

NORMANDALE LEADERSHIP TEAM MEETING

September 14, 2023

Media Center

3:30 - 5:00 PM

Meeting Called by:

Note Taker: JoAnn Russell

Attendees: Chris Holden, Sharon Norlander, Harriet Abdo, Angela Holland, Lindsay Melander, Andrea Butz, Sheri Rosen, Sarah Priest, Charlotte Taubel, Elizabeth Graser, Karen Meyer, Hope Miller Heffelfinger, Allison Olfelt, Katie Stengel, Elizabeth Werness

Not In Attendance:

Meeting

3:30- Ice Breaker and Introductions

Angela/Lindsay

3:40-March meeting [minutes](#) approved:

Angela/Lindsay

Motion to approve:

Second the motion:

3:45- NLT Business

Angela/Lindsay

- Open House Feedback

Good feedback from families. Meyer: Was a lot of work for poor turnout. May be best to combine with Connect and Assess. Abdo: It is different for Kindergarten and is a chance to become familiar with the class. Older kids were there with younger siblings. Holden: District will be seeking feedback. Connect and Assess is already on the district calendar for next year.

- Popsicles

There are a lot left over from Open House. Please use them in classrooms.

- Room Parent Update

Worked with Allison and based on feedback from parents, chose names randomly. For the most part there are no doubles, three for each class and assigned 1 for communication. Anne Anderson will be sending out the room parent list.

- Celebrations: Oct. 31, Dec. 22, Feb. 16
 - Teacher input on Dec. 22

Winter party will be combined with community service. Will work with teachers with some ideas of local organizations to support, so the kids understand giving back. This is more in the spirit of giving than another project. Alyssa is leading. Need to address the disconnect, so possibly using a video to get the kids excited for it.

Friendship party is moved to the Friday before Presidents Day, as it is a three day weekend

- PTO General Meeting with Superintendent Stanley
 - Off-site TBD
 - Date TBD

Waiting for a response and hoping they can get EHS students to lead activities with the kids so that parents can meet.

4:00- PEF Update

Sarah

- Volunteer Update
 - Open Positions

Still seeking volunteers for the intern committee. Will work on getting clearer descriptions for volunteer and communications. Need the Go Green person and someone to man the garden.

- Gala Update November 11, 6:00- 10:30

Angela/Lindsay

Tickets will go on sale Oct 11. \$125. There will be 20 teacher tickets at \$75. There is a 375 ticket capacity. Betsy Mulvehill will be chairing. The goal is to maintain the number of interns

4:10- Intern Committee

Charlotte

- Intern update

Orientation week went well. Had to deal with the Soc Sec office for the first time. There is no way to pre-schedule. Teachers appreciated the schedule. Charlotte will start a travel plan document for interns. There is a protocol for visitors in the intern agreement. Possibly push for a donation round for winter gear or outfits for the gala. Also reminding all Normandale and EF families to help drive interns, and reminding interns to use facebook to ask for rides instead of depending so heavily on host families.

Visa paperwork is \$1,125, an increase of \$125. We get a better rate through Cultural Vistas due to larger numbers and we do a lot of the legwork. Sharon would like to travel in November and had a tough time getting enough candidates traveling in January. Doing

presentations in Nov and develop relationships with professors for next year. Roland would go in January

- Intern Committee Open Positions

Volunteer descriptions are not clear. Everyone works together as a team. The social coordinator coordinates activities for the interns.

4:20- Treasurer's Report

Andrea

Hoping that the new treasurer will work with her to be prepared for the hand off next year. Working on a new visual format and adapted the budget form. The planning sheet will match the PNL statement.

Would like to have a discussion about the extra money sitting around from years ago. Sheri: During the early part of COVID, a CD was cashed. Can it be used for a rainy day? Andrea: What is the fair amount of money to be holding on to as a buffer. At the next meeting everything will be wrapped up for next year and decisions will be made about the money.

- Ed Fund Request for LETRS

Ed Fund requests 5-10K, other schools were asked for \$500. LETRS is the science of reading instruction program.

*** Art Adventures is coming back in November. As an option over lunch or recess, or during learning time. This is for every class except Kindergarten. Discussion about the time commitment. Getting more information about volunteers and training. Effort to loop in all kids, in place of one SEL block 5 times a year.

*** Tracy Schaefer is trying to work with PTO at Normandale to work together as a team. VV has ramped up their efforts. Trying to help VV and EHS looping in for volunteer hours

4:25- Communications Committee

Sheri R.

- Communications Feedback

No major changes from last year. La Liaison every other week.

4:30- Principal Report

Chris H.

- Celebrations: Abdo (counting to 10), Graser (Hard working mathematicians), Meyer (Sunday), Stengel (French reading partners), Miller-Heffelfinger (awesome read-aloud), Werness (breakfast connections)
- Continuous School Improvement Plan and Thought Exchange

Uses AI to figure out which thoughts generate the most interest.

- FAST testing and data days

Next week will look at what kids need and plan accordingly

- Sept. 25 professional development day

Motion to Adjourn Meeting: Chris Holden

2nd motion to Adjourn Meeting: Angela Holland

Meeting adjourned

Next Meeting: NOV 9