



JUNE 9, 2020 BOARD MEETING MINUTES

1) Welcome and Call to Order– 6:32

2) Officer Reports

- a) **Principal Steinmiller:** Principal Steinmiller reported that graduation went extremely well. The custodians were fantastic and put together 500 boxes for all the seniors. The T-shirts unfortunately did not make it in time, but should be here soon, and we will figure out a way to get them to all the seniors. The artist made a very cool design, and some of the seniors used their box as a photo opp. He also gave a shout out to the Lincoln Park Zoo which allowed us to use their parking lot for the drive-by graduation. Teachers were there for 4 ½ hours cheering on the seniors. Dr. Steinmiller really enjoyed meeting all the seniors and thought it was a great experience. They are still making some edits to the video, and seniors have until Thursday, June 11 to submit their video clips. The administration is now helping the teachers through the grade process and starting to plan for next year (they are creating both remote and in-person plans). The personal item pick up / book return is the week of June 15. The custodians did a fantastic job of emptying all the lockers and are really organized for this. Dr. Steinmiller also is in the process of hiring new assistant principals and has some great candidates he believes will be accepting offers. He still plans to have virtual coffee office hours on a weekly basis to meet with small groups at a time, and we will assist him with organizing / setting these up.
- b) **President:** Robin thanked everyone and said good bye.
- c) **Vice President:** Gena also thanked everyone and said goodbye, and mentioned that the graduation weekend was phenomenal. She said it really turned out amazing.
- d) **Treasurer:** See attached. Christina said that our revenue has dropped a bit, but so have our expenses. She is renewing our registration with the State of Illinois, and she will send everyone our tax exempt form as soon as she is able to pick it up from school. Christina also is starting to work on our taxes, as the deadline was extended. We did not provide as many grants to the school as we had anticipated due to COVID, but we are rolling that money over to next year. The pledge drive generated just under \$60,000, and the auction came close to raising what we budgeted. We also made more money because very few people requested refunds for their tickets to the party. Our current revenue is just under \$100,000, and there likely are some additional checks for us at school that Christina will get and deposit as soon

as she can get to school. Our biggest expense is teacher appreciation events, and spirit wear netted \$3000, which is terrific. We still have \$6,000 in restricted donations – Christina will remind those groups that they have that money. We should start thinking about our budget and priorities for next year.

- e) **Secretary:** All voted in favor of approving the May minutes. **We still need to get the February minutes from Judy to review and approve.** Everyone should review the by-laws and we should discuss amending them, as we don't totally follow them. **Suzanne agreed to take the lead in reviewing them / working on amending them.**

3) **Committee / Director Reports**

- a) **Teacher Appreciation:** Nothing new to report.
- b) **Spirit Wear:** We need to figure out how to sell spirit wear during COVID, as we can sell it for less than on the website. We also discussed giving masks to all the freshman – the total cost would be approximately \$2800. We should confirm if there is a specific type of mask students will be required to wear, and if we should give gators instead of masks. Luisa will look into the costs of gators as well. The lead time on getting the masks is 4-6 weeks, so we need to decide by the next meeting if we want to get them in time for freshman orientation (if we have that). We probably won't have guidance from CPS on the type of face covering that will be required until August 1. Someone suggested having an item pick up like we just did for the seniors and sell spirit wear that way, but Luisa also needs access to the Vault to confirm what we have. Dr. Steinmiller said he would make sure she can get in.
- c) **Social Media:** Nothing new to report.
- d) **Marketing and Communications:** We will be sending an email to all the seniors encouraging them to sign up as alumni, and Dr. Steinmiller will do the same in the Newsletter. We will keep senior parents in their own category in Constant Contact, so we don't lose their information. Sara looked into the concern that if people unsubscribe from one thing, they will unsubscribe from all LP emails. There is not much to do about it, other than add some warning language at the end of each email. Sara also would like to start planning for the Open House emails sooner rather than later and is continuing to clean up Constant Contact.
- e) **Open House Committee:** Jackie has reaching out to Dr. Steinmiller to figure out the date and whether this will be virtual or in person. She also would like to confirm which teachers would like to be involved.
- f) **Spring Parent Party:** Nothing new to report.
- g) **Auction:** Nothing new to report.
- h) **Community Fundraising:** No update.

- i) **Corporate Sponsorship:** Sara has kept our corporate sponsors up to date, and several have expressed interest in purchasing a brick.
- j) **IB Liason:** Memory Jacobs agreed to take over for next year, but is now thinking that someone else might be better suited for the position. We will keep looking – Sabrina reached out to a freshman parent who expressed an interest, but has not heard back yet. The position primarily involves recruiting IB parents to fundraise to raise money to fund their own expenses (which we don't believe are high).
- k) **Pledge Drive/Brick Donation:** Eury is working on this, and is deciding on a vendor. The fundraising goal will be similar to the pledge drive (we discussed a lower goal of \$60,000, given the economy, etc.) and the funds will go into the general FOLPHS funds. Eury does not know the price of a brick yet, but there likely will be several levels of bricks you can purchase. We probably will have just a walkway and not a wall and will reach out to the Class of 2020 regarding purchasing bricks.
- l) **LSC:** There is a meeting this Thursday, June 11 via Zoom. Sabrina and Memory will attend.

4) **Old Business**

LPHS Covid-19 Emergency Relief Fund: This has been put on hold, as there are concerns regarding student privacy and the school's liability. The teachers are compiling information and hope to have an LSC vote at the next meeting (June 11th).

5) **New Business:**

Elections:

- a. All voted in favor of the below 2020/2021 FOLPHS Board Nominees:

President – Sabrina Spitznagle
 Vice-President - Kristen Feurer
 Treasurer – Christina Sciarrotta
 Secretary – Misha Mann
 Assistant Secretary – Judy Wahl

- b. All voted in favor of the below 2020/2021 FOLPHS At-Large Board Member Nominees:

Sara Shacter
 Memory Jacobs
 Suzanne Rovner
 Eury Chrones
 Jackie Hertigodt

- c. The 2020/2021 FOLPHS Committee Chairs are:

Marketing & Communication Committee Chairpersons – Sara Shacter & Christy Bauhs
Open House Committee Chairpersons – Jackie Hertigodt and Judy Wahl
Teacher Appreciation Committee Chairpersons – Sabrina Spitznagle and Kristen Feurer
Pledge Drive/Brick Donation – Eury Chrones and Stephanie Koslo
Fall Social and Spring Gala Chairperson – Suzanne Rovner

Auction Chairperson - OPEN

Social Media & SpiritWear Chairpersons – Debra Sitar and Luisa Shortall

LSC Liaison – Memory Jacobs

IB Coordinator – Memory Jacobs (But would prefer for someone else to take this position)

Community Fundraising –

BOP –

6) Announcements / Miscellaneous:

We discussed that the Athletic / Booster (Bryan Hansen) is taking over the spring and fall athletic nights, but we really should have a sports / Booster liaison at all FOLPHS meetings. Sabrina will discuss with Dr. Steinmiller, as it might be more effective coming from him.

7) Adjourn 8:17 pm.

ATTENDANCE

Jodi Torzewski jbt312@comcast.net (interested in helping out) - Sabrina to contact to see if she is an IB parent/interested in acting as IB liaison (***her child will be in Double Honors, but she is planning to help with the Brick Drive, and she also would be interested in helping with the Open House**)

Sara Shacter sfshacter@gmail.com

Eric Lezcano elezcano@cps.edu

Gena Moser moserqj2000@yahoo.com

Jackie Herigodt jackeherigodt@yahoo.com

Christina Sciarotta chicago800@yahoo.com

Eurydice Chrones eurydice.chrones@mac.com

Christy Bauhs christy@bauhscreative.com

Tasha Robinson ms_trobinson@hotmail.com

Dr. Steinmiller esteinmille@cps.edu

Luisa Shortall lfshortall@sbcglobal.net

Coach AJ (Antwon Jennings) - 2000 Alum- (no email)

Sara Jackson sara_castellano@hotmail.com

Raji raji.arora@gmail.com

Emily Wong emily@chicago.com

Shenay (no last name or email)

Robin Fine robinefine@mac.com

Stefanie Coslow splcoslow@gmail.com

Misha Mann misha.mann@gmail.com

Sally Phen (no email)

Memory L Jacobs mljacobs@uchicago.edu

Suzanne Rovner rovnerfamily@gmail.com

Sabrina Spitznagle spitznagle98@gmail.com

FOLP – Financial Highlights as of March 09th, 2020

Treasurer Activity Month of February:

- Quick Books – reconcile but Neon Pay does not integrate with QB, manually entering pledges into QB
- Auction Site Launched

Bank Balances

Chase balances	\$	169,824.89
Paypal	\$	-
Total	\$	169,824.89

Transactions since from 2/11 – 3/09:

Revenue 2/11-3/09		
Fundraising: Corporate Match	1150	
Fundraising: Pledges Paypal/NEON PAY 2019-20	\$ 3,267.52	
Fundraising: Greater Giving Recurring Pledges 2019-20	\$ 123.80	
Fundraising: Gala Tickets	\$ 11,710.00	tickets sales
Fundraising: Pledges to Restricted Funds	\$ 600.00	robotics, IB
Programs: Spiritwear	\$ 1,339.59	
Programs: SSA Online Store Commissions	\$ 133.90	
Fundraising: Drama Sponsors to restricted funds	\$ 599.49	drama restricted funds (fees r
Misc: Model UN Reimbursements Chec	\$ 2,250.00	LPHS Check to school not cas
Fundraising: Amazon Smile	\$ 112.63	
total	\$ 21,286.93	

Expenses: 2/11 - 3/09		
Kindle recurring?	\$ 9.99	
Fundraising: Gala Expenses		
Fundraising: Sponsor Banners	\$ 782.52	Barrel Maker signs
Operation Expenses - Administrative and Fees		
Fundraising: Spiritwear inventory	\$ 1,579.56	
Operating Expenses: Constant Contant monthly	\$ 195.00	
Operating Expenses: QuickBooks	\$ 40.00	
Operating Expenses: Bank, Paypal, Neon Pay fees	\$ 1,157.87	
Grants: Field Trip to Automotive	\$ 320.00	grant
Programs: Teacher Appreciation		
Restricted Funds Disbursements	\$ 515.82	
Total	\$ 4,600.76	

Budget vs. Actuals 2/11 – 3/09:

Budget vs Actuals - March			
Revenue	2019-20 Budget	2019-20 Actual	Gap to Target
Pledge Drive	70,000	57,079.40	12,921
Gala Live Auction	5,000		5,000
Online Auction/Tickets	25,000	11710	13,290
Sponsorships Corporate	15,000	450.00	14,550
Corporate Matches	5,000	3642.3	1,358
Stores (Amazon smile)	500	250.37	250
Dine With	500	198.69	301.31
Spiritwear sales	15,000	8165.47	6,834.53
Other	500		500.00
Total	136,500	81,496.23	55,004
Budget vs Actuals - March			
Expenses	Budget	2019-20 YTD	YTD Balance
Programs - Appreciation Events	15,000	5042.16	9,957.84
Programs - Socials	1,000	592.30	250
Programs - Open House	3,000	4109.60	-1,109.60
Fundraising - Gala Expenses	20,000	\$ 8,930.00	11,070.00
Programs - Student Activities hosted by FOLPS	2500		2,500.00
Operating Expenses - Accounting & Taxes	800	763	37.00
Operation Expenses - Insurance	1500		1,500.00
Operation Expenses - Constant Contact/Quickbooks	1000	930	70.00
Operating Expenses - Website Hosting	150	156	-6.00
Operating Expenses - Greater Giving & Neon CRM	2600	2023	577.00
Operating Expenses - Fees and Administrative	1000	185.08	814.92
Operatin Expenses - Bank Fees	2000	2201.25	-201.25
Grants to be Disbursed by Board Approval and Principal Review	50,000	320.00	49,680.00
Fundraising - Sponsorship Administration	4,000	2035.15	1,964.85
Fundraising - Spiritwear Inventory	8000	6731.56	1268.44
Totals	112,550	34019.10	78,372.83

Restricted Donation Activity and Summary as of 3/09:

Restricted donations Summary	Balance YTD	Deposits	Disbursements	Balance as of 3/09
IB	\$ (151.61)	\$ 100.00		\$ (51.61)
Tennis	\$ 1,679.77			\$ 1,679.77
Choir	\$ 43.05			\$ 43.05
Performing Arts (drama)	\$ 759.48	\$ 580.00	\$ -	\$ 1,339.48
BOP	\$ 2,158.00			\$ 2,158.00
Soccer	\$ 324.43	\$ -		\$ 324.43
Robotics	\$ 500.00			\$ 500.00
Basketball	\$ 500.00			\$ 500.00
Cross Country Track & field***	\$ 515.82		\$ 515.82	\$ -
Total	\$ 21,256.33	\$ 680.00	\$ 515.82	\$ 6,493.12