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FOLPHS Meeting

LPHS Community Room, #112

February 20, 2024

Welcome and Call to Order - 6:02 pm

Introductions

Officer Reports

Principal Dr. Steinmiller – not present

President Sabrina Spitznagle – present

Introductions around table. Thanks to Colin for Trivia Night. Made \$400 although wasn't expected to be profitable. General discussion regarding priorities for FOLPHS funding for remainder of school year as well as next year. Some recommendations:

- Sabrina to talk to Dr. Steinmiller about LPHS priorities. ***Update- Sabrina provided Dr. Steinmiller's priorities via email to FOLPHS distribution
- Recommend discussion with department chairs to identify financial needs. Potential to schedule Zoom call in April/May timeframe.

There are two separate funding requests currently from LPHS:

- Creating ongoing scholarship fund. Ex. Establishing general fund to cover student activities for the year, particularly seniors. We think Ms. Sepulveda maintains a list of students with financial constraints.
- Immediate need to fund yearbooks for students unable to afford.

For two above funding requests, ask that FOLPHS considers for discussion in next meeting. Recommendation to add as a paddle raise item during Spring Party, potentially prioritize specific communication twice/school year for families to donate towards/sponsor student in need. (Adding option to pay in different increments) and add to decision process for requests moving forward.

As follow up to Jan FOLPHS meeting, Sarah is providing additional historical context on FOLPHS funded requests as well as recommendations moving forward. ***addendum- specifics with sent out via email to FOLPHS distribution on 2/23. Specifically:

Expense Process Review

At the end of each school year, FOLPHS has voted on miscellaneous expense fund for upcoming school year. Example: \$40,000 for 23/24 school year titled “Emergency Fund” to allow for unexpected needs.

Two methods of origin:

- *As of Dec. 2022, Internal LPHS requests for FOLPHS funding are submitted to internal LPHS process- Department chair, Ms. Lopez, LPHS Administration triage to identify any internal source to fund.*
- *FOLPHS identified, discussion with FOLPHS and Administration, motion, vote.*
 - o Post fundraising initiatives – priorities for LPHS*
 - o Proposed improvement to already existing budgeted line items (ex. Teacher Appreciation – fund staff breakroom improvements)*
 - o Is it one time need or ongoing item we should fund annually*

Expense Request Description

Amount Requested (full or partial)

Mission Alignment:

- *Benefits entire school.*
- *Improves students’ education and/or cultural opportunities.*
- *Is there opportunity for FOLPHS to assist with publicizing need vs. funding*
- *Assess current LPHS budget deficiencies. (ex. Transportation, staffing deficit, campus beautification)*

Financial Transparency:

- *What avenues have been taken to fund- Booster organization, group fundraising, LPHS/CPS budget, CPS iProcurement vendor (availability/cost assessment/prepay)*
- *FOLPHS financials – current school year assessment and what has already been funded through Emergency Fund (i.e. our solvency)*

Impact:

- *Is this one-time request and how is expense to be funded in future?*
- *Is this expense something that should be annually funded through FOLPHS?*
- *How will impact of donation be communicated and how can we follow-up on results of contribution?*

Recommendation to follow up discussions and finalize process in March FOLPHS meeting.

Co-Vice Presidents– Colin O’Brien and Tracey Lazos – both present- no report

Treasurer - Maiva Lozano not present – and Assistant Treasurer- Keeley Selko – present

As indicated, Trivia Night generated an unexpected profit of approx. \$400. FOLPHS has approximately \$128k in bank with anticipated expenses of \$48k and usable cash of \$69k. Refer to above discussion on opportunities to work with LPHS Admin and Department Chairs on both existing school year priorities as well as mapping out 1–3-year larger purchases. (ex. SmartBoards). Note: LPHS needs to complete CPS facilities audit prior to installing any additional SmartBoards. If there are some other long-term needs, open for discussion.

Secretary Sarah Portugal – present

Sabrina moved to approve January meeting minutes and Michelle provided second. Unanimous approval.

Committee / Director Reports

Pledge Drive and Community Sponsorship – Sabrina Spitznagle, Tracey Lazos and Lindsey Spivey – all present.

Currently, Community Sponsorship is focused on donation items for Spring Party auction. Tracey has been sending out emails and will monitor interest. Sarah to work with Tracey and Lindsey on viability of reaching out to last year’s party sponsors. TBD

Spring Parent Party and Auction- Sarah Portugal, Tracey Lazos, Lindsey Spivey, Keely Selko – all present **and Jody Boutell** – not present

Spring party scheduled for April 20th at Galleria Marchetti. Early Bird tickets go on sale prior to Spring Break. Ticket pricing recommended as: Early Bird- \$125, Staff- \$75, Regular- \$150 and Day of Event- \$165. Auction items due by 4/5 and party will be focused on highlighting school programs including: ROTC, Orchestra, Choir, etc. Michelle Brophy has event background and willing to assist with event.

General discussion/request for additional input from FOLPHS members with historical experience with spring party:

- Ticket pricing: Previously, staff tickets used to be free but had to buy spouse ticket. When tickets free, average staff turnout around 40. Discussion of increasing venue prices, venue rules prohibiting food/alcohol donations, yet wanting to keep ticket prices reasonable and not exclude family. Based on last year’s data, ticket sales and family sponsorships covered venue/food/alcohol. Venue max of 150 although 10% of attendance doesn’t show.
- General discussion regarding length of actual gala presentation. Agreement to keep in 20-30 min range.

- Request from art department to cover \$600 towards 16 ceramic lantern centerpieces for event. (\$30 cost per lantern) Agreement to cover \$300 for 8 lanterns.

Spirit Wear- Jessica Strang and Danette Fernando – not present

Sabrina reported that Spirit Wear has officially moved into new cafeteria space although will continue to use blue cabinets. Grand re-opening scheduled for March 4th. Plan is to hold sales once/month and would appreciate volunteers.

Faculty and Staff Appreciation – Eury Chrones and Alexandra Solomon-

There is request for a few plants and toaster. This may be covered in existing Teacher Appreciation budget. Thanks to Eury for the plush lions in staff mailboxes! (as well as Chris for ironing on the patches!!!). General discussion on increased costs of providing individual items to all faculty/staff. (ex. Lions were \$240). Recommendation to identify more group recognition opportunities (ex. Pastries/jam in staff lounge) or ways to invest in teacher/staff experience. Suggestion to partner with Mr. Stucky/Staff newsletter to poll faculty/staff on interests.

Social – Keely Selko- present

Prom set for May 18th, a week before graduation. Venue moved to White Sox and has been communicated to seniors. Ms. Theus is managing last day of school carnival and may ask FOLPHS for volunteers.

Community Fundraising- Jodi Torzewski – not present

Sabrina has update. Chipotle set for March 5th. Have not yet heard from Dave's coffee cake.

Diversity, Equity, and Inclusion – Venecia Sanchez -present **and Julie Molina** – not present /no report

Brick Drive- Eury Chrones – present

Looking for volunteer(s) to take over administration of Brick Drive. Jennifer Dudek indicated interest. Colin will work with her on communication needs

Social Media- Jackie Gelb- not present

Marketing/Website/Graphic Design- Eva Ho- present – **and Chris Nelson-** not present

Thanks to Eva for following up on business sponsor page as well as posting spring party information on home page. Reminder to send head shots if you have not already done so.

IB Liaison- Sabrina Spitznagle – present/no report

LSC Liaison- Sabrina Spitznagle – present/no report

Communications- Colin O'Brien– present

Please work with Colin on any communication needs.

Open House- Beth O'Connor – not present **and Michele Berman** – present/no report

Yard Signs- Sara Byerly – present

Yard sign ordering will occur in the spring including option for graduating seniors to personalize. Order by 3/15 and will coordinate with Mr. Stucky on pick up options @ LPHS. Suggestion to connect with Mr. Stucky on dates for Freshmen “Welcome Day” event and opportunity to sell generic LPHS signs as part of spirit wear at event. Future option to rent storage unit for FOLPHS as several of us have various items stored in our homes. (signs, décor, etc.)

Personalized Marquee Message- Rochelle Brophy – present

Rochelle will connect with Colin on scheduling communication within Constant Contact. Recommendation to add marquee message to silent auction or family sponsorship.

Old Business- none

Open/Announcements-

Next FOLPHS meeting is scheduled for Tuesday, March 19th at 6:00pm in the LPHS Community Room.

Adjourn – 7:49pm

Attendees: Keely Selko, Tracey Lazos, Jennifer Dudek, Colin O'Brien, Sarah Portugal, Sabrina Spitznagle, Michele Berman, Venecia Sanchez, Alexandra Solomon, Rochelle Brophy, Eury Chrones, Eva Ho, Patty Kupitas, Lindsey Spivey, Suzanne Rovner, Sara Byerly, Sabrina Spitznagle

