

NPTO Meeting Minutes

March 6th, 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 Melissa Hernandez, Secretary

- I. Welcome and Roll Call (Robin Cerio)
 - a. In attendance: Robin Cerio (Co-Chair), Beth Hawley (Co-Chair), Jennifer Johnson (Treasurer), Jane Osborn Farber (Room Parent), Jane Lagerquist (Board Liaison), Beth Hawley (Co-Chair), Brian Bloomfield (School Director), Michelle Granbery (Room Parent), Sara Gunsch (Room Parent), Kate Tetmeyer (Scrip Lead, Carnival Chair), Kathleen McClarn (5th Grade Teacher), Diane Rude (LS Math Teacher), Pat Bodensstab (1st Grade Teacher), Tanya Olson (Room Parent), Kristin Kelley (LS Director), Samantha Fisher (Room Parent), Kristin Lerstrom, Nan Waisanen, Stefanie Herschback.
 - b. Robin solicited any additional topics that attendees would like to discuss that were not reflected on the agenda.
- II. Minutes Approval
 - a. Copies of the February Meeting Minutes were provided to all attendees.
 - i. Melissa moved the Minutes be approved and the Minutes were approved.
- III. Officer Reports
 - a. Board Meeting Update (Jane Lagerquist)
 - i. Items Discussed
 1. Establishing a Long Term leave policy.
 - a. A committee was created to explore the impact of long term leaves.
 2. Development of the new land parcel.
 - a. Plans included creating a soccer field but the initial quotes on such a project came in upwards of \$250,000 – “not the best use of funds”.
 - b. Alternatives are being explored including grading the land and installing a sprinkler system for \$25,000.
 3. Interim Executive Director (ED) search.
 - a. The Search Committee has decided to seek out an interim ED for the 2014-'15 school to provide more time to conduct the search for Dr. Bloomfield’s long term replacement.
 - b. Advancement Committee Update (Kate Tetmeyer & Dr. Bloomfield)
 - i. Sweet20 is scheduled for Saturday, April 5th.
 1. The committee hopes to raise \$20,000 in support of Nova athletics as well as the Phy Ed department.
 - a. Development of the new parcel.
 - b. Instillation of a drop down 70 x 12 ft batting/golf swing cage in the gym.
 2. Adult only event, no childcare provided.
 3. Open bar and baked goods/treats.
 4. No cover charge.
 5. A comedic hypnotist for entertainment.

6. Robin added that Dr. Bloomfield will be recognized for his many years of service to the Nova community.
 7. The Baking Brigade will be contributing treats to the event to supplement area business donations.
- c. Executive Director Update (Dr. Bloomfield)
- i. Ms. Reagan will be soliciting the NPTO next month for help funding an additional salad bar (\$4400) to support the growing a la cart menu.
 1. The menu will be available during US lunches in addition to after school beginning next school year.
- d. Treasurer Update (Jennifer Johnson)
- i. There is currently \$56,600 in the NPTO account.
 1. One check for \$18.00 has been returned.
 - a. Dr. Bloomfield suggested contacting the family once to let them know and them simply writing it off – “no one wants to be a collector”.
 - ii. “Cartridge World” recycling program is going well.
 1. Families are aware of the program and dropping off their used cartridges and cell phones.
 2. The collection box is located in the Lost & Found area.
 3. No redemption has been made as of yet.
 - iii. Initial Budget Items 2014-'15
 1. Staff Background Checks: \$2500
 - a. Detailed checks are conducted on all faculty and cost \$25 per person.
 2. Robin inquired as to whether there were any items that should not be part of the budget for next year or that should be reduced.
 - a. Carnival: Currently budgeted at \$6000. Should be increased by \$500.
 - b. Great Gatherings: Currently budgeted at \$6000. Should be increased by \$1000.
 - c. Lower School Event Program: Currently budgeted at \$1000. Should be eliminated all together because it is a duplicate of the Opera for the Young expense.
 - d. Middle School Event: Currently budgeted at \$2100. Should be \$2250.
 - e. Playground Equipment/Gardens: Currently budgeted at \$1200.
 - f. Prom: Currently budgeted at \$1000. Should be \$1500.
 3. The budget will be voted on at the June meeting.
- e. EduKit Update (Melissa Hernandez)
- i. The Kindergarten order window was launched alongside on-line registration.
 - ii. Review of the supply lists for the other grades has begun.
 1. Early review is taking place in order to ensure accuracy.
- f. Upper School Parent Advisory Committee Updates (Jane Lagerquist)
- i. Items Discussed
 1. Black & White dance debrief.
 2. Detailed minutes from last month’s meeting are available on the NPTO page via Nova’s website.
 - ii. Ms. Morton will be discussing new uniform options for the 2014-'15 school year at today’s meeting.
- g. Co-Chair Update (Beth Hawley)
- i. Staff Appreciation Week planning has begun.
 1. Schedule has been established.
 - a. Massage therapists have been scheduled to come on Monday, April 21st.

- b. Breakfast will be served during the LS & US staff meetings.
 - c. Lunch will be served on Friday.
 - d. On Wednesday there will be a coffee cart loaded with snacks & treats coming around to the classrooms.
 - 2. Directives have been forwarded to the 1st grade room parents.
 - a. First grade parents will be managing the week's activities.
 - 3. A communication will be forwarded to teachers so that they are aware of the week's activities and can plan accordingly.
 - a. Dr. Bloomfield suggested the schedule be distributed before lunch orders are due to ensure orders are not being made on the days food is being provided by the NPTO.
 - 4. \$2200 have been budgeted for the event.
- ii. The All-School Skating event was a success.
 - 1. 226 attendees.
 - 2. \$226 was raised.
 - 3. Families really appreciated the play area.
 - 4. The date & time worked well for families.
- h. Volunteer Update (Robin Cerio)
 - i. Leadership planning for next year NPTO has begun.
 - 1. Jennifer Marker Johnson will be returning as Treasurer.
 - 2. Melissa Hernandez will be returning as Secretary.
 - 3. Robin Cerio & Beth Hawley will move into the Chair position.
 - 4. Susan Hooge will move into the Board Liason position.
 - 5. The position of Co-Chair is still open.
 - a. Teachers may serve as Co-Chairs
 - b. The position rolls into the Chair position then into the Board Liaison position – three year commitment.
 - c. Beth added that this year's leadership has made a concerted effort to document the process for many of the year's events, activities, etc. as well as general operational information, making taking over the position that much easier.
 - 6. Nominations will take place during May's meeting.

IV. Action/Discussion Items

- a. NPTO Promotional Magnets
 - i. Currently updating the numbers.
 - ii. Orders will take place for the 2014-'15 school year.
 - 1. The design will be distinct in order to distinguish it from the current magnet.
 - iii. Will be distributed during all school events i.e. Open House, Parent-Teacher Conferences, etc.
- b. Purchasing tables for outdoor space.
 - i. Robin, per Linda LaFrambois, mentioned creating a space for teachers to enjoy some student-free time.
 - ii. Dr. Bloomfield suggested creating a space for SoR students under the Nova shield in the front of the building.
- c. Ms. Kelley would like to purchase carpet "runners" in front of the lockers to keep winter wet messes at a minimum and would like help from the NPTO to do so.
- d. A \$24,000 grant is available to area schools in support of a "green fair" – focus on recycling, composting, etc.

- i. If Nova were awarded the grant it could act as host and seek out community partners to participate.
 - 1. Dr. Bloomfield suggested working with Ms. Morton and the 6th grade Earth Science class and turn the event into a Science Fair Exposition, tying in a curricular component. He added that Angela Sabates would be a good point of contact as well.
- ii. This would provide students, particularly students from the SoR, an opportunity to engage the Nova virtues tangibly. Providing them some “real world” experience.
 - 1. Learning how to write a grant.
 - 2. Learning how to develop partnerships in the community.

V. Meeting Adjourned