

## NPTO Meeting Minutes

April 3<sup>rd</sup>, 2014

### “Strengthening the Nova Community”

#### Our Mission

**Nova Classical Academy PTO is an organization of volunteers engaging families, teachers, and staff in fostering a school community that actively supports Nova’s mission and enriches the students and the school. Any and all current Nova parents and staff are considered members. There are no dues.**

Taken by Melissa Hernandez, Secretary

#### I. Welcome and Roll Call (Susan Hooge)

- a. In attendance: Robin Cerio (Co-Chair), Beth Hawley (Co-Chair), Jennifer Johnson (Treasurer), Jane Osborn Farber (Room Parent), Jane Lagerquist (Board Liaison), Beth Hawley (Co-Chair), Brian Bloomfield (School Director), Michelle Granbery (Room Parent), Sara Gunsch (Room Parent), Kate Tetmeyer (Scrip Lead, Carnival Chair), Kathleen McClarn (5<sup>th</sup> Grade Teacher), Diane Rude (LS Math Teacher), Pat Bodenstab (1<sup>st</sup> Grade Teacher), Tanya Olson (Room Parent), Kristin Kelley (LS Director), Samantha Fisher (Room Parent), Kristin Lerstrom, Nan Waisanen, Stefanie Herschback, Nancy Bauman (Business Manager).
- b. Susan solicited any additional topics that attendees would like to discuss that were not reflected on the agenda.
  - i. Ms. Bodenstab wanted to discuss an opportunity to support LS classrooms by providing them with file/storage baskets for existing shelving.
    1. Dr. Bloomfield suggested obtaining measurements in order to determine whether the baskets would need to be custom order or simply purchased “off of the shelf”, thereby determining how much such a contribution would cost.
  - ii. Melissa wanted to discuss potentially enlisting classroom room parents to solicit recess volunteers.
  - iii. Ms. Rude wanted to discuss adding more Spirit Days to the school calendar so that teachers would have the opportunity to wear their Nova Spirit Wear.
    1. Dr. Bloomfield stated this was matter for Ms. Kelley not the NPTO.

#### II. Minutes Approval

- a. Copies of the March Meeting Minutes were provided to all attendees.
  - i. Robin moved the Minutes be approved and the Minutes were approved.

#### III. Officer Reports

- a. Board Meeting Update (Jane Lagerquist)
  - i. Attendees were encouraged to attend the meetings.
    1. In order to keep abreast of Nova happenings.
    2. Board elections are taking place this year.
      - a. Panel discussion including all nominees will take place the week of the 21<sup>st</sup>.
  - ii. Items Discussed
    1. The Social Emotional committee will be sharing the result of the survey.
    2. Interim Executive Director (ED) search.
      - a. Two candidates were interviewed and considered for the role and subsequently dropped off.
      - b. They have begun a more extensive search for additional candidates via a public post in addition to the assistance of an executive search firm.
- b. Advancement Committee Update (Dr. Bloomfield)

- i. Sweet20 will be taking place Saturday, April 5<sup>th</sup>.
    - 1. 113 are currently registered to attend.
    - 2. The committee hopes to raise \$20,000 in support of Nova athletics as well as the Phy Ed department.
      - a. Development of the new parcel.
      - b. Instillation of a drop down 70 x 12 ft batting/golf swing cage in the gym (already installed).
    - 3. Adult only event, no childcare provided.
    - 4. A comedic hypnotist for entertainment.
    - 5. Robin added that Dr. Bloomfield will be recognized for his many years of service to the Nova community.
    - 6. The Baking Brigade will be contributing the “lion’s share” of the treats.
    - 7. There will be a door prize – a year membership to the University Club.
  - ii. The Nova Classic is scheduled for the morning of the Carnival – May 17<sup>th</sup>.
    - 1. Advanced registration has been open for a month now and has garnered a number of registrants who are not members of the Nova community, which has been a goal of the event this year.
    - 2. Internal promotions will begin after the Sweet20 event.
    - 3. This event will become a huge money maker for the school through its sponsorships and outside participation.
- c. Treasurer Update (Jennifer Johnson)
- i. There is currently \$57,000 in the NPTO account.
  - ii. Initial Budget Items 2014-‘15
    - 1. The budget will be voted on at the June meeting.
    - 2. Several budget line item adjustments and additions will be made.
    - 3. The “All Extra Curricular Scholarship” will be removed as the NPTO no longer subsidizes individual student extra curricular participation.
    - 4. The “Playground Equipment” line item will be increased given next year’s plan to replace/refresh the wood chips (initial estimates for the job came in at \$2500-\$4000).
    - 5. The US support contribution will be increased in support of the College Bus Tour & the Service Field Trips.
      - a. Robin added that a commensurate increase should be reflected in the LS support budget to ensure that the NPTO contributions are equitable.
    - 6. The “Senior Party” & “Senior Breakfast” line items will be broken out into two entries and will be adjusted to reflect a more accurate figure. (Currently listed as \$1000, which is a lot more than has been needed in the past.)
    - 7.
- d. Upper School Parent Advisory Committee Updates (Jane Lagerquist)
- i. Items Discussed
    - 1. Spring Fling planning.
      - a. More activities are being added to the evening in order to avoid “idle hands”...
    - 2. Teacher Appreciation Week
    - 3. US Uniform Additions
      - a. A polar fleece jacket may be added for the next school year.
        - i. Ms. Reagan inquired as to whether that was definite and reminded Jane that she should be looped in as she works with the uniform vendors and would need to inform them of any changes/additions.

- b. The rayon uniform items were nixed.
- e. Volunteer Update (Robin Cerio)
  - i. The Co-Chair position for next year's NPTO remains open.
    - 1. Votes will take place during May's meeting.
  - ii. The NPTO is still in need of a volunteer to file its taxes.
    - 1. Another notice will go out to the Nova community within the next two weeks.
    - 2. Jenni suggested we consider hiring a tax professional and add the expense to the NPTO budget going forward.

#### IV. Events Update

- a. Staff Appreciation Week (Robin Cerio)
  - i. The week of April 20<sup>th</sup>.
  - ii. Announcements have been made to the Nova community via the Nova News as well as Room Parents.
    - 1. Volunteer Sign-Ups have been created and distributed to Nova families.
  - iii. Jane inquired as to whether Mary Corrigan will be making the iced coffee which is really popular with staff.
    - 1. Robin replied that Mary was kind enough to facilitate the recipe to the committee. She will be teaching in Ms. Martin's absence and will have little time to make it herself.
- b. Parent Ed Night (Jane Lagerquist)
  - i. Taking place the week of April 20<sup>th</sup>.
  - ii. A police officer will be conducting a presentation on child safety and the media.
    - 1. The first half hour will be directed toward parents with younger children.
    - 2. After 7, the topics will address media issues that concern older children (5<sup>th</sup> grade and above).
  - iii. Should the NPTO provide childcare?
    - 1. After much discussion including topic age appropriateness and attendance it was recommended that a childcare sign up be sent to families in order to determine whether it will be necessary.
  - iv. Dr. Bloomfield added that it may be necessary to take another look at the date and potentially reschedule due to an overwhelming number of meetings and events taking place that week.
- c. Carnival (Kate Tetmeyer & Susan Hooge)
  - i. Will take place Saturday, May 17<sup>th</sup> from 9am – 4pm.
    - 1. There will be limited Carnival activities open at 9am to coincide with the start of the Nova Classic.
      - a. The "Crazy Hair" booth will be open.
        - i. Jane suggested we request \$1.00 donation to offset the cost of the colored hairspray (it is quite costly).
        - ii. Nancy suggested we may want to look into partnering with some of the local salons and have them host/manage the booth.
    - 2. The remainder of the activities will open at 11am.
  - ii. All volunteer sign up sheets been updated and posted on the NPTO web page.
  - iii. There will be some additional activities sponsored by other school groups.
  - iv. A grill was purchased for the event last year; therefore we will not need to rent one.
  - v. Some have suggested having additional fund raising concessions available during the Nova Classic.
    - 1. Should an additional "sign-up slot" be created on the existing sign-up form for this or should a new sign-up be created specific to this concession?

- a. Jane suggested a new sign-up be created to keep the existing document from becoming too lengthy.
    - 2. Jenni reiterated how important it will be to keep money raised for a specific cause separate and labeled for said cause.
  - vi. An archery game may be added to the day's activities.
  - vii. Dr. Bloomfield inquired as to whether there was a back up plan if the weather "did not cooperate".
    - 1. A number of the activities are already planned to be inside. If there should be inclement weather, there will simply be more people inside, at one time.
  - viii. The thermostat will be programmed, in advance, to ensure that the cool air is on and circulating during the event, unlike last year.
  - ix. Robin suggested sending the sign-up document to the room parents so that they may share what event each grade is responsible to manage and give them the opportunity to sign up sooner than later.
    - 1. There may be some "trading" of event responsibilities.
  - x. There will be a "booth" set up for selling Spirit Wear overstock, Cookbooks, etc.
  - xi. Dr. Bloomfield suggested we may want to make use of the new batting cages.
    - 1. There are some space challenges given the "inflatables" will be set up in the gym.
  - xii. Jane asked whether a 2:00 - 3:00 ending would be better considering the earlier start.
    - 1. Given many families tend to come in the afternoon and that some participating in the Classic may want to go home, clean up, and return the Carnival will end at 4:00, as previously planned.
  - xiii. The Usborne Book Fair will also be taking place.
    - 1. Catalogs will be distributed to teachers so that they can create their "Wish Lists".
    - 2. Set up will be in the Founder's Library this year, rather than the Mezzanine.
      - a. Dr. Bloomfield offered the support of Facility Management personnel to move any fixtures and the like, that may need to be moved for set up.
      - b. Susan stated they will attempt taking care of the set up the night before.
    - 3. All the money raised from the Book Fair comes back to Nova in Usborne books.
  - xiv. The "Junk Food Walk" will be in the Mezzanine this year.
- d. Grandparents Day (Susan Hooge)
  - i. Will take place May 9<sup>th</sup>.
  - ii. Coffee and snack will be provided.
    - 1. Carafe creamers will be used instead of the "Mini Moos" to make for more fluid service.
  - iii. Administration will be looking into some scheduling challenges they experienced last year and making some adjustments.
  - iv. Melissa inquired as to whether a fund raising "ask" is made to grandparents attending the event.
    - 1. Dr. Bloomfield replied that an official "ask" is not made because Nova doesn't do a good job of engaging them and he doesn't feel that asking them for donations the one time we connect with them seems inappropriate.
      - a. Jenni interjected that we may want to include grandparents on the e-mailing list for Nova News as part of the effort to develop a more robust relationship with that segment of our community.
        - i. Dr. Bloomfield shared that he has begun work on a second Grandparents/Alumna newsletter that should be distributed later this month.

2. He suggested, however, that it may be a good opportunity to sell some Nova "paraphernalia".

**V. Action/Discussion Items**

- a. Spirit Wear (Robin Cerio)
  - i. 12 new, limited edition items were available during the sale this year.
  - ii. \$1000 worth of merchandise was sold.
    1. The new items account for ½ of that.
  - iii. No money is raised for the NPTO from these sales. This effort is made in an effort to build community.
    1. The Spirit Wear committee is shopping alternate vendors for next year.
      - a. Offer a commission on sales.
      - b. Greater selection and personalization options.
  - iv. All merchandise ordered will be delivered to the school within the next two weeks.
- b. Lunch Equipment Request (Kim Reagan)
  - i. The Cafeteria is in need of an additional refrigerated salad bar.
    1. They are requesting the help of the NPTO to purchase it.
    2. The expense is currently estimated to be \$5000.
- c. Background Checks (Nancy Bauman)
  - i. The expense for background checks has increased by about \$400.
  - ii. The business office is requesting an increase in the NPTO contribution to cover the additional cost.
    1. Susan suggested the business office increase the cost of parental background checks to offset some of the increase in cost for those done for faculty and staff.
- d. NPTO Audit (Susan Hooge)
  - i. The NPTO is requested volunteers to help in the audit process.
    1. Nancy volunteered to help in the process but stipulated that she could not lead the effort.
    2. Dr. Bloomfield suggested another member of the business office may be better suited (and have the time) to assist as well.
      - a. Nancy was a bit hesitant to have two Nova personnel involved since it is a Parent/Teacher organization and felt another parent should be enlisted instead.

**VI. Meeting Adjourned**