

**NPTO Meeting Minutes
Officers Meeting
July 19, 2012**

“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 Claudia Blumenstock, NPTO Secretary

Present: Jane Lagerquist, Jodi Gallagher, Claudia Blumenstock, Liz Palmer, Linda LaFrambois

Parent Check in: Jane emailed the board members job descriptions. She indicated that they may not be consistent with the descriptions in the bylaws. Each officer should look at their job description, we will amend as necessary, possibly adding to secretary duties.

I. Updates on Project Plan:

A. July mailing/Welcome Letter

- Discussion of welcome letter Liz drafted.
- Liz will edit, give to Mr. Bloomfield for his approval, and have to Linda by August 3.
- Linda will try to have it out August 10. This will be by email.

B. Magnets

- Hope is the point person. She will need to talk to Brian about phone numbers as they are still being finalized.
- Discussion of which numbers to include: attendance, front office, special ed, athletics, ex curr, enrollment, college counselor, principals, director, lunch, bus co.
- Jodi will work with Hope on what to include.
- Goal is to have the magnets by August 30th for Open House.

- 1000 may be a good number to order. They will not be date specific so we will be able to use them indefinitely. More cost effective in bulk
- Liz suggested adding “Paid for by you as a member of the PTO”. All agreed this was a great idea – visibility of things PTO does, where your money goes.

C. K-1 Picnic – Aug. 22, 5:30-7:30.

- Jane is doing the Signup Genius for set up and clean up.
- The room parents requested that the picnic be bring your own meal due to allergy concerns. Discussion about approaching this differently next year. All agreed that a pot-luck seems like a better idea for community building . Liz suggested that each person could write out the ingredients of their dish.
- Linda mentioned that teachers were not included on the original invite. She emailed the invite to the teachers. Linda will also send it to the new principal.
- Liz suggested having mini-notebooks for children to collect autographs. We didn’t decide to this for this year, since we are needing to spend more on the Ice Cream Social at the Open House, and since its our first year, families will be entertained by touring the new building, and playing on the new playground equipment, meeting teachers...

D. Open House: Aug 30, 3-5, 5-7:00

1. **Ice Cream** - We are expecting around 400 families, average of 4 people per family. Jane has looked in to getting a Schwann’s truck. Offering a choice of bomb pops or ice cream sandwiches will likely cost \$800. We budgeted \$500. Additional funds can come from proposed all school needs slush fund. Next year the expense should return to normal. Increased attendance is expected this year due to the opening of the new building.

Jane will contact Schwann’s. The truck will be parked at the back so as not attract the neighborhood.

2. **PTO Welcome Table** – The officers will each take an hour shift to cover all four hours of Open house.
3. Discussion of what should be on the table:
 - a. **Magnets**

- b. **Spiritwear handout** – current handout Linda created and possibly one for the younger kids that Jodi will create.
 - c. **Welcome Letter**
 - d. **Volunteer Info Form** – encouraging sign-ups for committees and room parents. Liz suggested having laptops up to let people sign up electronically. She will discuss this with Brian. There may be issues with plugs and wifi. Also Jodi will contact parents who chaired last year to find out if they want to do it again.
 - e. **Brochure** with calendar
 - f. **Candy**
 - g. **Table for younger children** with puzzles, crayons, activities for the kids. High schoolers can man it, earning service hours. Hopefully this encourages families to stop by the table and frees them to talk while the kids are occupied. Claudia will head up this project. Liz will email puzzles and may have erasers and small items for give aways.
4. We will use Nova tablecloths.
 5. Liz has small tables and stools for kids' table.

E. Used uniforms

- Jane set up the sign up genius to facilitate, but wording makes it clear that this is parent to parent, NPTO does not own it.
- Jane will go back in to add a place for parents to enter their preferred contact info.

F. Brochures

- Need to print and fold.
- 600 copies.
- Jane will make suggested edits and add contact info for all of the leadership positions listed.
- We will all meet to fold the brochures.

G. Webpage

- On hold. We can send changes to Linda.
- Discussion about hiring the same trainer that Linda used for social media. It might be useful as we set up more of a web presence for NPTO. Jane thought that finding a person with existing skills in this area would be better than paying to train someone who then would not be permanently in the role.

H. Parent Room

- Jane priced a cart for coffee, cups etc. \$300.
- She will bring pictures and details on the cart to the next meeting.

I. Coffee Maker

- Jane also priced coffee machines. She identified an airpot brewing machine that is \$650.
- We can also get a hot water tap built in, which all agreed was a good idea.
- These funds will come from the all school needs and the machine will be in the kitchen.

J. VIF form – tabled

II. Treasurer's Report (Jodi)

A. Online QuickBooks

- It is expensive to use QuickBooks Online and it is probably more complex than we need it to be. However, it may be possible to get a nonprofit license for \$45 for the year.
- Jodi thinks that it is worth trying a QuickBooks Nonprofit for the year. She will get the license and download it.
- If we like it and decide to keep it after this year we may need to buy the software so that we can pass it on to the next person in the treasurer position.

B. Audit

- Jodi will be doing the end of year audit with Hope.

III. Discussion/New Items

A. Logo for NPTO

- Jane suggested holding a logo design contest – submit to graphic designers. Nice to have a logo for branding purposes.
- Liz is familiar with process, all agreed we will work on this over the course of the year

B. Spiritwear

- Linda would like to include a high quality cinch sack. All agreed this would be a great item
- Linda also suggested mittens. We have hats and scarves and mittens would be a great addition to have outdoor games.

- Other items were suggested – visors, flip-flops, zip sweatshirt. Mr. Rovn would like a back-pack to be offered.
- We have room for two new items. If we would like to add a third we can delete an item that has not sold well.
- New point person needed to head up Spiritwear.

C. Scholarships

- Linda asked if the PTO would be interested in heading up an effort to reach out to local businesses to fund college scholarships.
- Members felt that this was bigger than us and that it is really something Development should own, given that we would have to set up criteria to earn the scholarships and award them.

D. Meeting Schedule

- We would like to promote increased attendance of monthly meetings by parents and staff.
- The group discussed moving the meeting time, changing it to the morning (during parent coffee), or after school, or to 2:00, so that we could adjourn just before school gets out.
- All agreed to 2:00, the first Monday of the month.
- We will need to check that the mezzanine is available at that time.
- Jane will go through the calendar and get the dates for the back of the brochure.

Meeting adjourned at 3:05.