

NPTO Meeting Minutes
July 26, 2013

“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 Robin Cicero, NPTO Co-Chair

I. Welcome and Roll Call (Susan)

- a. Called to order at 2:00 PM
- b. Introductions were made.

II. Calendar Review & Planning (Susan)

- a. August through October
- b. July mailing/Welcome letter
 - i. The final draft of this was sent to Brian and will be included in the July mailing.
 - ii. Brian is also adding a primer for giving to the mailing packet to make that an easier process for families.
- c. EduKits
 - i. Being delivered to school the week of August 5th.
 - ii. They need to be sorted and delivered to classrooms. This is a relatively easy process, but we need volunteers to do it.
 - iii. **Kits will be sorted and distributed to every child’s corresponding classroom. Because kits are identical, no labeling will be required this year.**
 - iv. Melissa may have volunteers. She created a sign up genius back in June.
 - v. **Follow up note:** Delivery of the EduKits is schedule for Wednesday, August 7th. Brian will be the primary contact for the delivery and Morgan Young has be designated the secondary delivery contact. Delivery will be made to the Great Hall. Sorting and distribution of the kits is currently scheduled for the following Monday & Tuesday, August 11th - 9am to 1pm & 12th - 3pm to 7pm. We have 7 parent volunteers signed up for each day. Beth Nault Schatz is the lead on this leg of the process and may be reached at [612-843-3426](tel:612-843-3426) and/or bnschatz@gmail.com.
- d. Kindergarten Picnic
 - i. Will happen on August 22
 - ii. Class assignments will be available.
 - iii. Assignments will be projected onto the wall to avoid the crush of parents trying to see and to accommodate last minute changes.
 - iv. The NTPO Chair will speak.
 - v. Pictures from the school year projected onto the wall.
 - vi. There was some confusion identified on the part of the room parents as to whether or not this was a K/1 picnic or just a Kindergarten event. Robin has sent them some clarification that it is just a Kindergarten event.
 - vii. A sign-up genius has been created, but we need more volunteers.
 - viii. NPTO supplies lemonade powder for the event for volunteers to make drinks. Since this seems to be a complicated process, we discussed laminating a sheet with directions to be near the lemonade powder so that people can be empowered to make their own lemonade without too much difficulty.

- ix. Brian mentioned getting permanent nametags/badges for board members to wear so we are more easily identified. These could be passed on each year as they would be board position specific, but not have our names on them.
 - x. We need an NPTO table, using Nova tablecloths, with the following (same as for Open House)
 - 1. Magnets
 - 2. Spiritwear Handout
 - 3. Welcome Letter
 - 4. Volunteer Information Form
 - 5. Brochure
 - 6. Candy
 - 7. Cookbooks
- e. Open House:
- i. 3-5 SoG, 5-7 SoL-R
 - ii. We decided to have the Schwan's fundraiser information be available at the open house as people get their ice cream.
 - iii. We will do rocket pops and ice cream sandwiches. We will have a box in the freezer available for those with complete dairy allergy.
 - iv. Spiritwear table – there was discussion surrounding weather or not to have items available for people to purchase at the event, but as that would be difficult in terms of keeping/storing inventory.
 - v. Great Gatherings table - but they handle all their information.
 - vi. Scrip – Kate sold Scrip last year and will do it again this year.
 - vii. Cookbooks - will share the table with Scrip, Robin can set-up and sell for a bit, but we need another volunteer.
 - viii. There is a sign-up genius available for the Open House for the officers and potentially last year's board could help us.
 - ix. We can invite people we know to help man the NPTO table at the Open House.
 - x. Susan will send out the sign-up genius.
 - xi. Candy is available on our tables as an incentive for people to come over!
 - xii. Use the Nova tablecloths.
- f. **Used Uniforms**
- i. We are not really associated with this endeavor and Susan will send a lovely note declining to participate.
- g. **Back-to-School Nights**
- i. Different Power Point than the teacher orientation presentation.
 - ii. September 12th for the SoG and September 19th for the SoLR and we need a table at each.
 - iii. Do we have a Sign-up Genius for this?
 - iv. The presentation is 2-4 slides and we played the GG video. We can do this again.
- h. **Book Fair**
- i. Will happen on Saturday Oct 12th.
 - ii. Beth and Susan will work on this again and get publicity started in September.
- i. **Kindergarten & First Day Coffee**
- i. We ask people who would be good promoters of PTO + last year's board and this year's board.
 - ii. We can use last year's sign-up as a start for this event.
 - iii. We served about 300 cups of coffee at these two events.
- j. **Teacher Orientation**
- i. Contact principals for when we can talk with the teachers about NPTO during orientation.

- ii. The Power Point will be updated for Back-to-School night. Jane has a template we can use from last year.
- iii. We can do both the Chair & Co-Chairs at the meeting.

III. Branding/Literature

- a. The Nova copier has the ability to copy and fold the brochures. Brian encouraged us to use it. Beth will contact Marnie about when we can do this with the least disruption to the office.
- b. Start with 400 copies and we can always print more.
- c. We don't have access to the website as of yet, keep sending stuff to Linda to update our page.
- d. Brian mentioned that we can have a sub-section of our web site that is password protected so we can keep our documents there for continuity. Robin will contact Brian about how and when we can do this.
- e. We should have a position that is in charge of managing the website and making sure its content is current.
- f. Label fundraiser will be linked on the lost and found page of the website. Robin looked into another label company to see if the fundraising commission was comparable and it was the same. We should stick with what we have as there is no appreciable difference other than designs.

IV. Treasurer's Report (Jennifer and Manling)

- a. Jenni and Manling met with Jodi to go to TCF to change signatures etc.
- b. Jodi says she is working on the taxes and the annual audit.
- c. The NPTO donated \$7500 to Nova at the end of the year and we purchased 7 Elmos for the teachers.

V. Meeting Schedule

- a. The meeting schedule is the first Thursday of the month, at 4:00 PM barring September and January.

VI. Volunteer Sign-up Form

- a. We reviewed each position on the volunteer sign-up to make sure it was still relevant/needed.
- b. Carnival sign-ups taken out for now.
- c. Some discussion was had about including Upper School parents more. It might help with involvement if they were responsible for just organizing Upper School events. We will include this in the general volunteer signup for the year. If we do make this a separate committee, we need to make sure to partner with Miranda.
- d. Webpage/Social Media – Robin will work with Brian to get access to the webpage and start working on Twitter.
- e. Photographer – Keep current provider.
- f. Graphics Group – Jane will ask Heather Brownell if she is interested in doing this again for the coming school year.
- g. Friday Coffee Host – Keep it open.
- h. Winter/End of Year Treats Planning Team – Make this a team instead of a room parent responsibility.
- i. Conference Meal Team – Keep as a team.
- j. Baking Brigade General – Making it two to split the load.
- k. Baking Brigade – Utilize throughout the year rather than just 4 events.
- l. EduKit Coordinator – Keep current role.

- m. Super Shopper – Jenni Marker Johnson
- n. Room Parents – Discussion about one or two per room to help prevent people not getting information; we will keep music, art, and Latin but combine them into one sign-up. **Follow up required.**
- o. Bookfair Team – Beth and Susan
- p. Box Tops Guru – Keep current role.
- q. Spiritwear Stylist – Keep current role.
- r. Parent Education – Keep current role.
- s. Cabinet Organizer – New category to see if we can get someone to help with this.
- t. Scrip Sales People – Someone is needed to help promote this program and, in addition, attend the morning coffees to physically sell the Scrips.

VII. Scrip and Scrip Now!

- a. Don't know what Kate Tetmeyer's schedule will look like so we need people to help with selling physical Scrip. Kate can help with online sales but not in person.

VIII. Meeting Adjourned