

**Clemson Elementary School Board of Directors Meeting**

**AGENDA**

Meeting Date and Time: Jan. 9, 2018 12:45 pm Meeting Location: Science Lab

**PTA Mission:**

- A. To promote the welfare children and youth in home, school, community, and place of worship.
- B. To raise the standards of home life.
- C. To secure adequate laws for the care and protection of children and youth.
- D. To bring into relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.
- E. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

**MEMBERS**

Elected Officers	Position	Name	Attending (Y OR N)
	President	Jessica Dvergsten	X
	Vice President	Nadia Moysey	X
	Secretary	Lisa McAlister	
	Treasurer	Rebecca Turner	X
	Treasurer	Tricia Davis	
<b>Board Members</b>	Membership	Pam Warren	X
	Grants/Fundraising	Rachelle Beckner	X
	Reflections	Heidi Williams	
	Welcoming	Robert Craft	
	Family Night	PalomaFitzpatrick co/ Jing Voon Gan	
	Art by Me	Lisa McAlister	
	Teacher Appriciation	Amy Wolin	
<b>Administration</b>	Principal	Michelle Craddock	X
	Teacher Representative	Mrs. Simoneaux	X
	Website	Jill Kiss	
	Direct Donations	Cary Kaye	

Quorum Requirements: Simple major of the members of the board shall constitute a quorum.

Confirm quorum requirement met (Y/N)\_\_\_\_\_Y\_\_\_\_\_

	TOPIC	TIME
	<b>1. CALL TO ORDER / APPROVAL OF PREVIOUS MINUTES</b>	<b>12:45</b>
	<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>NOT APPROVED</b>	
	<b><u>DISCUSSION:</u></b> <b>Jessica D. to discuss</b> Welcome members	
	<b>2. REPORT OF OFFICERS</b>	<b>12:50</b>
20 MINUTES	<b><u>Discussion:</u></b>  <b>Treasurers Report</b> <b>Becky T. to discuss:</b> •Current Financials-  <b>Presidents Report</b> <b>Jessica D. to Discuss:</b> Clarification on abiding by the PTA rules concerning money and PTA Representation. <b>Reiterated that only the executive board are allowed by the PTA rules and insurance coverage to transport money.</b>	
	<b>Decision(s) Action(s)</b>	
	<b><u>Discussion:</u></b>	
	<b>3. STANDING COMMITTEE CHAIR REPORTS</b>	<b>1:10</b>
	<b><u>Discussion:</u></b>  <b>Membership</b> <b>P. Warren to Discuss:</b> Current membership status and potential membership drive effort <b>Conley, Johnson, Simoneaux won the membership drive</b>	

30  
MINUTES

competition, but we did not meet the membership goal of 100% for any class.

**Restaurant Night**

**J. Dvergsten to Discuss:**

Jersey Mikes weekend brought in **\$504.00** to the PTA  
New places need to be considered including Monterey's and Sole on the Green.

**Direct Donation**

**Beckner to Discuss:**

Results of the direct donation and PTA membership drive from December. We still have not met the Direct Donation goal for the year. Requests for on-line donation or payment methods need to be established to make it easier for families. The new website could be used for this- Weebly has a website builder that would allow us to add a "cart" to our site. J. Dvergsten is currently working on creating this. Mail Chimp could be used for newsletters.

**Grants/ Fundraising**

**J. Dvergsten to Discuss:**

Seneca Escape Zone had 49 people partake of the special making a total of \$245 dollars for the PTA. A Kindle Fire was given was raffled off at a cost of \$30.00 bringing the total to **\$215.00** profit to our organization. We are awaiting the check from them.

**Bonus Bucks**

**Robyn A. to Discuss**

•Bonus Bucks status Bonus bucks was discussed by Becky during the financial update.

**Teacher Appreciation**

**Amy Wolin to Discuss:**

-Free one hour work out with Personal Trainer certificates  
-Setting up manicures and hand massages for the teachers  
-hot lunch for teachers  
set up hot soup lunch set up for Jan. 26th. "Souperbowl Preview". a donation link needs to be set up for 10 hot soup /10 desert /10 bread/ 10 salad / side dish. Nadia will communicate with Amy about these items that were discussed in her absence.

	<b>Decision(s) Action(s)</b>
	<p>J. Dvergsten to talk to Lori about the Jan. 26th "Souperbowl Preview" date. so she can put this on the schedule.</p> <p>J. Dvergsten to create web site with payment/ donation options</p> <p>N. Moysey to email Amy Wolin about Teacher Appreciation items discussed at this meeting.</p>
	<b>4. REPORT OF SPECIAL COMMITTEES 1:40</b>
	<b>Discussion:</b>
	<b>Decision(s) Action(s)</b>
	<b>5. SPECIAL ORDERS- ITEMS SPECIFIED IN BYLAWS 1:50</b>
	<p><b>Discussion:</b></p> <p>Reports to the SCPTA Office:</p> <p>__P.W__ Nov.1__ monthly Local Membership and Dues report by the end of each month;</p> <p>__B.T__ December 1 a copy of the financial review and final budget for the previous school year</p> <p>__B.T__ October 1 a copy of the of the current budget duly approved by the membership</p> <p>8/17/17 By J.D. __ October 1 a copy of the Local Officer Report form;</p> <p>__B.T. __ December 1 a copy of the local PTA unit's federal tax return required to be filed annually with the IRS by November 15;</p>
20 MINUTES	<b>Decision(s) Action(s)</b>

	<b>6. UNFINISHED BUSINESS</b>
15 Min.	<p><b>Discussion:</b>            Mini Grants for Teachers-Discussion of the Teacher mini-grant application form (copies of the draft form will be available at the meeting)            Alison Ryan needs all purchasing for grants must be submitted no later than April 12th if they are going to be going through the office.</p>
	<b>Decision(s) Action(s)</b>
	<p><b>Discussion:</b></p>
	<b>7. NEW BUSINESS</b> <span style="float: right;"><b>2:10</b></span>
	<ul style="list-style-type: none"> <li>-Scheduling of the Family Night- April 20th/ April 27 and May 4th Mrs. Craddock to approve date. Event to be outside, outdoor movie screen, slides, DJ or band and dinner-grilled hot dogs etc. and also pot luck.</li> <li>-Setting a date for the next General PTA meeting (and securing a speaker) Feb. 5th after the regular meeting- Jill Shellnut possible speaker. Nadia</li> <li>-Sending out a newsletter to advise parents of upcoming activities and update them on our fundraising efforts. Nadia to contact Hiedi about newsletter.</li> <li>- Walk to School Day. Pam will present suggestions for this March event to Mr. Turner. Simoneaux will find out about getting the Tiger to come the event.</li> <li>- Pickens County grant possibility mentioned by P. Warren. to fund the family night event. A proposal and budget needs to be developed for this. J.Dvergsten to create this.</li> </ul>
	<p><b>Decision(s) Action(s)</b>            P. Warren to continue organizing Walk to School Day.            J. Simoneaux will find out about getting the Tiger to come the event.            J.Dvergsten to create budget and proposal for family night for grant</p>

submission.  
P. Warren to write and submit grant.

**8. PRINCIPALS AND TEACHER REPRESENTATIVE REPORT 2:25**

**Discussion:**

J. Simoneaux discussed a request for clarification on the artist in residence criteria. She will share this with teachers. The K5 printer needs repair and would like to use the allowed money from the 5k ink cartridges fund to do this. It was agreed by all that this is acceptable because the point of this budget item is to support the scrapbook creation not just buy ink. This line item needs to be changed form “5k ink cartridges” to “5k scrapbook” Decision(s) Action(s)

**9. ANNOUNCEMENTS**

**Discussion:**

**10.IMPORTANT DATES**

**Discussion:**

- Create next general meeting date TBD\_\_\_\_\_.
- Create next board meeting date Feb 5th 2018\_\_\_\_\_.

**11. SUMMARY OF ALL OPEN ACTION ITEMS 2:15**

**Discussion:**

J. Dvergsten to talk to Lori about the Jan. 26th “Souperbowl Preview” date. so she can put this on the schedule. begin to create web site with payment/ donation options, email B. Turner about chances to budget, create budget for Family Night for the grant proposal and give to P. Warren  
N. Moysey to email Amy Wolin about Teacher Appreciation items discussed at this meeting, Heidi about the newsletter and Jill Shellnut about speaking at the

general meeting.

Pam W. to talk to Mr. Turner about walk to school day. apply for grant from Pickens County Recreation Fund.

Simoneaux will find out about getting the Tiger to come to CLE for the walk to school day in March.

**12. ADJOURN**

**12. RECORD OF VOTES**

Discussion: Approval of Board Meeting Minutes from Dec.4,2017

1. Vote to Approve Board Meeting Minutes

PARTICIPANTS	YES	NO
Jessica Dvergsten	X	
Nadia Moysey	X	
Rebecca Turner	X	
Wendy Cawood	X	
Mrs. Simoneaux	X	
Pam Warren	X	
Rachel Beckner	X	

1. Vote to Approve Mini Grant Application and Requirements

PARTICIPANTS	YES	NO
Jessica Dvergsten	X	
Nadia Moysey	X	
Rebecca Turner	X	
Wendy Cawood	X	
Mrs. Simoneaux	X	
Pam Warren	X	
Rachel Beckner	X	

