

## NPTO Meeting Minutes

January 14, 2012

# “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 Claudia Blumenstock, NPTO Secretary

**Present:** Jane Lagerquist (Chair), Susan Hooge (Co-Chair), Claudia Blumenstock (Secretary), Jodi Gallagher (Treasurer), Kate Tetmeyer, Ann Kindler, Catherine Graeve

- I. Welcome and Roll Call** (Jane)
  - A. Called to order at 6:33 pm.
  - B. Claudia Blumenstock moved to approve the December minutes, Susan Hooge seconded, the motion passed unanimously.
  
- II. Officer Reports**
  - A. **Treasurer** (Jodi)
    1. Yearbook budget to be discussed later.
    2. Insurance will be discussed later.
  - B. **Development** (Kate)
    1. Mr. Bloomfield indicated that Development would like to use the baking brigade to provide treats for SweetTen. Jane will pass the request to the Baking Brigade explaining it is a Development committee event. The Development planning crew will need to coordinate the signup for the desserts.
  
- III. Quick Updates** (Susan)
  - A. **Room Parents** –
    1. Third and Fourth Grade Room Parents are planning the rollerskating party.
    2. Staff Appreciation Day info is not yet sent to 5<sup>th</sup> grade parents. Jodi will ask Hope about how the funds were budgeted.
  - B. **Conference Meals** – Second Grade did a great job. First Grade will use a similar Sign Up Genius. We went over budget by a little less than \$100. Encourage cash donations on the Sign Up.
  - C. **Barnes and Noble Bookfair**

1. We raised \$1150 from B&N, \$45 from gift wrap, \$80 from Menchie's and a \$40 donation. 125 Books were purchased for teachers, with more for the upper school that are still being looked in to.
2. Next year's date is challenging as Thanksgiving is late and the first weekend in Dec. is already booked. January looks to be best month for next year.

#### IV. Review of recent events (Jane)

**A. Winter Break Treats** – Cocoa and cookies were well received and the schedule worked well.

**B. Parent Ed Nights** –

1. 1/24 Stress and Time Management,
2. 2/21 Presentation on the reading program. We need to send an update to room parents and an invite and link to Y-care.
3. We need to get a volunteer to serve coffee refreshments.

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

**A. Welcome to Susan Hooge – our new Co-Chair!**

**B. Host Families** – Mr. Bloomfield and Julie Sheahan have been discussing the program. Over the next 2 weeks they will prepare a job description and then solicit volunteers. Mr. Bloomfield would like to pilot the program this year.

**C. Cookbook** (Robin via written report)

1. Robin provided fliers for review. All approved with no changes. The fliers will go out on Jan. 24<sup>th</sup>.
2. Advance sales will start when the fliers go out and conclude March 11<sup>th</sup>.
3. Cookbooks will include coupons from Mississippi Market, Super America and Skylark Cleaners.

**D. Mailbox for incoming money** – Discussion followed regarding a place and procedure for collecting orders and money. All agreed envelopes to be kept in a file drawer in Morgan's desk is the best system.

**E. Yearbook** - (Jodi)

1. Our budget for subsidizing staff yearbooks is \$600. We will need \$750 this year as the hardcover books cost more.
2. Jane moved to approve an additional \$150 to subsidize the year books, Kate seconded and the motion passed unanimously.

**F. Carnival** –

1. Kate will put out a call for volunteers in late Feb or March.
2. The planning meeting will take place in March
3. This year we are considering charging for burgers and other extras, purchase of the wristband will cover the basics.

**G. Cooler/Heater** – Jane proposed purchasing two cooler/heaters at a cost of \$175 each. Susan moved to approve the purchase, Claudia seconded and the motion passed unanimously.

- H. SpiritWear** – There is a special sale on SpiritWear. Online orders in a group sale can be shipped to the school at no cost. Jane will send a note to the SpiritWear committee so they can coordinate.
  - I. Insurance (Jodi)** –
    - 1. Jodi provided information about several different options for a new insurance policy that would include liquor liability.
    - 2. After discussion of the options Jane moved that we purchase insurance through PTO Today with no crime or property insurances. Kate seconded the motion and it passed unanimously.
  - J. Grill (Mr. Bloomfield)** – Mr. Bloomfield is planning to purchase a 5’ grill. He proposed splitting the cost with the NovaPTO.
  - K. Coffee for staff (Mr. Bloomfield)** – Mr. Bloomfield would like to fund coffee for the staff next year. Discussion followed about how much to purchase and the possible cost.
  - L. Calendar for 2013-2014** – Mr. Bloomfield would like to coordinate the school calendar for next year with the NovaPTO calendar. Susan will meet with him to discuss.
- VI. Adjourn** – Jane moved to adjourn, Claudia seconded. The meeting was adjourned at 7:50.