

# NETTELHORST PARENT TEACHER ORGANIZATION

President	Treasurers	Co-Secretaries
Anne Dodge Seema Radhakrishnan - <i>VP</i>	Wayne Miller Tim Whitney - <i>Assistant</i>	Gayle deDie Danielle Tullier
Fundraising Chairs	Community Events Chairs	Communications Chairs
Shannon Fitzgerald To be named - co-chair	Jessie Beebe Patricia Mansilla	Laurie Cunningham Stephanie Vasconcellos
School Representatives		
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		

## Minutes for NPTO Board Meeting on September 6, 2022 at 6:30 p.m.

The meeting took place in person at the home of Anne Dodge and via Zoom video conference and was called to order at 6:36pm. Present were: Anne Dodge, Danielle Tullier, Wayne Miller, Tim Whitney, Seema Radhakrishnan, Patricia Mansilla, Jessie Beebe, Laurie Cunningham, Stephanie Vasconcellos, Shannon Fitzgerald, Gayle deDie, Yasmeen Muhammed, Joshua Marburger, Anna Piepmeyer and Katherine Kenney.

### Approval of Minutes and Agenda

The minutes of the August 2, 2022 meeting were APPROVED. The agenda for this meeting was APPROVED.

### President's Report

Anne provided updates on the following topics:

- Bathroom beautification / renovations updates are complete. Principal Muhammed offered background on the project and how we should approach bathrooms moving forward, noting that beautification efforts should be the focus versus renovation. One reason is because CPS will be allocating budget across the district because of gender-neutral policy. JLL – the facilities provider - is responsible for some of the bathrooms, including plumbing and other repairs.
- The NPTO merchandise store has been \$855 to date. A request was made to include a baseball cap with an N for Nettelhorst.
- Stallion repair project is underway, thanks to Katherine Kenney who initiated a campaign to get donations. Over the past two months, a net of \$1,236 net payout has been collected with the average donation of \$39. The total goal is to raise \$4,000. Work starts with 50% deposit. Katherine noted that the repairs are really extensive. All the wood in the belly and most of the legs are rotted through. Because of that, it doesn't lend itself to simple repairs. The whole thing needs to be pulled apart and put back together. The horse is 8 feet tall and 8 feet wide. The cost includes creating an interior structure so that repairs would be simpler in the future. Katherine has flyers to distribute at the Lakeview East Festival of the Arts, which will also be kept at the school's booth.

- The NPTO is actively recruiting for a teacher representative and potential new Fundraising Co-Chair. Principal Muhammed will email Ms. Proudfoot and cc Anne to invite her to join as a teacher representative. Shannon is meeting with a parent interested in fundraising and will follow-up with the board as progress develops.
- Middle School sports are in need of more coaches. Seema will meet Coach Hanna to understand the challenges and how might the NPTO help. Principal Muhammed said that the district pays a stipend of \$1400 per season per sport.

#### LSC Meeting Rotation Sign-Ups

All NPTO board members are asked to attend one LSC meeting a year. Here are the volunteers and dates:

September 19 – Danielle  
 October 17 – Gayle  
 November 14 – Jessie  
 December 12 – Shannon  
 January 23 – Stephanie  
 February 27 – Seema  
 March 20 – Tim  
 April 17 – Patricia  
 May 15 – Laurie  
 June 5 – Anne

#### Updated Bylaws

Stephanie provided an update on the changes to the bylaws, which focus on the verbs used to describe actions pertaining to insurance and indemnification. The changes include: The NPTO “will” purchase insurance, instead of “may” purchase. And, NPTO “shall” indemnify instead of “may.” These changes were voted on and APPROVED. Stephanie will circulate the updated bylaws.

#### Treasurer’s Report and Discussion on New Expenditures

Tim provided update on August expenditures, which are incorporated into these minutes. With the bathroom renovations complete, that line item is now showing negative. A motion was made to move \$3950 from the general and undesignated line to bathrooms line item, which was voted on and APPROVED.

Discussion also included:

- Anne and Principal Muhammed shared an update that we may get requests from teachers, parents, and others. We know have a process to streamline purchase requests via a Google form. Principal Muhammed has the link to the Google form, which provides visibility so that the administration can understand what the needs are.
- A purchase of 10 TVs for \$500 each to replace projectors, especially for 5-8 grades will be made using the rest of the \$2400 in technology, media & facilities line item and taking the balance from the general & undesignated line item. Principal Muhammed will send Wayne the link to get a warranty. A motion was made to spend up to \$6,000 on the purchase of the 10 smart TVs, which was voted on and APPROVED.
- A protective casing for the auditorium projector at a cost of \$500 is needed out of the auditorium budget. It’s an adjustment to the current bid. The new projector was more than \$20,000. The

purchase was voted on and APPROVED.

- Jolly Phonics is a pre-K through 2nd grade curriculum resource that costs \$500. Principal Muhammed had previously circulated the invoice via email. It was voted on and APPROVED to be paid out of the Curriculum line item.
- East Lakeview Chamber of Commerce is asking for the NPTO to become a member for an annual fee of \$175. Wayne noted that he will send a check to pay for the banners along Broadway.
- Regarding the outdoor fence doors & intercom system, Wayne questioned the status of these, and Principal Muhammed provided an update. She noted that the district has repaired some gates, and they will be doing more capital improvements on the fence. The intercom is a more tedious process; it's an issue of the part being available to fix it. Did implement a new camera near the Chicken Coop, which costs \$10,000.
- The board voted and APPROVED the retention of our CPA firm, Strogh Johnson & Company, which fees are approximately \$2,200 per year.

#### Fundraising Update

Shannon provided an update on Helping Hands, noting that it will take place from October 11 to November 18, which is five weeks (one week longer than the past). The target goal is \$1K per student, which will be noted in the campaign. The discussion included how to connect Helping Hands with the fundraising goals for Nettelhorst Night Out. The goal is to raise support in order to keep arts enrichment and programming in place, as well as maintain smaller class sizes. The LSC needs to approve at next meeting on September 19, 2022.

#### Community Events Update

Jessie and Patricia provided an update on the Festival of the Arts booth, noting that five more volunteers are needed. They are working with the Room Rep Coordinators to publicize need for more volunteers.

#### Communications Update

Stephanie provided an update that the new Nettelhorst NPTO page is up and running on Instagram and Facebook. She aims to coordinate with the school about promoting school events and then the NPTO can amplify those posts. Laurie noted that she met with LSC representatives, administration and teachers to create a comms plan to coordinate on key messages each month.

#### Next Board Meeting

The next board meeting is scheduled for October 4, 2022 and will be held at the home of Stephanie Vasconcellos and via Zoom. The meeting adjourned at 8:16pm.