

NPTO Meeting Minutes
May 7, 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 Linda LaFrombois, NPTO Secretary

- **Roll Call!**

Call to Order: 5:36 p.m.

Present: Julie Sheahan (Chair), Jane Lagerquist (Co-Chair), Hope Covington Schwartz (Treasurer), Liz Palmer (Administrative Liaison), Linda LaFrombois (Secretary), Amanda Granse, Jenny Whitcomb, Laura Heuett, Mary Corrigan, Kate Tetmeyer, Claudia Blumenstock, Jodi Gallagher, Brian Bloomfield (Executive Director)

- **Minutes/Agenda additions**

Draft minutes from last month were been posted online for review. Vote was taken to approve the 4.9.12 minutes. Julie moved. Hope seconded. Minutes approved.

- **Parent Check-in**

Hope questioned if the PTO would be in charge of the School Directory for the 2012-13 school year. Brian said he didn't plan for the school to take it back from the NPTO. Jane and Hope discussed the changes that may happen with cost and size. Brian talked about having the Directory be solely online as they are expensive to print, especially with the binding. Amanda talked of the convenience of keeping an electronic version up to date.

IV. Quick Updates

A. BoD Liaison Brief

Board Meeting notes from the April 23 meeting were attached to the NPTO agenda notes. Julie attended the Board meeting. Brian said there was a lot covered at the meeting. Dawn Ellerd drafted and circulated an NPTO Board Report via email. Board minutes will be posted on the Board website once approved.

B. Room Parent Update

i. April event update

The Carnival was fun but rainy. Kate suggested erecting a tent for the Schwan's guy next year in case of rain. Kate would like to have people sign up for 30-minute

volunteer time slots next year rather than hour time slots so that if there are no-show volunteers, those manning the booths don't end up staying for two hours. Kate will work on a different way of handing out wrist bands next year. There was an issue with public showing up and perhaps not paying for all people in their party. We might need to revisit free food; maybe tickets next year. Perhaps pre-sale wristbands at a lower price and delivered before the event. Some of the sign-up areas said "no more than two older kids" Kate bought 700 wristbands and had only a handful left at the end of the day. The Carnival brought in \$2940.00. Expenses were \$4749.14 We had \$5000.00 budgeted with projected \$3000.00 revenue. Close! Revenues were down a bit, perhaps due to families taking advantage of the family deal. Mr. Bloomfield suggested bringing in more of the surrounding community. (Nativity brings in more than \$150,000 profit by opening and advertising their carnival to the community.)

The Asst. Manager of Sam's Club in Bloomington asked Mary and Jane if we allowed outside vendors at our Carnival with a booth (trial memberships; coupons); if so, they would do a big write off.

ii. Upcoming events

MAY

2 Teacher/Staff Appreciation Day

Tomorrow is teacher/staff appreciation day at both campuses. Bagels and coffee will be delivered in the morning. The staff is invited to The Muddy Pig for happy hour after school. The Muddy Pig gave the school a good deal; no trinkets this year from the PTO.

11 Grandparent/Special Person Day (Kindergarten helps) LP

We are buying JS Coffee. Treats are being donated. Lower Campus treats will be brought to the Upper Campus after the morning.

JUNE

2 New-Student Welcome

4-8 Roman Holiday, Legacy Events (Gr. 4 and 5 helps) LP

4 PTO Meeting, 6.30 @ the Lower Campus

5 Nova Olympic (3rd grade helps) JM

Jane will use SignUp Genius to get volunteers. Tents will be set up outside. Water will be available.

6 Nova Olympics(3rd grade helps) JM

8 Last Day Treats (2nd grade helps) LP

AUGUST

? K-1 Potluck (Kindergarten plans) JGL

V. Discussion/Action Items

A. Treasurer's Report/2012-13 Budget (Hope)

Projected Income & Expenses:

Still to Come: \$6425.00

Total Needed to End the Year: \$6051.40

School will do Year-End Treats (Liz).

Teacher Grants are a big item on the budget; teachers aren't taking advantage of it. Hope will go to the next Faculty Meeting to hand out ideas, etc.

Grandparents: \$700 budgeted, but probably \$300 needed.

Yearbook Expenses: The NPTO will pay Jostens (Nancy Baumann, Business Manager, didn't want this cost to be routed through the school).

Opera for the Young: The NPTO paid the first half of the cost on the 2010-11 budget; the second 50% to be paid on this budget, but the MN Opera gave Opera for the Young a grant that covered the cost.

The Usborne Book Fair at the Carnival did very well. Jane wondered if we could get a gift card so that we don't have to carry the books to the new building. If we can't put off the order, Brian suggested we fulfill the teacher wish lists and have them delivered before the move. \$1100 in free books are coming to Nova. Beth Hawley and Susan Hooge did a great job; they also did the Barnes & Noble Book Fair.

The proposed 2012-13 NPTO budget (draft) was distributed for discussion.

Brian talked about perhaps bringing the Yearbook process back into the school. The NPTO mainly receives checks and pays the invoice right now; nothing more.

Hope discussed a possible slush-fund for the new building.

We'll reduce the Coffee Social budget to \$1000 and increase the End-of-Year treats to \$500 since our student population will grow (ice cream sandwiches).

Garden: The NPTO has \$300 that we haven't spent. Nova has a budget to build the garden at the new building (in the courtyard of the classroom wing). Brian would like a group of parents to do upkeep of the garden; changing of perennials each year; etc. Can we have gardening clubs in the Schools of Logic and Rhetoric so students can do summer upkeep? Hope proposed we leave the \$300 budget in the budget.

There was discussion about the projected Great Gatherings budget vs. revenue. Hope explained that the \$5000 was more of a place holder for us rather than an actual budget. If the committee goes over this, the projected \$25,000 revenue will go down. There was discussion of having the Great Gatherings committee follow a detailed budget to help keep

them on target and not over the \$5000 (although it is expected they will most likely go over the \$5000 since they did this past year).

There was tabled discussion about getting a liquor license vs. having volunteers trained to serve alcohol. Mary Corrigan will check back with Dawn Ellerd on this.

Ice Cream Social: Dawn kicked around the idea of having the Ice Cream Social in conjunction with the Open House since we know we'll be in the building by then; having no school space will present challenges with need for bathrooms, uniform vendors, etc. This will most likely increase the Ice Cream Social budget. Raise it to \$500.

SpiritWear: Hope will check with the company to see if we should be getting a check since we have only brought in \$26.50 but many students and parents have purchased items.

Only 10 teachers from the LC and two from the UC have spent their \$50 teacher grants this year.

Many teachers/staff take advantage of the yearbook discount.

Hope will adjust the budget and bring it to the June NPTO meeting for approval.

B. PTO Officer Elections (Julie)

Nominations for NPTO Officer posts. Bylaws state that nominations/elections happen during the second to last meeting of the school year (today's meeting).

Hope Covington Schwartz nominated Jodi Gallagher as treasurer for 2012-13 NPTO officer. Jane Lagerquist seconded the motion. The vote was unanimous.

Julie Sheahan nominated Claudia Blumenstock for secretary for the 2012-13 NPTO board. Jane Lagerquist seconded. The vote was unanimous.

Jane Lagerquist nominated Liz Palmer for co-chair. The co-chair vote is tabled until the next meeting.

Jane Lagerquist will transition to NPTO chair.

Julie Sheahan will transition to Board liaison.

C. Leftover Food from Carnival

There are many burgers and buns leftover from the Carnival. Liz Palmer proposed using the food for sports events. Mr. Bloomfield would like to have a BBQ for staff at the end of the school year. Mary proposed using leftover candy to sell at the drama events this month. There are about 140 beef burgers remaining and some veggie burgers.

There is also cheese in the freezer.

D. Student Service Opportunities

The Student Senate proposed having a school store that they could run in the Great Room during lunch. They would sell school items, food, etc. Mr. Bloomfield is looking at

using a school store cart. It will require an upfront investment. SpiritWear items will be a larger upfront cost. Mr. Bloomfield brought it up to propose getting seed money from the NPTO. The Senate advisors would oversee this.

Mr. Bloomfield is in negotiation with Second Harvest and Shalom Home to help students fulfill their 80 hour to graduate (only 40 of those hours can be in support of the school; since the NPTO is a separate non-profit, those 40 hours could be fulfilled in helping NPTO events). The Carnival is a good opportunity; hosting an actual Great Gatherings event; a booth at the Carnival. Mr. Bloomfield would like about \$300.

E. Ice Cream Social/Open House: August 30

Ice Cream Social: Dawn kicked around the idea of having the Ice Cream Social in conjunction with the Open House since we know we'll be in the building by then; having no school space will present challenges with need for bathrooms, uniform vendors, etc. This will most likely increase the Ice Cream Social budget. We agreed that it should be at the Open House.

F. NPTO

NPTO will need to clean out their closet. If we want the school to move the items for us, it needs to be packed up by June 18. We will try to get rid of as much as possible before the move.

VI. Public Comment on today's discussion

None.

VII. Adjourn

Adjourned at 8:01 p.m.