

# **Nova PTO**

## **Meeting Minutes**

April 2016

### **“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.

#### **I. Welcome and Roll Call (Robin)**

A. In attendance: Jessie McClary, Vice-Chair; Sara Knudsen, Vice-Chair; Claire Helin, Secretary; Liz Halverson, Treasurer; Beth Hawley, Board Liaison; Robin Cerio, Board Liaison; Brooke Tousignant, Lower School Principal; Melissa Hernandez, Lower School Office Manager; Mina Lee, room parent; Kimberly Dumitrica, parent; Shelley Steingraeber, first grade teacher; Marlo Corletto, kindergarten teacher; Jess Faulken, room parent; Sam Lee, NHS student; Owen Stempkovski, NHS student.

B. Agenda Review

#### **II. Requests for additions (Robin)**

**III. Approval of minutes from last meeting (Claire)**– March Minutes were approved.

#### **IV. Officer Reports**

A. Board Meeting Report (Beth)

- i. There was a first reading of the Student Discipline policy.
- ii. Claudia Gumbiner Hungs was appointed Chair of the School Climate Committee.
- iii. Karen Groppe was appointed as a Board member to replace Ann Brodeur after her resignation.
- iv. A contract was approved for a shared Human Resources position with the Twin Cities German Immersion School.

- v. There was a first reading of the Gender Inclusion Policy.

B. Executive Director's Update (Ms. Tousignant)

- i. Gael Braddock was hired for a Human Resources position.
  - a. This is a shared position with the Twin Cities German Immersion School.
- ii. The administration met with the Commander of the Saint Paul S.W.A.T. team to discuss safety and security in the building.
  - a. There is upcoming staff training to increase safety.
  - b. Nova will be adding cameras in the front of the building.
- iii. Silent Dismissal will begin Tuesday, April 26th.
  - a. Detailed information will be emailed to families on Monday.
- iv. Ms. Tousignant and Ms. Bergerson are still working on the schedules for Last Day Treats.
- v. Kindergarten Round Up will be Tuesday, April 19th from 5–6 pm.
- vi. An architect is coming to Nova to discuss the possibility of turning the library into an Upper School office.
- vii. A small work group of parents and administrators are working with Facilities to look into options for bathrooms/locker rooms with developing the Gender Inclusion Policy.

C. Treasurer's Report/Development Committee (Liza)

- i. The NPTO checking account is at \$79,600.
- ii. There is \$1,400 in teacher grant money that has not been spent.
  - a. A question was raised if this money can be used for Scholar Zone.

- i. A motion was approved to use teacher grant money for programs like Scholar Zone as well as administrators in the Lower School and Upper School.
- iii. The amount due to Josten's is fluctuating as more staff and students are ordering yearbooks.
  - a. We will not be paying invoices due until the end of the year, or a final balance due is received.

## **V. Updates and Upcoming Events**

### **A. Room Parent Events (Robin)**

- i. Staff Appreciation week is April 18th–22nd.
  - a. There will be treats, coffee, massages and Pizza Luce.
- ii. Last Day treats will be June 7th.
  - a. A sign-up will go out when schedules are worked out and we hear back from Schwann's.

## **VI. Discussion/Action Items**

### **A. Peace Pole– Mrs. Steingraeber**

- i. Peace Poles are a symbol of the oneness of humanity and our common wish for world peace.
  - a. They have a universal message and prayer for world peace, "May Peace Prevail on Earth."
  - b. They can have 4 to 8 languages on it.
  - c. There are an estimated 200,000 poles that have been dedicated in nearly every country.
  - d. You can find them at schools, libraries, personal residences, etc.
- ii. A motion was approved to move forward after figuring out the installation cost (pole is \$180).
  - a. The administration is in support.
  - b. This will fit into Nova's curriculum and virtues.

- i. An idea was offered to incorporate it with Anti-Bullying Week.

B. National Honor Society– Sam Lee and Owen Stempkovski

- i. NHS has its 3rd annual Feed My Starving Children event coming up.
  - a. There are 222 students and chaperones in the School of Rhetoric who will be attending (split between two different locations).
- ii. Sam and Owen came to ask for more money to cover busing.
  - a. NPTO had \$500 budgeted for this.
  - b. A motion was approved to give NHS \$250 more, which will completely cover the expense.

C. Coffee Maker– Jessie

- i. A motion was approved to write off the Bloomfield coffee maker.
  - a. Mrs. Hernandez will talk to Kim Reagan to see if they would like it set up in the new workroom, but with a different service provider.
- ii. Robin and Beth bought a few new coffee urns for Grandparent/Special Person Day.
  - a. A motion was approved to buy a few smaller ones for decaf.

D. Name Bubbles– Liza

- i. A motion was approved to drop Name Bubbles.
  - a. Liza will put more research into other companies we could use that make long lasting name tags.

E. Panera Fundraiser– Liza

- i. This fundraiser will be at the Ford Parkway Panera on Thursday, May 5th from 4–8 pm.
- ii. A flyer will be sent home with students as well as flyers set out at pick up the day of.

- a. Families must have a flyer when they go to Panera to contribute to the fundraiser.

F. Grandparent/Special Person Day

- i. This special event is Friday, April 15th.
- ii. All is in order for this event, including an email sent out to the Baking Brigade.

G. NPTO Board Candidates

- i. Kimberly Dumitrica introduced herself as a candidate for Vice Chair.
- ii. We are still looking for people interested in Secretary.

**VII. Public Comment on Today's Discussion**

**VIII. Adjourn**