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### **FOLPHS Meeting**

LPHS Community Room, #112

(moved room due to election activities)

March 19, 2024

### **Welcome and Call to Order - 6:09 pm**

### **Introductions**

### **Officer Reports**

**Principal Dr. Steinmiller** – present

There is a great deal of activity on campus. We're currently supporting elections in LPHS auditorium and Junior "Post-secondary" prep meeting in cafeteria. Last week, we also had drama, choir, and band performances. Both our College and Career event as well as hosting French students was successful. Thanks to FOLPHS for supporting those activities.

Emphasizing to teachers that grades are due Friday. We've had feedback via LSC meeting that grades are not being updated timely within Aspen. We've addressed in newsletter and added Administration support. To reiterate escalation process: contact teacher first and then Asst. Principal. Question regarding counselors. Confirming counselors are there for support but no involvement in grades.

Reminder that post-spring break, LPHS will be implementing the cell phone pilot policy to reduce students' cell phone use in classrooms. During pilot, teachers have flexibility in how they handle. Some already had procedures in place including classroom pockets, stop light systems, etc. Teachers will give a warning, contact parents, and document in Aspen. If there is continued cellphone misuse, issues will be escalated to JJ with student eventually losing all cell phone privileges during school day. April 15<sup>th</sup> is will be the official roll out. Each classroom door will indicate what the process is for that classroom. Intent from pilot is to learn what is working and where we need to tweak. We've also learned a great deal from Lakeview and Lane Tech who already have cell phone policies in place. Expectation is to implement full policy for 2024/2025 school year, with 100% staff/faculty participation.

LPHS currently has 544 “Class of 2028” students accepted. Total doesn’t include neighborhood attendance nor new students. Based on amount, it’s doubtful LPHS will even pull from wait list. General discussion re: school capacity. LPHS max is 1,999 and at our highest, had 2,400 students enrolled. Ideal would be close to the 2,000 number but there is technically no cap on neighborhood enrollment. On plus side, high enrollment rates positively impact our programs (ex. 2 drama classes next year).

CPS has implemented a new budgeting process for next school year. Dr. Steinmiller will receive budget in April and can update in our next FOLPHS meeting. Moving forward, all teacher salaries paid by district. Currently, approximately 99% of LPHS budget is salary allocation so will be interesting to understand changes moving forward.

May 1<sup>st</sup> from 6:00-7:30pm is revised date to welcome incoming Freshmen (changed from April 23<sup>rd</sup>). There will be four diagnostic days to assess placement including math and language assessment for AP World studies enrollment. Continue to enroll 8<sup>th</sup> graders in LPHS math course. We’re also analyzing 9<sup>th</sup> graders to look at test scores/attendance to identify more at-risk students. Intent is to implement earlier intervention check points to create a more successful path to graduation as well as post-secondary plans.

General questions regarding budget, campus updates and issue with security guard.

- LPHS receives additional security funding due to open campus, multiple buildings, multiple points of entry, etc. If issue with specific member of security team, discuss with Dr. Steinmiller.
- Was furniture ever ordered for library? Librarian currently on Japan student trip so will need to follow up with Ms. G when she returns.

**President Sabrina Spitznagle** – present

Supported meals for college fair and breakfast for exchange students and documenting approval vote (via March 5<sup>th</sup> email voting quorum) for \$1,750 from Mr. Fjare related to upcoming musical. There were unexpected complications with OST funds (CPS hasn’t funded OST for current Qtr.). Some of expense may be offset through ticket sales.

Additional funding requests from email: Field trip/escape room from Mr. Ferguson and EID event. General discussion and suggestion to walk through expense criteria.

- Re: Field trip request, it’s unclear if request meets criteria including submitting through internal LPHS expense process (Ms. Lopez/Dr. Steinmiller) and whether there are general LPHS guidelines for field trips. Based on parent experience, permission form and cost sent. If student qualifies for financial assistance, contact information provided for school resource. Agree to ask Mr. Ferguson for additional detail.
- Re: EID Event, it’s unclear whether they have access to club funds. Dr. Steinmiller confirms that \$300k annual OST budget is funded quarterly. Ms. Sepulveda can provide updates on funds released. We do have Arab language and culture grant for \$40k. Dr.

Steinmiller would like request directed to him so he can look to alternately fund.

\*Addendum- confirming alternate funding procured for EID event

General discussion on best practices:

- Need to determine communication plan of FOLPHS expense process. Recommendation to also revisit Mission statement to determine any updates.
- Suggestion to create uniform method to submit expense requests to FOLPHS. Colin will create a form for us to review in next meeting.  
\*Addendum- sent draft via email 3/24 for review
- Recommendation to vet miscellaneous expenses through pilot process for remainder of school year and implement process effective 2024/2025 school year.
- Once form approved, determine submission process. Does it go to Treasurer, President, FOLPHS inbox and how are decisions documented?
- Recommendation to create some general budgeting categories. (example: Campus Beautification) or sub-categories for Misc. to track YTD spending.
- Post implementation of submission form, do we evolve to dollar thresholds in future?
- Recommendation for Maiva to provide reporting on budget categories so at end of year, we can review misc. expenses for potential pre-authorization and/or incorporate into budget for next school year.

**Co-Vice Presidents– Colin O’Brien** (present) **and Tracey Lazos** (not present)– no report

**Treasurer - Maiva Lozano and Assistant Treasurer- Keeley Selko** – (both present)

Currently at \$75k with additional \$40 unspent in emergency fund. Need to prioritize spending.

*\*\*Reference Sabrina’s 3/2 email: 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.*

General discussion:

- Buy 5 more smart boards. Dr. Steinmiller can confirm but estimates it leaves a balance of 15 still needed.
- Ongoing bathroom renovation- partitions, tile, grout, painting, etc. Interesting intel: bathroom doors have QR codes to report bathroom concerns to Ms. Heard. Potential to invest in longer term/indestructible signage.
- LSC has some recommendations on new security needs.
- Based on pilot results, may be investments to implement cell phone policy (cell phone pockets, etc.)
- Already approved bookcases but Ms. G is working to preserve/display historical documents, could use new ADA compliant furniture. Noted recent concern regarding parent volunteers showing up to cover library and not being needed. (ex. testing taking place in library and hadn’t been communicated to volunteers)

- During 2025/2026, LPHS will be celebrating 150<sup>th</sup> Anniversary. Opportunity to fund display cases for historical items (ex. Lakeview's shadow boxes)
- Some concerns that other higher priority items from LPHS admin are sports focused and how is that balanced with athletic booster programs.
- Regarding, LPHS Auditorium needs, there is a longer-term investment "Stage Right" aimed at funding refurbishment. Challenge is that any immediate investment would be wasteful when auditorium torn down. Ex. to just replace lighting is \$150,000 and rigging is additional \$250,000. There is current CPS request to assess safety. In interim, lights have been taken down to prevent risk.

Initial agreement to prioritize smart boards, bathrooms, library, paint, and partial scoreboards (with FOLPHS listed as sponsor). Once Spring Soiree complete, will have better assessment of funds as well as start discussing next school year's budget.

**Secretary Sarah Portugal** – present

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

### Committee / Director Reports

**Pledge Drive and Community Sponsorship – Sabrina Spitznagle** (present), **Tracey Lazos and Lindsey Spivey** (not present)– defer time to how we spend funds raised

Community Sponsorship currently focused on Spring Party auction.

**Spring Parent Party and Auction- Sarah Portugal, Keely Selko, Rochelle Brophy** (present) **Tracey Lazos, Lindsey Spivey** (not present)

Spring Soiree is scheduled for April 20<sup>th</sup>. Early Bird ticket pricing started March 12<sup>th</sup> and runs through March 24<sup>th</sup>. Revenue \$6,675 in revenue, 39 early bird tickets and 1 Lion parent package sold.

**Spirit Wear- Jessica Strang** (present) **and Danette Fernando** (not present)

Request for volunteers for April 3<sup>rd</sup> spirit wear sale. Prefer two people working from 11:00am-2:00pm. Julie is already signed up to volunteer but much easier with two.

Shop is officially set up. Idea to create special t-shirts for clubs who need donated merchandise. Additional option to provide gift cards.

**Faculty and Staff Appreciation – Eury Chrones and Alexandra Solomon-** not present

**Social – Keely Selko-** present

Prom set for May 18<sup>th</sup>, the weekend before graduation. Venue moved from Hyatt to White Sox due to cost considerations and has been communicated to seniors. Ms. Theus is also planning last day of school carnival so expect request for volunteers for both events.

**Community Fundraising- Jodi Torzewski –** present

Chipotle fundraiser totaled \$216.79. Some concern that employees were not using code correctly as it was extremely busy in relation to funds raised. Jodi is senior parent so need to discuss transition of program. General discussion on other groups fundraisers. Example of girls' softball team raising \$3,500 selling popcorn. Suggestion to potentially merging Community Fundraising with Corporate Sponsorship and re-defining program.

**Diversity, Equity, and Inclusion – Venecia Sanchez and Julie Molina –** not present

**Brick Drive- Eury Chrones –** not present

Sabrina confirmed that we need to sell 17 more bricks. Suggestion to send one more campaign to Class of 2028 and graduating seniors. Other suggestion to make 17 FOLPHS stamped bricks. For future, if we ever reimplement Brick Drive, focus on bricks near Freshmen building.

**Social Media- Jackie Gelb-** not present

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

**IB Liaison- Sabrina Spitznagle –** no report

**LSC Liaison- Sabrina Spitznagle –** no report

**Communications- Colin O'Brien–** no report

**Open House- Beth O'Connor and Michele Berman –** both present

Michele is senior parent and will be transitioning off. For next school year, will need co-chair to work with Beth.

**Yard Signs- Sara Byerly –** not present

Sabrina indicated that yesterday was deadline. We sold 75 signs which will be distributed after spring break.

**Personalized Marquee Message- Rochelle Brophy –** present/no report

**Old Business-** none

**New Business-** none

**Open/Announcements-**

Next FOLPHS meeting is scheduled for Tuesday, April 16<sup>th</sup> at 6:00pm in the LPHS Community Room.

**Adjourn – 7:53pm**

**Attendees:** Michele Berman, Rochelle Brophy, Denise Morris, Leslie Gonzales, Keely Selko, Beth O'Connor, Jessica Strang, Sabrina Spitznagle, Colin O'Brien, Dr. Steinmiller, Sarah Portugal