

**NPTO Meeting Minutes**  
**March 5, 2012**  
**DRAFT**  
**“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 Dawn Ellerd, NPTO Liaison

I. **Roll Call!** Present: Jane Lagerquist (Co-Chair), Hope Covington Schwartz (Treasurer), Dawn Ellerd (Board Liaison), Kate Tetmeyer, Jennifer Bateman Grover, Susan Olshanski, Susan Hooge, Tom Lockhart, Mary Corrigan, Amanda Granse

II. **Minutes/Agenda additions**

Draft minutes from last month have been posted online for review. Copies were circulated at the meeting. No agenda additions, though Staff Event Options was deleted as it was covered last month.

III. **Parent Check-in**

Rollerskating Party this Sunday, March 11

IV. **Quick Updates**

**A. BoD Liaison Brief**

Report was not attached to agenda for the meeting, so it will be included with the minutes. Brief verbal update given by Dawn, Kate and Amanda who were all present at the BoD meeting last Monday.

**B. Treasurer’s Report (attached)**

Hope briefly reviewed the current budget and the audit, done by several Nova parents under the guidance of Nancy Baumann, Nova's Business Manager. There were only a few audit findings regarding categorization of certain expenses and a couple of recommendations for organizational improvements. A process for regular yearly audits prior to doing the taxes was set. Full report on the audit is coming. Full review of the budget for 2012-13 will continue over the next couple of months. Hope will review things with administrators prior to the April meeting so we have their feedback to consider.

**C. Room parent update**

i. **February event update**

ii. **Upcoming events**

**MARCH**

11 Rollerskating party (Gr. 4 plans) JL

15 Conference Meals Spring, (1<sup>st</sup> gr. plans) JL

16 Conference Meals Spring, (1<sup>st</sup> gr. plans) JL

**APRIL**

23-27 Roman Holiday, Legacy Events (gr. 4 and 5 helps)

LP

**MAY**

Carnival (every grade has a booth) KT

11 Grandparent/Special Person Day (Kindergarten helps) LP

??? Staff Appreciation (Grade 5 plans) JGL

**V. Discussion/Action Items**

**A. Carnival Plans [attached email]**

Kate Tetmeyer, the carnival coordinator, discussed basic plans. She anticipates the budget increasing as our population also is increasing. Hopefully admission sales offsets that partially. New plans for this year include having both Games2U and inflatables (weather permitting) and trying to get more SoR volunteer involvement. She will begin looking for coordinators. First planning meeting coming up before the end of March.

**B. The “Un Handbook”**

We had a lengthy discussion about how the NPTO can better provide "missing piece" type of day to day, operational/cultural information to both new and existing Nova families. We also discussed how the NPTO can play a bigger role in welcoming families new to Nova at various points of the year. Full report is attached. Work group is forming.

**C. Early Nominations for Board positions**

We are continuing to take nominations for 2012-13 NPTO officers, including Co-Chair, Secretary and Treasurer. Jodi Gallagher has been nominated for Treasurer. Nominations will close at the April meeting with elections in May.

**C. Budget for Next Year.**

Full review of the budget for 2012-13 will continue over the next couple of months. We discussed the need to increase several existing budget categories to account for our growing population (particularly Great Gatherings) and cover new initiatives such as EA appreciation and a SoL new family/student mixer. Areas in need of clarification include staff events (should we increase the budget to cover spouses?), Math Mania, Student Senate and legacy funding, and potential needs surrounding our move and new building. Hope will review things with administrators prior to the April meeting so we have their feedback to consider.

**E. Playground Equipment**

Dawn brought up the idea of designating any end of year budget surplus to support construction of our new playground. Hope will discuss this with administration when reviewing the budget and we will revisit the possibility later in the year as the budget clarifies itself.

**VI. Public Comment on today’s discussion** None.

**VII. Adjourn**

# NPTO Liaison to the Nova Board of Directors

Report for NPTO meeting March 5, 2012  
Prepared by Dawn Ellerd

The last meeting of the Nova Board of Directors was held Monday, February 27, 2012. The official board minutes should be available on the Board of Directors page of the Nova website after they are approved at the next regular meeting on April 23, 2012. (Please note there is no meeting scheduled for March.)

**Presentation on SoR:** Mr. Bloomfield presented a Report on the Status and Progress of the School of Rhetoric covering topics including Classical Education, Academics, Extra-Curriculars, College Preparedness and Culture. Please contact him for the full report should you be interested.

**Enrollment:** Enrollment for the 2012-13 school year is now closed. The lottery will be held and families notified of the results by mid-March.

**New Facility:** The project continues both on time and on budget The shell of the building is complete and work has begun on the roof and interior.

**Development:** At this point, only 46% of Nova families have contributed to the annual appeal. If you haven't yet made a contribution, please do! Upcoming initiatives include the Spring SweeTen to raise funds for the new computer lab on April 14<sup>th</sup> (more information on the Nova website) and a second Give to the Max day in May.

**Administrative Organization:** The new SoG Principal has been hired as have 2 part time Assistant Principals.

**Governance and Accountability:** Nominations for the BoD will be taken between March 6 and April 9. There are 2 parent seats, 1 teacher/staff seat and 2 community member seats up for election. A brochure concerning elections and voting was mailed to each family. Additional information and forms are available on the Nova website or through either school office. A Candidate Forum will be held in April. Questions concerning elections can be sent to [governance@novaclassical.org](mailto:governance@novaclassical.org).

**Action Items:** The Board passed resolutions concerning faculty salaries, authorizing issuance of teacher employment agreements, seating of an interim Community Member on the BoD, and the adoption of several new or updated policies.

**Executive Director Review:** Before adjourning the BoD went into closed session for Mr. Bloomfield's annual performance review. Please refer to the minutes from this meeting once they are available for the BoD's assessment.

**April Meeting:** Possible topics include a presentation by Mr. Rovn on Athletics, review of the SoL, discussion of our authorizer contract renewal, and review of the BOD strategic plan.

Please refer to the full minutes from these meetings for further detail. If you wish to receive the agenda and packet of support materials prior to each BoD meeting, please contact Mr. Bloomfield at [bbloomfield@novaclassical.org](mailto:bbloomfield@novaclassical.org). You can contact the Nova BoD at [board@novaclassical.org](mailto:board@novaclassical.org). You may submit official public comment for each board meeting at [publiccomment@novaclassical.org](mailto:publiccomment@novaclassical.org).

# Carnival May 5th 2012

## 1 to 4 (set up starts at 9)

Back from last year are the grade level assignments:

K- fishpond and duckpond

1<sup>st</sup> - jumper (just the obstacle course, unless we want a jumper that is limited to little kids only)

2<sup>nd</sup> - crazy hair (4 deep)\*

3<sup>rd</sup> - beanbag and hula hoop contest

4<sup>th</sup> - junkfood walk

5<sup>th</sup> - facepaint

\*might add nail polish

Food- nachos, popcorn, cotton candy, hotdogs & hamburgers ( B&F!), icecream  
above all need additional volunteers

“Games2U” (tech- mobile party)

- we have booked the “Booger Wars” dodge ball & three game machines, and two U launchers (like catapults for water balloons) and a large obstacle course.
- RAIN PLAN- hamster balls and video games, maybe laser tag although it had to be modified to allow for the number of players we had last year, so it wasn't “real” laser tag.

Schwann's - \$300 (treats for 500)

Karaoke -Tom Lockert

Basketball toss- Roger's family

**Wrist Bands:** \$5 per person, \$20 per family, kids under K free

Free band per two hours of volunteer time  next year we will probably move to a combo of wrist band with some items costing extra to allow for more specific fundraising by the various school groups.

## NEED

We used **Volunteer spot** last year, with mixed results. **Sign up Genius** is also an option.

I'm looking for someone to coordinate the sign up. Good way to earn hours at home. (Maeve O'Mara)

**Set Up:** help organize the set up volunteers

**Booth Décor:** pretty much what it says- help make each activity individually fabulous.

**Maps and set up:** two plans, rain and shine to use as flyers

**Kitchen king:** need to order food & supplies and oversee supply and service of food (primarily the burgers and dogs) on the day of.

**Junk food-** Sam's Club click and pull

**Book Fair-** it's set up by a professional, but some one needs to solicit teacher lists, oversee volunteers the day of, etc. (Hope Schwartz is looking for vol. or will take this on)

**Misc. runner**

**Other ideas:**

**Wet sponges at Ms. Lund** (because only she will volunteer for this booth)

**Sack Races-** should we and how? sign up at welcome table when checking in?

**Guess how many jars**

**Put Put Game**

**rummage sale**

**if anyone has any other thoughts or activity ideas for this event- speak up!!!**

**rentals:**

**popcorn machine & cotton candy** (Ken's is in for refurbishing) \$50 ea + \$120 for supplies (approx)

**Games to U**

U launchers

Booger Wars

12 player gaming station \$1417.50 (includes attendants)

**Grill-** gratis from Jeff Ellerd

**Jumpers-** 15 x 20 jumper- \$190.00

**40' obstacle course-** \$350

**total: 2177.50**

**other supplies**

junk food- \$200

burgers, nacho chips, cheese, etc - \$550

prizes- \$500

misc. -\$250

icecream-\$ 300

**total: 1400.00**

**est full total: \$3977.50**

last year was about the \$3600

the biggest difference is having Games2U and inflatable's- we've never had that, we've also had rain plans in place the last two years, which lowers the cost.

# NPTO New Family/Small School Initiative Possibilities

(with commentary from the discussion at the March 5<sup>th</sup> NPTO meeting)

**Goal:** Help fill in “missing piece” types of information for both new and current Nova families as well as helping to create a sense of community and belonging for families and students new to Nova throughout the year.

**Welcome Letter** (would go out in new family packets over the summer)

The group thought this was a good idea and would give incoming families a sense of what the NPTO is and what support it can provide them. It was also suggested we renew the beginning/end of the year welcome note by the PTO chair in the NN to remind the whole population of what the NPTO does. Dawn Ellerd is drafting this.

**Update Brochure** (more specifics and dates)

Usually available at the Ice Cream Social and back to school events. Transition it to a document that can be distributed throughout the year and left out with other parent info materials (table outside Quinn Hall) Include a mini-run through of NPTO events throughout the year. Could also be included with mailing to new families over the summer. Changes will be incorporated into our yearly revamp of this doc.

**Year in Review** (calendar giving general overview of events, fundraisers, etc)

Parents would like to see this in one doc versus in an online calendar format. Something like the yearly school calendar but with events, fundraisers, etc.

**Unhandbook** (FAQ or cheat sheet to life at Nova)

See attached topic list. Additional suggestions included how to get into the school building, acronyms/abbreviations commonly used at Nova (like SoL/R), year to year changes (expectations, grading, social, etc). Strong suggestion this should be an evolving document/FAQ that gives families the opportunity to suggest new topics and questions. Some pieces have already been written. Dawn Ellerd is (at least for now) heading up the work group to get this done.

**Room Parent Welcome Wagon** (ask them to check in with any new to Nova families a couple of times a year and maybe before big events)

This suggestion was well received as something new parents thought would be helpful as well as something RPs would like to do. Add message of “use me as a resource when you need help or have questions”. How to handle this for SoL/R families needs to be discussed. Could there be a mentor system, buddy system or a “Welcome Wagon” group that checks in with the periodically and invites them to events, etc? RP parent piece can be easily incorporated, others need consultation with admin.

**SoL Summer Event** (many new families this fall, something like the K-1 potluck?)

UC parents liked this idea, but think it needs more structure to facilitate mingling and “getting to know you”. Will include a notice in the NN to try to recruit UC parents to organize something either targeting 7,8,9 together or separately. Dawn will get Linda a blurb.

**Reinvigorate Parent Ed** (how can we make this fun and desirable?)

Parents generally are interested in Parent Ed initiatives. They do not make distinctions between forums, PEN and other informational meetings, seeing them all as the same. There is frustration over lack of information about these sessions, who will be presenting and what parents can get out of them. (example given was of the recent test taking PEN. When parents heard what the presentation was to be about, many said they would have attended) There is frustration over the same topics being covered each year. (can some of these be presented as videos online?)

Topics parents have found most interesting involved grade/school specific topics. (what to expect in SoL and SoR, parents that have attended these think similar models for SoG would be helpful) Parents in general expressed desire to have more information about grade to grade changes and getting a “looking forward” type of overview. Topics like “how to keep up with your Nova student” addressing curriculum and parent learning were encouraged. Scheduling was a

big issue...multiple meetings in one week on top of homework and sports limit attendance. The idea of a "round robin" format for parent Ed events was brought up...can several mini-sessions be presented at the same time, with parents able to choose between them. Making them a bit more fun and social was also seen as attractive. We discussed whether the NPTO, as an ongoing host of the PEN events, should have a Parent Ed coordinator to help with communication and coordination. This needs to be discussed with administration.

**Add officer pictures to the web**

To make NPTO officers more easily recognizable and useful to parents as resources. We will make this happen for the next school year.

**Send out monthly agenda** (reinforce who we are and what we do)

We will try to get the agenda attached to the Nova News a week ahead of time. This may serve to give parents a better idea of what the NPTO does as well as help them keep up with what's going on in the Nova community at large.

**Other Suggestions:**

**Open registration for Great Gathering events still open to incoming families.** Gives them a chance to meet more of the Nova community before summer hits and also gives us the chance to describe GG to them before Fall, which parents describe as "chaotic".

**Facilitate Socialization, particularly between UC families.** Ideas included a circulating treat/refreshment trolley as parents wait during conferences, a Big Brother/Sister program for incoming students and parents

**Hold a new parent orientation session in August.** They feel lost at Back to School events.

**Provide better info on events in general.** Include descriptions, who should come, what to expect, who is presenting, what material will be covered, target audience, goals, why you may want to come, students included/not, etc.