

# 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>		

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

Present at the meeting were Anne Dodge, Seema Radhakrishnan, Wayne Miller, Tim Whitney, Gayle deDie, Danielle Tullier, Shannon Fitzgerald, Jessie Beebe, Patricia Mansilla, Laurie Cunningham, Rebecca Mancione, Dr Joshua Marburger, Amy Sulkin, Vanda Berman, Cathy Dimou and Sarah Barrish. The meeting was held at the community room at Optima Lakeview.

## Approval of prior meeting minutes and agenda

Meeting was called to order at 6:41pm. The prior meeting minutes were APPROVED. The current meeting agenda was APPROVED.

## President's Report

- Welcome to Vanda and Amy as past presidents in non-voting consulting role. Bylaws and policies and procedure documents outline position for past presidents to advise.
- Breakfast with NPTO to be held on December 7. All are welcome to attend at 8:00ish start time. Anne getting Stans Donuts for the breakfast. Four new people have signed up to attend. Purpose is an informal chat to let people know about NPTO and encourage them to volunteer.
- NPTO general meeting on January 10 at 6:30pm in the Community Kitchen will be an open public meeting. Meeting to be advertised, room reps will send comms and teachers will be notified that this is an open meeting. Agenda for the meeting will include recruiting volunteers for the Stallion Stampede and getting word out on Nettelhorst 90s Night in February.
- Need representative for 12/12 LCS meeting. Laurie Cunningham volunteered.
- Tablecloths and tent - Lucia Ramos secured three estimates - all around \$1,200 for branded canopy/tent and two tablecloths with school logos for NPTO and school use. Discussed if we should do a white and red tablecloth or two red tablecloths due to concerns on white tablecloth getting dirty. Vote to approve \$1100-\$1300 from general and undesignated for tent and two tablecloths was APPROVED.

## Treasurer's Report

- Wayne to work on high-yield savings account which was discussed at last meeting.
- Discussed closing out fundraising campaigns in Classy which has multiple open campaigns. When we get a deposit, each payout report needs to be opened separately to see what campaign it is for. We are getting 5 recurring donations which come in within the associated campaign. Question on if the

Helping Hands campaign should be closed as of 12/31.

- Horse campaign has completed with \$2K raised, and NPTO funding the rest. Horse will be removed to go to studio for repairs. Suggestion noted to take pictures of horse being removed for social media.
- November financial report - see bottom of notes for copy of report.
  - Received more donations than needed for teacher lunch during conferences so additional money will be used for next conferences. Donations received via Venmo to Jessie and transferred to NPTO.
  - Light the Night fundraiser for chicken coop took in more money this year than last year.
  - Scholastic book fair deposited this month and will be in December report.
  - Technology fund is short from providing TV screens for classrooms. Motion to move \$3,213.94 from general and undesignated to technology fund was APPROVED. May have an additional request for TVs coming but request will be made formally.

### Fundraising Update

- Helping Hands - Received 4 recurring and 1 donation in December. Raised \$116K with approximately another \$4K in matches so campaign should end at ~\$120K. Goal for this year was \$145K, and last year campaign brought in \$137K. Large donations were larger this year than last. There were fewer donations but larger donations continued. 85-100 donors in total. Smaller gifts came in the last few days of the campaign while larger donations came in throughout the campaign. Next year, consider Giving Tuesday being included in the campaign. Patricia to remove banners (which can be used next year with a new QR code) and put into NPTO closet.
- Minted fundraiser has earned \$135 to date. Seema and Anne to send note to parent who recommended. Fundraiser was easy to set up and promoted in newsletters.
- D'Agostino's continues to be strong fundraiser with \$650 last month. Shannon giving manager a plant and decorated planter as thank you.
- Discussed fundraiser with Five Guys on Fullerton -20% of orders if mention Nettelhorst. NPTO not interested due to location and need to mention Nettelhorst for any donation.
- 2D fundraiser brought in around \$250. Seema to pick up check and ask 2D about Nettelhorst 90s Night participation.
- Nettelhorst 90s Night - Saturday 2/25 7-10pm at Chicago Yacht Club, Belmont Station
  - Up to 200 people can attend, Helping Hands donations account for 120 tickets (if people chose to accept/use them). Can sell up to 220 based on attrition to get to 200 attendees. Need to decide if we should earmark 25 for staff at lower price.
  - Will provide maps to ensure attendees can find the location. Not giving direct instructions for parking but there is parking for \$20 in Park District lot.
  - Dress code is come as you want - can dress in 90s attire/theme.
  - Have a committee formed and focused on auction but Shannon needs help with other things and will create a list of what help is needed. Have teacher experiences and student baskets covered and Jeanette Flom working on business donations but need help with parent donations which Anne volunteered to help with.
  - Shannon to meet with Dwayne on video next Tuesday at 11:30 and Anne will join to discuss video footage. Looking for one video of stills or live action that loops and another 2-3 minute video for a short presentation and/or award ceremony. May get teachers involved and get action shots from classroom or video of why teachers and students love Nettelhorst. Teachers have media releases and should ensure that student filming takes the releases into account.
  - Shannon will be setting up a mini-NPTO meeting post holidays on what she needs help with. She will send out Doodle on what time works for the meeting.
  - Should the NPTO do a lip sync throwdown at Nettelhorst 90s Night?

### Community Events:

- Ice skating event at Gallagher Way, \$1500 to rent the rink (last year cost was \$750 but bigger rink this year inside Wrigley Field). 100 people can attend so will take ~150 reservations to get to 100 attendees after attrition. Encourage people to cancel if they can't attend and move someone from waitlist when someone cancels. Anne thinks Eventbrite will do this and can help Patricia set this up. Ice skating open through Jan 8. Patricia tentatively looking at Dec 21 or 22. This event will be free to all Nettelhorst families. The newsletter goes out next Wednesday and can also communicate via room parents. Motion to allocate \$1500 for community event for 100 people at Gallagher Way from general and undesignated was APPROVED.
- Mental health expert coming to school for parent talk in January. Discussed potential topics - anxiety concerning high school, social media, social skills post Covid, how to identify anxiety and depression in kids - and potentially a series of 2-3 topics, possibly one targeted to parents of younger students and another for middle school parents. Ms Giordano did a session on social media which was well received.

### Communications Update:

NPTO website is under development and is being worked on in January. Next newsletter is next Wednesday which will be the last newsletter of the year. Newsletter getting a lot of clicks. "Push It" video with Ms Muhammad was popular with 50 clicks.

### Supporting girls basketball

Dr Marburger asked for support for girls basketball coach (not a CPS employee). Pay is ~\$1,500 per season. Ask is for NPTO to pay half which is \$750. NPTO budget includes a sports team bucket which has not had deposits or withdrawals since 2019. Motion to allocate \$750 from sports team budget for half the cost of a girls basketball coach was APPROVED.

### Next board meeting:

Next board meeting with a public meeting on January 10 in the Community Kitchen at Nettelhorst at 6:30pm. Topics will include Nettelhorst 90s Night.

Meeting adjourned at 8:07.

# November financial report:

## NPTO Summary of Funds As of 11/30/2022

Buckets	10/31/2022	11/30/2022	Difference	Allocations	10/31/2022	11/30/2022	Change in Allocation	Notes on Changes
	\$203,297.32	\$201,394.31	-\$1,903.01	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)	\$7,000.00	\$7,000.00	\$0.00	
				YM discretionary	\$73.35	\$73.35	\$0.00	
				Security system (\$3,000 for Aldine camera)	\$19,475.00	\$18,211.85	-\$1,263.15	-1,263.15 Security system service call and replacement
				Bathroom renovation	-\$3,950.00	-\$3,950.00	\$0.00	
				Back playlot	\$20,000.00	\$20,000.00	\$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	\$881.51	\$881.51	\$0.00	
				Pride Expenses	\$350.00	\$350.00	\$0.00	
				Unallocated	\$131,131.34	\$130,491.48	-\$639.86	-92.65 Quickbooks subscription; -20 Quickbooks Payments; -57.80 Mailchimp; -27.00 Google workp; -413.86 Dags PTC; -195.25 Stans donuts for Teachers; -42.16 supplies for teacher appreciation banners; +208.86 Amazon smiles
	\$244,734.14	\$319,718.59	\$74,984.45	Helping Hands 2021-22 expenses	\$116,570.77	\$116,570.77	\$0.00	
				Stallion Stampede 2021-22 expenses	\$95,718.16	\$95,718.16	\$0.00	
				Helping Hands 2022-23 expenses	\$32,085.95	\$107,070.40	\$74,984.45	+74,984.45 HH donations
				Unallocated	\$359.26	\$359.26	\$0.00	
				Technology, Media Resources & Facilities	-\$3,237.81	-\$3,213.94	\$23.87	+23.87 Recurring donation;
	\$24,343.46	\$24,343.46	\$0.00	Big ticket item reserve (e.g. fan)	\$24,343.46	\$24,343.46	\$0.00	
	\$1,356.06	\$1,356.06	\$0.00		\$1,356.06	\$1,356.06	\$0.00	
	\$8,023.32	\$7,891.39	-\$131.93	year)	\$1,189.00	\$1,189.00	\$0.00	
				Recess Area	\$0.00	\$0.00	\$0.00	
				Unallocated	\$6,834.32	\$6,702.39	-\$131.93	-131.93 outdoor classroom expenses
	\$1,343.86	\$2,607.08	\$1,263.22		\$1,343.86	\$2,607.08	\$1,263.22	+1,485 Light the Night proceeds; -221.78 chicken coop expenses
	\$726.01	\$726.01	\$0.00		\$726.01	\$726.01	\$0.00	
	\$118.49	\$118.49	\$0.00		\$118.49	\$118.49	\$0.00	
	\$2,310.11	\$2,310.11	\$0.00		\$2,310.11	\$2,310.11	\$0.00	
	\$1,244.80	\$1,244.80	\$0.00	Allocated to YM for sensory integration	\$1,244.80	\$1,244.80	\$0.00	
	\$1,110.01	\$1,110.01	\$0.00		\$1,110.01	\$1,110.01	\$0.00	
	\$13.62	\$13.62	\$0.00		\$13.62	\$13.62	\$0.00	
	\$2,797.23	\$2,199.80	-\$597.43		\$2,797.23	\$2,199.80	-\$597.43	-597.43 Library expenses
	-\$0.20	-\$0.20	\$0.00	Allocated to various projects	-\$0.20	-\$0.20	\$0.00	
	\$251.56	\$251.56	\$0.00		\$251.56	\$251.56	\$0.00	
	-\$157.89	-\$58.65	\$99.24		-\$157.89	-\$58.65	\$99.24	99.24 class donations
<b>TOTAL</b>	<b>\$488,431.98</b>	<b>\$562,071.15</b>						
checking	\$160,311.93							
savings	\$440,340.69							