

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	Y
	Vice President	Nadia Moysey	
	Secretary	Lisa McAlister	Y
	Treasurer	Rebecca Turner	Y
	Treasurer	Tricia Davis	Y
Board Members	Membership	Pam Warren	Y
	Grants/Fundraising	Rachelle Beckner	
	Reflections	Heidi Williams	
	Welcoming	Robert Craft	Y
	Family Night	Jing Voon Gan	Y
	Art by Me	Lisa McAlister	
	Teacher Appriciatation	Amy Wolin	Y
Administration	Principal	Michelle Craddock	Y
	Teacher Representative	Mrs. Simoneaux	Y

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

Confirm quorum requirement met (Y/N) ____Y____

	TOPIC	TIME
	1. CALL TO ORDER / APPROVAL OF PREVIOUS MINUTES	12:45
	<p style="text-align: center;"><input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED</p> <p>DISCUSSION: Jessica D. to discuss Welcome members</p>	
	2. REPORT OF OFFICERS	12:50
20 MINUTES	<p>Discussion:</p> <p>Treasurers Report Becky T. to discuss:</p> <ul style="list-style-type: none"> •Current Financials- •Money going out to Artist in Residence • Tax Free benefit <p>Presidents Report Jessica D. to Discuss:</p> <p>We have had 10 teachers apply for the mini-grants to date. The deadline for the mini-grants is March 9.</p> <p>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.</p> <p>Website- clemsonelementarypta.com ready to go live once proofed. Need to decide on including square and additional money for apps like an interactive calendar.</p> <p style="color: red;">It was decided that adding the calendar app and the ability to take money via Square or equivalent is a worthwhile addition to the website and that an amount of \$20 a month is an expectable amount of money to spend each month total for the necessary additions. This was voted on and was passed without dissent.</p>	
	Decision(s) Action(s)	

	<p>Discussion: vote for website additions and cost of \$20.00 a month passes without dissent.</p>
	<p>3. STANDING COMMITTEE CHAIR REPORTS 1:10</p>
<p>30 MINUTES</p>	<p>Discussion:</p> <p>Membership P. Warren to Discuss: Current Membership- Added one new 239 current members</p> <p>Restaurant Night J. Dvergsten to Discuss: McTeacher Night coming up March 22.</p> <p>Teacher Appreciation A. Wolin to Discuss: •Teacher Appreciation Week April 23-27. A letter will go home next week to the parents asking for donations for the teachers- monetary, time, and services.</p> <p>Room Mom: Jing to Discuss: Added to new room mom</p>
	<p>Decision(s) Action(s)</p>
	<p>4. REPORT OF SPECIAL COMMITTEES 1:40</p>
	<p>Discussion:</p> <p>International Festival B. Turner to Discuss: 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>There will be a little girl from India dancing, Chinese music, and bamboo dancing. Mrs. Simoneaux has organized selling cards made by the kindergarten, the proceeds that will go to Anderson Cancer Society in Memory of Mrs. Riggins.</p> <p>Walk to School P. Warren to Discuss: Still waiting here about the Tiger for the event on March 7th. Stickers will be handed out to participants.</p> <p>Family Night J. Dvergsten to Discuss: Moved to April 27th due to schedule conflict Relay for Life was moved to this date.</p> <ul style="list-style-type: none"> • 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, making popcorn or ice cream a \$dollar to help cover costs. <p>*After much discussion about the Family Night event, and the desire to make it as cost free as possible, it has been desired that the \$1000.00 dollars profit that it was expected to make is counter to it being as affordable as possible for the families. Therefor, is no longer expected to make a profit. The event will be budget neutral and notated as such on the 17/18 approved budget.</p>
	<p>Decision(s) Action(s)</p>
	<p>5. SPECIAL ORDERS- ITEMS SPECIFIED IN BYLAWS 1:50</p>
<p>20 MINUTES</p>	<p>Discussion: 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</p>

	<p>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>
<p>15 Min.</p>	<p>Decision(s) Action(s)</p>
	<p>6. UNFINISHED BUSINESS</p>
	<p><u>Discussion:</u></p>
	<p>Decision(s) Action(s)</p>
	<p><u>Discussion:</u></p>
	<p>7. NEW BUSINESS 2:10</p>
	<p>8. PRINCIPALS AND TEACHER REPRESENTATIVE REPORT 2:25</p>
	<p><u>Discussion:</u> J. Simoneaux- Posed question on how left over money in the artist in residence” account is used and can it be used in advance (book next year) or rolled over. It was determined that the money that was set aside from the excess funds from the 2016/17 school year will be rolled over until used. The money that was allocated for the 2017/18 year has to be used this year. The excess money from this school year 2017/18 that has been allocated to the artist in residence</p>

<p>15 Min.</p>	<p>program will be applied the the 2018/19 school year as well.</p> <p>2nd grade has money left over in their artist in residence account and would like to use the money to go to the zoo. This is in keeping with the artist in residence/ fieldtrip experiece as long as it is tied back to their curriculum</p> <p>Mrs. Craddock-</p> <p>5th grade race is set up on April 20th. This will help fund the 5th grade /DC field trip. New Teachers have been hired for next year- Matt Burl is now full time next year, another new teacher is replacing Mr. Burnett.</p> <p>Quotes are being gathered for school updates and beautification. Several teachers have been visiting other schools for Project based learning. Proposals are expected from these teachers on how and what to implement there at Clemson Elementary from these visits of things that they would like to put in their classrooms.</p>
<p>9. ANNOUNCEMENTS</p>	
<p>Discussion:</p>	
<p>10.IMPORTANT DATES</p>	
<p>Discussion:</p> <ul style="list-style-type: none"> ■Create next general meeting date _TBD______. ■Create next board meeting date _April 9 2018______. 	
<p>11. SUMMARY OF ALL OPEN ACTION ITEMS 2:15</p>	
<p>Discussion:</p> <p>J.Dvergsten- Continue with website creation with new capital.</p> <p>A. Wolin- main out donation letter to families for Teacher Appreciation</p>	
<p>12. ADJOURN</p>	

12. RECORD OF VOTES

Discussion:

1. Approval of Board Meeting Minutes from 02/05/2018
2. Approval of adding calendar app and adding square with and increased budget of \$20 month for maintenance.

1. Vote to Approve Board Meeting Minutes from 02/05/2018

PARTICIPANTS	YES	NO
Jessica Dvergsten	Y	
Lisa McAlister	Y	
Rebecca Turner	Y	
Tricia Davis	Y	
Pam Warren	Y	
Robert Craft	Y	
Jing Voon Gan	Y	
Lisa McAlister	Y	
Amy Wolin	Y	
Michelle Craddock	Y	
Mrs. Simoneaux	Y	

2. Approval of adding calendar app and adding square with and increased budget of \$20 month for maintenance.

PARTICIPANTS	YES	NO
Jessica Dvergsten	Y	
Lisa McAlister	Y	
Rebecca Turner	Y	
Tricia Davis	Y	
Pam Warren	Y	
Robert Craft	Y	

PARTICIPANTS	YES	NO
Jing Voon Gan	Y	
Lisa McAlister	Y	
Amy Wolin	Y	
Michelle Craddock	Y	
Mrs. Simoneaux	Y	