

## NPTO Meeting Minutes

February 6<sup>th</sup>, 2014

### “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 Melissa Hernandez, Secretary

- I. Welcome and Roll Call (Susan Hooge)
  - a. In attendance: Susan Hooge (Chair), Melissa Hernandez (Secretary), Jennifer Johnson (Treasurer), Jane Lagerquist (Board Liaison), Brian Bloomfield (School Director), Marlo Corlettö (Kindergarten Teacher), Kathleen McClarn (5<sup>th</sup> Grade Teacher), Diane Rude (SoG Math Teacher), Tanya Olson, Kristin Kelley (SoG Principal), Robin Cerio (Co-Chair), Beth Hawley (Co-Chair), Claudia Blumenstok (USPA Committee Member), Bruce Coleman.
  - b. Susan solicited any additional topics that attendees would like to discuss that were not reflected on the agenda.
    - i. Cartridge World (Jenni Johnson)
- II. Minutes Approval
  - a. Copies of the January Meeting Minutes were provided to all attendees.
    - i. Robin moved the Minutes be approved and the Minutes were approved.
- III. Officer Reports
  - a. Board Meeting Update (Dr. Bloomfield)
    - i. Board had its final meeting regarding the Pillars of Parent Participation (PPP) document.
      1. Four different areas were defined as being central to the nature of the relationship between parents and the school.
      2. Final updates have been made and the document will be sent out to the Nova community the week of February 9<sup>th</sup> alongside the Parent Satisfaction Survey, which has been crafted around the priorities presented in the PPP document.
      3. The completed document is also available on-line.
    - ii. Another review of Nova’s extra-curricular activities document took place and changes were made accordingly.
    - iii. A search committee was formed, chaired by Dan Greenhill, to begin the work of seeking out a replacement for the outgoing Executive Director.
    - iv. Paul Mason was appointed to the vacant parent seat and will serve through June 30<sup>th</sup>.
  - b. Advancement Committee Update (Dr. Bloomfield)
    - i. Planning has begun around the SweetTen event taking place later this semester (early April).
      1. Some changes will take place in order to strengthen the event’s fund raising potential.
        - a. Most of these changes will most likely not take place until the 2014-’15 school year.
        - b. Adult only event
        - c. Cover charge for entry
        - d. More substantial menu
        - e. Professional Entertainment
        - f. Potentially moved off site.

2. Jane inquired as to whether the Baking Brigade will be engaged in providing sweets for the event this year.
    - a. Dr. Bloomfield responded that those specifics have yet to be worked out but should be within the next few weeks.
  3. Upper School students will be “drafted” for childcare forming several “Baby Sitting Brigades” similar to what took place during Great Gatherings.
- ii. The Nova Classic is schedule for May 17<sup>th</sup>, before the carnival.
    1. Enrollment has already begun with people from, both, Nova and the larger community participating.
- c. Executive Director Update (Dr. Bloomfield)
- i. There are two initiatives that have been attempted but not executed.
    1. Baby Sitter Inventory
    2. Peer Tutoring
      - a. Despite efforts to create a resource for Nova families that would include contact information as well as specialty skills and experience for participating SoR students, there has been little success.
      - b. Dr. Bloomfield conveyed his desire that with the help of the NPTO the effort might take on some momentum and the resource come to fruition in the future.
  - ii. The staff party was a big success.
    1. There were just under 100 attendees.
    2. Dr. Bloomfield and Ms. Kelley thanked the NPTO for their investment.
- d. Treasurer Update (Jennifer Johnson)
- i. There is currently \$59,000 in the NPTO account.
  - ii. Received a match donation of \$30.00 from “Tru-ist”.
  - iii. Susan stated that materials from “Amazon Smile” have been received.
  - iv. A budget report was distributed to all attendees.
    1. The NPTO has “broken even” thus far.
    2. Robin inquired as to why Nova Yearbook expenses were still included in the budget since it is no longer under the NPTO’s purview.
      - a. Susan clarified that the Yearbook will continue to be under the NPTO’s purview until further notice.
      - b. Ms. Rude requested directions on how faculty and staff should go about ordering yearbooks in order to obtain the advertised discount.
        - i. Jenni confirmed that money has been budgeted to finance the discount but was unsure what the order process would be.
        - ii. Dr. Bloomfield said he would find out and pass the information on.
  - v. There were some questions as to the “Kindergarten Potluck” listing.
    1. The Kindergarten Picnic was previously a potluck and the listing had not been changed. Jenni will make the change.
  - vi. Jenni welcomes any questions and/or comments regarding the budget at any time.
- e. Upper School Advisory Committee Update (Jane Lagerquist)
- i. Next meeting will be held Thursday February 6<sup>th</sup>, at 5pm.
    1. The Black & White Dance will be discussed.
  - ii. The potential impact of the snow days Nova has had thus far on the school calendar was discussed at the last meeting.
  - iii. A list of recommendations for next year has been generated and may be viewed via the “Committee Meeting Minutes” on the NPTO page on the Nova website.

- f. Room Parent Update (Beth Hawley)
  - i. The all school skating event taking place on March 2<sup>nd</sup>, is being promoted by the 4<sup>th</sup> grade Room Parents.
    - 1. Woodale Fun Zone
    - 2. Entry fee to the skating area is \$5.00 (\$3 additional for in-line skates).
    - 3. Entry fee to the PlayZone (indoor play area for student 10 and under) is \$5.00.
      - a. Entry into both areas is \$8.00.
    - 4. There is an arcade that is open to all guests during the event.
  - ii. First grade Room Parents will be managing Staff Appreciation Week activities.
- g. EduKit Update (Melissa Hernandez)
  - i. Structural planning has begun on the ordering process.
    - 1. Ms. Zelinka would like for Kindergarten supply kits be shipped to the family's home as opposed to the school.
      - a. Bringing one's child's supplies and putting them away during student assessments is a part of the orientation process.
      - b. Ms. Kelley inquired as to whether Kindergarten families would be charged shipping for the orders being shipped to their homes.
        - i. EduKit would wave the shipping charge in this case.
      - c. She also stated she was concerned that families with children in other grades would be dissatisfied with the difference in the shipping process.
      - d. Dr. Bloomfield suggested another conversation with Ms. Zelinka around the delivery process to assess whether there may be an alternate option that would alleviate parent "push-back".
    - 2. There is a possibility that the order window for Kindergarten families will be opened during the registration process in early March.
      - a. Dr. Bloomfield interjected he was concerned about the time line.
        - i. Nova's EduKit rep has confirmed that the short time frame should not be an issue.
  - ii. Dr. Bloomfield has finalized all supply lists.
  - iii. The pricing for the supply kits will, largely, remain the same.
  - iv. Promotions will begin when the order window opens for the rest of the school, the week of May 15<sup>th</sup>.
    - 1. The Early Bird order window will remain open through the week of June 15<sup>th</sup>.
  - v. Funds raised for the NPTO via EduKit should experience a bump given Kindergarten participating.
  - vi. There is a Nova parent who has approached the NPTO to offer a similar school supply service.
    - 1. The committee will review the service and determine whether it would be of benefit to Nova families to change vendors for the 2015-16 school year.

#### IV. Events Update

- a. Parent Ed Night (Jane Lagerquist)
  - i. The last Parent Ed night was on January 21 at 6:30 PM.
    - 1. A second presentation on Singapore Math was made.
    - 2. Ms. Rude suggested that the second night be removed from the Parent Ed calendar as not many parents attended.
      - a. It was agreed to have only one presentation, early in the year going forward.

- ii. The next Parent Ed Night will take place in April.
  - 1. "Living the Nova Virtues" will be the theme.
    - a. It will consist of a presentation and panel discussion of how members of the Nova community exhibit the virtues in their daily lives.
    - b. Robin expressed concern that the event could "come off" as a bit "churchy" or dogmatic.
      - i. Dr. Bloomfield assured her that the presentation and subsequent discussion would be structured in such a way to avoid that.
- b. Opera for the Young (Susan Hooge)
  - i. Will take place the morning of February 7<sup>th</sup>, at 9:30am.
    - 1. There will be additional refreshments offered during NPTO Parent Coffee for parents staying for the performance.
  - ii. Ms. Kelley will be sure to mention the NPTO sponsorship at the opening and closing of the performance.
- c. Staff Appreciation Week (Susan Hooge)
  - i. Will take place April 21-25.
  - ii. The attendees offered some suggestions.
    - 1. Jane suggested masseurs be hired for a day.
      - a. Kate Tetmeyer has several contacts that have been used in the past.
    - 2. She also mentioned that Ms. Martin had previously suggested a "mobile" coffee cart be provided throughout the school day.
      - a. Ms. Kelley added that iced coffee would be very much appreciated by the teachers as well.
      - b. Melissa suggested a treats and/or snacks also be available on the cart.
    - 3. Ms. Rude mentioned adding a mailbox type receptacle to classroom doors for cards and the like.
    - 4. Dr. Bloomfield added that Friday the 18<sup>th</sup> is currently slated to be an "in-service" day that could provide for another "child free opportunity" to serve and celebrate teachers.
    - 5. There is currently a little over \$2000 available in the budget for the event.
    - 6. Attendees were encouraged to forward any and all ideas to the NPTO e-mail account.
- d. Nova Spirit Wear Sale (Robin Cerio)
  - i. Will take place from March 3<sup>rd</sup> thru March 17<sup>th</sup>.
  - ii. There will be no shipping charged.
  - iii. Orders will be delivered to the school about 2-3 weeks after the sale ends.
  - iv. There will some new items available for purchase.
    - 1. Tote Bags
    - 2. Redesigned sweatshirts and tee shirts.
    - 3. Blankets
  - v. Jane mentioned adding a "count down" to the sale icon on Nova's web page.
- e. Carnival (Susan Hooge w/ Dr. Bloomfield)
  - i. There has been some question as to how the funds raised from the Nova Classic will be distributed.
    - 1. Dr. Bloomfield replied that the event would operate separately this year.
      - a. Registration for the Classic has already begun and any fees associated with the run will be collected at that time.
      - b. Carnival fees will be collected separately.

- c. Jenni requested to have all money collected labeled appropriately so that she would have complete clarity around how to record the deposits.
  - ii. Beth inquired as to the timing of the events.
    - 1. The run will most likely begin between 8:30 and 9:00 am and be completed between 10:00 and 10:30 am.
    - 2. The Carnival generally begins at 1:00 pm.
  - iii. The Usborne Book Fair will take place again this year.
    - 1. A catalogue will be provided to the faculty so that they may create “wish lists”.
      - a. Teachers are encouraged to submit “wish lists” so that families know exactly what the classrooms are in need of.
      - b. Many “wish list” items that are not purchased and donated by the end of the book fair will be filled according to how much money is left over.

**V. Discussion/Action Items**

- a. Cartridge World Fundraising Opportunity (Jenni Johnson)
  - i. Cartridge World buys back used ink jet printer cartridges for recycling.
    - 1. A little over \$20.00 was collected for a handful of cartridges.
  - ii. A representative at the location in Roseville has set up an account for Nova.
  - iii. Jane suggested displaying the collection box in the Lost & Found corner of the building.
  - iv. Ms. McClarn suggested having a notice go home from teachers to families letting parents know that they are collecting cartridges and to send them to class with their children. Then teachers could deposit all the cartridges they collect in the box.
  - v. Robin suggested promoting the fundraiser via the Nova Notes, Facebook and Twitter.

**VI. Meeting Adjourned**