

NPTO Meeting Notes  
Wednesday, August 24, 2011  
Quinn Hall, Lower Campus

*In attendance: Julie Sheahan, Carol Logie, Hope Schwartz, Dawn Ellerd, Liz Palmer, Linda LaFrombois*

- I. Roll Call/ Introductions
  - A. Review Board Liaison Report (Dawn Ellerd)
    1. Board Chair Kristen Hornseth Resignation/  
open parent board seat
    2. Enrollment/facilities update
    3. Adoption of new physics content
  
- II. Action Items
  - A. Room Parent Coordinator
    1. Liz Palmer currently is volunteer coordinator; discuss whether her position can cross over to encompass room parent coordinator; similar to what Jan Beebe does at UC
    2. Discussed reorganizing how room parent program works, with accountability to NPTO for “volunteer coordinated” events with financial needs vs. “NPTO led” events
  - B. Grade Level Volunteer Obligations
    1. Meet with Jan Beebe and administration to revisit how to best facilitate NPTO/volunteer interaction
      - a) Identify events that teachers or students could/should take the lead on: student senate, classroom social events
  - C. Volunteer Information Form
    1. New Volunteers signed up at Ice Cream social
    2. Room Parent/volunteer database: consider developing
  - D. NPTO logo and badges
    1. Linda to ask designer to design NPTO logo

### III. Budget

#### A. Review of revised budget

#### B. Disbursement of Funds (\$10,000)

1. Extracurricular scholarships will get a lump sum \$300
2. Salad bar, year-end donations, etc.: need to know how administration would like NPTO to disburse
3. Salad bars have been purchased @ \$6,800: need check from NPTO?
4. New line item for Background Checks
5. Review new Disbursement/Reimbursement forms from Hope
6. Teacher grants
  - a) New form from Hope

### IV. Officer Attendance at School Events

#### A. 9/1: Open House

1. Need table and materials; volunteer signup sheets
2. **School Lunch idea contest: add to table**

#### B. 9/6 and 9/8: First Day Coffees (Grades, Kindergarten)

1. Need volunteer signup sheets

#### C. 9/15 and 22: Back to School Nights

1. Need NPTO table

### V. NPTO Meetings for 2011–2012

#### A. Evening vs. Afternoon

1. Teacher involvement hinges on afternoon
2. Afternoon harder for working NPTO members
3. Lean toward evening for max flexibility, first Monday of the month at 6:30 p.m.

#### B. Increasing Teacher Involvement

1. Rotate among teachers, sign up one per month
2. Award grants at meeting

- VI. Barnes and Noble Book Fair (November)
  - A. Who takes it on? Grade level?
    - 1. Fourth grade did it last year, keep it with them
    - 2. Need a designated chair and a co-chair to coordinate the entire event + train in for next year
      - a) Review list of volunteers to id possible candidates
      - b) Add to volunteer interest form
    - 3. Make sure not to schedule against Great Gatherings (now on November 5) or other events
  
- VII. Directory
  - A. Need someone to take over directory ads from Dawn
  
- VIII. Cookbook
  - A. Carol submitted estimate for inclusion in budget
  - B. Promote school lunch ideas at Open House
  
- IX. Scrip
  - A. NPTO ditching Scrip, want to move to entirely online
  - B. Concern over “convenience fee” charged by company that facilitates online lunch ordering.
    - 1. Target Card for supplies/event related purchases?
    - 2. NPTO to do shopping?
  
- X. Salad Bar Donation (\$10,000)
  - A. Talk to Brian re: money in General Fund or partly in salad bar
  
- XI. Meeting Schedule
  - A. Tonight’s meeting adjourned at 8:15 p.m.
  - B. Next meeting is September 12, 6:30, Lower Campus