

NORMANDALE LEADERSHIP TEAM MEETING

March 8, 2023

Google Meet

4:30 - 5:30 PM

Meeting Called by: Jen Cook

Note Taker: JoAnn Russell

Attendees: Chris Holden, Sharon Norlander, Angela Holland, Jennifer Cook, Lindsay Melander, Sheri Rosen, Andrea Butz, Genna Porter, Laura Walklet Jacobsen, Harriet Abdo, Molly Swiderski, Mary Livant

Not In Attendance:

Meeting

4:30 - [January](#) meeting minutes approved:

Motion to approve: Jen Cook

Second the motion: Sheri Rosen

4:35- NLT Business

Jen Cook

- Introduce new NLT Co-Chairs for 2023/2024 School Year

Lindsay Melander and Angela Holland to start shadowing Jen and getting ready to take over and the end of the school year.

- PTO General Meeting/Recognition? April date?

Need meeting to approve budget. Can do it at the intern/host recognition event on Apr 17. Get an official calendar on the website

- School Supplies/Intern Dues
 - Last year's supplies/dues
 - \$100 Intern Donation/Student
 - \$30/Family
 - \$15/student for Parties \$20 for K 4 parties

- Field Trips?: we need to look at increase due to transportation costs. Teachers need to help with estimates.

Some discussion re: increasing party fees for kindergarten because the money moves up with the kids. \$20 for four parties. Also, how to pay the piano accompanist for the shows besides out of pocket. Adding a line item to budget for \$100

4:45- PEF Update

Genna Porter

- Volunteer Update
 - Imagination Fair - Monday, March 13th 6-7:30 K-2 Auditorium, 3-5 Small

Registrations due Sunday
 - Carnival - May 4th 4-6

Alison Olfelt leading this. Similar to last year. Bringing back teacher buckets. Need someone to help Allison.
 - Field Day - June 1 Need someone to head this event
 - 5th Grade Recognition - June 1 8:45am Reception to follow. MOA for field trip
 - Gala 23/24 - 11/11 6-10:30pm Betsy Mulvehill chairing
 - French Storytime Chair needed

4:55- Intern Committee

Lisa B./Sharon N.

- Intern Recruiting Update from Sharon Norlander: Offers have been made and candidates are accepting offers. Long story short, I had fewer candidates than normal and more hours logged this year. Starting in December 16 I started getting email from students from new schools. I was told by two professors (unsolicited) that an email went out to all of the directors of International relations of the INSPE (teacher training schools) asking if anyone had any experience with our program and apparently there was nothing but GREAT things to say about how we train the interns, help them with the adjustments and transform their lives. Kudos to the committee and host families and to Normandale teachers. I am REALLY tired (either that or old!) but I am energized by the red carpet suddenly being rolled out to welcome me. I love thé discussions of shared acquaintances. Once again, I am very proud to represent this program and wishing that those of you doing the hard work could get the recognition you deserve!

- Intern Committee Update

Lisa B.

Will discuss with Betsy about what the interns are to do for the gala. The interns prefer singing instead of dancing. Working with interns with health/dental/mental health care needs. Have all of the families lined up for next year with many social events planned. Next intern committee meeting March 13th. Interns asking if the school lunch was available for less money. Chris: could put in a line item for food budget for the interns and once it's gone it's gone.

15 universities, 7 or 8 for Roland. 102 people on list. 51 were not viable, 10 were not people we want, and the others were good candidates.

5:05- Treasurer's Report

Andrea

- Profit and Loss Statement

Some parents may or may not have submitted receipts for parties, looking at it as a donation. Will look at party fees.

- [Draft Budget](#)

5:15- Communications Committee

Sheri R.

- Read-a-thonc Imagination Fair, will start promoting volunteer opportunities, bringing on kinder families. Cynthia will be taking over for school supplies.

5:25- Principal Report

Chris H.

- Francophonie

Interns are preparing presentations and will start next week, sharing regions of France

- MCA's

2nd week of April

- Staffing

Looking at board approved budget reductions. Limited impact on staffing. Will share a staffing update with Normandale staff next week.

Meeting adjourned