

NPTO Meeting Minutes

January 9th, 2014
Happy New Year!

“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: Susan Hooge (Chair), Melissa Hernandez (Secretary), Jennifer Johnson (Treasurer), Jane Lagerquist (Board Liaison), Brian Bloomfield (School Director), Marlo Corletto (Kindergarten Teacher), Kate Tetmeyer (Scrip Lead, Carnival Chair), Kathleen McClarn (5th Grade Teacher), Sara Knudsen (Kindergarten Teacher), Jane Farber (Room Parent), Kim Adelsman (USPA committee member).
- b. Susan solicited any additional topics that attendees would like to discuss that were not reflected on the agenda.
 - i. Jane Farber inquired as to whether there was a process in place for Room Parents to collect money from families for communal gifts.
 1. Dr. Bloomfield stated there was not and discouraged Room Parents from organizing communal gifts that would require a monetary contribution as it has the potential for “going wrong” in so many ways.
 2. Susan Hooge mentioned a communal gift Room Parents carried out last year in the 1st grade that did not require any money as a possible alternative.
 - ii. Susan added discussion and planning for the Nova Showcase supplies as well as NPTO renewal confirmation.
 - iii. Jenni Marker Johnson inquired as to whether any discussion and/or planning was necessary in preparation for the upcoming EA appreciation week.
 1. Susan replied that was unnecessary because arrangements had already taken place.

II. Minutes Approval

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

III. Officer Reports

- a. Board Meeting Update (Jane Lagerquist w/ Dr. Bloomfield)
 - i. Last month’s meeting was a full day.
 1. Attendees enjoyed some pizza and refreshments.
 - ii. An expert in the operation of a charter school was in attendance sharing best practices as well as making recommendations for improved communication and future planning.
 - iii. The group took a look at Nova’s Strategic 5 Year Plan and discussed how to create governance level plans going forward without micro-managing. Also, took a look at how the administration could develop operational plans in support of those.
 - iv. Susan inquired as to any specific recommendations and/or “take-aways” that related to the NPTO’s role.
 1. Jane replied that our current efforts and involvement are right on target.
- b. Advancement Committee Update (Dr. Bloomfield)
 - i. The next committee meeting scheduled for Saturday, January 11th.

- ii. Jane Lagerquist asked what items were being included in the “Swag Bags” given out at the Nova FunRun later this year.
 - 1. Dr. Bloomfield referred her to Trixie Williams.
 - 2. Jane planned to coordinate Spiritwear orders with Trixie in order to keep from stocking/distributing like items.
- c. Executive Director Update (Dr. Bloomfield)
 - i. Nova has added to new staff members to the administrative team.
 - 1. Kate Peters, Assistant Business Manager
 - a. She will be located in the Main Office in the cubicle next to Ms. Blum.
 - b. Professional accountant who will be reporting to Nancy Baumann.
 - 2. Akasia Lundy, Receptionist
 - ii. Ms. Strand, Science teacher and head of the Social Action Committee, is interested in carrying out several service oriented field trips with Nova students.
 - 1. There will be one for the SoR later this school year and planning for the SoL and SoG are tentatively being considered for Nova’s next school year.
 - 2. She is hoping the NPTO will partner with her, as far as resources, in order to carry out these field trips.
 - 3. Ms. Strand has been advised to put together a proposal for the NPTO executive team in order to begin the conversation around the committee’s needs and how the NPTO might offer its support.
 - iii. The Nova staff holiday party is scheduled to take place January 25th.
 - 1. It will be at Shout, a dueling pianos bar & restaurant in Minneapolis.
 - 2. 88 staff members will be attending, 33 significant others, and one board member.
 - 3. The total cost for the event is just under \$2000.
 - a. NPTO will cover the staff costs.
 - 4. The event was organized by Ms. Danfor, Ms. Strand, and Ms. Reagan.
- d. Treasurer Update (Jennifer Johnson)
 - i. There is currently \$59,000 in the NPTO account.
 - ii. All pertinent information has finally been added to the PTO Today program.
 - 1. It took a total of 20+ hours to input all of the information.
 - iii. An account reconciliation form was made available to attendees for review.
 - 1. Copies were not distributed in order to protect private information.
 - iv. Checks being issued are, in fact, being cashed with the exception of payments being made to Nova EAs.
 - v. Income Summary:
 - 1. Great Gatherings: \$27,000+
 - 2. Yearbooks: \$150
 - 3. Name Bubbles/Spiritwear: \$600+
 - 4. Family Donations: \$200+
 - 5. Solar Panel:\$650
 - vi. Expense Summary:
 - 1. Great Gatherings: \$7700
 - 2. Yearbook: \$2000
 - 3. Solar Panel: \$150
 - vii. Budget planning for the 2014-’15 school year will begin in April.
- e. Faculty Update (Kathleen McClarn)
- f. Nova Ambassadors Update (Susan Hooge)
 - i. Linda LaFrambois has made an executive decision to move the Ambassador committee under the Enrollment Team’s purview.

IV. Events Update

- a. Parent Ed Night (Jane Lagerquist)
 - i. The next Parent Ed night is on January 21 at 6:30 PM.
 - 1. Singapore Math recap and will take place in Room 109.
 - 2. Coffee, tea, and Oreos will be served.
- b. Opera for the Young (Jane Lagerquist)
 - i. Will take place the morning of February 7th.
 - 1. Time TBD.
 - a. Dr. Bloomfield suggested that having it right at the start of the school day would be ideal.
 - i. Parents are more likely to attend if they can simply stay for an event right after drop off as opposed to having to return to the school for at a later time.
 - 2. Coffee will be served for parents who attend the event.
 - a. Additional signage will be displayed promoting the coffee.
 - b. A good opportunity to promote the NPTO.
- c. "All School" Roller Skating Party (Susan Hooge)
 - i. Will take place from 4:30 – 6:30 on Sunday, March 2nd at the Wooddale Fun Zone.
 - ii. The earlier time appears to work best for most Nova families, increasing participation.
 - iii. Fourth grade families will be responsible for coordinating and promotions.
- d. Nova School Showcase (Susan Hooge)
 - i. Previous years, those running the event would simply "raid" the NPTOs paper supply closet in order to have the paper products needed to serve refreshments to those attending the event.
 - ii. This year, however, additional items are needed and the Enrollment committee has asked whether the NPTO would be able to help with the additional expense.
 - 1. The expense would be between \$50 & \$100.
 - a. Jenni confirmed that would be a manageable figure and agreed to reimburse the committee for the expense.

V. Discussion/Action Items (Susan Hooge)

- a. A request has been made for the NPTO to cover the expense of the hand warmers used by the EAs during outdoor tasks/assignments (recess, traffic management, etc.).
 - i. Given the frigid temperatures this winter, an average of 8 pairs of warmers have been used per day.
 - ii. The school currently orders them in bulk from Amazon for \$30.
 - 1. Each case contains a total of 40 pairs.
 - 2. After some research, another purchase site was found where 120 pairs could be purchased at one time for a total of \$70 (free shipping).
 - iii. Melissa inquires as to whether the expense could be made from the Staff Appreciation (SA) budget.
 - 1. Jenni replied that the SA has already been committed to events/activities taking place the latter part of the school year.
 - iv. Susan inquired as to whether the Recess Budget could be tapped for the expense.
 - 1. Jenni stated that there is currently \$1000 budgeted for playground equipment that could be used to cover the warmers expense.
 - v. Jenni requested some time to work with the estimates above in light of existing revenue in order to ensure the expense would not over extend the budget for this year.
 - vi. Jenni also suggested we include the expense in the NPTO budget for the 2014-'15 school year.

- b. Coffee/Water Urn Replacement (Jane Lagerquist)
 - i. During the Winter Treats event, it was discovered that one of the NPTO urns was damaged and defective and needs to be replaced.
 - ii. Susan asked Jenni if there were any monies available in the Coffee Supplies budget to cover the expense.
 - 1. Jenni stated that the budget would not necessarily cover the expense but because the urn is such a necessity she would approve the expense for the replacement.
 - i. \$79.00 at Restaurant Depot.
- c. Request for math supplies for the 5th grade (Susan Hooge w/ Jennifer Johnson)
 - i. Calculators and scissors (50 & 40 count, respectively) were donated by Jenni's family.
 - 1. Good quality items.
 - 2. Ms. McClarn expressed her gratitude and that of the 5th grade team.
 - ii. The school purchased 30 protractors.
 - iii. The EduKit supply list for the 5th grade will keep will still include these items as students will need them for homework.
 - iv. In response to a request for a tax receipt, Mr. Bloomfield stated that Nova does not issue tax receipts for donations because the fair market value assessment of said donations can be problematic as Nova would then be held liable for those assessments. The only time Nova issues receipts is when it is a substantial donation, i.e. a grand piano.
- d. NPTO Giveaways (Susan Hooge w/ Jane Lagerquist)
 - i. Magnets and/or small gifts for Nova families promoting the NPTO.
 - 1. Currently, the NPTO distributes magnets with all of Nova's pertinent phone numbers listed.
 - a. Many of the numbers are out of date and so we can choose to simply recreate the magnet with the updated info or choose a different "giveaway" item all together.
 - 2. Susan inquired as to the constancy of the existing phone numbers (would the magnet need to be frequently updated?).
 - a. Dr. Bloomfield assured her that the only update that would be required, if any, would be in response to a change in vendors/contractors which he does not anticipate any time soon.
 - b. Susan suggested that ordering the updated magnets in smaller quantities might alleviate some of her concerns around updating and replacing them if there should be any changes.
 - 3. Jane mentioned some other ideas:
 - a. A window cling.
 - b. A magnet for the car.
 - 4. Susan stated she preferred the magnet and has made good use of it over the last couple of years.
 - 5. Ms. Corletto stated how much she enjoyed receiving the magnet and reiterated how much use it she gotten out of it.
 - 6. Jane suggested a redesign to go along with the update so that families can distinguish on school year from the other.
 - 7. Susan added that it is important to promote the NPTO a bit more prominently in the redesign.
 - 8. Jane suggested using the NPTO logo as opposed to Nova's.
 - 9. Jenni inquired as to whether there would be an additional space on the updated magnet so that it could include a reference to Great Gatherings.

- a. Kick Off date.
 - b. Website
 - c. Contact
- ii. It was decided to keep the magnets with Nova numbers as the NPTO give away.
- iii. Linda LaFrambois was inquiring about the magnets because she will be sending them out to the new Nova families in June and July and would like them updated by that time.
 - 1. Susan agreed the magnets should be completed at that time.
- iv. Kim Adelsman comically suggested Nova create an on-line application that would update relevant contact information for Nova families automatically.
 - 1. Dr. Bloomfield responded that such a tool could be created but the expense for such a tool is often the prohibitive part of the process.
 - a. In expressing this he also announced that Nova had recently “signed up for” a blast communications service.
 - i. Nova will be able to send communications out to the Nova community, all at one and in real time via phone message.
 - b. In discussing and researching the blast communication service Linda discovered that Nova could, in fact, custom design its own on-line application.
- e. The NPTO PTO Today Renewal Inquiry (Susan Hooge)
 - i. Jenni confirmed that she would be submitting the renewal before the end of the month.
- f. Name Bubbles (Ms. Corletto)
 - i. Ms. Corletto requested some additional information regarding the Name Bubbles service.
 - 1. Jane and Jenni clarified that families would need to visit the Name Bubble website to place their orders and would need to use the code NOVA2014.
 - a. The website can be reached via the NPTO website.
 - 2. Melissa Hernandez offered to send Ms. Corletto all of the necessary order/promo information the following week and to help with any communications she intended to forward to Kindergarten families.
- g. Spirit Wear (Jane Lagerquist)
 - i. The sale will take place in February.
 - ii. Sweatpants will be added to the “sample set” on display in the library during the sale due to some sizing challenges experienced last year
 - iii. Kim inquired as to whether a Spirit Wear concession could be added during athletic events throughout the school year – particularly during tournament play.
 - 1. She feels that parents are more likely to “impulse buy a \$40 sweatshirt” at a game as opposed to order on-line.
 - a. It could begin with a small selection of a few items and then expand as interest builds.
 - 2. Dr. Bloomfield stated that the challenge with selling at events has always been stocking inventory.
 - 3. Susan added that they had a few items for sale during Nova’s open house this year.
 - 4. Jane added they also have two big sales during the school year that includes free shipping to the school.
 - 5. Susan agreed that further discussion and planning should take place around the logistics of selling Spirit Wear during Nova sporting events.
 - iv. Jenni suggested including a link to Spirit Wear in the new school year e-packets.

VI. Review of Recent Events

a. Winter Treats (Susan Hooge)

i. Planning and distribution went well.

1. There were some spills in the LS.

a. Ms. Corletto suggested providing covers next year.

VII. Meeting Adjourned