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| **President** | **Treasurers**  **Treasurer** | **Co-Secretaries**  **Co Secretaries** |
| Mags Hefferon  Kelly Schoenfelt - *VP* | Doug Bergman  Tim Whitney - *Assistant* | Allison Melowsky  Aubrey Lewis |
| **Fundraising Chairs** | **Community Events Chairs** | **Communications Chairs** |
| Paul Rozier  Kanika Sharma | Christina Hayford  Jessica Zadaka | Sheena Finnigan  Cynthia Rozier |
| **School Representatives** | | |
| Emilie Knieriemen *- Teacher*  Aurora Proudfoot *- Teacher*  Dr. Joshua Marburger *- Principal*  Corrine Ulmer*- Assistant Principal*                                        Rotating Representative - *Local School Council Member* | | |

**Agenda for NPTO Board Meeting on September 10th, 2024 at 6:30pm**

Meeting was called to order at 6:39pm at the residence of Cynthia and Paul Rozier.

Attendees: Mags Hefferon, Kelly Schoenfelt, Paul Rozier, Doug Bergman, Tim Whitney, Christina Hayford, Jessica Zadaka, Allison Melowsky, Aubrey Lewis, Sheena Finnigan, Cynthia Rozier, Corrine Ulmer, Josh Marburger.

* Approval of prior meeting minutes
  + August & June
  + Motioned to approve both prior meeting minutes
* Approval of meeting agenda
  + - Motioned to approve meeting agenda
* President’s Report
  + Fundraising/ voting
    - Group Raise
  + Went to LSC for approval- though a vote was needed, reviewed the bylaws.
  + Could not get the approval for the group raise, group vote not needed.
  + Will bring to LSC budget committee and email the group
    - Parent Party/Auction
  + No date/location yet.
  + A few parents have reached out and are planning to get in touch. Focus right now is Helping Hands.
  + Platform 47- offered to do it again this year. Everyone really liked it there, Nettelhorst connection.
  + Thinking about reaching out to the Cubs. They can also cater.
  + Planning to pull together a committee. Paul can be point person, or can try to pull others to help support.
  + Working on establishing relationships with businesses.
    - Concessions
      * There were mentions of a possible Fall Fest last year, if we do want to sell anything, we do need LSC approval.
      * For small events- yes, we do need specific dates. Dates can be revised, but should list out possible events.
    - Color Me Mine
      * Someone is reaching out to see if we can set up dates for a painting night. Will give a percentage back.
      * Forward to Community Events, then send to Comms
    - Clings for businesses
      * Rachel Serman & her husband canvased the neighborhood for the auction, had the idea that it would have been nice to give something to the businesses- Support Nettelhorst clings
  + Sticker contest
    - * Sticker Contest, so far 4 entries, at least 1 more coming.
      * Kelly- sending out an extra email
      * Communication Idea-Tubman sends home papers, we don’t Room Reps yet, brainstormed how do we get the word out.
      * Under 10 entries- each entry can make their stickers of each. Christina- could make on the Cricut. Will vote maybe by number of colored beds. Beads can be reused later.
  + Curriculum night
    - Volunteers for presenting
      * PowerPoint- sent to everyone to review. Will add to Josh’s template, will later. NPTO before SEED. Mags can’t make it, Kelly will go. Sheena will be at both and able to help.
    - Child care volunteers/ activities
      * Messaging to parents, if unsure about bringing kids, we would rather have you come with your kids than not come at all! Confirmed it is Pre-K – 4, not K-4
      * Josh- depending on how many kids, will set up in the multipurpose room.
      * Only needed for the Pre-K-4th on Tuesday.
      * 7th & 8th grader volunteers. Information to come out ASAP. Send it out in the newsletter?? Or rather send it out as a standalone.
  + Dr. Josh Marburger Sports stipends
    - * Coach stipends- last year was the first year. Funding paid for sports through CPS, however, it has been cut this year.
      * This year, 5 coaches- 4 parent and 1community member coaches, the goal is to be able to provide some sort of stipend to show gratitude. Community coach has also brought in volunteers for Stampede.
      * Parents $1,000, Community Coach $1,300 = $5,300.
      * Tim- Coach Stipends bucket with $7,637.50- can be used for these stipends. Funded through Parents Night Out (PNO). Have been holding that money for the school, Josh is able to use these funds (Doug can have a check mailed).
  + Public meeting for October
    - * October- Multipurpose Room, change location on Powerpoint
  + Principal appreciation
    - * Skipped for October
  + Aurora Proudfoot is stepping down and Ms. Teuta Gjeka is the new teacher rep
    - * Library ?- years ago it was an official Essentials class, ALL kids will have access to check out books on a weekly basis.
      * Parent volunteers to help work with the system. Continue to put money into the library, bringing in new books.
  + Room Rep Orientation-
    - Optima Lakeview 3478 N Broadway, Chicago, IL 60657, USA on Sept. 30th from 6-8pm
      * Room Rep Coordinators met with Corey to understand who has volunteered from which classes.
      * Corey will remind all teachers to send in rep names.
      * Once the names come in on Friday, will see which classes still need a rep.
      * Room Rep Orientation- representation from the NPTO at the event
        + Funding for each grade level up to $499.
        + Volunteer form comes to communications email, Sarah does get this information, may be worth asking Cathy and Corey.
        + Put this on Social Media once we have more names and who we need.
  + Shed for Garden (Katherine Kenny)
    - * Wants to use some of the funds from the Outdoor Education class for the shed. $555 from Amazon, tall shed. Wants this for use of outside garden equipment, only option right now is the small one on Aldine, items don’t fit. Tools away from children, ease of use- not bringing from home. Chicken coop has tall sheds, do not want to keep these tools there. People could donate older garden tools. Would be able to lock the shed. Ms. Proudfoot has extra locks, or could get one where we could change the code.
      * No Amazon Prime account, but it would come straight to the school, returns might be harder. (Sidenote- would it make sense to get a Prime account?)
      * Bulbs to plant, event where we could plant
  + Playground update-
    - No update, there is an actual printout of the plans (renderings), $1.7M altogether, came down to west of the school from street to street, track where field is now, nice artwork, etc. Asked developer to go back and bring it down- $1.3M.
    - Josh will reach out to people to get back together, Alderman’s office got money squared away for us. Different grants that the city had available (expanding greenspace), another funding piece with a few other neighboring wards, able to secure those funds, working with CPS and the Senior advisor to the CEO through Sara Feigenholz and Margaret Crook. Couldn’t scale much back from the $1.3M.
    - Christina- for movie night idea- could we share the renderings? People have come up and asked how they can help.
    - Show a “thermometer”?
    - Could Helping Hands/Stampede be redirected at all? Could be the messaging for these. Maybe 50% goes to playground, 50% goes to staffing and curriculum.
      * Budget committee meets on Monday- Mags would need to share this.
    - In past, some budgeting has been rejected, needs to be shared- possible areas, can be for a number of different options.
      * How would we track that money? Can limit to 4 things that we can track, 4 buckets that are pretty inclusive.
      * Safety hazard of both front and back playlot. What can we tell parents? Could we put up a QR code? Banner- public benefit of donating to public school. Lakeview Run Club- fundraiser?.
  + Spirit Wear/Swag- [humanKIND](https://humankind.shop/pages/spirit-wear-schools) option
    - * Bonfire- Is very limited
      * Allison suggested switching to humankind-
        + Will send over the spirit wear overview, most popular apparel wear choices, use design inspiration- about 9 design options to choose from. Once finalized, the team can set up the store- 2 weeks
        + It would be open year round, would do the fundraise pricing option and sell at retail pricing (discount code for teachers)

Fundraising- every time t-shirt sells- $6 markup (50/50 split)

* + - * + Transfers are an additional cost
        + 1 Free Print on site per school year!

1 Day event, Need electricity, Well-attended event by both parents and students, will bring racks of blank clothing

* + - * New fundraising form- LSC- move forward with this (Mags will complete)
      * Use some of our own designs from DuWayne, Scott’s designs.
* Treasurer’s Report
* Refer to report, read by Tim
  + - * Moved $1,000 from G &U to Health, Nutrition, and Fitness
      * Donations added into Staff & Curriculum
      * G & U Changes-
    - -20 Quickbooks Payments; -43.20 Google site hosting July; -69.49 Mailchimp
    - June; -385 Membership for principal organization; -61.67 Amazon balloons and
    - backdrops for back to school event; -130 Klein's Bakery & Cafe Butterfly
    - Breakfast coffee and pastries; -24.50 Marianos food for back to school meeting; -
    - 762 Thomas Ward Insurance D&O liability insurance renewal; -37.19 Back to
    - school breakfast; -102.12 Donuts for new school year; -629.92 reimbursement
    - for busy beaver stickers and Stan's order; -39.99 hand truck; -3,106.53 SEED
    - bucket funding; -1000 Health, Nutrition, and Fitness bucket funding;
    - +18,982.60 Parents Night Out; +2,527.27 CD interest;
* Fundraising
  + Forming Fundraising Committee
    - Contacted Sarah, going to form a committee to work
  + D’Agostinos Night This Thursday
  + Helping Hands
    - October 21- November 22- Flyer and Banner are drafted, shift to playground.
    - Lead time on the banner is 10 days (until early October), will know on Monday. Shannon had worked with another parent for decal/ marketing, reworking that and will reach out to the parent.
    - QR codes on the website/banner, will have a generic banner, check sizing on banners (3’)
  + Auction Night
    - Might see if Cubs may be willing to host. Cubs team Dr. is one of Mags’ coworkers. Fundraising/donations- playground. Cubs Charities. They will reach out to Josh for the $25K, so he has some contacts as well.
    - Christina- Neighborhood rep who comes to different meetings, will pass on the rep info.
  + Konbini & Konpai Fundraiser-
    - Friday profit share tonight- Parent’s Night Out- October? Dec 6, Jan. 24, March 14- Paul’s contact- Joon Joon- 20% profit, 6-8pm?
    - Ideas- Selling tickets so people are locked in? Pakcage for parents who can’t make it? Sell through their website or through Givesmart.
    - October 18 tentatively
  + Fundraising idea approval
    - Bridgeport Coffee does $1/bag for CPS
    - Reaching out to Dry Hop
    - CrustFund Pizza- pop ups for non-profits
    - How else can we get more involved with businesses on Parents Night Outs?
      * Other schools running alcohol tents at Festivals
      * Kanika is looking into PureGreen, etc.
* Community Events
  + Lakeview Festival of the Arts
    - Volunteers (student and adult)
      * 4 shifts that people man the booth. 2 Saturday, 2 Sunday
      * Kelly could do the Sunday slot, Roziers can do Sunday
        + Mags could put things away, if needed.
      * Slots for students if they want to come. Josh will send it to Ms. Holmes, Student Council
    - Sticker contest
      * Kids will vote there
  + Movie Night - 9/21
    - Screen and projector
      * Purchased, to use for future events as well, borrowing Bluetooth speakers from the school. Purchased under $500. Future movie nights in the gym, etc.
      * Movie could be used as an incentive for Stallion Stampede
    - Rain plan
      * Auditorium
    - Snacks/food/drinks
      * Popcorn machine
      * Snow cones
    - Local restaurant- family meal option to bring to movie night?
      * Other schools- pizza, or work with restaurants
  + Walk & Roll to School Day - 10/9
    - Raffle?
    - No obstacle course this year, maybe in the spring
  + Things we're thinking about
    - Open gyms + Movie nights inside
    - Parents coffee chats/meet and greet with the new VP
      * Butterfly Breakfast went well! Thinking of other ways to get parents in to meet and chat.
    - Parents of neurodivergent kids support
    - Bulb planting event- low attendance in the past, around Halloween, may be the same day as Trick or Treating in the neighborhood (10/26)
    - Light the Night event- support needs to come from NPTO and parent volunteers, rather than from the teachers. Events on a Sunday, could work to have the building open (church rental is no longer there).
* Communication Updates
  + Request that members share any updates they want on the upcoming newsletter.
    - Share with Comms about upcoming events so that it can be shared.
  + The possibility of compiling a list of seventh and eighth graders who would like to do various jobs for the community: babysitting, dog/cat sitting, yard work, etc. Ultimately, students would self-select to the list and it would be updated with each edition of the newsletter, if approved.
    - People looking and students could provide services. Communication would have to be parent to parent. Tutoring, etc.
  + Try to get a longer timeline for upcoming volunteer opportunities that are both classroom specific and broader for room reps share to allow for would-be volunteers to participate.
    - More advanced notice, want to volunteer, but if you could plan in advance, Stallion Stampede Day- Room Reps can send info out. Cynthia will look through last year’s calendar to come up with rough timeline dates, etc.
  + Access to photos from school. Album hasn’t been updated since last school year.   
    - If anyone wants to submit photos, how can they do that and how do we verify those who have opted out of media consent
    - Photos in communications. School album- hasn’t been updated yet. Access to the website, from Google album. No faces on Instagram. Photos can also be cleared through Ms. Jane.
  + Send your photo for the NPTO website if you haven’t yet.

Meeting adjourned: 8:35pm.

Next meeting- 10/8, 6:30pm- Open Meeting- Multipurpose Room