11	\$0.00	
Special Ed	\$1,244.80	\$1,244.80	\$0.00	Allocated to YM for sensory integration	\$1,244.80	\$1,244.80	\$0.00	
Nettelhorst Baseball Club	\$1,110.01	\$1,110.01	\$0.00		\$1,110.01	\$1,110.01	\$0.00	
SEED	\$13.62	\$13.62	\$0.00		\$13.62	\$13.62	\$0.00	
Library	\$717.51	\$717.51	\$0.00		\$717.51	\$717.51	\$0.00	
125th Birthday Party Projects	-\$0.20	-\$0.20	\$0.00	Allocated to various projects	-\$0.20	-\$0.20	\$0.00	
Front Door Project	\$251.56	\$251.56	\$0.00		\$251.56	\$251.56	\$0.00	
TOTAL	\$551,551.71	\$551,656.32						
checking	\$97,203.31							
savings	\$401,461.21							