

Nova PTO

Meeting Minutes

April 2017

“Strengthening the Nova Community”

Our Mission: Nova Classical Academy NPTO 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.

1) Welcome and Roll Call (Jessie)

- a) In attendance: Eric Williams, Executive Director; Brooke Tousignant, LS Principal, Mari Bergerson, US Principal; Kimberly Dumitrica, Vice-Chair; Suzanne Anderson, Secretary; Jessie McClary, Chair; Liza Halverson, Treasurer; Sara Knudsen, Parent/Teacher/NPTO Chair; Catherine Graeve, Parent; Jane Lagerquist, Carnival Co-Chair/USPA Chair/Parent; Connie Knowles, Teacher; Delaney Grundhauser, Student; Hannah Sheridan, Student; Erin Lynch, Parent.
- b) Agenda Additions: NHS Feed My Starving Children event (Hannah) and Parent Education night (Kimberly).
- c) Approval of minutes from last meeting (Suzanne)- March minutes were approved.
- d) Meet the Candidates
 - i) Connie Knowles has volunteered to join Kimberly in the NPTO Chair position.
 - ii) Catherine Graeve has volunteered to fill the NPTO Vice Chair position.
 - iii) There is still a need to fill the NPTO Treasurer position for next year.

2) Officer Reports

- a) Board Meeting Report (Jessie McClary)
 - i) The executive direction review process is being updated and will be completed monthly instead of yearly going forward.
 - ii) The board is switching their information to Google docs.
 - iii) Board elections are coming up at the end of the month.
 - iv) Enrollment deadlines have been updated.

- v) No family is required to pay for field trips (i.e. no child will be turned away for not paying).
- b) Executive Director's Update (Eric Williams)
 - i) They are continuing to gather feedback for the strategic plan and will discuss findings at the next board meeting on the 25th (so far input has been gathered from staff, support staff, board members, parents and they hope to meet with some students as well).
 - ii) An engineer has been approved to do the green space project.
 - (1) Discussion continues whether to do natural turf or synthetic and they are looking at how each affects the "bio storm water retention basin" (i.e. water runoff).
 - (2) Another decision is what type of fence to put in around the green space.
 - iii) Nova will be hosting an annual regional conference for classical educators next fall and there will be a planning meeting for that on April 28th.
- c) Treasurer's Report/Development Committee Update (Liza Halverson).
 - i) The Nova Classic will be taking place this year, on the same day as the Carnival.
 - (1) The cost will be \$20 for the 2K race and \$30 for the 5K race.
 - (2) There are 80 race bags leftover that may be used for early check-in only (as there are not enough for every participant); otherwise, they may look into finding more.
 - ii) Spring into Action
 - (1) It is scheduled for the week of April 17th and will raise money for the rain garden, which will cost approximately \$25,000.
 - (2) Another goal of this event is to have 100% family participation, whether financially or in filling volunteer positions through the end of the year.
 - (3) If anyone has any volunteer needs through the end of the year that they would like listed, please contact Liza. An e-mail already went out to staff asking them for their volunteer needs.
 - iii) The current NPTO checkbook balance is \$89,187 with roughly \$20,000 in savings.
 - iv) The preliminary budget for next year was given to the NPTO board.
- d) Upper School Parent Advisory (Jane Lagerquist)

- i) There were ten people at the last meeting in which they discussed the Spring Fling dance, the capstone trip, the Washington DC trip, the 8th grade recognition in May and the DDI (Data Driven Instruction).

3) Quick Updates and Upcoming Events

a) Room Parent Events (Jessie)

i) Carnival (Jane Lagerquist)

- (1) Games to You (which has supplied the inflatables and some of the other games in the past) is no longer in business so Jane is in process of getting pricing from other companies.
- (2) Hot sauce is being donated by a Nova Family for sampling.
- (3) Prices are being set 50 cents higher this year to help cover costs.
- (4) Jane wondered if online ticketing would be helpful. The consensus was most people would just buy tickets on the day of the event anyway and that it might not be worth the effort. Some advance ticket sales might happen at events occurring this month such as April's parent coffee or the spring LS choir concert.
- (5) This year it will be possible to use a credit card using Square at the carnival, but families are encouraged to bring cash and only use their cards if they run out of money (to avoid fees).
- (6) A parent bought a button maker machine to have as an activity at the carnival. Jane may request additional funds from the NPTO to cover material costs for that.

ii) Staff Appreciation (Kimberly)

- (1) It will be very similar to last year with chair massages on Monday, snacks and treats in the break room and a pizza lunch on Friday. Thursday is a day off from extra goodies as there will already be a shipment from Panera that day.

4) Discussion/Action Items

a) Prom (Delaney & Hannah)

- i) Prom will be at the Wabasha Street Caves on April 22nd. Use of the venue will cost them \$50 and they will need money for food, drinks, decorations and money to print tickets. The NPTO granted them \$800, which was in the budget for this event.
- ii) Rockin' Jump Fundraiser (Suzanne)

- iii) The fundraiser took place over spring break and brought in \$100. It was a very easy event to coordinate and the families who attended had a good time.
- b) Grandparents Day (Jessie)
 - i) A sign-up genius has been created.
- c) Spring Conference Meals/In-Service (Jessie)
 - i) Snacks and goodies from the Baking Brigade were provided. Jessie made 100 cups of coffee and only 20 were consumed. Next time NPTO could donate K-cups and/or better quality coffee than Folgers.
- d) Solar Panel (Sara)
 - i) Historically, staff donates money at the beginning of the year and then the NPTO administers the money for gifts for a staff person when there is a birth or death in the family.
 - ii) This year \$100 was donated but \$450 was used.
 - iii) Expectations need to be made clear on what it is used for and when.
 - iv) Jessie will create a document to put on the website.
 - v) Next year staff will again be given the opportunity to donate but it will also be put in the budget.
- e) Laminator (Brooke)
 - i) It is working out well and there is one person in charge of maintaining it.
- f) Buddy Bench (Brooke)
 - i) The bench will hopefully be installed this spring and she wanted to know how to thank those who specifically gave to this through the Giving Tree. Liza will try to find a list for her.

5) Agenda Addition:

- a) Parent Education Night (Kimberly)
 - i) John Larson asked if the NPTO could provide money for childcare, food and drinks.
 - ii) Anyone asking for funds from the NPTO needs to fill out a request through the form on the website. However, since we have \$260 left in the budget for Parent Education Nights, the money requested for the upcoming dyslexia Parent Ed night is already covered by our current budget.

- iii) One suggestion from Dr. Williams was to make sure to get RSVP's for childcare. At the last event where childcare was offered, no one made use of it.
- b) NHS Feed My Starving Children event (Hannah on behalf of Owen Stempkovski)
 - i) NHS is requesting \$800 to cover the cost of busing students to this May event. Since there is currently only \$750 budgeted, Jessie will reach out to Owen regarding the process for requesting additional funds.

6) Public Comment on Today's Discussion-None

7) Adjourn