

NPTO Meeting Notes

Mon, October 3, 2011; Quinn Hall

In attendance: Linda Sheahan (Chair), Jane Lagerquist (Co-Chair), Dawn Ellerd (Board Liaison), Carol Logie (Secretary), Hope Schwartz (Treasurer)

Parents: Linda LaFrombois, Liz Palmer (parent volunteer), Lisa Kleingarn, Emily Schmall, Paula Rostin, Elizabeth Sonnier, Jennifer Solon, Tom Lockhart, Jennifer Bateman Grover, Laura Heuett (5th grade teacher),

I. Roll Call/ Introductions

II. Minutes (TBD)

- a) Carol missed last meeting, Linda and CL will finish meeting notes and submit next meeting

III. Parent Check-in

- A. Intergenerational grants? (Hope Schwartz)
 1. Shalom Home
- B. Linda LaFrombois: Picnic Table for the Staff (LC)
 1. Formal Request?

IV. Updates/Board Report (attached)

- A. Mark Miller appointed to empty board seat
- B. New Org structure approved
 1. New principal to be hired (6-12)
- C. Financing finalized for new building
 1. Bonds on sale next week
 2. Ground-breaking on 10/14
 3. Mayor will be there

V. Updates: Budget/Treasurer's Report (attached)

- A. Upper School funding: event funding needs to be submitted beforehand, and costs presented for NPTO approval ("Proposed Legacy Events" line item)
 - 1. Keep better track of how money is being spent
 - 2. Track expenses so more money goes back to school
 - 3. Q: Recess equipment: split 1000 btw upper/lower school?
 - 4. Budget approved, see attached doc.

- B. September Income
 - 1. Target Card donation received: \$2800
 - 2. Directory advertising money: \$350

- C. Teacher grants submitted (2), mention availability at next faculty meeting

VI. Discussion/Action Items

- A. Switch vendors from Kinkos for printing, competitive bids obtained by Dawn
 - 1. More flexible options available that includes the class lists

- B. Groundbreaking (see attached plan)
 - 1. NPTO responsibilities -
 - a. Organizer
 - 1. Jane Lagerquist (NPTO CO-Chair) to oversee
 - b. 2-3 volunteers
 - c. Mother Earth Gardens lending decorations
 - d. Coordinate bakers
 - e. Table cloths

- f. Souvenirs
- g. Tarps for ground (construction co.?)
- 2. Videography/Time lapse photography of site in progress
 - a. possible to locate photographer?
- 3. Potential one-time expenses: Motion proposed (HS) to spend up to \$200 for shuttle bus for getting people to event from school
 - a. Motion approved
- 4. Appreciation gift for Brian and Miranda: framed pictures from groundbreaking (with mayor, etc.)

C. Room Parent/Volunteers

- 1. Report from Jane Lagerquist:
 - A. Class Event responsibilities presented
 - B. Parent volunteers taking PEN food (baking brigade)
- 2. Officers will each take one PEN for NPTO representation

D. Great gatherings kickoff party

- 1. Teachers attend free, significant others need tickets.
- 2. Continue to publicize in Nova News
- 3. Directory ad
- 4. New payment system: Credit card swipe
 - a. Avoid lines and input errors which were a problem last year
 - b. competitive CC company is being negotiated with (under 100 in swipe fees)
- 5. Informational table for Development Committee
 - a. info for capital campaign, pix of building
 - b. how to handle without overshadowing Great Gatherings
- 6. music: too mellow last year, need more upbeat

E. Cookbook

- 1. In progress, might not be ready for GG roll out
- 2. Obtain more artwork/school lunch ideas
 - a. mention in NovaNews
 - b. possible table at groundbreaking for kids to color while they're waiting
 - c. refer to VIF for additional hands

VII. Comment/Funding Requests

A. Liz Palmer: Request funds for upcoming middle school dance on October 26 (from UC Event budget).

1. Partial funding from ticket sales (7/ticket, approx 100 attend)
2. Music and photobooth, help make event more attractive to kids... support retention of UC students
3. Something for the kids on the younger scale
4. Budget is 600/dance (school funds?)
 - a. DJ/photobooth alone might be \$600

B. Motion made to allocate \$600 from proposed Upper Campus Fund

1. Motion passed w/ 1 abstention (Liz Palmer)
 - a. expenses to be tracked for feedback on other upcoming dances

Meeting adjourned at 8:05

Final draft submitted by Carol Logie 10/21/11