

# NPHS September 20, 2020 Meeting

Frances Blair  
Alicia Erickson  
Jane Farrington  
Monica Cantelli  
Emily Pierce  
Milica Golubovic  
Emily Nelson  
Mary Chestler  
Chris Sullivan  
Emanuela De Musis  
Jessica Devarieaux  
Kristen Farmer  
Norin Razzaque  
Tessa Buckey  
Diana Ramos Fabbrucci  
Kristen Malerba  
Barbara Frank  
Bere Paulino  
Diana Cobos  
Avida Michaud  
Francisco Ureña

## Agenda:

### **Committee Updates:**

#### **Treasurer's Report**

A lot of the treasurer activities has been focused on school attire. We covered the cost of the order, and all of the payments went through us (Bodega account). PayPal fees are a bit high, so moving forward, we may need to charge a bit more to cover the cost (not to use this as a fundraiser).

We will fund two interventionists, and the playground.

Jane is working on preparing all of the documentation for taxes. Since we didn't raise much money, that puts us in a lower tax bracket.

Soccer Super Stars have sent a check as well.

### **Events**

- Tropi - May 20, 2022 at Artists for Humanity. We have a subcommittee formed, and are looking for more new parents to be involved.
- Fundraising goals for this year
- Fall fundraiser/event ideas (in person versus remote)
  - Difficult to arrange in person events with everyone else's level of comfort. We would want to do a few fall/winter online events
  - For example: Barre3 in January, flower arranging before holidays, wine tasting sometime in March (<https://www.ansonawines.com/>);
- Garden Project - Thurs. 9/23 4-6pm
  - Open to everyone at the school, We'll be clearing out the area around the K1 classroom, and 2 garden areas by the playground.

### **Infrastructure** (playground, field, other updates)

- Edging around both sides of the field have been updated.
- Confirmed with the owner of the company that installed the soccer field where the bark mulch is by the dinosaur, there is plenty of space for a field/court (sports court material)
- New staff on BPS facilities team, and all the items we logged with them are now in a different system.
- Catch basement should be repaired on the teacher parking lot.
- Back of the Auditorium Ms. Verano needs more space, and some seating removed from the back row.
- Nurse's office - she needs more room, she has lots of items in her office, and needs a storage solution.
- Cord issue still a major problem with projectors.

### **Arts/STEAM**

We have partnerships lined up for music in the school. No updates on STEM partnerships.

### **DropBox transfer project**

- let's schedule a meeting to transfer items and get this off our agenda

### **Bookkeeper and Communications Services**

- Email options: MailChimp, Constant Contact, marketo, HubSpot
- Norin looked into bookkeeping systems: if we were to have a bookkeeper, someone from NPBS would have to manage that person, and that would create extra work for us. Rather than relying on a few people, it could be more successful to use software to help us, rather than hiring a person. The role itself would be high turnover, which can be a problem.
- Software: Some offer donor management (where the goal of the organization is to raise money from donors, easy to make receipts for donors, create reminders, etc.). Some have volunteer management, bookkeeping, bank reconciliation,
- <https://moneyminder.com/> - with them we could also set up a store, sell tickets, etc.
- <https://www.araize.com/>

- Communication services: we'll look at MailChimp as our first choice.

### **Other Business/New Items**

- "class parent" - when we can't get into the school, it would be helpful to have a liaison for each classroom. We should also ask admin access to that parent, to help with more community building.
- other ways to get new people involved

### **Next Meeting**

Monday, October 18, 2021 7:30pm