

Nova PTO Meeting Minutes
January 5, 2021 6:00 via Zoom
Hosted by Heather Gray

Board Members: Heather Gray, Chair; Vidya Doppalapudi, Vice-Chair; Lakshmi Narayanankutty, Treasurer; Isabel Chavier-Geist, Secretary; Ginger Gabor, Board Liaison

Our Mission: Nova Classical Academy PTO is an organization of volunteers who actively support the Nova Classical Academy mission and promote community within the school. The NPTO engages families, teachers and staff in fostering a school community that actively supports Nova's mission and enriches the students and the school in a manner that serves to equally benefit or level the playing field for all students, while also supporting the faculty and staff.

1. Welcome and Roll Call

- a. In Attendance (names are as they appeared on Zoom): Heather Gray, Chair; Vidya Doppalapudi, Vice Chair; Ginger Gabor, Board Liaison; Isabel Chavier-Geist, Secretary; Committee Chairs: UpperSchool Parent Advisory Committee, Jane Lagerquist; Volunteer Coordinator, Mary Kluznik; Administration: Executive Director, Brett Wedlund; Lower School, Brooke Tousignant; Upper School, Michael Pelofske; Mel Hernandez, Kim Dumitrica, Lindsey Griffin, Andrew Dahl, Kelly Rogosheske, Jailene Butts, Patty Matthews, Drew Busch, Rhona Niola.
- b. Agenda additions : Heather
 - i. none
- c. Minutes and Approval Motion : Isabel
 - i. Seconded by Ginger
 - ii. All approved and passed

2. Officer Reports

- a. Board Liaison Report : Ginger
 - i. There was a Board retreat in early December. A special meeting was also called on December 21st 2020 with a short agenda around finances and PPP loan discussion. In addition the agenda included adjustments to the school calendar to allow students to pick up new semester materials and maintain social distancing; all measures were approved. Further recommendation was made to continue distance learning in the short term to be re-accessed at the 1/25/21 board meeting.
- b. Executive Director's Update : Dr. Brett Wedlund
 - i. Dr. Wedlund thanked the NPTO for approving the expenditure allowing staff to receive appreciation gifts over the holiday break.
 - ii. During the last Board meeting, the decision to continue distance learning into the new year was made. The board was encouraged to see hopeful numbers being reported from the Mn Dept. of Education that may help Nova move to in-person learning. Any developments will be discussed at the 1/25/21 Board Meeting.
 - iii. A question was asked regarding the number of teacher vaccinations completed and/or rationed for Nova. Dr. Wedlund reports that Nova is designated 1B but is waiting to hear from the Department of Education as to a vaccination timeline.

They are due to hear sometime in January 2021.

- c. Lower School Principal report: Ms. Brooke Tousignant
 - i. Ms. Tousignant echoed Dr. Wedlund's appreciation for the teacher's appreciation expenditure in addition to the special book week purchase she was able to complete for the Lower School. The Lower School held a lottery for book recommendations and over 75 kids signed in to listen to teachers reading online selections.
 - ii. Upcoming events include the materials pick-up on 1/19-1/20 which have been designated as non instructional days. The new semester begins 1/21. School of Logic will hold an informational night on 2/11 (tbd) for incoming students. Heather mentioned the NPTO typically has a presence at the Info Night but expects that will not go forward this year, but asked Ms. Tousignant let NPTO know if that should change.
 - d. Upper School Principal report: Mr. Michael Pelofske
 - i. Mr. Pelofske mentioned that students and Upper School staff are busy closing out the semester hoping all can finish strong. Some individual planning and outreach efforts are underway to help students complete tasks and assignments in order to close out the semester.
 - ii. Before the winter break, teachers in the Upper School sent out assessments to see how students were doing. The answers were collected to help Upper School staff work out the pacing and workload expectations for the second semester.
 - iii. Mr. Pelofske stressed the importance of the upcoming materials collection and pick up dates. The need to recirculate materials for next semester classes needed to be balanced with the need to be Covid-safe. To that end, there is a Sign-Up Genius being used to maintain social distancing by limiting the number of students or families allowed into the building at any time.
 - e. Treasurer's Report: Lakshmi (not in attendance)
 - f. Upper School Parent Advisory Committee Chair Report: Jane Lagerquist
 - i. The next USPA meeting is scheduled for the following Tuesday at 4pm. The invite will be published in the Nova Notes.
 - g. Lower School Parent Advisory Committee Chair Report: (not in attendance)
3. Action Items: Heather
- a. none
4. Updates and Upcoming Events
- a. Yard Sign Fundraiser. Heather spoke with Chad at Big Ink. She also reached out to Melissa Guertin for design expertise. Chad offered to match the cost of last spring's Senior graduation signs (\$12 per sign). She mentioned the NPTO should first run the cost by Lakshmi to get an idea of what the optimal amount to charge would be to both cover the cost of printing and make sure adequate funds are raised. Heather asked the attendees for input on what type of sign the NPTO should consider printing. Several ideas were proposed, and discussion landed on ordering a general-use sign. Heather agreed to ask Melissa for a mock-up to be decided on at a later meeting. Heather answered a general question about the Big Ink pricing structure; that the proposed order would be for 75 signs with the minimum order being 10. The price does not include any shipping, and likely the signs would be distributed at the school for families to pick up in person. In addition, having Melissa do the design work instead of Big Ink is saving the NPTO \$100.

- b. Parent Distance Learning Forum: Ginger
 - i. Ginger recalls that the previous discussion about the distance learning forum was left undecided at the previous meeting. There is no change to report. Discussion is tabled..
 - c. Parent Coffees via Zoom
 - i. Heather asked if either Mary or Kim has discussed hosting the Parent Coffee. Kim agreed that she and Mary would plan offline to schedule something. They discussed the logistics of advertising the Coffee on Facebook page vs Nova Notes; using Zoom vs Skype or Google Meetings. In addition, there was some discussion about the right time of day to schedule the Coffee so as not to intrude upon working families' work-from-home routines and to also not exclude families who are not available during the day. An early evening Happy Hour was suggested as an alternative. Heather thanked Mary and Kim for considering the project and asked that they keep NPTO informed of whatever they decide to go ahead with.
5. Discussion Items
- a. None
6. Public Comments, ideas or feedback
- a. None
7. Adjourn
- a. Heather moved to adjourn. Motion was seconded by Ginger and all approved. Passed.