

# 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 Marc Frost	Jessie Beebe Patricia Mansilla	Laurie Cunningham Stephanie Vasconcellos
<b>School Representatives</b>		
Rebecca Mancione - <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 November 7, 2022 at 6:30 p.m.

Present at the meeting were Anne Dodge, Wayne Miller, Tim Whitney, Gayle deDie, Danielle Tullier, Shannon Fitzgerald, Marc Frost, Jessie Beebe, Patricia Mansilla, Laurie Cunningham, Stephanie Vasconcellos, Cathay Dimou, Sarah Barrish, Roberto Lopez, Rebecca Mancione and Amy Sulkin.

### Approval of prior meeting minutes and agenda

Meeting was called to order at 6:39pm. The prior meeting minutes were APPROVED. The current meeting agenda was APPROVED.

### President's report

- Pre-school parents are hosting a social event and fundraiser at Play. No action needed by NPTO.
- There is a Minted fundraiser for holiday cards, and code was included in the NPTO newsletter.
- NPTO supported Light the Night with just under \$500 for decorations. \$1,425 was raised for the chickens.
- New election themed t-shirt has been added to Nettelhorst t-shirt shop.
- Anne to work with LSC on simplifying the approval process for fundraisers.
- Someone left the LSC and they are seeking a new community member (who is not a Nettelhorst parent). Each term is 2 years, and there is 1.5 years left to finish this term. Candidate will need to present at LSC meeting, preferably before winter break, and LSC board will vote. Term to start in January. Send candidates to Roberto or Anna Piepmeyer.
- Katherine moved forward with artist to get scope of work for Stallion after \$2K was allocated at last meeting for finishing the project. Katherine working with Ms Proudfoot on getting students involved for deconstruction of the stallion.
- School tours go to a dead link on the website because sign up timeframe is over. School tours had been monthly 9-10am and included Q&A and Nettelhorst pamphlet. Spring has had the most turnout for tours. Anne, Seema and Laurie had volunteered for tours post Covid. Roberto to check with administration on next steps for NPTO, and he will update website.
- Dwayne is the new technology coordinator and has done a virtual tour with a drone which will be added to the website.

### Helping Hands

If you have not made a contribution, please do so in any amount you can. Code for t-shirts and tickets to Nettelhorst Night Out will be given out after the campaign. Consider posting Helping Hands in Lakeview

Uncensored group. Tax ID for employer matching has been included in the newsletter. Shannon to provide PDF of flyer to room parent coordinators. Roberto will send teacher email for families. Last day of campaign is 11/18.

### Treasurer Report

Discussed high-yield savings account. Lending Club supports business and non-profit accounts and have no fees. Currently have \$401K with Bank of America at .1% interest. Recommend moving \$225K (\$250K is FDIC limit) which would net almost \$7K per year in interest. Lending Club is well capitalized and FDIC insured. Lending Club allows free ACH transfer less than \$10K and wires over \$50K. Capital One is also an option for an account. Request is to establish a bank account with either Lending Club or Capital One was APPROVED. Motion to move \$225K from NPTO account into Lending Club or Capital One was APPROVED. Anne, Seema, Tim and Wayne should have access to the account.

Financial statements for years ending June 30, 2022 (FY 2021) and June 30, 2021 were prepared by Stroh, Johnson & Company LLP and shared at the meeting. Link to full report:

 [NPTO Year End 2022-2021 Statements.PDF](#) This is not an audit but a compilation of our financial statements. There is more cash in 2022 (\$483K in 2022 vs \$396K in 2021) due to deferred expenses for the bathrooms. Bathroom renovations came in this year vs last and teacher costs were less than expected.

October financial statement (please see report below) was reviewed. For general, added repair allocation of \$2K for Stallion statue. Board had voted to allocate \$20K to back playlot but there was some money already in fund so allocated a smaller amount of funds to get to \$20K total. FedEx charge in Staff and Curriculum should be allocated to Helping Hands. Tech and Media has negative balance. Work has not been completed so final payment will be made when complete taking more funds from this bucket. Will reallocate funds for Tech and Media next month. For the \$21 recurring donation, we pay \$21 in fees. Wayne to talk to donor.

### Fundraising update

- Held fundraiser with 2D. Awaiting final amount.
- Final 10 days of Helping Hands. Will put up thermometer banners when hit 50%. All banners are reusable for next year.
- Committee working on Nettelhorst Night Out. Will go to LSC for approval next week and will go live with tickets the first week of December. Checking on 2/25 date with Belmont Yacht Club. 2/11 had been previous date discussed but has not been shared. Want to see how many tickets from Helping Hands campaign donations. If similar to last year, will be around 70 tickets and 25 for teachers and staff which will leave about 100 tickets for sales. 300 is a hard attendance cap. Shannon to ask Dwayne on creating videos from photos to show at the event. Question on if we should consider doing a community award for an involved parent (non-NPTO). Need volunteers for the day before for set up and day after for tear down and for event night. Can do short shifts for people to volunteer and still enjoy event and could use 7th and 8th graders for coat check and tips can be used for student trips. Event to be included in 11/16 NPTO newsletter but date needs to be confirmed before released.

### Community events update

- Completed principal appreciation
- Hosted Walk and Roll to School - will host another in May
- Will host teachers' lunch for conference day - asking for money donations and currently have some volunteers
- Student council will be leading food drive which will start in mid November and run until winter break
- Organizing parent talk in library after school in December. Therapist will come in to host talk on mental health targeted to parents of middle schoolers.
- Four dates for Parents Night Out - 2 run by student council and 2 for Pride festivities funding for June. Student council events sponsored by Yasmeen and proceeds to be allocated to student trips. Request from Roberto for NPTO to hold funds for two events for Pride. No planning is needed by NPTO but

NPTO needs to house money and the events will be "NPTO sponsored" events. Dates for student council PNOs are December 2 and a date in January and Pride PNOs are March and May. Teachers and 7th and 8th grade volunteers will run events.

### Communications update

- Dwayne has taken over social posts for Stallions First so NPTO will just manage NPTO social moving forward
- Helping Hands newsletters have focused on class sizes, art programs, fine arts with Marc Frost. 11/16 newsletter will feature Lucia Ramos who takes pictures, why students like music class and quote from Yasmeen. Besides this last newsletter before end of Helping Hands, there will be two last call emails which will include employer match details.
- Getting two branded tablecloths for events and 1-2 pop up tents. If this is over \$500, board needs to vote. Lucia can use Anne's credit card for purchase.
- T-shirt proceeds have been \$1100. Funds need to be transferred through Paypal.

### Next board meeting

Next board meeting will be Monday, December 6 at Optima common area. January 10th will be a general public meeting and will be held at the school. Bylaws require two public meetings per year. Roberto will add NPTO meetings to calendar on website. Anyone who wishes to attend and is not already on the invite should reach out to NPTO (presidentnpto@nettelhorst.org) to be added.

Meeting adjourned at 8:15pm.

### October Financial Statement

#### NPTO Summary of Funds As of 10/31/2022

Buckets	9/30/22	10/31/22	Difference	Allocations	9/30/22	10/31/22	Change in Allocation	Notes on Changes
	\$205,506.88	\$202,411.52	-\$3,095.31	Water fountains (\$1,300.00 more max for project years)	\$1,390.00	\$1,390.00	\$0.00	
				\$1,000/year for filters for 2020-21 and 2021-2022 school years)	\$0.00	\$2,000.00	\$2,000.00	+2000 from unallocated
				Repair our Statue (horse coverage)				
				W/d discretionary	\$73.35	\$73.35	\$0.00	
				Security system (\$3,000 for Aldine camera)	\$19,475.00	\$19,475.00	\$0.00	
				Bathroom renovation	-\$3,950.00	-\$3,950.00	\$0.00	
				Back playlot	\$2,068.40	\$20,000.00	\$17,931.60	+17,931.60 from unallocated
General & Undesignated				2019-2020 school year admin, community events and start-up costs:	\$30,000.00	\$30,000.00	\$0.00	
				2021-22 School Keeping	\$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	\$159,272.45	\$130,245.54	-\$29,026.91	-92.65 Quickbooks subscription; -20 Quickbooks Payments; \$7.80 Mailchimp; -2,000 Horse repair overages bucket; -17,931.60 Funding for Back Playground bucket; -2.55 UP\$; 1,7.63 Amazon; -600 Moving expenses; -2,220 Stroth, Johnson & Co. Tax Prep; 27 GSuite Subscription; -15 Illinois Charity Bureau Fund Annual Fee; 50 Music playhouse; 440.80 Amazon; -24.77 Amazon; -43.58 Fall feet food; -150 Principal Gifts; -161.93 Balloons for Principal; +827.80 Dags
	\$113,119.50	\$245,619.94		Big ticket item reserve (e.g. fan)	\$24,943.46	\$24,943.46	\$0.00	
Staff & Curriculum			\$32,490.44	Helping Hands 2021-22 expenses	\$95,718.16	\$95,718.16	\$0.00	
				Station Stampede 2021-22 expenses	\$0.00	\$32,971.75	\$32,971.75	+32,971.75 Donations
				Helping Hands 2022-23 expenses	\$359.26	\$359.26	\$0.00	
				Unallocated	\$3,261.68	-\$3,237.81	\$23.87	+23.87 Recurring donation;
Technology, Media Resources & Facilities	\$3,261.68	\$3,237.81	\$23.87					
Auditorium	\$24,943.46	\$24,943.46	\$0.00					
Health, Nutrition & Fitness	\$1,356.06	\$1,356.06	\$0.00					
Outdoor Classroom	\$8,023.32	\$8,023.32	\$0.00	Aurora Proudfoot (\$1,000/year thru 2023-2022 school year)	\$1,189.00	\$1,189.00	\$0.00	
				Recess Area	\$0.00	\$0.00	\$0.00	
				Unallocated	\$5,834.32	\$6,834.32	\$1,000.00	
Chicken Coop	\$1,328.86	\$1,343.86	\$15.00					
				Unallocated	\$1,328.86	\$1,343.86	\$15.00	+15 donations
Parent Support and Education	\$118.49	\$118.49	\$0.00					
Community Cares	\$726.01	\$726.01	\$0.00					
Sports Teams	\$2,310.11	\$2,310.11	\$0.00					
Nettelhorst Baseball Club	\$1,110.01	\$1,110.01	\$0.00					
SEED	\$13.62	\$13.62	\$0.00					
Library	\$2,797.23	\$2,797.23	\$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					
Repair our Statue	\$1,780.96	-\$157.89	-\$1,938.85					
				Unallocated	\$1,780.96	-\$157.89	-\$1,938.85	+61.15 Casey Donations; -2,000 Horse Repair Deposit
<b>TOTAL</b>	<b>\$458,997.98</b>	<b>\$488,431.98</b>						
checking savings	\$85,274.19	\$401,327.50						