

NETTELHORST PARENT TEACHER ORGANIZATION

President	Treasurers	Co-Secretaries
Anne Dodge Seema Radhakrishnan - <i>VP</i>	Wayne Miller Tim Whitney - <i>Assistant</i>	Matty Eyer 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 August 22, 2023 at 6:30 p.m.

- I. Approval of Prior Meeting Minutes
 The meeting took place at Shannon Fitzgerald's house and via Google Meet. It was called to order at 6:40pm. Attendees present were: Anne Dodge, Aurora Proudfoot, Christina Hayford, Erika Olson, Emilie Knieriemen, Jessica Zadaka, Kelly Schoenfelt, Kimberly Weisensee Brown, Josh Marburger, Mags Hefferon, Marc Frost, Matty Eyer, Roberto Lopez, Seema Radhakrishnan, Shannon Fitzgerald, Tim Whitney, Wayne Miller, and Yasmeen Muhammad- Leonard.

- II. Approval of Meeting Agenda
 The prior meeting minutes were APPROVED. The current meeting agenda was APPROVED.

- III. President's Report (Anne / Seema)
 - Seed Training Opportunity (Roberto Lopez): started in 2018, teachers meeting once a month, anti-bias and social justice recognition. Training will be held in California in July 2024. Cost for 2 teachers is \$4000 per person +flights for public school teachers. Deadline for applications for spots is in February. Yasmeen was the first administrator to be trained. Some training online and in person. Laurie wrote a testimonial from the last experience, overwhelmingly positive. Not funded in 2018 by NPTO, we have an existing bucket for SEED (\$13.42). Nothing to vote on now, Mr. Lopez just brought it to the table. Trainees will provide training for all staff after the SEED training.

 - New Family Welcome Event (Kirsten El'atrache) - Friday 9/22 afterschool. Inclusive for Pre-K and K families as well as older grades. Plan is for music, food, activities, Principal Muhammad to welcome families and mention Helping Hands and playground plans. We had something similar before with mentoring with new families. It was mentioned that mentoring can be more useful for older kids to have a friend/ family in the same grade. Possibly something we want to sustain every year. Please keep Christina and Jessica informed on playdates/ events. No budget needed at this time for 9/22 event.

 - A/C unit for the dining hall (Erika). Concerned about the heat wave warnings, especially for kitchen staff. What can we do temporarily and long term? Yasmeen - it has come up before, there are no barriers for the kitchen. They haven't tried fans, AC unit goes in the windows. The district will pay for AC units in classroom. Its a process, need to get like 3 quotes, maybe something we can fund with Helping Hands.

- Request for increase in budget from 2 to 2.5 positions \$200k to \$280k (Yasmeen)
 - Laurie Cunningham to come on as Communications Strategist to elevate Nettelhorst's standing in the community by developing more compelling, consistent, comprehensive communication messaging and materials for current and prospective families. She will work on the Family Handbook, Teach and Staff web pages, Stallion Sentinel (Principal Muhammad's monthly newsletter) and Coffee & Conversations -Town Hall, State of the School - help develop topics and messaging to better engage families and increase attendance. This is a one time request for increase in funds. Board agrees marketing and comms are valuable and bring in revenue. Our brand is loose and we are under marketed. Laurie's fee is discounted and it will pay for itself. It may help bring in more families to donate instead of the same families doing most of the heavy lifting. Board is concerned that we didn't raise \$280k with Helping Hands last year, we wouldn't be able to sustain this long term. Final attendance numbers will change the budget, we are optimistic funding from the district will go up. The request may go down by the end of October.
- Vote on Communication Strategist Consultant Fee: \$15,000 (APPROVED)
 - Bucket: Staff/ Curriculum
- +0.5 position: \$45,000, total ask \$260k, may decrease later on. (APPROVED)
 - Bucket: Staff/ Curriculum
- New Co-Secretary vote - Mags Hefferon - Logan 2nd grade, been with Nettelhorst since pre-k. nurse practitioner. (APPROV
- ED)
- New Teacher rep - Emilie Knieriemen/ Ms. K - music teacher, 2nd year at Nettelhorst.

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

- June & July: see attached
- Wayne checked on some banks - a few options, market fund, certificate of deposit (CD) instead of a high yield savings. Term? Can access if needed.
- Wayne to make formal proposal later
- Erika has a guy at Gold Coast Bank, comparable?
- Principal Muhammad requested accounting reports to be sent to her.

V. Fundraising (Shannon/ Marc)

- At the LSC meeting last night, 4 forms were approved, lots of merch sold. Helping Hands Campaign (10/16-11/17/23 - 5 weeks) Stallion Stampede, Parent Party (not approved yet) - our interested contact for 2023 party fell through, Shannon will move forward with the yacht club again. We should get a committee together for the Parent Party soon.
- Fund a marquee for the Broadway and Melrose corner. \$20k Will vote on Sept 12. Installed by Winter Break, e.g. pay \$\$ to promote your child's birthday. DuWayne will manage it. Will replace the old marquee funded by LSC by the horse. Location was based on height, ethernet and electricity requirements.
- Campaign in Givesmart to collect staff support donations - such as teacher breakfast, conference lunch, etc. More professional than using venmo.
 - Accounting: Fund for Staff Appreciation - new bucket? General Appreciation Events bucket - existing bucket. Shannon suggested we put the \$10-20k from the winter parent event as undesignated funds.
 - People donated about \$800 via VenMo for the Spring appreciation event, we did not ask for Fall again. No donation ask for appreciation in communication.
 - We have some reusable items purchased last year for teacher appreciation we can save on for this year.

- Donors Choose (Josh) - admins request teachers to go through admin, then NPTO, then Donors Choose since Donors Choose takes fees and extra costs. Not the best way to engage our volunteers. Amazon wish list is a better channel.

VI. Community Events Update (Christina / Jessica)

- Welcome to new Appreciation Coordinator Kelly Schoenfelt, daughter came to us by CHOICE program for out of district kids. She was sold on the tour and responsiveness.

Upcoming events:

- First Grade meetup (150 confirmed \$1000 on pizza) Aug 27, NPTO paying for pizza & drinks.
 - Would like to have more grade-specific parent-sponsored events like this where NPTO helps pay for food/drinks.
 - \$499 limit for meet-up events for any grade.
 - Use D'Ags, Stans preferred vendor list - list 5 places
- Festival of the arts Sept 9/10, volunteering slots open ([sign up here](#))
 - Craft is coloring bookmarks, making beaded bracelets and keychains.
- Walk and Roll to School Day, Oct 4th
- Bike Bus starts on Friday. Meet up and everyone bikes to school together. Done in a lot of cities. New route to be sent out.
- Created a calendar view of the PTO events and important school events for PTO [here](#). All should be able to edit.
- Open gym idea: once/month Nov - March for a few hours.
 - No payment needed, but need to let the admin know to coordinate.
 - Parent volunteers to supervise, have a staff member there.
- Illinois Principal Appreciation Week in October (move to next month since Yasmeen was present)

VII. Communications Update (Kimberly / Erika)

- Kim has a lot of emails coming. Kids graduation dates, list of neighborhoods and zip codes (esp families coming from different areas) get some students to help, comms for fundraisers, text messaging alert - reminders, we already pay for Google workspace.
- A reminder that the community we create and the work we do is really important.

VIII. Next Board Meeting

Next board meeting will be held **Sept 12 at 6:30pm** at Erika's house 641 W. Belmont Ave.
Meeting concluded at 8:37pm

Treasury Reports - June & July 2023

NPTO Summary of Funds

As of 6/30/2023

Buckets	5/31/23	6/30/23	Difference	Allocations	5/31/23	6/30/23	Change in Allocation	Notes on Changes
	\$215,141.22	\$210,695.35	-\$4,445.87	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)	\$2,000.00	\$98.95	-\$1,901.05	-1901.05 balance on horse repairs (\$98.95 from Repair our Statue bucket)
				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	
General & Undesignated				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	\$3,675.77	\$1,660.17	-\$2,015.60	-1,035 golf cart rentals; -904.30 1 hour tees; -76.30 generator rental
				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	\$138,111.62	\$132,582.40	-\$5,529.22	-92.65 Quickbooks; -20 Quickbooks Payments; -63.93 Mailchimp; -27 Google workplace; -431.36 8th grade field trip expenses; -91.38 Fed Ex reimbursement; +197.10 Benvenity
	\$292,657.14	\$315,406.32		Helping Hands 2022-23 expenses	\$129,474.92	\$129,474.92	\$0.00	
Staff & Curriculum			\$22,749.18	Stallion Stampede 2022-23 expenses	\$102,020.52	\$124,769.70	\$22,749.18	+250 GiveSmart (Merchant BankCD) donations; +25,000 Cubs donation; -2,450.82 GiveSmart; -50 GiveSmart
				Unallocated	\$61,161.70	\$61,161.70	\$0.00	
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	\$7,783.83	\$7,376.88	-\$406.95	Aurora Proudfoot (\$1,000/year thru 2022-2023 school Recess Area	\$831.44	\$424.49	-\$406.95	-406.95 outdoor classroom expenses
				Unallocated	\$0.00	\$0.00	\$0.00	
					\$6,952.39	\$6,952.39	\$0.00	
Chicken Coop	\$1,019.71	\$829.81	-\$189.90		\$1,019.71	\$829.81	-\$189.90	-189.90 chicken feed
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	\$2,697.71	\$2,636.95	-\$60.76		\$2,697.71	\$2,636.95	-\$60.76	-60.76 library supplies
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	
Repair our Statue	\$98.95	\$0.00	-\$98.95		\$98.95	\$0.00	-\$98.95	-\$98.95 balance on horse repairs (remainder from general)
TOTAL	\$534,533.99	\$552,179.69						
checking savings	\$144,754.62	\$401,433.93						

NPTO Summary of Funds

As of 7/31/2023

Buckets	6/30/23	7/31/23	Difference	Allocations	6/30/23	7/31/23	Change in Allocation	Notes on Changes
	\$210,695.35	\$210,396.77	-\$298.58	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	
General & Undesignated				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	\$1,660.17	\$0.00	
				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	\$132,582.40	\$132,283.82	-\$298.58	-92.65 Quickbooks; -20 Quickbooks Payments; -63.93 Mailchimp; -27 Google workplace; -95 Banners for appreciation week
	\$315,406.32	\$314,948.42		Helping Hands 2022-23 expenses	\$129,474.92	\$129,474.92	\$0.00	
Staff & Curriculum			-\$457.90	Stallion Stampede 2022-23 expenses	\$124,769.70	\$124,311.80	-\$457.90	+150 GiveSmart (Merchant BankCD) donations; -400 stampede refund; -207.90 GiveSmart (Merchant BankCD)
				Unallocated	\$61,161.70	\$61,161.70	\$0.00	
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 Recess Area	\$424.49	\$424.49	\$0.00	
				Unallocated	\$0.00	\$0.00	\$0.00	
					\$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	\$2,636.95	\$717.51	-\$1,919.44		\$2,636.95	\$717.51	-\$1,919.44	-1,919.44 new tables for library
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	
Repair our Statue	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
TOTAL	\$552,179.69	\$549,503.77						
checking savings	\$142,173.70	\$401,447.57						