



MEETING MINUTES 4.13.2021

<https://www.folphs.org>

Folphs@gmail.com

- 1) **Welcome and call to order- Sabrina – 6:33 pm**
- 2) **Officer Reports**

A) Principal Report-Dr. Steinmiller

Communications is our focus on reopening. There will be town halls Monday, Wednesday, and Friday. They will be discussing how they are modeling health and wellness. The town hall events are for students and for parents separately. Communications are being developed so that students know where they are going and when.

Dr. Steinmiller is excited about going back to school as he will be meeting many teachers in person for the first time. There will be SEL supports for the teachers.

Some classes had to be moved to the Annex Building to support social distancing needed for larger class sizes. They will be setting up different entrances for different grade levels. Some sophomores have never been in the main building so there are a lot of new experiences for all students. A total of 995 students opted in out of a total of 2098 students. Campus is not open so students cannot go off campus for lunch at this time. They have also been hiring miscellaneous staff to help with screening, security and other covid related needs. There are 7 Cadre positions and 5 miscellaneous staff positions. It takes 17 staff members to open the school each day.

SAT students were onsite today.

They are planning for virtual and in-person orientation.

Jackie asked: What class has the highest percentage of returning students. Dr. Steinmiller stated that 9th and 10th grade are the majority of students with 11th and then 12th grade students following.

Dr. Steinmiller talked about graduation possibly being held at Solider Field. It is a great option because we can have all of the kids at one location. The cost is \$20,000 to rent the space for up to hours and includes the cost of security. Sara discussed getting a banner with all the graduates' names on it. She thinks they might need 2 vinyl banners to get all the names listed. Sabrina asked Dr. Steinmiller if there was any issue with privacy if we listed the names on the banner. Dr. Steinmiller stated he would reach out to Lane because he thought

that they put names on a banner for graduation. Sabrina asked Sara to get a price for 500 names on a banner.

Luisa stated that the date of graduation is June 13 and that there are 530 seniors. Soldier Field will allow up to 4 guests per graduate. Is there an alternate date if we cannot get June 13? Dr. Steinmiller said they will find one if necessary. Luisa reached out to a friend she has at Soldier Field to help secure the date.

They also talked about yard signs that will be available for sale on the FOLPHS website. The sign will state "Congratulations to our Senior". They will need to coordinate how many, pick up, etc.

B) President's Report-Sabrina Spitznagle

Welcomed all attendees. FOLPHS will be putting up banners and balloons to welcome students. We need volunteers to help welcome students and to give them directions if needed. Kristen volunteered for both Monday and Friday. Luisa volunteered for Shift A on Monday. Debra and Misha volunteered for Shift B.

We discussed banners and costs. There was discussion on a variety of sizes of banners from small ones at \$95 each to larger, multi-colored banners at \$1350. Jackie suggested that the text say, "Welcome to Lincoln Park High School" or "Welcome to LPHS" so we can use the banners for open house as well.

Sabrina made a motion to purchase the banners at \$1350. Kristen seconded. All voted in favor and the motion passed.

Jackie offered to share her sources and costs spent on balloons for previous events with Kristen so they can gage pricing. She mentioned she typically spent \$300 to \$500 for the Christmas program balloons and noted she ordered navy and yellow balloons for the mall at a cost of \$276. They need to have the balloons on Monday and Friday.

Sabrina thanked Suzanne for editing the By Laws. Sabrina made a motion to pass the new rewritten by laws. Suzanne seconded the motion. All voted in favor of adopting the new by laws and the motion passed.

Sabrina also told us that the Marquee sales continue.

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

D) Treasurer's Report- Christina Sciarrotta

The treasurer's report is being sent to the Board via email. Registration had been delayed with the Secretary of State, but after some back and forth all paperwork is complete. Christina is working on the 2020 taxes. She is also reconciling all financial information in QuickBooks. We will be closing our Greater Giving account in 2021. She will get the tax exemption form to Sabrina this week. She is working on a treasurer's handbook so the next person who has the position has a guidebook for all that needs to be done.

The Brick Drive raised \$35,000. Our accounts look good, and our expenses are down mostly due to Covid restrictions on events.

Christina is reviewing the restricted funds and ensuring that they are distributed to Choir, Band, Drama, etc. since they currently have funds to give those departments. The goal is to get each department their funds by the end of the 2020-2021 school year.

There is \$170,000 in the Chase account. \$40,000 in transactions between January and April. \$9,600 in expenses.

Graduation costs are under from what we spent in 2019 so we could host graduation at Soldier Field on our funds.

Christina mentioned that she thought we could dedicate up to \$100,000 to the Wish List if brought to a vote.

Grant disbursement to the school is down. Typically, we disburse \$50,000 in grants with \$15,000 for programs, \$15,000 for operating costs

E) Secretary- Misha Mann.

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

3) Guest Speakers: LPHS Seniors Allison Furman, Angelica Ramirez, Alexis Tarcea and Katelyn Perlaw.

Alexis was going to share with us a visual presentation. Unfortunately, we were having technical difficulties with the Zoom and were not able to see the presentation. Alexis offered to share the presentation with the group via email.

Angelica, an IB student, mentioned that they were creating a CAS Project which stands for Creative Activity Services. For their project, they wanted to do something for their fellow seniors to let them know that they care about one another. Their idea was to create a senior gift basket to honor the seniors. They were going to create 570 baskets. It would be a gift at the end of the year. They talked about putting t-shirts with "LPHS Seniors" on the front and a lion with a gold graduation cap and "2021" on the back. They got a quote for 600 t-shirts for \$8.41 each or a total of \$5,046. The t-shirt would be grey with navy and gold on it. Luisa stated that she has some good contacts for t-shirts and that she would send them to the group. She also thought that her contacts could give them better pricing. Jackie mentioned that she too might have a contact for t-shirts so they can get a competitive bid.

Allison mentioned that they wanted to include stickers in the gift basket. They had received quotes for 550 of 2 different designs. Luisa asked Allison if there was a set up fee which is fairly typical. Allison said she would double check. Luisa would share a source for stickers that may offer lower quantities at better prices.

Katelyn shared with the group that they would like to include face masks and magnets with the LP logo on them.

Angelica thought it might be good for their group to create a timeline, so they knew when they needed to get things done to make the distribution deadline.

Allison stated that they would use a paper or plastic bag for all the gift basket items. They would create a grab and go location so seniors could pick up the gift. Allison asked what the group thought the best time would be to distribute and the group thought graduation might be most convenient to reach the most seniors. The second option is to pick two days one week to distribute on Shift A and Shift B, but they might not reach enough seniors if all the seniors are not opting in.

Allison said that they would create a Google form for the class to determine who wants what size for the t-shirt.

Sabrina asked the seniors if they talked to Dr. Steinmiller before tonight's meeting about this. Angelica said they have meeting with Dr. Steinmiller on Friday, April 16.

Jackie congratulated all the speakers and thanked them for thinking of their fellow students. Kristen thanked the seniors for giving their time to us. Sabrina asked the group to talk to Dr. Steinmiller and come back to FOLPHS for support. Angelica thanked the FOLPHS for listening.

4) Committee/Director Reports:

A) Pledge Drive/Brick Campaign Committee Report- Eury Chrones Not in attendance.

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

Kristen stated that they next teacher appreciation event will consist of giving the teachers a tumbler filled with Advil, trail mix, etc. and the message will say "thank you so much, you are a lifesaver".

C) Spirit Wear Committee Report- Luisa Shortall

Will open the store when given permission.

D) Social Media- Debra Sitar.

No updates currently.

E) Marketing & Communications Report- Sara Shacter

Sara stated that things are going well with the business directory. The deadline is May 1st.

F) Open House Committee Report -Jackie Herigodt

Jackie mentioned that the Open house committee was forming for next year's event. Judy and Jackie met to discuss planning. Black Oaks was used last year. There will be a video in addition to an in-person event since it was so successful last year, and it allows the open house to be "attended" at other times. They did discuss getting more footage with a drone. Volunteers for next year's Open House included: Venecia, Jennifer Nelkin and Christy Levy.

G) Fall Social/Spring Gala Committee Report- Suzanne Rovner

No report currently.

H) Auction Committee- Misha Mann

Wish List will debut in May. Sabrina is proposing that FOLPHS does a match program where we match up to \$80,000 in donations. So, the top funded programs will get fully funded by the FOLPHS match.

Sara made a motion to approve the matching program. Kristen seconded the motion. All voted in favor and the motion passed.

I) Diversity, Equity, and Inclusion Committee- Venecia Sanchez and Julie Molina

The committee has an email address: FOLPHSDEI@gmail.com

Venecia reported that the committee had a great meeting. They are discussing having Future Kane as a potential speaker for a DEI event. She is a teacher in Wisconsin and speaks about social-emotional learning. They are looking at potential dates for the speaker. They are thinking of doing the event in May. Sabrina is waiting to hear back from Future to firm up the event.

The committee has also reached out to Whitney Young's DEI committee from the contact that Sabrina had. Whitney has done a book club/book list, created short term and long-term goals and talks about ways to recruit/enroll more students/parents in DEI work.

The group also was meeting with Ms. Osomba to include her students in DEI events and initiatives.

They also talked about the phrase "safe space" and how that can have very different meanings for different people. We need to work towards a common language to have better understanding of one another

J) Community Fundraising- Jodi Torzewski.

So far, we have raised \$1,600 in total with 4 restaurants. There is a freshman mom that owns an Aveda salon and will be donating 10% of all sales to FOLPHS. Next fundraiser will be Chipotle and after that possibly Lou Malnati's, which with two locations, created the most money raised.

I still need info from Christina to complete the W-9 for Portillo's before the event.

I will plan to schedule Chipotle for April or May (your choice, just let me know if you have ideas for which location would be best. Happy to do Fullerton again, but want to make sure we are reaching all communities.)

K) International Baccalaureate Liaison- Memory Jacobs Not in attendance.

L) LSC Liaison- Memory Jacobs Not in attendance.

5) Old Business:

No old business.

6) New Business:

There was discussion on how we can welcome incoming freshmen and new students now that will be joining the LPHS family in the 2021-2022 school year.

Next meeting will be held Tuesday, May 11 at 6:30 pm.

7) Adjourn- 8:13 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
Fall Social and Spring Gala Chair	Suzanne	Rovner	rovnerfamily@yahoo.com
Open House Co-Chair	Jackie	Herigodt	jackieherigodt@yahoo.com
Community Fundraising	Jodi	Torzewski	jbt312@comcast.net
Spirit Wear and Social Media Co-Chair	Luisa	Shortall	lshortall@sbcglobal.net
Committee Chairs - nonmembers			
BOP			
Spirit Wear and Social Media Co-Chair	Debra	Sitar	sitar96@comcast.net
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
Diversity, Equity, and Inclusion Co-Chair	Jen	Malito	jenamalito@yahoo.com
LPHS Administrators and Staff			
Principal	Dr Eric	Steinmiller	easteinmille@cps.edu

Other Attendees

Attendees	Emails
Carolyn Aguilar	
Christy Levy	c-levy@prodigy.net
Claudia	-
Diane Giansco	-
Eleni Vasilopoulos	eleni@fotischicago.com
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