

Nova PTO
Meeting Minutes

March 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 (Jessie)

- a) In attendance: Eric Williams, Executive Director; Brooke Tousignant, LS Principal, Kimberly Dumitrica, Vice-Chair; Suzanne Anderson, Secretary; Jessie McClary, Chair; Liza Halverson, Treasurer; Sara Knudsen, Parent/Teacher/NPTO Chair; Marlo Corletto, Kindergarten Teacher/Parent; Catherine Graeve, Parent; Jane Lagerquist, Carnival Co-Chair/USPA Chair/Parent.
- b) Agenda Additions: Restaurant fundraiser
- c) Approval of minutes from last meeting (Suzanne)- February minutes were approved.

2) Officer Reports

- a) Board Meeting Report (Sara Knudsen)
 - i) Ms. Bodenstab will be the first teacher at Nova to retire this year.
 - (1) Ms. Tousignant had some teachers approach her about doing something to honor Ms. Bodenstab and celebrate her retirement. Ms. Tousignant will discuss further ideas with those teachers.
 - (2) Because this will be the first retirement at Nova, there will need to be a plan in place going forward for money to be set aside for retirement celebrations. This discussion is tabled for now.
 - ii) There was a discussion on having foreign exchange students at Nova and how that would affect student numbers. The board will be doing more research into this topic.
 - iii) Ms. Cerio and Dr. Greenfield will both not be returning to the board next year.
 - iv) An upper school student who attended the board meeting shared some extracurricular highlights with the board including the fact that Nova’s One Act Play

- took 3rd place, the sports teams are placing high and the Mock Trial teams ended up having to compete against each other at state!
- v) Ms. Tousignant reported that the School Climate Committee is finalizing details for the April 18th “Doing Good Together” event in which there will be pizza and family-friendly projects to do together to benefit local organizations.
- b) Executive Director’s Update (Eric Williams)
- i) Strategic Planning
 - (1) There were 11 RSVP’s for tonight’s strategic planning meeting, a “direction-setting meeting” for Nova. They have already had a strategic planning meeting with the board and will do another one with the board on April 29th.
 - (2) They received 99 responses to the strategic planning survey that was sent out. The most common response to the question, “what would you like Nova to be known for in 3 years?” was “academics.”
 - (3) Dr. Williams stressed that we need to plan now for what we want to be in 5 years, and to think along the lines not of what “*might* be;” rather, “what *will* be.”
 - ii) Board positions are available.
 - iii) An engineer is looking at water drain off and elevation in preparation for laying turf. Natural turf and synthetic turf both have their pros and cons but they are leaning towards a “clean green fill,” and the City of St. Paul has stated that they are more willing to partner with Nova if the turf is synthetic.
 - iv) The plan remains to move forward with black dirt and hydro seeding on the triangle-shaped property.
- c) Treasurer’s Report/Development Committee Update (Liza Halverson).
- i) The current checkbook balance is \$89,496.
 - ii) There are almost \$3,000 worth of outstanding checks. If anyone has received a check from the NPTO and has not cashed it yet, please do so.
 - iii) Liza is in process of looking through the budget and making sure staff knows how much money is left to be used this year.
 - iv) The Nova Classic *will* be taking place this year, on the same day as the Carnival.
 - v) Spring into Action
 - (1) It is scheduled for the week of April 17th and will raise money for the rain garden, which will cost approximately \$35,000 (\$15,000 more than initially thought).

- (2) Families will be encouraged to fill positions on the sign-up genius which will list volunteer opportunities at Nova through the end of the school year.
- (3) Some of the plants for the rain garden need to be planted in September, so that volunteer piece will be part of the next school year.
- vi) The development team is in discussion about how to request GEM (give every month) donations to Nova.
- d) Upper School Parent Advisory (Jane Lagerquist)
 - i) The Friday coffee for 5th grade parents went well!
 - ii) At their last meeting, they discussed DDI (Data Driven Instruction), which includes 4 mini pop quizzes per year and is a tool for teachers to see if kids are tracking and to see how well they are teaching the subject matter.
 - iii) They also discussed Math 180, a course similar to Reading 180, in which students (mostly middle school) receive an extra boost of math instead of Latin class (students are still required to take 4 Latin courses while at Nova).

3) Quick Updates and Upcoming Events

- a) Room Parent Events (Jessie)
 - i) Roller-skating Party (Liza)
 - (1) The all-school roller-skating party was a success! There were 306 paid skaters, which was 76 more than last year, and the event brought in \$459.
 - (2) The only glitch was that the entrance fees on the flyer and what they were charging at the door did not line up. Changes will be made to the flyer so that it will be clear next year.
 - (3) Some parents wondered if it was a drop off event even though the flyer stated it was NOT a drop-off event. We will continue to publicize this as “not a drop off event.”
 - ii) Carnival (Jane Lagerquist)
 - (1) The Carnival will be on May 13th.
 - (2) This year, instead of the icee truck, Maui Wowi will make full fruit smoothies and 10-20% of the profits will go back to the NPTO. The man working the truck said he will work with our card system for payment.
 - (3) Jane is working with Liza on using Square for payments to get in and get food.

- (4) The \$5 ticket to get into the Carnival does not cover costs so they are being careful to make sure that the rest is covered by food profits.
- (5) There will be tents on all the tables this year, saying, "Please clean up after your family," as last year things were left messy. Dr. Williams, Jane and Joe will talk through logistics regarding use of the kitchen and clean-up.
- (6) Beth Hawley and Susan Hooge will again coordinate the Usborne book fair.
- (7) Jessie McClary brought up the idea of having a button-making station where kids could buy a ticket to cut out pages from donated books and use a button machine to make their own button. Ms. Tousignant said she might have a connection for getting a button machine and will be in touch with Jessie about that.

4) Discussion/Action Items

- a) Election Interest (Jessie McClary)
 - i) Ms. Knowles is interested in sharing the chair or vice-chair position with someone.
 - ii) Catherine Graeve is interested in the chair/vice-chair/board liason rotation position.
 - iii) The Great Gatherings position is still open and there was some discussion about adding it to the "Spring Into Action" sign-up genius; however, there was some concern about the fact that people may focus on next year's GG positions and not sign up for the slots needing to be filled for the remainder of this year. This discussion is tabled.
 - iv) We still don't have any candidates for our open treasurer position.
 - v) Ms. Corletto suggested making efforts to raise awareness among Kindergarten parents about the NPTO and opportunities to be involved.
- b) Kindergarten Round-up volunteers (Jessie)
 - i) Kimberly and Jessie will be at the Kindergarten Round-up with Oreos and lemon water. They don't feel there needs to be any more volunteers.
- c) Grandparents Day Review (Sara)
 - i) Sara will bring coffee and Jessie will create a sign-up genius for volunteers and treats.
- d) Laminator (Jessie)
 - i) The NPTO will be providing funds for a new laminator that should be more useful and cost-effective long-term.

- ii) The funding for the laminator does not include refills.
- iii) Ms. Tousignant will find a couple of designated EA's to operate and maintain it.
- e) Trampoline Park Event (Suzanne Anderson)
 - i) We will have a fundraiser over spring break on March 23rd from 4-8pm at Rockin' Jump, a newly opened indoor trampoline park in Eagan. When guests mention they are with the Nova fundraiser, 20% of the proceeds will go back to the NPTO.
 - ii) Suzanne will create a flyer and make sure the information goes out in the next Nova Notes.
- f) Thank You's (Jessie)
 - i) Jessie passed around some thank you notes that were written to the NPTO from staff and teachers.
- 5) Agenda Addition:
 - a) Panera Fundraiser (Sara and Liza)
 - i) It will take place at the end of April.
- 6) Public Comment on Today's Discussion-None**
- 7) Adjourn**