

# NETTELHORST PARENT TEACHER ORGANIZATION

| President  | Treasurers                                     | Co-Secretaries                              |
|--|--|---|
| Anne Dodge<br>Seema Radhakrishnan - <i>VP</i>  | Wayne Miller<br>Tim Whitney - <i>Assistant</i> | Gayle deDie<br>Danielle Tullier             |
| Fundraising Chairs   | Community Events Chairs                        | Communications Chairs                       |
| Shannon Fitzgerald<br>Marc Frost   | Jessie Beebe<br>Patricia Mansilla              | Laurie Cunningham<br>Stephanie Vasconcellos |
| School Representatives   |  |   |
| Rebecca Mancione - <i>Teacher</i><br>Aurora Proudfoot - <i>Teacher</i><br>Yasmeen Muhammad - <i>Principal</i><br>Dr. Joshua Marburger - <i>Assistant Principal</i><br>Rotating Representative - <i>Local School Council Member</i> |  |   |

## Notes for NPTO Board Meeting Notes on February 7, 2023 at 6:30 p.m.

Present at the meeting were: Anne Dodge, Seema Radhakrishnan, Wayne Miller, Gayle deDie, Danielle Tullier, Shannon Fitzgerald, Marc Frost, Jessie Beebe, Patricia Mansilla, Laurie Cunningham, Stephanie Vasconcellos, Aurora Proudfoot, Yasmeen Muhammad, Dr. Joshua Marburger, Roberto Lopez, Katherine Hanna, Vanda Berman, Cathy Dimou, Sarah Barrish, and Erin Christiansen. The meeting was held at the community room at Optima Lakeview.

### Approval of prior meeting minutes and agenda

Meeting was called to order at 6:35pm. The prior meeting minutes were APPROVED. The current meeting agenda was amended to include Roberto Lopez to discuss Pride activities and the agenda was APPROVED.

### Pride activities (Roberto Lopez)

There will be two Parent Nights Out on March 10th and May 5th to benefit the pride parade entrance fee and other costs for the parade. The LSC still needs to approve the dates for PNO. Last Parents Night Out made around \$3K. Entry fee for Pride parade is \$650 and payment will be due prior to March PNO. Roberto asked for NPTO to provide bridge funding until NPTO will be reimbursed after PNO. \$350 already in budget with allocation for pride activities. Request for NPTO to provide \$300 in bridge funding until reimbursed after PNO in March was APPROVED.

### Studio Equipment List (Ms. Muhammad and Dr. Marburger)

Administration would like to take Nettelhorst's technology to the next level with a studio which will allow for recording performances and making a video morning announcement. Mr. Dwayne Padilla, the tech coordinator shared with Interamerican School, currently uses his home equipment for school projects. Request is for \$2,300 to fund recording studio equipment for Nettelhorst including SSL2 recording interface, studio monitor, MSI laptop, microphone, and headphones. The equipment will stay at Nettelhorst and will be secured in a locked area. Request for \$2,300 from unallocated budget for Dwayne to equip recording studio at Nettelhorst was APPROVED.

### NPTO funding for girls' soccer coach (Coach Hanna)

It has been tough to find coaches. Paige Warren who played basketball at Vanderbilt is willing to coach but asked about getting paid. Staff coaches are paid by Yasmeen's budget, but it has been hard to pay non-staff. If go through CPS, coaches must become CPS employees which is a long process and includes an extensive

background check. Ask is for NPTO to support non-staff member coaches - Paige Warren in winter for basketball (\$1,200) and Paige Warren for girls soccer in spring (\$1,200) and 3 parent coaches for spring (\$1,000 each) for a total of \$5,400. This is coming up as demand has outpaced coaching resources and previously 95% of coaches were staff members. Nettelhorst sports are important because no one needs to try out and easy for families since at school. Also supports equity since everyone participates. Did not offer boys soccer because did not have a coach and did not have enough kids for both soccer and flag football. NPTO paying for parent and community coaches is a short term solution for winter and spring. Will need to revisit at future meeting next year's plan and how funds should be allocated long term across parent vs community coaches. Request to fund \$5,400 for coaches for winter and spring was APPROVED.

#### President's Report (Anne/Seema)

- S'more invoice - S'more is a platform for communication which was under \$500 and Anne approved.
- Playground grant status update - Need to think about how to turn new playground into community engaged design. Will be facilitated by MKSK who are professional architects who have volunteered. Their firm has done this before, but they are not an approved CPS vendor but have sub-contracted previously. Will kick off in the fall. Opportunity to work with school, administration, community, and design firm to get fun, well designed playground. There is nothing to do but will be working on process and will ensure that funding is not put at risk. Cubs charities said that they can help build the playground.
- Approval at next LSC meeting for Stampede and flower garden - Stampede needs approval at the next LSC meeting which Seema is attending. Katherine Kenney wants to do a fundraiser for the flower garden which also needs to go through LSC for approval. Forms are needed for Stampede and flower garden fundraiser.

#### Classy platform renewal (Anne/Shannon)

Classy expires in three days and a platform is needed for the auction at 90s Night. Classy is up for renewal and offered 2 years at \$3,300 per year plus \$1,600 for auction and tickets plus a 5% fee for auction and ticketing that must be passed on to the person buying. GiveSmart is the largest event platform and offered 2 years at \$2,900 which includes tickets, auction and peer to peer plus standard 3.5% credit card fee. Shannon has used GiveSmart professionally, and GiveSmart will provide the support person she works with and negotiated this rate to beat Classy. We have a few recurring donations currently through Classy who will need to be contacted. Classy is linked with MailChimp, and Shannon will check if GiveSmart offers integration with MailChimp. Decision on which platform to use will be determined after checking on integration with MailChimp. Request to allocate \$3,000 per year for giving platform was APPROVED.

#### Volunteer of the Year (Anne / All)

Laurie provided list of nominees for volunteer of the year award. All nominees will be included in newsletter post Nettelhorst 90s Night. This is a new award to be given out at 90's Night. Winner will be told in advance to ensure they will be in attendance. NPTO board voted at meeting, and Jon and Elizabeth Given were determined winners.

#### Treasurer's Report (Wayne)

January report included at bottom of notes. Stopping Quickbooks payments, and Wayne has already talked to donor about the one recurring donation. NPTO received donation for 8th grade field trip which Wayne gave to school since they manage the field trip. Payment for auditorium projector will be in February for around \$10K.

#### Fundraising Update (Shannon / Marc)

Stallion Stampede - Friday 5/12 is the date for Stallion Stampede. This is also Tom Tunney's last day as alderman.

Nettelhorst 90s Night - 125 tickets have been sold, and tickets will sell through Friday 2/17. \$8,500 in net sales

so far. Teacher rate is \$75. Dwayne is working on slide show. Yacht Club cost for 150 people is \$17,500, and signage and decor will be around \$500. Vote to allocate \$18K for Nettelhorst 90s Night was APPROVED.

Community Events Update (Jessie / Patricia)

Planning mental health talks and speaker has been identified and they are an approved CPS vendor. Talks will be on weekdays after school for 45 minutes plus Q&A. Will be doing an elementary and a middle school session/topic.

Idea for community event like a movie night in auditorium. Could potentially do something with Music Box and include entertainment or pre-show talk with movie.

Communications Update (Laurie)

Laurie working on language for newsletter to encourage people to register for 90s Night. Yasmeen will be sending communication, and Laurie will send her 90s Night communication. Shannon to send Dr. Marburger flyer which can be printed and sent to all students.

Next board meeting

Next board meeting will be March 7th at 6:30pm at Seema's. Meeting adjourned at 8:18pm.

Treasurer's report:

| NPTO Summary of Funds<br>As of 1/31/2023 |              |              |               |   |              |              |                      |                  |  |
|--|--------------|--------------|---------------|---|--------------|--------------|----------------------|------------------|--|
| Buckets                                  | 12/31/22     | 1/31/23      | Difference    | Allocations   | 12/31/22     | 1/31/23      | Change In Allocation | Notes on Changes |  |
|  | \$199,088.41 | \$198,790.93 | -\$297.48     | 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)   | \$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 lice checks  | \$2,146.32   | \$2,146.32   | \$0.00               |                  |  |
|  |              |              |               | Pride Expenses  | \$681.51     | \$681.51     | \$0.00               |                  |  |
|  |              |              |               |   | \$350.00     | \$350.00     | \$0.00               |                  |  |
|  |              |              |               | Unallocated   | \$128,185.58 | \$127,888.10 | -\$297.48            |                  | -92.65 Quickbooks subscription; -20 Quickbooks Payments; -20 Intuit payment fee; -63.93 Mailchimp; -77 Google workplace; -100 Illinois Charity Bureau Fund Filing fee; -11 Sec. of State Nonprofit Annual Report; -489.9 Winterfest supplies; -630 staff training; +657 Daps; -500 Benevity; -500 8th grade field trip donation; -500 8th grade field trip |
| Staff & Curriculum                       | \$341,986.36 | \$201,223.44 | -\$140,762.92 | Helping Hands 2022-23 expenses  | \$129,313.65 | \$128,257.88 | -\$1,055.77          |                  | +47.10 Recurring donation; +99.24 Recurring donation; +8.15 Recurring donation; +95.70 Recurring donation; -40.78 Donor awards; -1,265.18 Donor Rewards  |
|  |              |              |               | Unallocated   | \$217,672.71 | \$72,965.56  | -\$139,707.15        |                  | -250.00 Stella Thompson; -139,482.06 Teacher costs; +24.91 Recurring donation;   |
| Technology, Media Resources & Facilities | -\$3,190.07  | -\$3,166.20  | \$23.87       |   | -\$3,190.07  | -\$3,166.20  | \$23.87              |                  | +23.87 Recurring donation  |
| Auditorium                               | \$24,343.46  | \$24,343.46  | \$0.00        | Big ticket item reserve (e.g. fan)  | \$24,343.46  | \$24,343.46  | \$0.00               |                  |  |
| Health, Nutrition & Fitness              | \$1,356.06   | \$1,356.06   | \$0.00        |   | \$1,356.06   | \$1,356.06   | \$0.00               |                  |  |
| Outdoor Classroom                        | \$7,891.39   | \$7,891.39   | \$0.00        | Aurora Proudfoot (\$1,000/year thru 2021-2022 school Recess Area  | \$1,189.00   | \$1,189.00   | \$0.00               |                  |  |
|  |              |              |               | Unallocated   | \$0.00       | \$0.00       | \$0.00               |                  |  |
| Chicken Coop                             | \$2,607.08   | \$2,607.08   | \$0.00        |   | \$6,702.39   | \$6,702.39   | \$0.00               |                  |  |
| Community Cares                          | \$726.01     | \$726.01     | \$0.00        |   | \$2,607.08   | \$2,607.08   | \$0.00               |                  |  |
| Parent Support and Education             | \$118.49     | \$118.49     | \$0.00        |   | \$726.01     | \$726.01     | \$0.00               |                  |  |
| Sports Teams                             | \$2,310.11   | \$2,310.11   | \$0.00        |   | \$118.49     | \$118.49     | \$0.00               |                  |  |
| Special Ed                               | \$1,244.80   | \$1,244.80   | \$0.00        | Allocated to YM for sensory integration   | \$2,310.11   | \$2,310.11   | \$0.00               |                  |  |
| Nettelhorst Baseball Club                | \$1,110.01   | \$1,110.01   | \$0.00        |   | \$1,244.80   | \$1,244.80   | \$0.00               |                  |  |
| SEED                                     | \$13.62      | \$13.62      | \$0.00        |   | \$1,110.01   | \$1,110.01   | \$0.00               |                  |  |
| Library                                  | \$2,201.16   | \$2,201.16   | \$0.00        |   | \$13.62      | \$13.62      | \$0.00               |                  |  |
| 125th Birthday Party Projects            | -\$0.20      | -\$0.20      | \$0.00        | Allocated to various projects   | \$2,201.16   | \$2,201.16   | \$0.00               |                  |  |
| Front Door Project                       | \$251.56     | \$251.56     | \$0.00        |   | -\$0.20      | -\$0.20      | \$0.00               |                  |  |
| Repair our Statue                        | \$98.95      | \$98.95      | \$0.00        |   | \$251.56     | \$251.56     | \$0.00               |                  |  |
| TOTAL                                    | \$582,058.25 | \$441,021.72 |               |   | \$98.95      | \$98.95      | \$0.00               |                  |  |
| checking savings                         | \$178,798.31 | \$401,367.95 |               |   |              |              |                      |                  |  |