

# NETTELHORST PARENT TEACHER ORGANIZATION

<b>President</b>	<b>Treasurers</b>	<b>Co-Secretaries</b>
Anne Dodge Seema Radhakrishnan - <i>VP</i>	Wayne Miller Tim Whitney - <i>Assistant</i>	Gayle deDie Danielle Tullier
<b>Fundraising Chairs</b>	<b>Community Events Chairs</b>	<b>Communications Chairs</b>
Shannon Fitzgerald To be named - co-chair	Jessie Beebe Patricia Mansilla	Laurie Cunningham Stephanie Vasconcellos
<b>School Representatives</b>		
Rebecca Mancione - <i>Teacher</i> To be named - <i>Teacher</i> Yasmeen Muhammad - <i>Principal</i> Dr. Joshua Marburger - <i>Assistant Principal</i> Rotating Representative - <i>Local School Council Member</i>		

## Meeting notes for NPTO Board Meeting on August 2, 2022 at 6:30 p.m.

Present at the meeting were Anne Dodge, Seema Radhakrishnan, Wayne Miller, Tim Whitney, Gayle deDie, Shannon Fitzgerald, Jessie Beebe, Laurie Cunningham and Dr Joshua Marburger. The meeting was held at Laurie Cunningham's house and was called to order at 6:44pm.

### Approval of prior meeting minutes and agenda

The meeting minutes from the prior meeting were APPROVED. The agenda for this meeting was APPROVED.

### Back to school events

Participated in a virtual new family meet and greet a couple of weeks ago. August 13, there will be an in-person meet and greet. Anne and Laurie will represent NPTO at the event. Jessie will print 300 flyers (for this event and ice cream social) which has a QR code linked to the last 20 newsletters. Dr. Marburger confirmed number of new families is approx. 50 for pre-k, approx 25 for kindergarten, 10 in the rest of the grades for a total of approx 75-85 new families.

Ice cream social will be held Thursday, August 18th 3:30-5:30pm. Seema and Wayne to staff the NPTO table. Will have flyer with QR code linked to newsletters and QR code to t-shirt Bonfire shop. The school will send communications on the Ice Cream Social and back to school. Dr. Marburger confirmed that the teacher assignments need to be sent to CPS by the 12th and will be in Aspen around the 15th.

### Festival of the Arts

Festival of the Arts will take place Sept 10-11 from 11am-7pm. Volunteers are needed 11am-6pm to represent Nettelhorst in kids area. Discussed possibly having balloon arch and setting up a craft. Jessie will set up a volunteer sign up. Recommended to reach out to room reps as volunteers.

### Bathroom update

First floor bathrooms have been completed. Dr. Marburger confirmed that the 1st floor boys+ and girls+ bathrooms look good. NPTO needs an invoice showing work is completed for payment to be made. Recommendation on creating fundraising communication on why bathroom updates are needed, what is needed and how many bathrooms are left and timing for capital improvements (which take time).

### Teacher representative for 2022/2023

Rebecca Mancione will continue as teacher representative, but Rachael Scott has stepped down. Yasmeen and Dr. Marburger to provide recommendations for replacement. Also, Rebecca may have recommendations.

### Treasurer's report

June and July expense reports discussed and included at bottom of these meeting notes. June included pride expenses, but we are owed refund for golf cart that did not work. There is a new line item to repair the red horse statue which Katherine Kenney is leading and is estimated to be approx. \$3K for repairs.

Teachers and staff are hosting fundraising which could cause donation fatigue when it comes to our fundraising campaigns. And for some of these we have funds - for example, we had allocated funds which could have been used for a scoreboard. Need to educate teachers on how NPTO can help and when they should come to us for funds. Recommendation for newsletter to educate teachers on how they can engage us and how we can help. Also recommended that a committee meet with Dr. Marburger, Yasmeen, Rebecca and other teacher rep on how to put structure in place regarding funding requests so there is a process and we don't need to decline results. Seema and Anne to meet with Dr. Marburger and Yasmeen Thursday, August 4th to discuss if Yasmeen needs additional discretionary funds. Board needs to move funds to unallocated. Wayne and Tim to come up with recommendations for unallocated for a vote at the next meeting.

### Fundraising update

Helping Hands will be included in newsletters a couple of weeks after school starts. Laurie and Shannon to connect after 8/24 newsletter. Helping Hands expenses last year were for banner and printing.

A Bonfire t-shirt spirit store has been created and money raised will go to undesignated fund. Will launch at Ice Cream social and in 8/24 newsletter. Recommendation was discussed to provide coupon code to the spirit store for donors who reach a threshold amount for Helping Hands donations.

Shannon is organizing a parent party fundraiser tentatively planned for February 11, 2023 at the Belmont Harbor Yacht Club for 200 people. February 11th is recommended because it is the day before the Super Bowl and the weekend before the holiday. Costs will be about \$70 per ticket so will need to decide on ticket price. There was a question on if there should be a different teacher price and/or a sponsor a teacher program. Food and beverage minimum is \$8K. Decisions will need to be made on drink tickets, coat check, name tags, student volunteers and what funds will be allocated to. Time will be set aside in the September meeting to discuss the fundraiser in detail. Will need to complete LSC form for this fundraiser.

### Community Events update

Besides the upcoming events which were discussed previously in the meeting, Jessie noted that she has an events calendar which she will share.

### Communications update

Website will be launched when NPTO is comfortable with the site. Will need to pay for Squarespace for website hosting.

Newsletter comes out bi-weekly. First newsletter for school year on 8/24 will include volunteering for Lakeview Arts Festival, t-shirt spirit store, before and after bathroom updates, link to calendar of events, meet vice principal Dr Josh Marburger, and meet the NPTO. Laurie will send Jessie and Shannon publication dates for events and fundraising content inclusion.

### Next board meeting

The next board meeting is scheduled for Tuesday, September 6th at 6:30pm at Anne's house.

The meeting adjourned at 8:31pm.

### June financial report

NPTO Summary of Funds								
As of 6/30/2022								
Buckets	5/31/22	6/30/22	Difference	Allocations	5/31/22	6/30/22	Change in Allocation	Notes on Changes
	\$222,411.42	\$223,457.16	\$1,045.74	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	
				YM discretionary	\$73.35	\$73.35	\$0.00	
				Security system (\$3,000 for Aldine camera)	\$19,475.00	\$19,475.00	\$0.00	
				Bathroom renovation	\$13,525.00	\$13,525.00	\$0.00	
				Back playlot	\$2,068.40	\$2,068.40	\$0.00	
<b>General &amp; Undesignated</b>				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	\$0.00	\$350.00	\$350.00	+985.00 Pride PNO Proceeds; -350 golf cart deposit; -635 golf cart deposit; +350 golf cart deposit refund
				Unallocated	\$153,052.04	\$153,747.78	\$695.74	-20 Quickbooks Payments; -87.20 July QBs; -57.80 Mailchimp; -561.87 June NPTO meeting at Dags; +800.80 Dags pizza night; +360.00 Love Charlie; +261.81 Benevity;
	\$214,279.11	\$214,805.16		Helping Hands 2021-22 expenses	\$117,052.08	\$117,052.08	\$0.00	
<b>Staff &amp; Curriculum</b>			\$526.05	Stallion Stampede 2021-22 expenses	\$96,867.77	\$97,393.82	\$526.05	+613.07 stampede donations; -46.06 stampede party supplies; -40.96 stampede party supplies
				Unallocated	\$359.26	\$359.26	\$0.00	
<b>Technology, Media Resources &amp; Facilities</b>	\$2,335.74	\$2,359.61	\$23.87		\$2,335.74	\$2,359.61	\$23.87	+23.87 Recurring donation;
<b>Auditorium</b>	\$24,343.46	\$24,343.46	\$0.00	Big ticket item reserve (e.g. fan)	\$24,343.46	\$24,343.46	\$0.00	
<b>Health, Nutrition &amp; Fitness</b>	\$1,588.20	\$1,588.20	\$0.00		\$1,588.20	\$1,588.20	\$0.00	
	\$8,356.04	\$8,023.32		Aurora Proudfoot (\$1,000/year thru 2021-2022 school Recess Area	\$1,189.00	\$1,189.00	\$0.00	
<b>Outdoor Classroom</b>			-\$332.72	Unallocated	\$0.00	\$0.00	\$0.00	
					\$7,167.04	\$6,834.32	-\$332.72	-235.12 Perennials; -247.60 Flowers and potting soil; +150 flower sales and donations
<b>Chicken Coop</b>	\$1,571.62	\$1,328.86	-\$242.76		\$1,571.62	\$1,328.86	-\$242.76	-242.76 chicken coop supplies and feed
<b>Community Cares</b>	\$726.01	\$726.01	\$0.00		\$726.01	\$726.01	\$0.00	
<b>Parent Support and Education</b>	\$118.49	\$118.49	\$0.00		\$118.49	\$118.49	\$0.00	
<b>Sports Teams</b>	\$2,310.11	\$2,310.11	\$0.00		\$2,310.11	\$2,310.11	\$0.00	
<b>Special Ed</b>	\$1,244.80	\$1,244.80	\$0.00	Allocated to YM for sensory integration	\$1,244.80	\$1,244.80	\$0.00	
<b>Nettelhorst Baseball Club</b>	\$1,110.01	\$1,110.01	\$0.00		\$1,110.01	\$1,110.01	\$0.00	
<b>SEED</b>	\$13.62	\$13.62	\$0.00		\$13.62	\$13.62	\$0.00	
<b>Library</b>	\$2,797.23	\$2,797.23	\$0.00		\$2,797.23	\$2,797.23	\$0.00	
<b>125th Birthday Party Projects</b>	-\$0.20	-\$0.20	\$0.00	Allocated to various projects	-\$0.20	-\$0.20	\$0.00	
<b>Front Door Project</b>	\$251.56	\$251.56	\$0.00		\$251.56	\$251.56	\$0.00	
<b>Repair our Statue</b>	\$0.00	\$285.44	\$285.44		\$0.00	\$285.44	\$285.44	+285.44 Classy donations
<b>TOTAL</b>	<b>\$483,457.22</b>	<b>\$484,477.40</b>						
checking	\$81,914.81							
savings	\$401,273.42							

# July financial report

## NPTO Summary of Funds

As of 7/31/2022

Buckets	6/30/22	7/31/22	Difference	Allocations	6/30/22	7/31/22	Change in Allocation	Notes on Changes
	\$223,457.16	\$223,241.86	-\$215.30	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	
				YM discretionary	\$73.35	\$73.35	\$0.00	
				Security system (\$3,000 for Aldine camera)	\$19,475.00	\$19,475.00	\$0.00	
				Bathroom renovation	\$13,525.00	\$13,525.00	\$0.00	
				Back playlot	\$2,068.40	\$2,068.40	\$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	\$350.00	\$350.00	\$0.00	
				Unallocated	\$153,747.78	\$153,532.48	-\$215.30	-20 Quickbooks Payments; -57.80 Mailchimp; -137.50 new family event
<b>General &amp; Undesignated</b>								
	\$214,805.16	\$214,829.68	\$24.52	Helping Hands 2021-22 expenses	\$117,052.08	\$117,052.08	\$0.00	
				Stallion Stampede 2021-22 expenses	\$97,393.82	\$97,418.34	\$24.52	+24.52 classy donation
				Unallocated	\$359.26	\$359.26	\$0.00	
<b>Staff &amp; Curriculum</b>								
	\$2,359.61	\$2,383.48	\$23.87		\$2,359.61	\$2,383.48	\$23.87	+23.87 Recurring donation;
<b>Technology, Media Resources &amp; Facilities</b>								
	\$24,343.46	\$24,343.46	\$0.00	Big ticket item reserve (e.g. fan)	\$24,343.46	\$24,343.46	\$0.00	
<b>Auditorium</b>								
	\$1,588.20	\$1,588.20	\$0.00		\$1,588.20	\$1,588.20	\$0.00	
<b>Health, Nutrition &amp; Fitness</b>								
	\$8,023.32	\$8,023.32	\$0.00	Aurora Proudfoot (\$1,000/year thru 2021-2022 school Recess Area	\$1,189.00	\$1,189.00	\$0.00	
				Unallocated	\$6,834.32	\$6,834.32	\$0.00	
<b>Outdoor Classroom</b>								
	\$1,328.86	\$1,328.86	\$0.00		\$1,328.86	\$1,328.86	\$0.00	
<b>Chicken Coop</b>								
	\$726.01	\$726.01	\$0.00		\$726.01	\$726.01	\$0.00	
<b>Community Cares</b>								
	\$118.49	\$118.49	\$0.00		\$118.49	\$118.49	\$0.00	
<b>Parent Support and Education</b>								
	\$2,310.11	\$2,310.11	\$0.00		\$2,310.11	\$2,310.11	\$0.00	
<b>Sports Teams</b>								
	\$1,244.80	\$1,244.80	\$0.00	Allocated to YM for sensory integration	\$1,244.80	\$1,244.80	\$0.00	
<b>Special Ed</b>								
	\$1,110.01	\$1,110.01	\$0.00		\$1,110.01	\$1,110.01	\$0.00	
<b>Nettelhorst Baseball Club</b>								
	\$13.62	\$13.62	\$0.00		\$13.62	\$13.62	\$0.00	
<b>SEED</b>								
	\$2,797.23	\$2,797.23	\$0.00		\$2,797.23	\$2,797.23	\$0.00	
<b>Library</b>								
	-\$0.20	-\$0.20	\$0.00	Allocated to various projects	-\$0.20	-\$0.20	\$0.00	
<b>125th Birthday Party Projects</b>								
	\$251.56	\$251.56	\$0.00		\$251.56	\$251.56	\$0.00	
<b>Front Door Project</b>								
	\$285.44	\$1,000.06	\$714.62		\$285.44	\$1,000.06	\$714.62	+714.62 classy donations
<b>Repair our Statue</b>								
<b>TOTAL</b>	<b>\$484,477.40</b>	<b>\$484,310.49</b>						
checking	\$82,325.26							
savings	\$401,287.05							