

NPTO Meeting Minutes

December 5, 2011

**Present: Jane Lagerquist (Co-chair), Hope Schwartz (treasurer)
Laura Heuett (teacher), Linda LaFrombois,
Liz Palmer (Volunteer coordinator), Tom Lockhart (4th grade room
parent), Dawn Ellerd (Board Liaison)**

Julie Sheahan is out sick, we wish her well!

Notes taken by Carol Logie (Secretary)

I. Roll Call

II. Minutes Approved

III. Parent Check-in

A. Change to Roller skating party venue (Tom Lockhart)

1. Wooddale Funzone (details attached).
 - a) Discussed dates to match up with a release day, propose March 11, 2012
 - (1) Propose \$6 fee, for 2 hours
 - (2) Make clear that it is NOT a drop off for the older kids
 - (3) Need details on liability of Nova for kids (from Tom)

IV. Volunteering

A. Room Parent Events Schedule

1. 1st grade: Winter Break Treats
 - a) conversation for 1st grade room parents to coordinate with Liz for purchases
2. 2nd grade: Conference Meals-this week
 - a) catered meals
3. School Showcase
 - a) baking brigade?

B. Carnival: Date selected? 2nd or 3rd weekend in May

1. Lots of conflicts with dates in May
 2. June 2nd?
 - a) Need administrative decision: Dawn to contact Brian and Kate for a decision about what goes where and when
- C. School Toolbox going online, delivered to homes
(Mary Ann Reeh organizing)

V. Quick Updates

A. BoD Liaison Brief

1. Two meetings since we met, incl. special board training
 - a) Analysis of MCA test results, remediation plan in place
 - b) Enrollment proceeds well
 - (1) MPR ad running
 - c) Parent forum on small school environment in Jan 10
 - d) Grandparent day moved to right b4 Mother's Day
 - e) Give to the max a success (exceeded goal)
 - f) Board Training
 - g) Approved more emergency mandatory policies
 - h) One student over-enrollment per class ok'd for SoL to mitigate turnover
 - i) Voted windows in new building will not open
(68K extra to open)
2. Treasurers Report
 - a) Great gatherings Revenue
 - (1) To be added:
 - (a) B+N income (\$908, up approx. 30% from last year)
 - (b) Spirit Wear (26.80)
 - (2) \$3800 in admission fees
 - (3) Budget (21K) v. Actual (22.5K)
 - (a) Gross: (\$22,514), Expenses \$5,061 (CC processing fees)
 - (4) Tighten chain of responsibility for who collects ticket fees: not route through NPTO. Hosts to collect.
 - (a) Liz/Hope to send an email clarifying
 - b) Federal and State taxes have been filed;
posted on google docs

B. Coffee Urns+ Beverage Dispensers

1. Urns from J+S, burns when transferred into our old urns

- a) Looking into brew urns, 12-100 cup capacity
 - (1) \$110-\$130 each
 - (2) Sovereign Grounds will to donate beans
- 2. Reviewed cold drink dispensers suggested by Linda LaFrombois
 - a) Costco (?), or Amazon
 - b) Budget seems good for purchase of two, GG money exceeded budget
 - (1) discussed what other areas might need this overage
- 3. Motion made to purchase urns and beverage dispensers up to \$140 Dispensers, \$150 Urns
 - a) passed unanimous

C. Legacy Events

- 1. Thank you from Liz Palmer for NPTO support: Book It Event
 - a) well received and attended
- 2. Pennies for Patients, 5th grade
 - a) Tie in w/ CC Ski program suggested by Dawn E (trailer and equipment on grounds supplied free by SP CC Assoc)
 - (1) Jan/Feb: Liz to talk to Mr. martin
 - (2) Possible to start a CC Ski team (?)

VI. Discussion/Action Items

A. Ms. Tuma Fundraiser Idea

- 1. 3rd grade Durer animal drawings converted to cards for sale
 - (1) Dawn will facilitate print support, need parent buy in for organizing
 - (2) Need administrative buy in from BB + MM

B. Target Debit Card (not CC)

- 1. parents can sign up and receive 5% (+ 5%) to Nova without it being a credit card
 - a) need to publicize, poss. to place flyers/posers for PT conferences upcoming

C. Directory Advertising Request (Family FUNdraiser)

- 1. Request from Lisa Kleingarn
 - a) compensate donors to Family FUNdraiser with ads in directory
 - b) NPTO formats and pays for printing, but it's not something

we are in charge of

- c) Should this be moved to Development?
 - d) Larger issue of who handles the decision of what advertising is given away, how many pages, what position.
 - (1) currently no one is spearheading how advertising is gathered and used to promote the school
 - (2) discussed whether NPTO can give permission
2. Motion to approve up to 3 interior pages for this fundraiser to be offered as incentive for donor to proposed fundraiser w/ following caveats:
- a) Not sure at this point that Directory is print/pdf
 - b) Need administrative approval
 - c) Committee to come back to NPTO if advertising requests
3. Motion passed with one abstention.

VII. Public Comment

VIII. Adjourn

8:30 pm