

# NPTO Meeting Notes

## Thursday, July, 21, 2011

### Officers Meeting

J&S Coffee Cafe, St. Paul

Notes submitted by: Carol Logie, NPTO Secretary

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

Before Hope arrived, Linda explaining concern about conflict between staff/PTO role... thinking about realigning role within PTO and whether to retain co-Chair position. Item to resolve for future meeting.

### **I. Introductions/Passing out agenda**

Julie Sheahan:

- Mentioned meeting with Andrea Berlin on Monday 7.25 to discuss ways PTO can be more collaborative with development committee. Dawn and Carol to attend.
- Introduced new tagline: Strengthening the Nova community.
- Discussed possible celebration for Oct ground breaking. Dawn spoke with admin, Brian says hold off.
- Put ground-breaking ceremony on next month's agenda when we know more.

### **II. Action Items**

#### **FALL EVENTS:**

##### **A. • K-1 Picnic:**

Carol to email K room parents to give them info and encouragement to move forward. Budget is \$150 .... PTO provide paper products and help with venue.

##### **B. Ice cream social:**

Date is 8/3: Discussed if this has been promoted yet (Miranda?). "Real" ice cream vs. popsicles. Julie to get in touch with Schwann's rep to determine if cost prohibitive. Contact Miranda to see about email to parents.

- Other things at social: facilities presentation? NPTO needs to coordinate with Board on this.

- Table with resources for new parents?

#### **Other ideas for Social:**

- Sidewalk Chalk for kids block off pkg lot, scooter board.
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- Spirit Wear. Dawn to get tent for hanging samples and order forms

#### **C. Cookbook:**

Cookbook tie in at Ice cream social: kids best lunch ideas. Design some sort of contest (win a t-shirt if you submit a recipe)? Win a water bottle? Carol Logie to handle arrangements and POSTER

Other cookbook items: Great Gatherings sale Nov. 9th target for sales.

- Need costs to add a new line item to NPTO budget: Carol Logie to contact Jill Bloomfield to determine a ballpark for 100 copies.

#### **B. Other OBLIGATIONS OF OFFICERS at EVENTS**

**First day coffees**, need to decide who does it. Coffee and treats for first day at school, and Kindergarten. PTO officers to handle (Julie/Hope/Kate? to do).

**Open house 9/1**, both locations: need volunteers to staff.

**Back to School night?** 21/22nd

#### **III. COMMUNICATION**

*Email Accounts:*

- Info flow bad last year, need to improve, report on work groups(?)
- Each officer/position will have her own gmail acct, for example: [nptocochair@gmail.com](mailto:nptocochair@gmail.com), etc. There will be an invitation to be delegate with info on how to join, and login thereafter. All PTO members are asked to use their NPTO gmail accounts for NPTO business. Emails to read "This email is from Nova PTO, sent by "officer name/position". All NPTO business should be conducted on these accounts for transparency and keeping a paper trail of communications.

*Other communications issues:*

- Discussed Opt in for receiving communication for families, newsletter, etc.
- Need for someone to clean out email list, some families left need to weed out
- Exchange of cell phone numbers
- Need to increase teacher presence at meetings... should we revisit based on when meetings are held?
- Calendar: discussed needing our own calendar linked off the calendar link on the Nova website and talking Brian out of having to do it.
- Discussed use of a different website for coordinating volunteers. Volunteerspot not working out.
- Room parent coordinator function reverting back to PTO, need officer to head up. Room parent program changes: one room parent per class, no grade liaison (redundant)

#### **IV. BUDGET**

Discussion of miscellaneous line items and categories:

- office supplies budget out of line, coffee maker not part of it, Hope reworking to close last year, FY2010-11 (July 1st - June 30)
- (HS) Based on last year numbers, projected budget approx. \$31,000, and poss. donation of 10K to Nova in FY2011-12, with projected (6K) shortfall (over last year) to be made up at Great Gatherings.

##### **A. Budget Housekeeping:**

- To track expenditures, project codes or P.O. system. Who authorizes the expenditure: room parent coordinator, work group coordinator,
- Discussion of problem with parents spending money without authorization and then asking for reimbursement after the fact... (HS) to clarify parameters.
- Trying for FY 2011-12: 100% online ordering with Nova CC, no checks or forms through PTO.
- Discussed support of facilities, do we need to partner with Admin to lead a fundraiser for playground, special purchases? TBD

##### **B. Budget Details:**

• HS and officers went through each line item to determine whether to carry over to this year or recategorize:

- *Office Supplies: clarified what it covers*
- *Upper school support remains as is*
- *Opera for the Young: new*
  
- *School of grammar, change to lower school legacy events*
- *Directory: need to increase ad revenue, increase to \$1100*
- *Extracurricular scholarships: leave, but ask why not used last year*
- *Garden: leave as is, Carol Logie to Contact Karen about first day containers for Upper and Lower school*
- *Great Gatherings: \$3500 spent ... PTO purchase order for these things needs preapproval for expenditures. Possible to make signs for people that discounted/donated, or free ads for directory*
- *Holiday Faculty Party: \$1500, needs to be \$2000 change to faculty/staff events*
- *Insurance/Taxes: budget \$600*
- *K-1 potluck: drop to \$150?*
- *Office supplies: drop to \$4000*
- *Opera for the Young: leave as is*
- *Recess Equipment: leave as is*
- *Teacher Grants: \$2000, \$50 each instructor, teachers not using.. separate scrip, reminders to teachers to use the money, or ask BB MM for support and assistance from PTO for bigger ticket items.*
- *Uniform assistance: delete*
- *Upper School program support:*
  - *VIP day (grandparent day): increase budget and discussed handling of the arrangements, feeling that we do need food for the VIPs, and a better attempt to build community. Better support for Development*
- *Yearbook: \$800, (reduced price for staff)*
  
- *Additional: rough costs for cookbook in order to establish new line item budget, place order for 100 initial to sell at Great Gatherings in November.*

## **V. Last Business before adjournment:**

- Need volunteers for unpacking the School Toolboxes... Julie to email Miranda

