

NORMANDALE LEADERSHIP TEAM MEETING

May 11, 2022

Google Meet

4:30 - 5:30 PM

Meeting Called by: Jen Cook

Note Taker: JoAnn Russell

Attendees: Harriet Abdo, Dan Arom, Lisa Bekemeyer, Andrea Butz, Jen Cook, Chris Holden, Betsy Mulvehill, Sheri Rosen, JoAnn Russell, Margaret Werness

Not In Attendance:

Meeting

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

Motion to approve: Jen

Second the motion: Sheri

4:35- NLT Business

Jen Cook

- School Supplies/Intern Dues Update

PTO upped contribution from 25 to 30, includes field trips, party donations

Chris - awesome to organize in the spring. With Ashley's help supplies should be organized for next year.

- VEAP Food Drive Update

Came in 3rd at 965 lbs of food. Top was Creek Valley at 3899. VEAP was very appreciative to the district.

- Calendar of Events is complete

Assuming that things are really back to normal, like pre-COVID with open houses, parties, socials... working with Genna to plug in all the people to make this happen

4:45- PEF Update

Genna Porter

- Volunteer Update

- Carnival (Betsy M.)

Didn't have any guidance so kind of recreated it so it may be a little different. Lots of games from USA Inflatables, activity stations, balloon artist, interns are doing a crazy hair station. Four food trucks. Everyone is going to get Normandale sunglasses and party beads. Doing 12 raffle baskets, themed in different age categories, gift cards for prize stations, DJ. Got the loudspeaker permit from the city, group meeting on Friday and mapping out space with custodial staff. Registration and ticketing through Membership toolkit tomorrow. Push to register in advance. Event is from 3-6pm. Also doing parent raffles for fundraising. Getting raffle permit from the city.

Lisa - One or two interns may not be able to come due to plans made before the last minute date

Jen - Expecting record attendance

- Field Day - New people joined to help organize, similar to past events. Volunteer information will go out after Carnival.

- 5th Grade Recognition - Volunteers are lined up to help. Doing Big Stone Mountain for their field trip/party

Peggy - Haven't heard about field day.

Genna - Last day of school, similar to past with different stations. Each grade in different colors

Harriet - Lunch process

Jen- Bag lunch, but cafeteria will provide for those who forget. Parent volunteers will lead kids out to eat. Parent volunteers will bring popsicles, bounce house and activities. Also a DJ.

- Gala - November 12 at Interlachen, band is booked Blue Water Kings band

4:55- Intern Committee

Lisa B.

- Host/Partner Families

Host families all have been secured, all have been matched, sent out intern evaluations. Toight at intern committee meeting talking about partner family events. Anne has put together a tentative intern event calendar, hoping to do the overnight camping weekend. Putting together details for a goodbye barbeque on June 2. Maysa will be taking over with helping Anne. Talking about French immersion and success center

- Interns

Sharon says we are still on track for interns to get visas and arrive on orientation week. Had confirmation that training plans will go out this week, three weeks earlier than pre-COVID times. Two interns are waiting for their modified documents to get approved. Should have visas three days after embassy appointments. One intern may not due to a recent change in licensure.

- Fall Arrival/Training

- Thank Yous:

- Brad Case

Shannon Case's husband has been helpful with insurance companies, writing letters, etc., thinking maybe a gift certificate. Spent 5-10 hours

- Mark Norlander

The intern transcripts and descriptions have to be translated and the universities used to provide the translation. Now we have to do it ourselves and in order to save each intern \$300 - 500, Mark has spent at least an hour on each intern, expediting this process. He has a professional translation certificate. Perhaps there are funds to pay him for his work. This is the 3rd year of him doing this.

Harriet - When you build the calendar for next year, can we have interns at open house? Also, not to schedule the goodbye BBQ on the last day of school. Prefer to have staff party.

Lisa - Will communicate with Anne

Consensus - 100 for Brad and 200 for Mark? Lisa will think about it.

5:05- Treasurer's Report

Andrea

- Expenses
 - Online subscriptions
 - MC Tutor
- Teacher gifts conversation
- Read-a-Thon Update - Came in \$6400 for collected money, netted 5200

Teacher gift requests will start going on. This is the first year that we have to start following the rules. Any teacher or staff that receives 600 or more this year will have a tax form for reporting.

Molly - Teachers aren't aware that's happening.

Andrea - Is there a good way to communicate this?

Chris - Just a heads up that income over 600 is reportable. Only happening this year because we've moved to online gifts coming through PTO through Membership toolkit, so now the accountant says they need a 1099

Andrea - Teachers need a heads up

Chris - Only kicks in if there is more than 600

Tracy - Is there a way that they can donate it back over that amount?

Andrea - What we can do is watch any staff member that is getting close to that 600 mark and ask them, because it will be gifts in May plus teacher gifts in Dec.

Harriet - I thought this was going to happen this year

Andrea - Doesn't affect 2021 taxes

Chris - Please share with colleagues. I need to talk about it

Harriet - Why is it changing this year?

Andrea - In the past it was room parents and never went through PTO. But now going through PTO in can reach more staff and it comes through the bank.

Harriet - Do the teachers know? Do the parents know?

Andrea - Communicating with the teacher. Not sure how to communicate this to the parents. Tried to talk with the accountant and there is not a work around.

Molly - If PTO can check in with teachers and communicate that it is just what is over 600

- [Budget](#) for 2022-23

Chris (shared spreadsheet) Bottom line, it's been a crazy few years but hoping to get back to normal with income and expenses. Possible separate Gala and Community Connections. Set a target of 100000

Read-A-Thon set at 10000, possibility of more pushing the event to increase

VV share: 30,000

Tracy - Do have to increase dues, due to lower participation at secondary level

Chris - You don't have to pay for the intern infrastructure at the secondary level

Tracy - There was some fundraising

Chris - it was to offset COVID times and sustain the intern program

Tracy - Current 30,000 had over 15,000 collected

Andrea - got the intern breakout payments from Anne

Chris - my goal with the French Ed Fund is to keep it intact as much as possible, as a rainy day fund

Tracy - some contention re: funds from some families.

Chris - This came together in 2016, the original intent was as a backstop. We want those funds to continue the intern program as a rainy day fund.

Sheri - 164 students in Extended French, 16,300 collected

Andrea - any stipends that we paid out should be the intern program, to keep all stipends out of one bucket

Chris - If everything goes according to plan, 247000 revenue, 239,000 expenses. The numbers work.

5:15- Communications Committee

Sheri R.

Incoming K families have been uploaded, 5th grade graduation feels, forms, website information is up, PTO website is up with all upcoming events, and links to school supplies are up on Membership Toolkit

5:25- Principal Report

Chris H.

Dan Arom - One board member, Len Wallen Friedman moving to CT, board will appoint an interim member. There is a lot of activity around the legislative committee, around Special Ed funding and cross subsidy, looking for community members to be a part of legislative action committee. Also looking for students 8th grade and up to participate.

Chris - Had teacher appreciation week

Margaret - Was fantastic and never had one like this

Karen - How do we share with everyone who made this happen with thank you notes? Teachers are still talking about it.

Sheri - Can you send anything by Monday or Tuesday, I can add it to La Liason

Chris - Most hiring is done. Going to be hiring some paras for next year. MCAs are done. Preliminary results are done and look good. MAP is done. Trying to keep kids engaged the last few weeks of school.

Jen - Nurses Appreciation week. Going to get them a gift card

Margaret - Staff and union kicked in gift cards for them

Meeting adjourned Jen

Next Meeting: