

Nova PTO
Meeting Minutes

May 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; Catherine Graeve, Parent; Jane Lagerquist, Carnival Co-Chair/USPA Chair/Parent; Connie Knowles, Teacher; Marlo Corletto, Parent/Teacher; Stefanie Herschbach, Parent; Kristen Gonzalez, Parent; Dani Treiber, Room Parent.
- b) Agenda Additions: None
- c) Approval of minutes from last meeting (Suzanne)- April minutes were approved.

2) Officer Reports

- a) Board Meeting Report (Sara Knudsen)
 - i) There were some concerns on the progress of the turf project as they cannot get the okay to move forward until the end of May.
 - ii) The Doing Good Together event was a huge success!
 - iii) Board election voting opened on April 25th and at the time of the board meeting, only 10% of staff and families had voted. Voting ends Friday, May 12th.
 - iv) The Spring into Action event raised \$16,000 for the rain garden.
 - v) There was a lot of student recognition (sports, clubs, etc.)
 - vi) Mr. Poloski will be taking on more responsibility as Dean so they will be adding another position next year.
 - vii) There will be a 1% COLA increase for staff next year.
 - viii) Nova will be using a new company, Fortis, for technology next year.

- b) Executive Director's Update (Eric Williams)
 - i) Nova's play, "Twelfth Night," is coming up and they are renting a sound system and velvet curtain to give the gym more of a theater feel.
 - ii) They have finished the 2-month process of gathering data for the strategic plan.
 - iii) The budget for fiscal year 2018 was approved, with a 1% COLA. Including step increases, raises averaged close to 4.25%.
 - iv) The Senior Thesis Night, a sort of "legacy event," took place and was a success. Dr. Williams asked the NPTO to consider sponsoring this event in upcoming years; however, there will need to be more information and further discussion.
- c) Treasurer's Report/Development Committee Update (Liza Halverson).
 - i) Development Committee
 - (1) The next meeting is this Saturday morning.
 - (2) They plan to debrief Spring Into Action, which raised \$16,972, with 135 total donations.
 - ii) Treasurer's Report
 - (1) The current NPTO checkbook balance is \$85,983.
 - (2) General cash donations are down by \$275 so there was some discussion on how to rework the sign-up genius forms to add a "goal" to be donated and to itemize cash donations.
 - (3) Liza has not seen an invoice from Jostens to figure out cash in/cash out so she will follow up with Ms. Urbrock and Rita.
 - (4) It was confirmed that the NPTO donates \$1,000 to the yearbook yearly and this will continue.
 - (5) Ms. Tousignant placed an order for the playground and will pass the total cost on to Liza.
 - (6) Liza will check with the individuals who requested money for prom, NHS and the retirement party to find out who reimbursement checks go to.
- d) Upper School Parent Advisory (Jane Lagerquist)
 - i) The next meeting is the Monday after the carnival. At the last meeting, they discussed the senior thesis.

3) Quick Updates and Upcoming Events

a) Room Parent Events (Jessie)

i) Carnival (Jane Lagerquist)

(1) There is a 50% vacancy on the sign-up genius; there are volunteer spots to be filled, even for some of the more popular booths.

(2) Students are welcome to volunteer, with or without a parent at the discretion of the Carnival staff and their parents.

ii) Staff Appreciation (Kimberly Dumitrica)

(1) The sign-up is complete; all spots are covered!

(2) Monday is usually chair massages but they could only do it next Friday so instead, there was a gift card drawing. Because of EA appreciation week, the drawing was meant for teachers, but the support staff was inadvertently left out. The NPTO wants to show support staff that they are appreciated. Kimberly asked Dr. Williams for a list of the support staff in order to include them in either EA or Teacher Appreciation next year.

iii) Last Day of School Treats (Suzanne)

(1) Jessie forwarded the information to Suzanne who will be working on it.

4) Discussion/Action Items

a) Elections

i) The only position not being voted on is Secretary as Suzanne is continuing on in this role.

ii) The following positions were voted in:

(1) Chair: Kimberly Dumitrica and Connie Knowles

(2) Vice-Chair: Catherine Graeve

(3) Board Liaison: Sara Knudsen & Jessie McClary

(4) Treasurer: Kristin Gonzalez

b) Panera Fundraiser

i) It is this Thursday at the Highland Park location. A reminder went out in the Nova Notes and a flyer went home with all lower school students.

c) Kindergarten Round-Up

i) The NPTO provided Oreos and lemon water and handed out NPTO flyers.

d) Grandparent's Day

- i) This year there were extra spots on the sign-up genius for parents to be on each floor helping people find their way around. There didn't appear to be a need for this on the 3rd floor; however, there may need to be some further conversations about this for next year.
- ii) The grandparents enjoyed treats and coffee; next year, we can order one less cambro of coffee.

e) Great Gatherings

- i) Stefanie Herschbach has agreed to take on the operations part. She has been involved with Great Gatherings for the past two years.
- ii) Liza Halverson has agreed to be the GG Treasurer.
- iii) Dani Treiber is considering coordinating the GG Kick-Off Event. She plans to connect with other key GG people to hear more about what that entails.

5) Agenda Addition: None

6) Public Comment on Today's Discussion

a) Solar Panel (Marlo Corletto)

- i) She wanted to know if baby showers fell under the "solar panel" or if there should be a separate committee. She was encouraged to continue discussion on that at a later date.

7) Adjourn