

Nova PTO Meeting Minutes

April 2, 2019 4:00pm

Nova Exhibition Room

Our Mission: Nova Classical Academy PTO is an organization of volunteers who actively support the Nova Classical Academy mission and promote community within the school. The NPTO engages families, teachers and staff in fostering a school community that actively supports Nova's mission and enriches the students and the school in a manner that serves to equally benefit or level the playing field for all students, while also supporting the faculty and staff.

Board Members: Catherine Graeve, Chair; Ginger Gabor, Vice-Chair, Angela Penniman, Secretary; Kristen Gonzalez, Treasurer; Kimberly Dumitrica, Connie Knowles, Board Liaisons; Kate Tetmeyer, Carnival Chair; Jane Lagerquist, Upper School Parent Advisory Committee

1) Welcome and Roll Call (Ginger)

- a) In attendance: Angela Penniman, Secretary; Kristen Gonzalez, Treasurer; Ginger Gabor, Vice-Chair; Jane Lagerquist, carnival/USPA; Heather Gray, parent; Lakshmi Narayanankutty, parent; Meghan Howard, parent; Vidya Doppalapudi, parent; Mel Hernandez, LS Office Manager; Claudine Altunbilek, Carnival Chair/Grapes of Math/USPA
- b) Agenda Additions
 - i) Mel Hernandez has requested a donation of drawstring bags for the Kindergarten roundup event.
- c) Approval of minutes from last meeting
 - i) Minutes were approved

2) Officer Reports

- a) Board Meeting Report (Connie)
 - i) Not present
- b) Executive Director's Update
 - i) The new executive director, Dr. Brett Wedlund, has been hired and will be starting in July. A video of his interview can be made available to anybody who is interested in viewing it.
- c) Treasurer's Report/Development Committee Update (Kristen)
 - i) The big purchase this month were the standup desks for the school. Water bottles have been ordered for the NPTO store as well as staff and teacher gifts. Carnival expenses have started to come in. Within the next month we will be finalizing next year's budget. Mr. Pelofski has already made some requests for next year which will be reflected in the budget.
- d) Upper School Parent Advisory (Jane Lagerquist)

- i) Next meeting is next Tuesday at 7th Street Social, which will be the last meeting of the year. The presentation, “Behind the Screen” is being held this Friday.
 - ii) Jane suggested using money from Nova Cares to buy a retirement gift for Mari Bergerson. Nova Cares are funds used each year to purchase flowers, cards, etc for teachers and staff for bereavements, birth of a child, retirements and so on. This year we’ve only spent \$30 from our \$750 budget. We discussed how much to spend for Ms. Bergerson’s gift, what she would like, and ultimately decided on a \$125 gift card to Williams Sonoma, which will be given to her at the next UPAC meeting.
- e) Lower School Parent Advisory
 - i) Next meeting will be held Monday. The family game night had a big turnout. There was too much food at the taco bar, especially meat, cheese, and sour cream.
- 3) Quick Updates and Upcoming Events
 - a) Upcoming Parent Ed Nights
 - i) Behind the Screen presented by Youth Service Bureau will be held Friday April 5th, 6:45-8:00 pm in the Exhibition Hall. This coincides with the SOL spring fling dance.
 - b) Parent coffees
 - i) There was a good turnout at the last one, but there was no coffee because the key was missing for the cabinets. Mornings are a good time and typically have good attendance.
 - c) Fundraising (ongoing) –
 - i) Restaurant fundraisers: Davanni’s (yesterday 4/1); Panera (Tuesday, May 28, 2019 4:00pm - 8:00pm)
 - ii) Mission Made (Angela)
 - (1) Water bottles have been ordered and will be in soon. Our store website is up and running, is currently linked on Nova’s webpage, and will be advertised in the next Nova News. Sweatshirts have also been ordered and will be in next week. Window clings will be ordered soon, as well as potentially getting another water bottle design. \$800 of unplanned spending was approved to be used to order more water bottles and window clings.
 - d) Staff/EA Appreciation week (Ginger)
 - i) Breakfast will be served on Wednesday, and on Friday there will be afternoon treats as well as the gifts of water bottles. Both will be in Room 214.
 - ii) Popular items in the past were fresh fruit, sparkling waters, and coffee pods for the Keurig.
 - e) Grandparents Day (Ginger)

- i) People have been volunteering to bring food and to help with Grandparents Day which will be held on April 12.
 - f) Carnival (Jane)
 - i) It was debated whether using the Raptor Portal would be necessary for the carnival volunteers. Jane is concerned that with 420 volunteer slots and around 200 volunteers, putting them all up on raptor would make it very difficult or impossible to manage. Mel Hernandez reported that it would in fact be necessary to do it this way, and she would be available to offer support to make it work. There is a meeting scheduled for tomorrow where this will be discussed further.
- 4) **Discussion/Action Item**
 - a) Voting on Treasurer Position
 - i) Lakshmi Narayanankutty was nominated for treasurer; a vote was held and she was voted in.
 - b) Bylaw change to add a Volunteer Coordinator Position
 - i) It is proposed that we divide the chair position into two positions, creating a Volunteer Coordinator position. This new position would take over the duties of recruiting volunteers, keeping track of sign ups through Raptor, and coordinating volunteer needs with school staff. The other benefit of this is that it would create a larger board overall.
 - ii) A motion was made and approved to add this position to the bylaws.
 - c) Teacher appreciation is the first week of May. Pizza was popular last year so we discussed ordering pizza from Pizza Luce again this year. There are enough water bottles to give out as teacher appreciation gifts.
 - d) The school has requested a donation of drawstring bags for the upcoming kindergarten students. These would be filled with index cards and other items as a "Kindergarten Preparation Kit" to use over the summer. These could be given as a donation, or else sold to the school. The board will discuss this and make a decision via email.
- 5) **Public comment on today's discussion** (including ideas or feedback). We can be reached at NovaPTO@gmail.com for further discussion.
- 6) **Adjourn**
 - a) Next Meeting: Tuesday, May 7th