



MEETING MINUTES 1.12.2021

<https://www.folphs.org>

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1) Welcome and call to order- Sabrina – 6:32 pm

2) Officer Reports

A) Principal Report-Dr. Steinmiller

Happy New Year to all! Last week was not good for the US, but it has been a great week at LP. The Administration has been focused on providing the resources that the teachers need for conversations about recent events at the Capitol. They sent resources to the teachers directly. January 6 was supposed to be a day that they met with teachers, but they postponed it due to the day's events. No one was ready to address school issues as they were trying to understand the events in D.C.

In anticipation of the Inauguration, they are going to be ready to address how government works. They will have resources for the teachers on this as well.

Return to school: The teachers have done a great job preparing. The teachers and staff/administration meet weekly to discuss how things are progressing. The prep consisted of lots of information and planning on creating a safe, healthy environment. They also reviewed many "What if" scenarios. They did run throughs the first part of the week. The Building manager walk through to review changes. Dr. Steinmiller even went through the building acting like a student to see how he would experience the school. It was a helpful process and revealed where they needed to make changes such as replacing a few old AC units that did not perform as needed when tested. Those units were then replaced. Every room has special air filters. Dr. Steinmiller has been very impressed with teachers and Special Education Classroom Assistants (SECA). Security has prepared to use the Hazmat suits if they need to do so.

The Freshmen Building is the Cluster Building. Kids were so happy to be back. There are 9 students back in the building. 50% of the students are remaining remote. Dr. Steinmiller stands outside greeting each student in the morning. This is a prelude to how things will be when the rest of the students return. Dr. Steinmiller saw some community members one morning and they expressed how happy they were to see students and buses returning to LPHS.

LPHS will continue to support remote learning. The attendance coordinate has been reaching out to teachers to help address the students that are struggling. Student Voice Committee has been talking to Dr. Steinmiller about incentives to get students to turn on their cameras. He met with them today to discuss ideas.

The new LSC Board met on January 11 for an organizational meeting. This meeting was required for them to host their first “real” meeting on January 14. The LSC meetings will now be occurring at 6:30 pm to provide an opportunity for more parents and guardians to attend. They will address the continuation of offering remote access to LSC meetings even after the pandemic ends.

We have a 92.5% participation rate for the Financial Income forms. This is MUCH better than past years. Our average participation rate has been 43%. Dr. Steinmiller would like to get to 95% participation. By turning in the forms, it means we get more needed funding and can add important things such as additional teachers. Dr. Steinmiller visited over 100 families at their homes to get the forms filled out. He said it was great to meet so many students and families and that every family was very welcoming. Ms. Troche and Mr. Stuckey will continue to work on getting the additional 2.5%.

The incentives were a big hit. They had ten winners of \$100 and \$50 gift cards. Thank you to FOLPHS for making this happen.

The other big goal is to get medical forms turned in.

B) President’s Report-Sabrina Spitznagle

Welcome to all attendees and thank you to Dr. Steinmiller. The coffee with the principal is back. Sara will send out an email in the next couple days. The coffees will occur every other Tuesday between 9 and 10 am.

Prism marquee looks very good. Not a ton of sales, but they will continue to promote. Sara will send out information next week and we will use an incentive to promote in conjunction with the Brick Drive.

C) Vice President’s Report – Kristen Feurer- No report.

D) Treasurer’s Report- Christina Sciarotta-

The last report was September. 2020 continues to be atypical without our usual in person events. There was a snafu with the Secretary of State and our registration and 2019-2020 taxes. The documents were not processed. Our tax exemption did not come in. Christina was not sure if this was pandemic related, but everything has been remedied now.

We now have only one account at Chase. All accounts have been consolidated.

Christina is working on a Treasurer’s handbook so that she can easily pass on the “how to” information on the Treasurer’s role to the next person who holds the Board position. The document will include details on what we pay, when and why. **Sabrina suggested that each Board member creates a handbook. We should create a deadline for this.**

We have a donation of \$4,000 from a Corporate Match. There were some recurring pledges from past pledge drives. Christina and Sabrina are working with those donors to ensure we

do not continue taking donations from people who want to cease donations and that we find donation outlets for those that do want to continue.

They have collected \$3,150 from the Brick Drive so far. Spirit Wear is a solid on donations, but obviously less than typical years. Our expenses are up a little bit with additional funds being allocated to curriculum related items and materials as requested via Dr. Steinmiller. Amazon Smile is a very easy way for people to donate and all it takes is a quick click on Amazon site and then they take care of getting the donation to FOLPHS.

We still have restricted donations which will go to the Music, Drama, Art, etc. departments. Christina will reach out to each department head to disperse those funds.

We are getting rid of Greater Giving. It was pricey at \$800/per year. We will be using the platform Neon instead. It helps us manage donations and is a CRM that we can use to with Neon Pay system as well. Neon will provide tax donation letters for things like the Brick Drive. Christina can set that up in the system, so it is automated.

E) Secretary Misha Mann.

Sabrina moved to approve the December Minutes. Sara seconded. All voted to approve. The motion passes.

3) Committee/Director Reports:

Pledge Drive/Brick Campaign Committee Report- Eury Chrones

There are 74 sales so far which is a mix of \$100, \$250 and \$500 sales. Eury thanked Sara, Christina and Sabrina for all of their help getting this off the ground. Stefanie will continue to lead the charge on the corporate brick sales. They will continue to work on incentives such as the Prism announcements and possibly tickets to the Gala to help boost brick sales. The first round of incentives for the Prism announcements was well received. The goal for sales is \$50,000.

Misha thanked Sara for creating the fun ideas of what to say on your brick as many people were struggling with that.

Luisa mentioned that two 2015 graduates were talking about it and were sharing the information on bricks with their friends. Eury commented that word of mouth is still the best sales method.

Eury is posting on Alumni pages as well. She has connected with the class of 1981, the 2020 ROTC and even someone in the class of 1948. Sara mentioned that, historically, FOLPHS has not done a good job tracking and staying in touch with Alums, but she is working with Mr. Haredesty on reaching out to recent alumni. Dr. Steinmiller mentioned that he has contact from classes to the early 1900s.

Someone suggested packaging the bricks with cap and gowns since many companies like Jostens have packages. Jackie suggested doing a class versus class challenge. Dr. Steinmiller suggested opening the Brick Drive at the end of the year to appeal to seniors. Someone had also suggested incoming freshman.

Jackie suggested that the Board members personally sponsor a brick. Sabrina said she would set it up and each member could contribute as little or as much as they wanted. Misha asked what do we want the brick to say? FOLPHS 2020-2021 and what message???

Misha suggested "Friends and community supporting Lincoln Park High School" (if there is room).

A) Teacher Appreciation Committee Report- Kristen Feurer and Sabrina Spitznagle

Amazon gift cards went out to the teachers and staff at the holidays. The next thing they will do will center around Valentine's Day. Perhaps they can distribute at school if the teachers are going to be around or if they come to school to pick up resources/materials? Dr. Steinmiller was going to confirm. Kristen suggested doing a breakfast for the staff and teachers when we are all back at school and suggested leaving treats/snacks at school for Valentine's Day. Maybe they could be put in mailboxes?

B) Spirit Wear Committee Report- Luisa Shortall

Luisa will be gearing up for a winter promo- most likely PJ pants. It was very successful the last time they did it. She will distribute from her house but preferred in person (it was fun!). Luisa wanted to know if she can distribute the goodie bags from her house? Dr. Steinmiller said most likely. Luisa can pick up the goodie bags at school. Many Board and Committee members mentioned that they would help distribute/deliver if we were permitted to get addresses. Dr. Steinmiller was going to investigate that. Misha, Venecia and Theresa volunteered to help if it was permitted.

Luisa was working with Ms. Delgado to give out some spirit wear as an incentive for kids turning their cameras on and for attendance. Ms. Watson was going to be involved as well.

C) Social Media- Debra Sitar. Not in attendance.

D) Marketing & Communications Report- Sara Shacter

There are several informational emails going out in the next couple days and weeks related to the Gala (Save the Date), the Prism, the Brick Drive, etc.

E) Open House Committee Report -Jackie Herigodt.

Thanked the Board and Committee members for the flowers and gift. Personal donations were given for this. Her daughter is recovering well. No new report for Open House.

F) Fall Social/Spring Gala Committee Report- Suzanne Rovner. Not in attendance.

We will have a virtual event on February 26. Deposit has been paid. Christina is working on tickets with Suzanne. There will be an App we can download and use for the event. Neon will be used to input information for the App/Auction/Gala. There was a discussion on the launch date for Auction items. Everyone agreed that we should launch the night of the event but keep Auction items that are unsold especially the "Raise the Paddle" items up for a month. We discussed adding the Brick purchase as an option for auction items.

Suzanne is still investigating whether someone will be able to provide liquor or wine packages to purchase for the Gala i.e., a wine flight or beer flight.

If you had a house in Michigan/Wisconsin or anything else that you would like to donate, please let Suzanne know.

G) Auction Committee- Misha Mann

Misha met with Dr. Steinmiller and the teachers in December. Dr Steinmiller sent Misha a list and now she is working on finalizing the items and pricing. There might be a few items that need clarification, but the list should be complete and ready for input in a couple weeks.

Misha asked if we could promote this new “Auction” style of “Raise the Paddle” to the parent/guardian community via social media/constant contact. Sabrina thought that was a good idea. Misha talked about drafting something that Christy could make look presentable and shareable. The group suggested that we open the auction the night of the event and keep it open until Spring Break.

H) Diversity, Equity and Inclusion Committee- Julie Molina

The survey is complete and will be sent out soon. The idea is to collect as much data from parents/guardians as possible and then communicate the results. The group will then host meetings and set up goals and objectives. Depending on when the survey goes out, they will determine when the surveys need to be completed. The hope is to be able to report at the next FOLPHS Board meeting on February 9.

Julie thanked Memory for suggesting that the group present at the LSC meeting. They joined the meeting in December and recruited two more moms at the meeting. Dr. Daniels also reached out to the group and wanted to be involved. Ms. Tookey also wants to be part of the group. At the LSC meeting, Mr. Grant gave the committee some resources at other schools. The hope is that they can connect to those groups and see what best practices are and what initiatives other schools have.

Memory mentioned that, as a senior parent, she was so grateful that the committee exists. She also asked that the group reach out to the IB program as she thought they would like to be connected and involved.

Sabrina thanked the DEI committee for all they have already done. Sabrina and Sara discussed that the survey might not go out until the week of January 18 due to the planned emails/correspondence already going out.

Memory also asked when the group would be meeting. Julie stated that they would set up a good time/date after the survey. Sara suggested putting that information up on the FOLPHS and LPHS websites.

I) Community Fundraising- Jodi Torzewski. Not present.

The next Dine & Donate location will be Portillo’s. Jodi will provide information soon.

J) International Baccalaureate Liaison- Memory Jacobs- Ms. Tookey and Memory will meet after the holiday to set up time for next steps for spring IB events and open houses for students who get into the IB program.

K) LSC Liaison- Memory Jacobs- The next LSC meeting is on January 14. They had an organizational meeting on January 11 that was required in order to host the first LSC meeting for the new board on 1.14. They will be moving the meeting to 6:30 pm to accommodate more parent and guardian schedules.

Jackie asked if there was more participation since the meeting has been offered via Zoom and Memory said yes. Memory mentioned that they were going to discuss whether they would continue to offer remote access after the students all return to school.

4) Old Business:

Sara asked Dr. Steinmiller if there was any update on the \$250,000 grant that the school received to make improvements to the Auditorium. Dr. Steinmiller remarked that he would look into the donation to see what the status was.

5) New Business:

1. By Laws- Suzanne has been reviewing and updating the by-laws. Sabrina will be reviewing and will then send out to the entire Board for a final review. Our By laws were very outdated and needed to be made current.

Memory asked if the Board could post the names of the Board and Committee members at the beginning of the meeting, so everyone knew who worked on each area. Sabrina stated that she would do that at the beginning of the meeting either on the meeting minutes and/or on the group chat. Misha was going to send the list to Sabrina so we could also post it on the website. Memory thought it would be a good way to promote when we have open positions or need volunteers.

2. Next meeting will be held Tuesday, February 9 at 6:30 pm.

6) Adjourn- 8:02 pm

ATTENDANCE

FOLPHS Board and Committee Members 2020-2021			
Board Members (Voting Members)			
President and Teacher Appreciation Co-Chair	Sabrina	Spitznagle	spitznagle98@gmail.com
Vice President and Teacher Appreciation Co-Chair	Kristen	Feurer	kastoj@aol.com
Treasurer	Christina	Sciarrotta	chicago800@yahoo.com
Secretary and Auction Chair	Misha	Mann	misha.mann@gmail.com
At-Large Board Members (Voting Members)			
Marketing & Communications Co-Chair	Sara	Shacter	sfshacter@gmail.com
LSC Liaison	Memory	Jacobs	mljacobs@uchicago.edu
Pledge Drive/Brick Donation Co-Chair	Eury	Chrones	eurydice.chrones@hangar-12.com
Open House Co-Chair	Jackie	Herigodt	jackieherigodt@yahoo.com
Spirit Wear and Social Media Co-Chair	Luisa	Shortall	lfshortall@sbcglobal.net
Committee Chairs - (non-Voting members)			
IB Coordinator	Memory	Jacobs	mljacobs@uchicago.edu
Diversity, Equity, and Inclusion Co-Chair	Venecia	Sanchez	vsanchez88@sbcglobal.net
Diversity, Equity, and Inclusion Co-Chair	Julie	Molina	julie_molina2000@yahoo.com
LPHS Administrators and Staff			
Principal	Dr Eric	Steinmiller	easteinmille@cps.edu
IB Director	Mary	Tookey	METookey@cps.edu

Other Attendees	Emails
Christy Levy	c-levy@prodigy.net
Eleni Vasilopoulos	eleni@fotischicago.com
Michele Berman	bermansm@sbcglobal.net
Steve Corda	steve_corda@yahoo.com
Theresa Matheny	theresamatheny@icloud.com