

# NEW SCHOOL PARENTS' ASSOCIATION (NSPA)

## NSPA MEETING MINUTES, 2/20/08

**1. Call to Order:** NSPA President Lorie Nierenberg called the meeting to order at 7:05 p.m.

**Other Board Attendees:** Melissa Dana, Sarah Flanagan, Kathy Ginsburg, Maril Levy, Patti Oehmke, George Richard, and Nancy Vibert

**Board Members Absent:** Robin Boniface, Dianne Boothe, Richard Delmar, Janet Dopsovic, Dave Inglefield and Betsy Sue Scott

**Other Attendee(s):** Lisa Doyle

**2. Approval of January Meeting Minutes:** The January meeting minutes prepared by Board Secretary Betsy Sue Scott were approved without amendment. In the absence of the Secretary, Vice President Sarah Flanagan agreed to take this meeting's minutes.

**3. Treasurer's Report:** Treasurer Dave Inglefield was not present, but the President presented his Report. A copy of the Report appears at the end of these minutes. The President noted that the Treasurer has tendered his resignation. Assistant Treasurer Patti Oehmke agreed to manage the NSPA's funds until a new Treasurer can be found

#### **4. Old Business:**

**a) Junior High Dance and NSPA Loan:** Following last month's meeting when three students, Julie Boyne, Kate Hoffinger, and Anna Moses-Schmitt, addressed the Board, the NSPA decided to loan the Junior High Dance committee \$300 for the February 15<sup>th</sup> event. The terms included full re-payment to the NSPA if event proceeds exceeded the loan amount and, if under the loan amount, payment of proceeds to the NSPA with a request for the forgiveness of the balance of the loan. Faculty Representative Maril Levy reported that the Junior High Dance realized \$209.82 in revenues, which were given to the Assistant Treasurer for deposit. The student sponsors of the event may have further earnings based on supplemental activities they are conducting.

**b) NSPA Scholarships:** The Vice President/Scholarship Committee chair presented modifications to the Scholarship Committee's proposal approved by the Board at the January meeting. The modifications, copy below, reflect recommendations by outside counsel, Gammon & Grange. The Board approved the modified plan, copy attached, with one change. That change allows the Scholarship Committee to make conforming changes to the proposal as necessary for implementation. The Board identified next steps for the scholarship award process. These consist of George Richard's posting the revised scholarship application on the NSPA website; the

President's informing the New School administration of the NSPA's new policies concerning scholarships; and the President's research into the bylaws to ascertain if the new policy will need to be approved at the annual meeting of NSPA members.

**c) Rudolph Red Nose Run:** Following the extensive discussion at the Board's January meeting, Board discussion continued on the Race's purposes, management and the course itself. The Board reviewed the issue of the Race's purpose as either for fundraising or for community-building. If the former, the Board viewed that a partnering charity would need to be identified to make the Race financially successful. With respect to the management of the Race, the Board considered whether an outside firm should be hired or whether there should be a greater partnership with the New School administration and staff. The Board was in general agreement that New School parents did not have the capacity to continue to assume as much of the responsibility for the Race organization and Race-day management as they have in the past. The Board also discussed whether the Race course should be adjusted to address safety and liability issues. The 2008 Run is already on the racing calendar for Saturday, December 6, 2008.

The Board agreed that the Rudolph Run was a worth-while event, but that the role of the NSPA needed to be streamlined to reduce parental workload and costs. The Board recommended two next steps. They are: 1) for the President to request a meeting with John Potter to share the Board's thinking and to solicit his ideas on greater shared responsibility between the School and the NSPA in the future; and 2) for planning purposes, the NSPA should operate on the assumption that the 2008 Race will run on the same model as the 2007 Race so as not to delay planning.

**d) Nominating Committee:** The President noted the need for a Nominating Committee to seek a slate of officers for next year's Board. Election of the slate is scheduled for the April NSPA annual meeting. The Board decided that the President would begin to converse with possible candidates after the Auction takes place on March 1<sup>st</sup>. This schedule recognized the necessary contribution in identifying future Board members by the Volunteer Coordinator/Assistant Treasurer, who is also the Auction chair. In addition, the President will meet with John Potter for recommendations, and Maril Levy said she would be willing to suggest potential board members too.

## **5. New Business:**

**a) Auction:** The Assistant Treasurer/Auction chair reported on the upcoming March 1<sup>st</sup> Auction. She has a group of volunteers working on the event, which will include catered food and more than 200 auction items. Donations worth more than \$5,000 have come in as a result of direct mailings to local businesses. An Auction catalog is available on-line at the NSPA website. The Auction chair will contact John Potter to solicit more active engagement by the New School's administration, faculty and staff in this event. She presented a budget of \$4,500 in itemized expenses, a marked increase the amount previously budgeted for this event. The Board reviewed documentation presented by the Auction chair outlining projected increased revenues from an increased investment by the NSPA. The Board then approved the requested increase in allocation of funds for the event. The Auction chair also presented for

consideration with respect to the 2009 Auction general information on cMarket. This is a website business that she believes could generate more revenue for future auctions.

b) **Other New Business:** None discussed

**6. Next Meeting** – The next meeting was set for Monday, March 10<sup>th</sup> at 7 p.m.

**7. Adjournment:** The meeting adjourned at 8:53 p.m.

**Minutes taken by Sarah Flanagan, Vice President, and prepared by Betsy Sue Scott, Board Secretary**

## **Treasurer's Report for February 20, 2008 NSPA BoD Meeting**

1. Receipts:
  - a. Membership dues and additional contributions - \$2,160.00
  - b. Rudolph Run entry fees - \$4,446.00
    - i. Mail-in = \$1,545.00
    - ii. Other pre-registration = \$755
    - iii. Race-day Cash = \$2,146.00
  - c. Other - \$4,474.00
    - i. Old T-shirt sales = \$144.00
    - ii. Active Network 2006 check = \$835.00
    - iii. Donations - \$1750.00
    - iv. Other checks - \$1745.00
2. Total receipts = \$11,080.00
3. Expenses:
  - a. NSPA Stationary: \$632.00

- i. Day & Night Printing (#617 - 8/27)
- b. NSPA mailing/copying at Kinko's: \$204.75; New Parents Coffee (coffee, cream, and water): \$35.55; Pizza for new students: \$133.74
  - i. → \$374.04 total - Sarah Flanagan (#618 - 9/19)
- c. NSPA mailing/stamps: \$98.00; NSPA President's binder and dividers: \$38.94; Int'l orientation: \$12.60 (coffee); orientation: \$11.98 (name tags, doilies) and \$37.72 (food)
  - i. → \$199.24 total - Lori Nierenberg (#619 - 9/19)
- d. NSPA BoD binders and dividers: \$112.20; copying at Staples: \$97.65; \$52.00 (stamps)
  - i. → \$261.85 total - Lori Nierenberg (#620 - 9/25)
- e. Fall potluck – Brooke rental: \$239.60; JoAnn Fabrics: \$3.82; Giant: \$6.99; Ice (Total Wine): \$5.10; Ice (Giant): \$30.00; Party Depot: \$103.74; JoAnn Fabrics: \$7.16; Giant (stamps): \$57.40; Total Wine: \$50.00; Costco: \$60.00
  - i. → \$563.81 total - Nancy Vibert (#621 - 10/24)
- f. Flowers [for Fall Potluck?]: \$80.80
  - i. Kathy Ginsberg (#622 - 10/24)
- g. Rudolph Run flyers/printing & mailing:
  - i. Clare Dean (#623 - \$575.00 - 11/8)
  - ii. ECHO (#624 - \$331.16 - 11/13)
  - iii. Clare Dean (#626 - \$766.23 - 12/4)
- h. Legal services:
  - i. Gammon & Grange (#625 - \$778.05 - 11/19)
  - ii. Gammon & Grange (#711 - \$787.05 - 12/26)
  - iii. Gammon & Grange (#??? - \$30.05 - ??/?)
- i. 200 new NSPA checks & ink deposit stamp - \$114.47

- j. Rudolph Run:
  - i. Brooke Rental - Steve Perlik (#710 - \$186.66 - 12/26)
  - ii. Aceprintwear -(#709 - \$830.67 - 12/14)
  - iii. Police Officers - (#s701 - 707 @ \$160.00 each = \$1,120.00 - 12/12)
  - iv. Aceprintwear - (#700 - \$2,928.26 - 12/12)
- k. Junior High Dance - (\$300 cash)

Total expenditures: \$10,859.34

**Scholarship Committee Report—*suggested revisions based on legal advice***  
**February 21, 2008**

Since the January Board Meeting, our law firm has reviewed the document we approved for submission to them at the January meeting. Based on that submission, they suggested a number of revisions to our by-laws and to our proposal. The by-law suggestions will be sent under separate cover. But so everyone is clear, I have tried to amend the proposal we approved in January (below) to reflect their concerns.

1. Application Form: The New School uses an application (attached) that collects comprehensive income and asset information. It also provides ample room for families to “tell their story” about any special circumstances they might have. The Committee believes the current form is comprehensive and meets a reasonable standard of information gathering such that the NSPA would have a fair and balanced sense of a family’s economic circumstance. The Committee recommends the NSPA adopt this same form, so that families do not have to fill out two forms. For further clarity to families that the NSPA process and the New School process serve separate and distinct funds, we suggest (DELETE: “the addition of two check-off boxes to the top of the form so that families pro-actively assert they wish to apply for both an NSNV and a NSPA scholarship”) *insert: removing NSNV contact information at the top of the form and replace it with “Application for Financial Assistance”*.

2. Publicity: We recommend that a short note be placed on the NSPA website homepage reminding families that limited need-based scholarships are available with a link to the

form and a description of the application process (as well as an indication that comprehensive personal financial information will be required). We recommend our newsletter and other materials regularly contain a link to the home page. The Board may also consider whether it wishes to specifically mention the availability of scholarships in our newsletter at certain intervals such as the beginning or end of each academic year or semester.

3. Process: We recommend families fill out the form and submit it *to the Scholarship Committee*. (DELETE: to the NSNV. This will provide us with a verification that the student is either admitted or in good standing. If the application indicates that they wish to apply for a NSPA scholarship, the NSNV will black out the name and identifying information (including SSN) and send the application form to the NSPA Scholarship Committee. The application will be forwarded *regardless* of whether the NSNV intends to award aid or not. ) The Scholarship Committee will review the applications and make recommendation on the awarding of scholarships. The Committee's decisions will go to the *Board Executive Committee* for final approval. The *Executive Committee* will report the *total number and amount of scholarships approved* at the following board meetings. Any board member who wishes to review *Executive Committee's* decisions may do so by meeting with any member of the *Executive Committee* (unless such Board member is also a scholarship recipient or applicant within the past 12 months).

4. Scholarship Committee Composition. The Scholarship Committee shall be composed of at least four members. At least one shall be an officer of the Board, and at least one other shall be a Board member. No one may serve on the Scholarship Committee who is currently receiving a scholarship, has an application under review or has applied for a scholarship during the past 12 months.

5. Conflict of Interest. Any Board Officer who is currently receiving a scholarship, has applied for a scholarship during the past 12 months, or has an application under review, must recuse him/herself from all scholarship decisions and policy conversations. *However, as the full board would not be actually voting on or reviewing individual scholarship decisions, board members who have applied for or received scholarships may be present for the general report from the Executive Committee when scholarships are awarded. This process is designed to both protect the integrity of the scholarship decision making process, while also encouraging families of all income levels to serve on the Board by protecting their right to privacy.*

6. Amount of Scholarship Pool and Individual Scholarships. At the last meeting of each fiscal year, the Board shall review its fundraising successes from that year and determine the amount of funding from those proceeds it wishes to dedicate to scholarships for the coming fiscal year. Included in this recommendation should be a recommended maximum scholarship. (Typically the maximum has been about \$3,000. In the years of highest demand, there have been up to six applications.) By setting aside pool of money and a suggested maximum, the Scholarship Committee would have parameters by which to make individual scholarship decisions. Families would be encouraged to apply for aid

by June 15. However, the Scholarship Committee would meet within a reasonable time of receiving any application throughout the year, provided funds remained in the pool. If funding remains in the pool at year's end, the Board can vote to either roll the money over into the next year's scholarship pool or to dedicate the funds to other needs. *Board Members who have applied for scholarships during the previous 12 months, or who except to be applying for aid in the coming 12 months, should recuse themselves from these conversations.*

(7. DELETE: The Board president or his/her designate would notify the Headmaster of the New School as well as the Comptroller (is that Ron's title?) of individual aid recipients and amounts. The New School has indicated an interest in trying to match many of the NSPA awards although it is anticipated that awardees and amount of awards could sometimes differ in accordance with our independent processes for awarding of aid.)

*7. The application form will be amended to ask applicants to disclose whether they are receiving scholarship aid from any other sources and ask applicants to update this information when the application is pending.*

8. The Board should review its By-laws and Conflict of Interest Policies to ensure that any proposals adopted herein are consistent with current rules, or that amendments are made to those rules to accommodate our revised scholarship process. *(see proposed edits by counsel).*