

# Crossfield PTO

## Meeting Minutes

September 11, 2014

Present:

Suzanne Nordfelt, President  
Julie Dann, VP Fundraising  
Beth Malara, VP Events  
Justine Tapp, VP Programs  
Nikki Evinger, Secretary  
Jennifer Leo, Treasurer  
Katherine Scott  
Caryn Danoff  
RV Yoshida  
Mark Granieri  
Dorothea Iverson

Next meeting: October 9, 2014

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### I. Announcements

- RV/Principal
  - Innovation lab has been a big hit
  - Monday – first day of school was good – no issues
  - The school is fully staffed even pre-school
  - 5<sup>th</sup> & 6<sup>th</sup> Grade specials –
    - Chorus – activities need to be planned for those kids not participating in chorus. Mr. Granieri is soliciting feedback from kids
    - Parent volunteer opportunities (career days, etc.)
    - Grace Art during this time?
    - Survey Monkey to parents of those non-chorus kids to solicit feedback
  - CES need a least one parent on the Materials Challenge Committee
  - School Improvement Plan
    - Downsizing the overall plan
    - Improve 3<sup>rd</sup> grade test scores – test taking on the computer
    - Targeting different demographic groups that are struggling academically
      - It will be a global effort and not targeting a specific grade

### II. Discussion

- Budget Review
  - Staff Development Budget – CES needs to decide on what to spend it on
    - Increase budget to \$5000
  - Some miscellaneous checks have not been cashed
- President
  - Back to School Night Agenda
  - Tables needed

- Spirit Wear
    - Square one Art
    - Programs
    - Volunteer Table
    - Boy Scouts
  - Terms for PTO Board Members
    - Need to stagger
      - Treasurer & Programs to stay on for a third year
    - Need to capture replacements
- **Events**
  - Ribbon cutting for playground – will happen during the school day. Date TBD
  - Spring Event (ideas)
    - Staff basketball game
      - Shooting Competition?
      - Internal? Talk to Hunters Woods
    - Bake Sale to work with Bingo Night?
- **School Involvement**
  - Still need committee chairs for Front Lobby Display and Health Room
  - We need to figure out a way to push people to our website
  - KIT to include our new website/Facebook
  - Reach out to Kindergarten and Preschool with a flyer on our website and facebook
    - New Families Liaison to help us
      - Need to coordinate with front office
      - Give new families Amy's email and our website info, etc.
- **Communications**
  - Contest on Facebook? Get to 400 likes and have a prize
  - Add to style guide –
    - All flyers need to be approved by Janet
    - Give extra flyers to Janet
- **Programs**
  - All going smoothly with online registration
  - Chess, FLEX and GOTR numbers are still unknown
  - Look into Rosetta Stone instead of FLEX?
  - Promote Mystery Madness in the morning announcements?
- **Fundraising**
  - Boosterthon planning is going well
    - T-shirt sizes have all been collected, extras will be ordered
    - One-sheeter has been approved - will be send out on 9/30
    - Staff will get info earlier
    - 10/14 Teacher meeting
    - Schedule – Mark to forward Julie a copy
    - STEAM will be the incentive
    - Julie will need help sorting t-shirts

- Need counters on 10/31 for the fun run
- School Store is opening again
  - Hours/Days will be promoted on website
- Spirit Wear
  - Order forms were sent home

### **III. Decisions**

- Meeting minutes from the August 1, 2014 were approved as read
- Approved Staff Development Expense budget increased to \$5000

### **IV. Action Items**

- Cater the Welcome Back Breakfast for teacher
- Review all pot luck events to see if we need to cater
- Dorothea will coordinate Back to School dinner for teachers (\$750 budgeted)
- Get form from Rachel Carson for Service Hours
- Update the teacher questionnaire with food allergies
- Look into email addresses and why they aren't forwarding

### **V. Attachemnts**

- Final CES PTO Budget 2014-15
- Balance Sheet 9-9-14
- PL 9-9-14
- PL Detail 9-9-14
- Style Guide
- Communications Plan