

NPTO Meeting Minutes
December 10, 2012
DRAFT

“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 Julie Sheahan, NPTO Board Liaison

Present: Jane Lagerquist (PTO Chair), Brian Bloomfield (Executive Director), Jodi Gallagher (PTO Treasurer), Beth Hawley, Jane Farber, Robin Cerio, Jennifer Bateman Grover, Joann Lynch

I. Welcome and Roll Call (Jane)

A. Called to order at 6:40 pm.

B. Jane Lagerquist moved to approve the November minutes, Jennifer Bateman Grover seconded, the motion passed unanimously.

II. Officer Reports

A Strategic Planning Meeting report (Jane) – briefly discussed the events of the planning meeting with the Board that took place on Saturday, December 1, 2012.

B. Treasurer’s Report 2012-13 Budget (Jodi) – As of December 1, 2012, Great Gatherings took in approximately \$26,000. There are some issues with excessive credit card fees that the committee is currently discussing and will need to pay. No total yet from the Barnes & Noble book fair, but the Menchie’s total for the day was \$80.00.

C. Development Update – Kate was not present to discuss the Development Committee; however, Mr. Bloomfield discussed a few of the upcoming events including the following:

1. Nova Classic run – scheduled for May 4, 2013; there will be a 2k, 5k and 10 k and registration will be open to all interested;
 - Nova is currently looking for Corporate sponsors, and availability will be made into 4 tiers (i.e., gold, silver, bronze, etc.) depending on amount donated. More to come.
2. SweeTen is scheduled for April 6, 2013 and will celebrate the school’s 10th Anniversary. The Committee is looking into acquiring a 5 lb. Pearson’s salted nut roll, among other sweet treats;
3. Nova was awarded a \$10,000 operational grant, and is considering using it for the “green roof” project. More to come.

III. Quick Updates (Jane)

A. Room Parents – there was some discussion regarding funds for holiday treats for all students.

IV. Review of recent events

- A. B&N Book Fair – while there was no amount currently available, the Barnes & Noble book fair was a huge success. Many people participated and there was constant activity throughout the event. Pajama time with the teachers was something new this year and very successful. As previously discussed, the profit

from Menchie's that day was \$80. No date has been set for next year, but Nova hopes to keep it on the first Saturday in December. Also will include Noodles & Company as a potential fundraising location in conjunction with the book fair.

B. **Conference Meals** (Jane) - Conference meals were a huge success. There was a lot of positive feedback to the PTO. Macaroni Grill was the caterer, and most people thought it was good.

V. **Discussion/Action Items** (Jane)

A. **Open Co-Chair position** - the PTO co-chair position has become available as of December 1, 2012. (The position has since been filled.)

B. **Parent Ed Nights** (Jane)-

1. The next Parent Ed night is on January 24, 2013 and will be discussing stress and anxiety (presented by Dr. Anderson). The YMCA has once again volunteered to provide child care for those parents who wish to attend.
2. The PTO would like to help the YMCA promote this event and availability to encourage attendance at the Parent Ed Nights. However, not everyone who utilized the YMCA care provided paid the asking donation.
3. Approved the donation of \$150 by the PTO in order to support the YMCA care for the year. This fund would help to support and all-school need and hopefully encourage attendance at future Parent Ed Nights.

C. **Nova Host Families** (Julie Sheahan and Robin Cerio) -

1. Julie Sheahan, Robin Cerio and Brian Bloomfield presented a new program for new, incoming Nova families. This program will assist all new families coming to Nova through current Nova host families. The host families will be assigned (by grade level) to new families and will make themselves available to answer questions, introduce them to other Nova families, and be a general means of communication for new Nova families.
2. The PTO will request 1-2 families per grade to act as host to new families in the same grade. For kindergarten families, we will request one family per class.
3. The host family will make the initial contact with the new family via telephone call (or other means of communication) to introduce themselves and welcome the new family to Nova, and let the family know they are available to answer questions, etc.
4. The families will then decide how often they will connect going forward.
5. The host families will have a year-long commitment to the program.
6. This program is intended to provide a unique opportunity to meet new Nova families and provide tips as to how to navigate life in the Nova community.
7. The intent is to begin this program in the 2013-2014 school year.

D. **Cookbook** (Robin Cerio) -

1. Robin Cerio identified Morris Press as the publisher, but is willing to take a look at other publishers, if time permits.
2. Will hold a contest in January for binder art and category names
3. Will need eCommerce funding before Spring.

E. **Mailbox for incoming PTO money** (Jodi) -

1. Jodi has requested a mailbox in the main office for incoming funds/checks for the PTO. Will ask that checks are stapled to reimbursement forms so they don't get lost.

2. Morgan (office manager) will find a box for PTO.

F. School toolbox (Jodi) -

1. Jodi is starting to look at School Tool Box for next school year

2. There were some shipping issues last year that she is looking into, but is hopeful that because the boxes last year had to be shipped to homes (instead of the school), there will be fewer issues if the boxes are delivered directly to school.

3. Teachers are being asked to revise their lists as soon as possible; that they are to be sure they will use the items requested and ordered.

4. Parents ask that they continue with the option to eliminate from orders any items that they already have and that there is better direction as to what supplies are required for which grades (i.e., last year when grade 6 was ordered, it was not clear what other boxes were required – for Latin, etc.)

VI. Public Comment - Jane asked that all volunteers who are making coffee for events follow the instructions on the cart, use the makers that are in the PTO room, and return the makers clean and ready for use.

VII. Adjourn - Jane moved to adjourn, Julie seconded. The meeting adjourned at 8:03 pm.