

Nova PTO Meeting Minutes

September 2017

“Strengthening the Nova Community”

Our Mission: Nova Classical Academy NPTO 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.

1) Welcome and Roll Call (Connie)

- a) In attendance: Connie Knowles, Co-Chair/Teacher; Kimberly Dumitrica, Co-Chair; Catherine Graeve, Vice-Chair; Kristen Gonzalez, Treasurer; Suzanne Anderson, Secretary; Jessie McClary, Board Liaison; Sara Knudsen, Parent/Teacher/Board Liaison; Michael Pelofski, Upper School Dean of Students; Mari Bergerson, Upper School Principal; Liza Halverson, Development Committee/Parent; Heather Gray, Parent; Jess Faulken, Parent; Claudine Altunbilek, Parent; Beth Hawley, Parent/Bookfairs; Dani Treiber, GG Operations/Parent; Ginger Gabor, Parent; Marlo Corletto, Teacher/Parent; Christina Bouzovina, Parent; Stefanie Herschbach, GG/Parent.
- b) Agenda Additions: None
- c) Approval of minutes from last meeting (Suzanne Anderson)- July minutes were approved.

2) Officer Reports

- a) Board Meeting Report (Jessie McClary)
 - i) There have been two board meetings since our last NPTO meeting; at the last one, they discussed strategic vision and priorities (assessing what we already have, then implementing a plan to make things better).
 - ii) The field construction has begun. Once completed, it will be open on Sundays for City use.
 - iii) The raingarden is ready for planting. There is a sign-up genius for volunteers to help plant.
 - iv) There are new work stations in the Upper School office.
 - v) There was discussion on Give to the Max and what makes the most sense on how to spend the money. Some options were a new sound system and computer carts, which would be helpful during testing.

- b) Executive Director's Update (Jon Gutierrez)-Tabled.
- c) Treasurer's Report/Development Committee Update (Kristen Gonzales & Liza Halverson)
 - i) Treasurer's Report (Kristen)
 - (1) The current NPTO checking account balance is \$76,237.67
 - (2) We've had \$1,381.05 income from spirit wear (shorts, t-shirts and bags), \$18 from Cartridge World, \$2,566.84 from Edukits and \$80 from Company Employee Match programs.
 - (3) Approved donations to the US/LS include: \$1,500 for the LS playground, \$4,000 for the US soundboard, \$2,500 for the courtyard benches, and \$4,000 undecided for the US (all approved last year).
 - (4) The NPTO now has a debit card (required for having an account at TCF Bank); Kimberly holds it and if anyone has something that needs to be purchased that has already been approved by the Treasurer (Kristen), you can forward a picture/details of what it is and she can purchase it instead of having to do reimbursement.
 - ii) Development Committee (Liza)
 - (1) The Development Committee is looking at some grant opportunities and is in search of volunteer grant writers.
 - (2) Give to the Max is scheduled for November 17th.
 - (3) The next meeting is this Saturday (9/9) at 8am.
- d) Upper School Parent Advisory (Jane Lagerquist)-Not present.
 - i) The next meeting is Tuesday (9/12) from 4:10-5pm.

3) Quick Updates and Upcoming Events

- a) Great Gatherings (Dani Treiber & Stefanie Herschbach)
 - i) An e-mail went out this week and advance tickets for the kick-off party on November 4th are available for \$25.
 - ii) They are working on getting their insurance and liquor license.
 - iii) The committee has been brainstorming some new ideas and there are still a few spots to fill if anyone would like to be involved.

- iv) Jessie will forward the archived sign-up genius from last year to Dani and Stefanie to make sure all people who were interested in helping have been contacted.
 - v) The committee has discussed asking for an increase in the budget for coffee and if they decide to, will fill out a monetary request form on-line.
 - vi) For staff to receive their free ticket to the kick-off event, they must order it ahead of time (not at the door).
- b) Book Fair (Beth Hawley)
- i) The Book Fair is a fundraiser held at the Har Mar Mall Barnes & Noble and is scheduled for Saturday, October 7th from 9am-10pm.
 - ii) A portion of the proceeds for everything purchased that day (including from the café) will go back to Nova.
 - iii) Teachers may fill out a wish list form for books they would like and families can purchase those for them. Last year families purchased 251 books for Nova teachers!
 - iv) If anyone would like to help with the book fair, sign up on the sign-up genius.
- c) Meet the Teacher Nights (Connie)
- i) The NPTO will be at both nights, (US will be Tuesday the 19th and LS will be Thursday the 21st) selling shorts, t-shirts and bags from 6:30-8pm.
- d) Parent Ed Nights
- i) There are two upcoming Parent Ed nights:
 - (1) September 12th: Financial Aid Night for parents of sophomores, juniors and seniors.
 - (2) October 10th, 6:30-8pm: "Stress and Anxiety: How to Support Your Student," presented by Ethan Schwehr, Ph.D., LP NCSP, Groves Academy Licensed Psychologist. This event is organized by Mr. Larson, Nova's Director of Student Services and is open to parents of all students.
- e) Grade Parents Events (Catherine Graeve)
- i) This year there will be two parents from each grade, "Grade Parents," instead of parents from each class, or "Room Parents," which we have done in the past.
 - ii) The purpose of the Grade Parents will be to assist in communication between the NPTO and parents.
 - iii) Catherine will send out e-mails to the Grade Parents and they will in turn send out e-mails to the grade, including the teacher on those e-mails to keep them in the loop.

- iv) All grades currently have two Grade Parents, except for 4th and 5th, which only have one each.
- v) Usually the first communication from the Room Parents involves the class get together which typically take place on the playground. Because the playground will be off limits soon due to the construction of the field, other locations will need to be considered.

4) Discussion/Action Items

a) NPTO Volunteer Sign-up (Catherine)

- i) Some areas where more volunteers are needed are: Fall Conference Meals, EduKit and Great Gatherings.

b) Fundrasing

i) Restaurant fundraiser (Suzanne Anderson)

- (1) We are exploring the option of a second restaurant fundraiser in addition to the Panera fundraiser towards the end of the year.
- (2) Noodles in Highland Park will donate 25% of sales back to Nova and needs to be scheduled at least 30 days in advance.
- (3) A couple of other ideas were:
 - (a) Davanni's, since we already order pizza from them for other events.
 - (b) To align the fundraiser with conferences in October.
 - (c) To consider having a restaurant fundraiser near Har Mar Mall on the same day of the book fair.
- (4) Suzanne will contact Melissa Guertin about scheduling and will connect with Beth Hawley about the book fair.

ii) Shorts/Shirts (Jessie McClary)

- (1) The NPTO has been selling shorts (that are gym uniform compliant) for the first time this year. So far, the NPTO has made around \$1,400 on shorts, shirts and bags.

iii) EA/Staff Appreciation Weeks (Connie Knowles)

- (1) Last year there was some confusion about who the staff appreciation week was for. The EA's had an appreciation week earlier in the year and there was a "staff appreciation" week, which happened to align with national teacher appreciation week. The support staff felt left out of both.

- (2) A motion was made and passed to include the support staff in the EA appreciation week and to have a separate teacher appreciation week.
- iv) Reimbursement form and teacher grant application to update on the website (Kimberly Dumitrica)
 - (1) There are forms on the NPTO treasurer g drive that can be edited. Kimberly will update the forms and Anastasia will put them on the website.
- v) Monetary Proposal Form (Kimberly)
 - (1) If anyone would like to present an idea requiring money from the NPTO, you will need to fill out a form on-line so that the NPTO board can consider it and make sure it fits within the mission of the NPTO.
- vi) Keys/Check-Out Procedure (Kimberly)
 - (1) If anyone would like to borrow items from the NPTO, they must contact the NPTO, then check them out with Connie Knowles so that all items are accounted for and put back in good condition.

5) Agenda Addition: None

6) Public Comment on Today's Discussion: None

7) Adjourn