

Crossfield PTO
Open PTO Meeting Minutes

March 12, 2015

Present:

Suzanne Nordfelt, President
Julie Dann, VP Fundraising
Beth Malara, VP Events
Justine Tapp, VP Programs
Nikki Evinger, VP Communications
Jennifer Leo, Treasurer
Katherine Scott, VP of School Involvement
Caryn Danoff, VP of School Involvement
Jill DeVoe, VP of Fundraising nominee for 2015-2017 BOD
RV Yoshida, Principal
Mark Granieri, Asst. Principal
Dorothea Iverson, Administrative Asst.

Next meeting: April 14, 2015

I. Announcements

- **Mr. Yoshida:**
 - April 14 Open PTO Meeting
 - meeting with teachers to finalize event
 - Kindergarten orientation is April 16th from 2:20 pm - 4:20 pm
 - PTO to attend to promote volunteering, etc
 - Read Across America
 - Budget/Dr. Garza update
 - Twitter account
 - SOL testing
 - Newsroom equipment has been ordered
 - Need new wireless microphones (2)

II. Discussion

- **Treasurer**
 - Reviewed cash flow for remaining year

- **Programs**
 - Only gourmet chef class will be cancelled for lack of enrollment
 - 139 registrations for the spring session
 - Using WCES to promote programs has been very successful
- **Events:**
 - Rescheduling BINGO night - still working on date
 - Pop Corn/PJs about 55 families pre-ordered
 - PTO BOD to help - wear Crossfield shirt
 - Set up a donation jar
 - Spring Book Fair: combine book fair, bingo, and bake sale
 - April 24 will be kick off date (ends on April 30)
- **Communications**
 - Please use Google docs for disseminating PTO documents
 - Work with CES to coordinate joint school/PTO newsletter
- **Fundraising:**
 - Marketing how we spend our fundraising dollars
- **President:**
 - Promote teachers that attend events
 - All committee chairs should receive thank you notes from their executive board representatives, to be completed during next BOD meeting
 - PTO has 30 min to talk at April 14th meeting
 - Discussed STEAM spending
 - Bylaws will be in CES newsletter and in school office
 - Jill DeVoe will be crafting survey questions
 - Caryn Danoff will poll room parents to see if there are any families that have opted out of emails
 - Bring calendars for next meeting for planning purposes
 - Contact committee chairs for succession planning
 - How to get committee chairs more involved
 - Invite them to a meeting
 - Gifts at the end of the year

III. Decisions

- Minutes from the February 12, 2015 meeting were approved
- PTO approved payment for curb/driveway construction in the amount of \$7,400 to allow for additional school parking

- **Attachments**
 - Budget
 - Profit and Loss
 - Balance Sheet
 - Pie Chart detailing income source and expenses