

NPTO Meeting Minutes

Monday, December 6th 2010

- I. **Roll Call! (Dawn)** Dawn Ellerd, Hope Covington Schwartz, KD Athow, Tom Lockhart, Jennifer Bateman Grover, Jane Lagerquist, Jan Beebe, Liz Palmer Emily Smith, **Marsha Bunge**
- II. **Minutes/Agenda Additions** – No minutes from last meeting, will present at January meeting for approval
- III. **Parent Check in-**
 - KD Athow had two items:
 - a parent asked about purchasing a new laminator or buying or building a “tray” for the existing to make it user to do large laminating jobs. It was suggested that the parent look into a tray for the existing one and/or a new machine and present her ideas to the PTO in January for review. The Art Dept may have funds from the Barnes & Noble Book Fair to cover the cost.
 - Science House at the Science Museum has resource materials that might be helpful to Nova teachers. There are materials available for check out. There is an annual fee, she thought around \$500. Dawn suggested asking Ms. Lund who s the Chair of the Curriculum Committee and Mr. Belton the Upper Campus Science Teacher.
 - Jane Lagerquist told the meeting the arrangements are being made for the Roller Skating Party, which will be held the 1st Sunday in March. The event is currently scheduled to be held at the St Paul North Rink. Tom Lockhart said he is a friend of the owner of Woodbury Fun Zone and could talk to them about their options. There was a discussion about whether that should happen for this year or 2012. KD Athow will talk to Lisa Keljik to see who coordinated it last year. She can find out what kind of fee structure was used.
 - Mention was made about the Y Care closing. Jan said that before this opened several families had used Whole Child. Emily suggested having an hourly option to help boost numbers for next year.
- IV. **Quick Updates**
 - A. **Financial Update (Franc)**
 - The NPTO budget is attached.
 - Franc questioned the budgeted amount from last year for the directory...it was clarified that the amount allocated was erroneously the difference between the cost and the amount brought in from advertising.
 - Teacher grants are coming in. This being helped by the Garcia’s Cabin incentive. Dawn offered a short explanation of what teacher grants are.
 - Taxes: Dawn and Franc have engaged a bookkeeper to build a financial tracking system in Quickbooks and prepare the PTO’s taxes this year. An extension was filed to accommodate the change.
 - KD noted that there is a \$700 budget for VIP Day (Grandparent Day). She will let the grade responsible for that know.
 - B. **Room Parents/Work Groups (Julie/KD/Jan)**
 - Jan provided a brief description of the work groups. Work groups are formed around school needs and interests. There are two areas that these work groups help: Social Events (meeting this week w/Kate Tetmeyer) & Social Action. Groups include: Athletic Booster, lead by Leah Rogers, Concessions for events, Banquet for High School events. Drama has been added with strong parent support. Event support- Education nights, conferences, and teacher appreciation.

- The website Volunteerspot.com was discussed. This is a website designed to help coordinate volunteer help.
- KD found a parent to help with Mrs. Pettinger's 3rd grade class, Deb Juarez.

C. Board of Directors Liaison Brief (Kate)

- See attached report
- Kate told the meeting that for the second year in a row Nova has had a clean audit. This is thanks to Nancy Baumann, the administration and the Budget Team doing such a great job.
- The Annual Giving Drive goal is \$125,000. There was discussion about where that stands now.
- \$28,000 was raised in a single day on Give MN Day.

D. Spirit Wear (Dawn)

The spirit wear website will hopefully be up by end of week. There will be coupons going home in backpacks as soon as it is up.

- identity store can make up team/club specific items as well.

E. Barnes & Noble book Fair

- \$900 was raised at this event despite the bad weather. Comments were made about how well the event was run and was appreciated by the bookstore staff.

F. Gmail page for used uniforms?

- This item was not discussed. Will be handled at the January meeting.

V. Discussion/Action Items

- Dawn started the discussion in this section by saying that she had spoken to Kirsten Hornseth, who is the Director heading up the Executive Director Review Work Group, and as per their charge, is requesting the PTO recommend a couple of parents for interviews regarding their interaction with Mr. Bloomfield. Jane Lagerfeld recommended Angie O'Connell.

A. Usborne Book Fairs

- The idea of using Usborne for the book fair at the spring carnival was discussed with the teachers at Nova. The teachers expressed interest in having more Usborne books in the school. It was therefore decided that we would try Usborne for the 2011 Fair (during the May 20th school carnival). After the Fair we will decide what should be done in 2012.
- The Usborne rep does all of the "work" to run the fair. We will need a few parent volunteers to help on the day.

B. Coffee Systems (Julie)

- There has been a lot of research done on the best coffee system for the school. There doesn't seem to be a clear frontrunner at this point. More research will be done.
- Coffee grounds will now be stored and managed by Liz Palmer. She will hold coffee grounds in her office any additional supplies may be held on the new PTO shelf in the uniform closet.

C. Seasonal Décor

- Jan Beebe asked for funds to purchase décor to fill the Urns at the buildings. She has to this point done this out of her own pocket. Jane move to approve funds of \$100. Hope seconded the motion. Vote was unanimous

D. Upper Campus Locker Shelves (Dawn)

•Mr. Bloomfield has requested that the NPTO provide funds to purchase locker shelves to try to increase the usable space in the Upper Campus Lockers. Several parents had thoughts about how to better use space at the UC, they were encouraged to contact Mr. Bloomfield with their suggestions. Jane moved to approve the \$1000 cost. Dawn seconded the motion. Vote was unanimous.

The meeting ended late and ran out of time for the closing comment and adjourned at 5:15.

BOD update for NPTO Nov. 15, 2010

Written by Kate Tetmeyer, Board Liaison

Big News is that the school received (for the second year) a **clean unqualified Audit** with no findings. Nova increased our fund balance from 11.63% to 22.7%. This is an indicator of good work by the Budget & Finance team, the Administrative team, Nancy Baumann the school business manager and of the strong health of this school. (Many Charters fail and are closed due to financial mismanagement.)

In other news:

Facilities: on Nov. 30 Nova will submit a bid for Cooper & Howe schools in Mpls. They have been closed for years and the surrounding neighborhoods are very interested in having something move into these closed locations. However, it remains to be seen if the Mpls. School Board will accept any show of interest from Nova. (The bid process was closed to charters, but Nova is challenging that resolve).

Ad. Min: Oct/Nov was a busy parent event time and they thank everyone who showed up for Parent Day, UC conferences, Parent Ed evenings, plays, etc. The school has increased their communication to families about these and other activities both on an individual family basis and to the general community, and will continue to do so.

(A date of Jan. 20th has been set for a forum on what a “parent led” and “parents as primary educators of their children” at Nova is or could be. This is an opportunity for the BOD to have discussions with the Nova community, something which is not an option at a formal BOD meeting, due to open meeting rules)

Also, the school has been formulating a process for instituting financial aid to families to cover student out of school activities like clubs and sport teams.

Development: has sent out 34 inquiries to foundations and hopes to have a total of 50 sent by end November. So far the response has been either “No” to grant requests for various reasons (we fall out of purview or location) or for more information to be sent.

A Grandparent newsletter has been printed and distributed, as well as established on line. Give to the Max day promotions are well under way. *

* Give to the Max day was Nov. 15th and raised over \$28,000. \$3000 over the day’s goal! Thanks to all of you who donated to keep our school vibrant and sustainable.

Governance: has been working on guidelines for public comment, data retention and will be taking up a revision of the “Anti- bullying” Policy in January.

Actions passed:

- A 3yr agreement (similar to Mr. Bloomfield’s) will be offered to Mrs. Morton in recognition of her past contributions and the importance of her strong administrative skills and to insure continuity in a still growing school. (Mr. Bloomfield has accepted and signed his agreement)

- Starting in January, public comment destined for the BOD packet will need to be sent to a publiccomment@novaclassical.org address. All comments must be sent by Thursday before the board meeting of the following Monday. Public comment will be prefaced in the packet by a sheet denoting it as such and will contain a “Public Comment” watermark. This is to insure that it will not be considered the opinion of the board, or an opinion tacitly condoned by the board. Furthermore, the BOD chair or a BOD member appointee retains the right not to publish comment which is derogatory, libelous or repetitive; or which refers to a particular student.

- “Anti Bullying” Policy was amended to meet State Statutes concerning cyber bullying under an emergency vote – the full policy will be reviewed and revised for passing full policy procedure in the coming (2011) year.

- Mr. Bloomfield has been tasked to develop a School Data Retention policy, in conjunction with Governance, to insure that Nova complies with new MN Charter Statutes.

There is no December BOD meeting. Next meeting is Jan. 24th, 6:30 UC