

Nova PTO

Meeting Minutes

July 2016

“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.

I. Welcome and Roll Call (Jessie)

- a. In attendance: Jessie McClary, Sara Knudsen, Chairs; Kimberly Dumitrica, Vice-Chair; Suzanne Anderson, Secretary, Liza Halverson, Treasurer; Samantha Fischer, Board Liaison.
- b. Approval of minutes from last meeting (Jessie)- May Minutes were approved.

II. Officer Reports

- a. Board Meeting Report (Sam)
 - i. Sam will present the NPTO update at the board meeting tonight.
- b. Executive Director’s Update-Delayed until September
- c. Treasurer’s Report/Development Committee Update (Liza)
 - i. Liza is the NPTO representative for the Development Committee
 - ii. More people are needed to build the Development team, especially for the Nova Classic.
 - iii. The NPTO has \$27,000 in savings. A portion will be saved and an undetermined amount given as a purposeful donation to the school.
- d. Upper School Parent Advisory-Delayed until September

III. Updates and Upcoming Events

- a. Room Parent Events (Jessie)
 - i. Kindergarten Picnic
 - 1. Many outgoing Kindergarten parents did not receive the e-mail about the Kindergarten picnic on August 18th.
 - 2. Jessie will find out who can forward e-mails to parents.

3. Another e-mail will be sent out to all outgoing Kindergarten parents, asking for volunteers for the picnic.

IV. Discussion/Action Items

- a. Potential changes to Room Parent Roles (Sara & Jessie)
 - i. The question was raised about who can send out e-mails to classes due to privacy regulations.
 - ii. One idea was to have the classroom teacher forward emails to the class on behalf of the room parents.
 - iii. Further decisions about the role and name of “room parent” are shelved until questions are resolved.
- b. The NPTO presentation to staff (Sara) is scheduled for Tuesday, August 23rd at 9:30 am.
- c. Sara is this year's staff contact for Solar Panel, whereas Jessie will be administering it.
 - i. The NPTO administrates the Solar Panel Fund.
 - ii. Discussion was had as to whether similar gifts will be given as in the past and it was decided decisions would be made on a case by case basis.
- d. Shirts (Liza)
 - i. A design was approved
 - ii. T-shirts will be burgundy on grey, which will be in line with spirit wear guidelines.
 - iii. In order to have the t-shirts by the Kindergarten picnic, they will be ordered by the end of the week.
 - iv. T-shirts will be ordered in kids sizes extra small through adult large.
 - v. Liza will order 250 t-shirts to start with, in order to receive the price break.
- e. Pay Pal vs. Square (Liza)
 - i. Despite pros and cons to both Pay Pal and Square, Liza felt that Square will be a better option.
 - ii. Square will be ready to do on-sight credit card transactions before back to school night.
- f. Move to Room 210 (Jessie & Sara)

- i. They were able to fit all of the cabinets and there is potential for more room once the photocopier goes.
 - ii. Sara will make NPTO signs to delineate what can be found in each of the cabinets
 - g. Two conferences solution
 - i. Instead of doing meals at both conferences, the NPTO will continue to provide full meals at the Fall conferences and will provide snacks to both lower and upper school staff for the Spring conferences.
 - ii. Snack ideas include chocolate and food that is prepackaged, either by the manufacturer or fresh fruit that has been packaged to allow staff to “grab and go.”
 - iii. One idea to simplify providing food for staff is to encourage parents to “make a donation” so that NPTO board members can purchase more of the food to avoid last minute shortages of items.
 - h. Brochure (Sara)
 - i. Friday coffees, in conjunction with virtue assemblies, will be added to the calendar.
 - ii. Other minor changes were suggested
 - iii. Sara will print 300 copies
 - i. Great Gatherings Update (Jessie)
 - i. Karen Bailey resigned and her position will need to be filled
 - ii. Jennifer Bateman Grover is training in a couple of people to share her position.
 - j. Website and Social Media Specialist (Jessie)
 - i. Jessie continues to have ownership of the NPTO Facebook page
 - ii. The group felt that the NPTO website should be kept but that posting on the NPTO Facebook and Twitter pages are not necessary at this time.
 - iii. Jessie will ask the parent volunteer who oversaw the NPTO website last year if she would be interested in continuing.
 - k. Childcare plan for next year (Sara)
 - i. There needs to be someone who can be consistent and give appropriate notice if he/she is not able to make it.

- ii. If the childcare provider is unable to make it, NPTO board members will take turns stepping in.
 - iii. NPTO board members must make sure that their background checks are up-to-date in case they need to fill in.
- l. NPTO Childcare Expectations reviewed
 - i. The expectation for the hour is that it will be a “quiet hour,” and children are to come prepared to either do homework (at the parents’ discretion) or take part in some other quiet activity.
- m. Rough draft of responsibility for the year (Jessie)
 - i. All events have been assigned a point person from our board..
- n. Friday Coffees and scheduling issues (Jessie)
 - i. The dates for the coffees are not correct on the school calendar. Jessie will work to get the calendar switched so that the coffees line up with the virtue assemblies, one per month.
 - ii. The idea was proposed to purchase pre-brewed coffee for the bigger coffee events, such as the first day of school and Grandparents’ Day.
 - iii. Sara will look into getting coffee for the two coffees during the first week of school. Suzanne will pick up donut holes.
- o. Information about our merchandise for sale will be included in the Nova Notes.
- p. Discussion of making buttons to sell at events-tabled until September.
- q. Back to School Open House (Sara)
 - i. NPTO board members will take turns being available each night.
- r. Accountant (Liza)
 - i. We are currently paying an accountant \$500 to file our taxes each year.
 - ii. It would be great to tap into the Nova community to find someone who would do it for free or at least less than \$500.
 - iii. Taxes need to be filed by November 15th so it would be ideal to find someone ASAP.

V. Public Comment on Today’s Discussion

VI. Adjourn