

# Nova PTO Meeting Minutes

July 2017

## “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.*

### 1) Welcome and Roll Call (Connie)

- a) In attendance: Suzanne Anderson, Secretary; Jessie McClary, Board Liaison; Sara Knudsen, Parent/Teacher/Board Liaison; Catherine Graeve, Vice-Chair; Connie Knowles, Teacher/Co-Chair; Kristen Gonzalez, Treasurer.
- b) Agenda Additions: None
- c) Approval of minutes from last meeting (Suzanne Anderson)- June minutes were approved.

### 2) Officer Reports

- a) Board Meeting Report (Jessie McClary)
  - i) No blurb is needed from the NPTO for the board packet after all.
  - ii) The next board meeting is July 31<sup>st</sup>
  - iii) It would be beneficial for the NPTO to receive the board packet ahead of time and to be on the e-mail list; Sara will propose this at the next board meeting.
  - iv) Dr. Williams was not at the meeting but sent an update. He is working on who will follow up on different projects.
  - v) The Transitional Interim Director was approved.
  - vi) The Interim Director position has been narrowed down to 4 candidates and there was a meet and greet to meet the candidates.
  - vii) The Development Committee raised in the mid-\$20,000 range towards the rain garden. They have begun work on soil improvement and plan to start planting in September.
  - viii) Work has begun on the field.
  - ix) Enrollment deadlines have been removed due to legalities.

- x) The school's yearly insurance is going up \$30,000.
- xi) Nova is considering hiring a full-time HR position.
- xii) Food Service and Monarch Busing was approved again.
- xiii) There is a \$5,400 fee for computerized testing, which will begin this year.
- b) Executive Director's Update (Eric Williams)-Not present.
- c) Treasurer's Report/Development Committee Update (Kristen Gonzales).
  - i) Treasurer's Report (Kristen)
    - (1) Kristen and Liza went to the bank and took two people off the account who are no longer at Nova. They will also take Sara off and add Connie and Catherine.
    - (2) The current NPTO checking account balance is \$77,097.71.
    - (3) There are \$261.32 in uncashed checks; Sara will contact those who have uncashed checks.
    - (4) The budget for the 2017-2018 school year is \$45,000.
  - ii) Development Committee
    - (1) Further discussion is needed on who from the NPTO (if anyone) will attend the Development Committee meetings.
- d) Upper School Parent Advisory (Jane Lagerquist)-Not present.

### **3) Quick Updates and Upcoming Events**

- a) Room Parent Events (Connie)
  - i) Last day of school treats (Suzanne Anderson)
    - (1) It went smoothly and we had plenty of volunteers. The only glitch was that Mr. Pelofske did not seem to be aware of the treats; in the end, everyone grade received their treats.
    - (2) The Schwan's guys were fantastic; very friendly, helpful and responsive.
  - ii) Kindergarten picnic on August 18<sup>th</sup> (Catherine Graeve)
    - (1) The sign-up genius was sent out to room parents.
  - iii) The format of the agenda will be changed going forward so that the upcoming event will be highlighted and the person in charge of the event will be listed.

### **4) Discussion/Action Items**

- a) Upcoming Board Meetings: Sara will attend on July 31<sup>st</sup>, September 25<sup>th</sup> and November 20<sup>th</sup>. Jessie will attend on August 21<sup>st</sup> and October 30<sup>th</sup>.
- b) Split Jobs-tabled
- c) Back to school events
  - i) Kindergarten picnic (and PowerPoint)-Catherine is the point person for this.
  - ii) Rising 6<sup>th</sup> grade and Rising 9<sup>th</sup> grade-the NPTO will not attend as they are drop off events.
  - iii) Back to school nights (lower school on 8/24 and upper school on 8/23)-NPTO will sell t-shirts, shorts, bags, etc. and will provide ice cream.
    - (1) Suzanne will contact Schwann's to confirm frozen treats for both dates.
  - iv) First day of school coffee-Sara will pick up Caribou coffee, donut holes and juice boxes.
  - v) First day of Kindergarten-Katie will make coffee.
- d) Brochure Information- Sara will update the brochure and replace "virtue coffee" with "parent coffee."
- e) Uniform gym shorts update (Jessie)
  - i) There is a 10-day turnaround; Jessie will order them to be able to sell them at the LS back to school night and meet the teacher night.
  - ii) Jessie will order more t-shirts, especially adult sizes.
- f) Ordering Items-No further items need to be ordered that this time.
- g) EA vs. Staff Appreciation Week-tabled.
- h) Room parent vs. grade parent (Jessie)
  - i) Going forward there will be one to two parents per grade in the lower school who will serve as the liaisons between the NPTO and the teachers and parents for that grade instead of per classroom.
- i) Solar Panel (Sara)
  - i) The NPTO will no longer be facilitating the Solar Panel; instead, a new fund, "NPTO Cares," will give a gift directly from the NPTO and will not be staff funded.
  - ii) There will be \$1,000 set aside in the budget for the NPTO Cares Fund.

**5) Agenda Addition: None**

**6) Public Comment on Today's Discussion**

**7) Adjourn**