

NPTO Meeting Minutes

May 1st, 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: Robin Cerio (Co-Chair), Beth Hawley (Co-Chair), Jennifer Marker Johnson (Treasurer), Jane Lagerquist (Board Liaison), Brian Bloomfield (School Director), Michelle Granbery (Room Parent), Sara Gunsch (Room Parent), Kate Tetmeyer (Scrip Lead, Carnival Chair), Marlo Corletto (Kindergarten Teacher), Diane Rude (LS Math Teacher), Tanya Olson (Room Parent), Kristin Lerstrom, Stefanie Herschback, Nancy Bauman (Business Manager), Sarah Knudsen (Kindergarten Teacher).
 - b. Agenda Review
 - c. Susan solicited any additional topics that attendees would like to discuss that were not reflected on the agenda.
- II. Minutes Approval
 - a. Copies of the April Meeting Minutes were provided to all attendees and approved.
- III. Officer Reports
 - a. Board Meeting Update (Jane Lagerquist)
 - i. The meeting lasted about 3 1/2 hours.
 - ii. Items Discussed:
 1. The future, interim Executive Director Bruce Watkins attended and answered some questions posed by the Board.
 - a. Mr. Watkins resume was made available for review.
 2. The need for differentiated learning and how to employ it while remaining true to the classical instruction model.
 3. SoR students proposed adding Ex Officio positions to the Board in order that the student body be represented.
 - b. Advancement Committee Update (Dr. Bloomfield)
 - i. Sweet20 Recap
 1. Brought in over \$9,000.
 - a. For the development of the new land parcel.
 - b. For the installation of a drop down 70 x 12 ft batting/golf swing cage in the gym (already installed).
 2. Adult only event.
 3. A comedic hypnotist for entertainment.
 4. No “cover charge” as well as the open bar appeared to encourage donations.
 - a. Despite low attendance, a significant amount of money was raised.
 - ii. The Nova Classic is scheduled for the morning of the Carnival – May 17th.
 1. Internal promotional efforts have begun.
 - iii. Robin inquired as to who would lead advancement efforts once Dr. Bloomfield has gone.
 1. Dr. Bloomfield replied that the Nova Board of Directors will make that determination.

- a. Some potential options include:
 - i. Managed under the Finance Committee.
 - ii. Established as its own committee within the Board.
 - iii. Remain under the Executive Director's purview.
 - iv. Project/event driven, being managed by the respective area sponsoring said project/event, i.e. Fine Arts, Athletics, Forensics, Drama, etc.
- c. Treasurer Update (Jennifer Johnson & Susan Hooge)
 - i. \$42,095 of \$42,855 (this year's budget) has been paid out and/or committed.
 - ii. Initial Budget Items 2014-'15
 - 1. The budget will be voted on at the June meeting.
 - 2. Members of the NPTO responsible for a particular "cost center" included in next year's budget should take a moment to review the revised budget and submit any comments/requests for changes.
 - a. Kate requested some additional Carnival dollars to purchase 2-4 more pop-up tents (\$100 each).
 - 3. Several budget line item adjustments and additions have been made.
 - iii. An unexpected check in the amount of \$144 from Truist was received this week.
 - 1. Truist (truist.com) provides a corporate philanthropy platform that allows companies to drive a measurable increase in their matching programs.
 - iv. The NPTO has yet to receive the monies raised from the All-School Skating event held in March.
 - 1. Beth confirmed she would follow up with Wooddale Fun Zone.
 - v. Reimbursement receipts should be submitted sooner than later.
 - vi. We have yet to find anyone to complete and file the NPTO taxes for this year.
 - 1. Beth stated that she was waiting to hear back from her CPA.
 - vii. A final review of the NPTO's 2013-'14 budget has been completed.
 - 1. Due to the Target Red Card donations now going to directly to Nova as well as a decrease in parent donations, the NPTO's revenue has decreased by about \$6000.
 - a. As a result we will be unable to make as sizable a donation to the school as we have in years past.
 - b. Instead, the NPTO plans on saving what is left over to be put toward some "big ticket" expenses slated for the 2014-'15 school year.
 - i. Replacement of the playground woodchips.
 - ii. Refrigerated Salad Bar.
 - 2. The NPTO budget will be voted on during June's meeting.
- d. Upper School Parent Advisory Committee Updates (Jane Lagerquist)
 - i. Items Discussed
 - 1. Dessa's (local spoken word & recording artist) visit was a success.
 - 2. Last month's Parent Ed Night was primarily directed toward US families and addressed Media Safety.
 - a. Local law enforcement discussed media dangers for adolescents and made helpful recommendations - providing various resources - regarding how to keep children safe.
 - b. There were over 30 attendees.
 - c. Jenni asked whether we had paid the EA who took care of childcare that evening.

- i. Jane responded that she put the cash that was collected (\$36) in the locked NPTO box in the Main Office.

3. Spring Fling

- a. Will take place Friday, May 2nd.
- b. There will be an open gym.
- c. Many more parents have stepped up to volunteer than previously expected.

IV. Events Update

- a. Last Day of School Treats (Jane Lagerquist)
 - i. Plans will be made with Ms. Kelley & Ms. Morton regarding scheduling.
 - ii. Dr. Bloomfield suggested we consider that Seniors would not be returning to school after graduation when the schedule is established.
 - iii. Event instructions are on the NPTO website as well as a “Sign-up Genius” document for volunteers, from last year.
 - iv. The menu needs to be confirmed and the “shoppers” set.
- b. Staff Appreciation Week Recap (Robin Cerio & Beth Hawley)
 - i. It was a success.
 - ii. Teachers especially appreciated the “coffee/treat cart” as well as the Friday lunch.
 - iii. Ms. Rude suggested some additional choices to the meals. i.e. salad, bagels, eggs (more breakfast options).
 - iv. Some additional elements are being considered to make the activities and events less “food heavy”.
- c. Carnival (Kate Tetmeyer)
 - i. Will take place Saturday, May 17th from 9am – 4pm.
 - ii. We need to encourage the community to volunteer for the event.
 - 1. Dr. Bloomfield reminder everyone that Nova families tend to sign up to volunteer closer to the volunteer date.
 - 2. Also, we’ll need to clarify what each grade is responsible for before resending the volunteer request communication.
 - iii. Jenni inquired as to whether there were any vendors that have yet to be paid.
 - 1. Kate replied that there is one invoice she has yet to receive but that she would forward it on as soon as it was delivered.
 - 2. Susan requested that be submitted sooner than later so that we might have a sense for the level of investment the NPTO will be making.
- d. Grandparents Day (Susan Hoooge)
 - i. Will take place May 9th.
 - ii. Coffee and snack will be provided.
 - 1. The Baking Brigade will be providing treats for the event.

V. Action/Discussion Items

- a. The NPTO is still in need of a Co-Chair for the 2014-'15 school.
 - i. Robin suggested she may have a couple of leads lined up.
- b. Melissa Hernandez and Jenni Marker Johnson have submitted their names to be considered for Secretary and Treasurer, respectively.
 - i. Susan motioned to vote them in for said positions.
 - ii. All those in attendance voted to appoint both the candidates.
- c. Promotional Magnets
 - i. The revised magnets will be ordered and available for distribution at the start of the 2014-'15 school year.
- d. EduKit (Melissa Hernandez)

- i. The supply lists for each grade is being reviewed for accuracy.
 - 1. Susan inquired as to whether the 5th grade supply lists have been updated considering the donation of the classroom calculators, protractors, etc. that was made by the NPTO.
 - 2. Melissa assured her the list has been updated.
- ii. Promotion for the program will begin after the Carnival.
 - 1. The order window will be open from May 19th thru June 15th.
 - 2. Any kits order within that time frame will not be subject to tax or shipping charges.
 - 3. Kits ordered after June 15 will be an additional \$20.
- e. The **NPTO** now has its own Facebook page and Twitter account and Linda LaFrambois is working to restrict the NPTO's access to its own pages on the Nova website.
- f. TerraCycle, Recycling Writing Utensils, Fundraiser (Jenni Marker Johnson)
 - i. The NPTO has become aware of an organization that will recycle all writing utensils, excluding crayons, and pay out \$.02 per item donated.
 - ii. Robin suggested a container be placed in every classroom to collect these items throughout the school and the teachers in attendance were agreeable to that idea.
 - iii. The NPTO will also have large buckets around the school building to collect any and all writing utensils otherwise being discarded at the end of the school year.
- g. Standards of Behavior, NPTO By-Laws (Robin Cerio)
 - i. The Nova Board has included a "Standards of Behavior" document within its By-Laws and the NPTO leadership thought it wise to include a similar document in the NPTO By-Laws.
 - 1. The document includes information regarding what is expected of a board member and what happens if those expectations are not met.
 - 2. The NPTO is adapting the Nova Board document with some slight adjustments.
 - ii. Robin inquired whether Nova's attorney review the document before it is adopted.
 - 1. Dr. Bloomfield requested Robin forward him the document so that he might pass it along.

VI. Meeting Adjourned