

**Crossfield PTO**  
Open PTO Meeting Minutes

September 10, 2015

Present:

RV Yoshida, Principal  
Thaisa York, School Counselor  
Paula Augenstein, Counselor  
Jill DeVoe, VP Fundraising  
Beth Malara, VP Events  
Justine Tapp, VP Programs  
Bharathi Jagarapu, VP Programs  
Nikki Evinger, VP Communications  
Jennifer Leo, Treasurer  
Caryn Danoff, VP School Involvement  
Katherine Scott, VP School Involvement

Next meeting: October 8 , 2015

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**I. Announcements**

● **Mr. Yoshida:**

- Back to school night - 9/16; two sessions
- Staffing, additions, changes; new formula for staffing from FCPS
- Level III Model for AAP being reviewed
- 663 total number of students, including pre-school
- Directory - need to ensure op-out families are not included
- Field trip: no Medieval Festival; Possible Spring trip to the Chesapeake
- All field trip money needs to go through the school, not PTO
- Grace Art- no program for 6th Grade

● **Thaisa York**

- Need PBIS volunteers

**II. Discussion**

● **Treasurer**

- Budget is very tight this year
- Need to investigate credit card processing at events; possible \$10 minimum

● **Programs**

- Reviewed new classes for the fall
- First come first served for registration
- Registration opens on Monday, September 14
- 4:05 pm - 5:05 pm class time

● **School Involvement**

- Updated volunteer form to capture specific spots where parents want to serve
- Committee chairs need to find replacements when their term is up, or they resign

- **Events**
  - No Refund policy when there is a weather related cancellation
  - Reviewing events to see if we need to increase price
  - Open PTO Meeting Dates - Need to schedule 3: First one will be at the Back to School Night
  
- **Communications**
  - Handed out name tags for PTO Board to wear at events
  - First newsletter to go out on September 14; will be weekly for the first month of school, then bi-weekly or more frequently if needed.
  
- **Fundraising**
  - School supplies were delivered successfully
  - Cart to facilitate selling student store items is being researched
  - Online store for spirit wear is up - will be open all year long to take orders
  - Reviewed online fundraising sites for schools - need to ensure they are FCPS approved
  - New fundraising logo; use it for promo materials
  - Fundraising promotions plans: party and signage
  - Sell spirit wear at Crossfield events to help generate additional funds
  
- **Back to School Agenda**
  - RV to speak - reinforcing that Crossfield ES and PTO work together as a cooperative supportive team
  - PTO to give overview on fundraising
  - Nikki to give overview on website and volunteering, programs, events, dates, newsletter

### **III. Decisions**

- Approved Classy as our fundraising vendor

### **IV. Attachments**

- Budget
- Profit and Loss
- Balance Sheet