

Nova PTO

Meeting Minutes

May 31, 2016

“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.

I. Welcome and Roll Call (Jessie)

A. In attendance: Jessie McClary, Vice-Chair; Sara Knudsen, Vice-Chair; Claire Helin, Secretary; Liz Halverson, Treasurer; Beth Hawley, Board Liaison; Robin Cerio, Board Liaison; Brooke Tousignant, Lower School Principal; Marlo Corletto, kindergarten teacher; Suzanne Anderson, parent; Jess Faulken, room parent.

B. Agenda Review

II. Requests for additions (Jessie)

A. Check NPTO bylaws about backfilling Board positions

III. Approval of minutes from last meeting (Claire)– May 3rd Minutes were approved.

IV. Officer Reports

A. Board Meeting Report (Robin)

- i. There were several resignations and a few new hires to approve.
- ii. There was more discussion about the Rain Garden and turf for the field.
 - a. Right now decisions are on hold and no dates set.
- iii. There was discussion about busing and who will handle this during Kim Reagan’s absence.

B. Executive Director’s Update (Ms. Tousignant)

- i. There is discussion about moving the offices in both the Upper School and the Lower School.
 - a. The proposed location of the Upper School office is the current library.
 - b. The proposed location for the Lower School office would be the current office.
 - c. It could be advantageous to have administrators and office managers closer together.

C. Development Committee/Treasurer's Report (Liza)

- i. The SweeTen fundraiser was fantastic.
 - a. The total giving was \$22,950.
- ii. The Nova Classic was a success this year.
 - a. The Run made \$3,000.
- iii. The profit from the Nova Carnival was \$218.
 - a. There was discussion about slightly raising ticket prices next year to increase profit.
- iv. The NPTO checking account is at \$77,187.
- v. The budget for the 2016–17 school year was approved.
 - a. The budget total is \$45,000 with \$5,185 for unplanned expenses.

V. Updates and Upcoming Events

A. Room Parent Events

- i. Last Day Treats will be the last day of school, June 7th.
 - a. All volunteer spots have been filled.

VI. Discussion/Action Items

A. Carnival Update

- i. The new photo booth was well-liked.
 - a. Next year it will be placed near the face painting.
- ii. There were mixed reactions to the video game room.

- iii. The Carnival, of which the main purpose is to build community, has now either broken even or made a profit for the third year in a row.

B. Great Gatherings Recruiting

- i. Though the positions of current Great Gatherings staff have not been officially filled, many people are interested in taking on some of the work. More people are still needed.

C. Book Fair Update

- i. The Book Fair Fundraiser was successful again this year.
 - a. The total was \$2,013.19.
 - b. Nova teachers will receive about 50% back in books, \$1,012 in free Usborne books.

D. PayPal/Credit Card Options

- i. A motion was approved to pay for a credit card option for NPTO sales, pending more information gathered by Liza.
- ii. These services charge around 2.75%.
- iii. We could use this service to sell things via the website or use with volunteer donations on a sign-up genius.

E. Shirts for Back to School

- i. A motion was approved to print and sell t-shirts for Back to School Night.
- ii. Design ideas will be sent to Miss Kraft to get her input.
- iii. There was discussion about the desire for more non-uniform days when spirit wear can be worn.
 - a. Many Lower School families do not have Nova spirit wear.
 - b. The hope is to keep t-shirt prices down so more families can afford them for non-uniform days.

F. Kona Ice/Schwan's for Back to School

- i. Kona Ice was not a pleasure to work with at the Carnival.

- ii. A motion was approved to have Schwan's twin pops for Back to School Night.
 - a. Twin pops can be messy, so we will plan to have wet wipes and remind families to eat them before/after entering the building, if possible.

G. Friday Coffees

- i. There was a motion approved to have Friday Coffees on the last Friday of every month.
 - a. The current weekly coffees take a lot of work and are often not well-attended later in the school year.
 - b. The day will align with the Virtue Assembly that month, but sometimes the assembly will be in the afternoon.
- ii. We discussed asking an administrator to plan to be present at each Coffee to answer questions, etc.
- iii. There will also be a reminder to families that Friday Coffees are kid-friendly; younger siblings are welcome.

H. Kindergarten Picnic

- i. The Kindergarten Picnic will be August 18th at 5pm.
- ii. A sign-up genius was sent to outgoing kindergarten families asking for volunteers.

I. Next Year's Meeting Time

- i. Next year's monthly meetings will continue at 4pm on the first Tuesday of each month.

J. Thank You

- i. Thank you to all the outgoing Board members- Claire Helin, Secretary; Robin Cerio and Beth Hawley, Board Liaisons.

K. Agenda Addition

- i. NPTO will double check the bylaws to see that there is language about backfilling Board positions if a Board member has to leave.

VII. Public Comment on Today's Discussion

VIII. Adjourn