

**Clemson Elementary School Board of Directors Meeting**

**AGENDA**

Meeting Date and Time: March 5, 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	
	Vice President	Nadia Moysey	
	Secretary	Lisa McAlister	
	Treasurer	Rebecca Turner	
	Treasurer	Tricia Davis	
<b>Board Members</b>	Membership	Pam Warren	
	Grants/Fundraising	Rachelle Beckner	
	Reflections	Heidi Williams	
	Welcoming	Robert Craft	
	Family Night	PalomaFitzpatrick co/ Jing Voon Gan	
	Art by Me	Lisa McAlister	
	Teacher Appriciatation	Amy Wolin	
<b>Administration</b>	Principal	Michelle Craddock	
	Teacher Representative	Mrs. Simoneaux	
	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)\_\_\_\_\_

	<b>TOPIC</b>	<b>TIME</b>
	<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>
<b>20 MINUTES</b>	<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>  We have had 10 teachers apply for the mini-grants to date. The deadline for the mini-grants is March 9.  So far we have had 3 applications for the larger teachers grants. Two of those applications came from the 5th grade asking for headphones. The two 5th grade applications were for 4 teachers/classrooms in total. One application came from Mrs. Wheeler. The deadline for submitting a full teacher grant application is March 30.  Website- <a href="http://clemsonelementarypta.com">clemsonelementarypta.com</a> ready to go live once proofed. Need to decide on including square and additional money for apps like an interactive calendar.	
	<b>Decision(s) Action(s)</b>	
	<b><u>Discussion:</u></b>	

	<b>3. STANDING COMMITTEE CHAIR REPORTS</b> <span style="float: right;"><b>1:10</b></span>
30 MINUTES	<p><b>Discussion:</b>  <b>International Festival</b>  <b>B. Turner to Discuss:</b>          International Festival preparations are moving along. Table participation is down this year. I was expecting 25 and am sitting at 18. But two families have volunteered to cook pulled pork and beef brisket to sell at the American table so we have more food to sell. Tricia is doing an awesome job at putting together a ton of activities for the kids.</p> <p><b>Membership</b>  <b>P. Warren to Discuss:</b>          Current Membership-</p> <p><b>Restaurant Night</b>  <b>J. Dvergsten to Discuss:</b>          McTeacher Night coming up March 22.</p> <p><b>Direct Donation</b>  <b>Beckner to Discuss:</b></p> <p><b>Teacher Appreciation</b>  <b>A. Wolin to Discuss:</b>          •Teacher Appreciation Week</p> <p><b>Family Night</b>  <b>J. Dvergsten to Discuss:</b>          Moved to April 27th due to schedule conflict          • With a \$1,600 budget Need for volunteers to acquire donated items and sponsorship for food. Potential for sponsorship.          •Option: Raffle to generate funds for Family Night</p>
	<b>Decision(s) Action(s)</b>
	<b>4. REPORT OF SPECIAL COMMITTEES</b> <span style="float: right;"><b>1:40</b></span>
	<p><b>Discussion:</b></p>

	<b>Decision(s) Action(s)</b>
	<b>5. SPECIAL ORDERS- ITEMS SPECIFIED IN BYLAWS 1:50</b>
	<p><b>Discussion:</b>  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>
	<b>Decision(s) Action(s)</b>
	<b>6. UNFINISHED BUSINESS</b>
	<b>Discussion:</b>
	<b>Decision(s) Action(s)</b>
20 MINUTES	<b>Discussion:</b>
	<b>7. NEW BUSINESS 2:10</b>

	<b>8. PRINCIPALS AND TEACHER REPRESENTATIVE REPORT</b> 2:25
	<b>Discussion:</b>
15 Min.	<b>9. ANNOUNCEMENTS</b>
	<b>Discussion:</b>
	<b>10.IMPORTANT DATES</b>
	Discussion: <ul style="list-style-type: none"> <li>■ Create next general meeting date <b>TBD</b>_____.</li> <li>■ Create next board meeting date <u>April 9 2018</u>_____.</li> </ul>
	<b>11. SUMMARY OF ALL OPEN ACTION ITEMS</b> <span style="float: right;"><b>2:15</b></span>
	<b>Discussion:</b>
	<b>12. ADJOURN</b>
	<b>12. RECORD OF VOTES</b>
	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	

Income	Amended 17-18 Budget	17-18 Actual	Over/(Under) Budget	Representative
<b>Fundraisers</b>				
Art by Me	\$2,600.00	2,856.00	256.00	Lynda Tomilson
Bonus Bucks	\$1,000.00	797.96	(202.04)	Robyn Achevarra
Family Dance	\$1,000.00	0.00	(1,000.00)	Paloma Fitzpatrick/ Jessica Dvergsten
Fall Festival	\$2,000.00	2,928.11	928.11	Nadia Moysey
International Festival	\$2,000.00	0.00	(2,000.00)	Becky Turner
Donation/Fundraising Campaign	\$6,000.00	6,088.00	88.00	Cary Kaye
Grants	\$1,200.00	1,500.00	300.00	Rachelle Beckner
Restaurant Nights	\$2,000.00	1,794.00	(206.00)	Jessica Dvergsten
<b>Total Fundraisers</b>	<b>17,800.00</b>	<b>15,964.07</b>	<b>(1,835.93)</b>	
<b>Other Income</b>				
PTA Membership	1,600.00	1,874.00	274.00	Pam Warren
Misc.	0.00	0.00	0.00	
<b>Total Other Income</b>	<b>1,600.00</b>	<b>1,874.00</b>	<b>274.00</b>	
<b>Total Income</b>	<b>19,400.00</b>	<b>17,838.07</b>	<b>(1,561.93)</b>	
Expenses	Amended 17-18 Budget	17-18 Actual	(Over)/Under Budget	Representative
<b>Student Support</b>				
Reflections	\$200.00	0.00	200.00	Heidi Williams
Lego League	\$150.00	0.00	150.00	Michelle?
Jump Rope Team	\$100.00	0.00	100.00	Janice Wheeler
Chess Club	\$50.00	0.00	50.00	Linda Burns
Odyssey of the Mind	\$500.00	415.00	85.00	Linda Burns
Garden Club	\$200.00	127.31	72.69	Karen Dobson
Geography Club	\$200.00	200.00	0.00	Nikki Wald
Jet Toy Competition	\$150.00	0.00	150.00	Heidi Patterson
Fifth Grade Patrol	\$75.00	0.00	75.00	Michael Turner
K5 Ink Cartridges	\$300.00	0.00	300.00	Julie Simoneaux
Chicks with Kicks	\$200.00	195.44	4.56	Heidi Patterson
CLIMB	\$100.00	\$0.00	100.00	Dr. Erica Hays
<b>Student Support Total</b>	<b>2,225.00</b>	<b>937.75</b>	<b>1,287.25</b>	
<b>PTA Events &amp; Community Support</b>				
Welcome Families Program	\$50.00	0.00	50.00	
Teacher Appreciation	\$300.00	176.90	123.10	Amy Wolin
Family Literacy Night	\$100.00	0.00	100.00	Amanda Eakins
Child Advocacy Programs	\$1,200.00	0.00	1,200.00	
Feed a Hungry Child - Pickens County	\$1,000.00	0.00	1,000.00	
<b>PTA Events &amp; Community Support Subtotal</b>	<b>\$2,650.00</b>	<b>176.90</b>	<b>2,473.10</b>	
<b>Student Enrichment</b>				
Artists in Residence/ In House Field Trips	\$3,000.00	2,637.14	362.86	
Teaching Enrichment Materials	\$4,400.00 [1]	118.39	4,281.61	
<b>Student Enrichment Subtotal</b>	<b>\$7,400.00</b>	<b>2,755.53</b>	<b>4,644.47</b>	
<b>Related Arts Support</b>				
Art Room Supplies	\$400.00	400.00	0.00	Julie Purnell

Computer Lab	\$300.00	158.91	141.09	Bonnie Agostino
Health Room Supplies	\$400.00	0.00	400.00	Cathy Cloniger
Library	\$500.00	0.00	500.00	Leanne Broome
Music / Chorus	\$600.00	445.45	154.55	Mindy Allen
PE / Field Day	\$700.00	0.00	700.00	Janice Wheeler
<b>Related Arts Support Subtotal</b>	<b>\$2,900.00</b>	1,004.36	1,895.64	
<b>PTA Administration</b>				
Accountant/ Professional Fees	\$500.00	600.00	(100.00)	
National PTA Dues	\$650.00	390.00	260.00	
Photocopying	\$1,500.00	0.00	1,500.00	
Banking Fees (BB&T/Square)	\$100.00	41.10	58.90	
Website	\$200.00	216.00	(16.00)	
Liability Insurance	\$355.00	355.00	0.00	
Postage	\$25.00	0.00	25.00	
PTA Merchandise	\$400.00	0.00	400.00	
Advertising	\$300.00	98.37	201.63	
Office Supplies	\$100.00	19.55	80.45	
<b>PTA Admin Subtotal</b>	<b>\$4,130.00</b>	1,720.02	2,409.98	
<b>Total Expenses</b>	<b>\$19,305.00</b>	<b>\$6,594.56</b>	<b>\$12,710.44</b>	
<b>Income over Expenses</b>	<b>\$95.00</b>	<b>\$11,243.51</b>	<b>\$11,148.51</b>	