

**Clemson Elementary School Board of Directors Meeting**

**AGENDA**

Meeting Date and Time:10/2/17 6:00 PM\_ Meeting Location:\_Clemson Elementary\_\_.

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	Tricia Davis	
	Grants/Fundraising	Rachelle Beckner	
<b>Administration</b>	Principal	Michelle Craddock	
	Teacher Representative	Mrs. Simoneaux	
	Reflections	Heidi Coryell Williams	
	Family Night	PalomaFitzpatrick co/ Jing Voon Gan	
	Restaurant Night	Jessica Dvergsten	
	Teacher Appreciation	Amy Wolin	
	Other Attendees		

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

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

	TOPIC	TIME
5 MINUTES	1. CALL TO ORDER / APPROVAL OF PREVIOUS MINUTES	
	6:00	
	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
	<p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>Welcome new members and old.</li> </ul>	
	DECISION(S) ACTION(S)	
	2. REPORT OF OFFICERS	
	6:05	
15 MINUTES	<p><b>Discussion:</b></p> <p><b>Treasurers Report:</b>  <b>Becky T. to discuss:</b></p> <ul style="list-style-type: none"> <li>Proposed Budget for 2017/18 Vote to be taken</li> <li>Discuss changes to the budget See attachment.</li> <li>- No funding for magazines from the PTA anymore. This year's magazines have been funded by the school. - Restore funding for teacher accounts (\$40/teacher) but ask that they fill out a mini grant form in advance so the PTA review spending before funds are spent and to give us the opportunity to find other ways to fill requests if desired.</li> </ul> <p><b>President Report:</b>  <b>Jessica D. to discuss:</b></p> <ul style="list-style-type: none"> <li>New members and chair (filled and open) positions. Validate current list.</li> <li>Approval of 16/17 earnings to go to In house Field Trips/ Artist in Residence for all grade levels.</li> </ul>	
	Decision(s) Action(s)	

**3. STANDING COMMITTEE CHAIR REPORTS**

**6:20**

10  
MINUTES

**Discussion:**

**Fall Festival:**

**Nadia to discuss:**

- Update on Festival.
- Proposed Budget to be voted on.
- face painting/ food exchange
- Flyers set to go out in the Monday folders.
- Dr. Hays asked about kicking off the Red Ribbon week food drive at the Fall Festival.

**Restaurant Night**

**Jessica D. to discuss:**

Joes Pizza Halloween Party on Oct. 25th 5-8  
 McTeacher night in Nov. Still working on details.  
 Jersey Mikes \$2 donation for a sub weekend Dec. 8,9,10

**Decision(s) Action(s)**

**4. REPORT OF SPECIAL COMMITTEES**

**6:30**

5  
MINUTES

**Heidi W. to discuss**

- PTA Newsletter

**Decision(s) Action(s)**

**5. SPECIAL ORDERS- ITEMS SPECIFIED IN BYLAWS**

**Discussion:**

Reports to the SCPTA Office:

- \_\_\_\_\_ Monthly Local Membership and Dues report by the end of each month;
- \_\_\_\_\_ December 1 a copy of the financial review and final budget for the previous school year
- \_\_\_\_\_ October 1 a copy of the of the current budget duly approved by the membership
- \_\_\_\_\_ October 1 a copy of the Local Officer Report form
- \_\_\_\_\_ December 1 a copy of the local PTA unit's federal tax return required to be filed annually with the IRS by November 15;

**Decision(s) Action(s)**

**6. UNFINISHED BUSINESS**

**Discussion:**

**Decision(s) Action(s)**

**7. NEW BUSINESS**

**6:35**

**Discussion:**

**Nadia M. to Discuss:**

- Fundraising with Kuk Sool Won has proposed:
  - a parent's night out, a drop off day on Dec 20 during Christmas break when parents may still be working
  - mom/daughter defense class, K-2 or 3-5 self-defense class
  
- City of Clemson looking for help with Breakfast with Santa event (Dec 16). PTA would help to serve the meals and we would have an opportunity to host a game/activity that we could keep the profits from. PTA would also help with advertising the event at the school.

10  
Minutes

10 MINUTES	<b>Decision(s) Action(s)</b>
	<b>8. PRINCIPALS / TEACHER REPORT</b> <span style="float: right;"><b>6:45</b></span>
	<b>Discussion:</b> Mrs. Craddock-  Mrs. Simoneaux -
	<b>Decision(s) Action(s)</b>
	<b>9. ANNOUNCEMENTS</b>
	<b>Discussion:</b>
	<b>10.IMPORTANT DATES</b>
	Discussion: ●Create next general meeting date _____.  ●Create next board meeting date __Nov. 6th____.
	<b>11. SUMMARY OF ALL OPEN ACTION ITEMS</b> <span style="float: right;"><b>6:55</b></span>
<b>12. ADJOURN</b> <span style="float: right;"><b>7:00</b></span>	

**13. RECORD OF VOTES**

- 1. Approve of Previous meeting minutes
- 2. Approve of 2017/18 budget
- 3. Approve of 2016/17 Excess funds
- 4. Approve of Fall Festival Budget

1. Approve of Previous meeting minutes

PARTICIPANTS	YES	NO
Jessica Dvergsten		
Nadia Moysey		
Tricia Davis		
Lisa McAlister		
Mrs. Simoneaux		
Michelle Craddock		

2. Approve of 2017/18 budget

PARTICIPANTS	YES	NO
Jessica Dvergsten		
Nadia Moysey		
Tricia Davis		
Lisa McAlister		
Mrs. Simoneaux		
Michelle Craddock		

3. Approve of 2016/17 Excess funds

5  
MINUTES

PARTICIPANTS	YES	NO
Jessica Dvergsten		
Nadia Moysey		
Tricia Davis		
Lisa McAlister		
Mrs. Simoneaux		
Michelle Craddock		

4. Approve of Fall Festival Budget

PARTICIPANTS	YES	NO
Jessica Dvergsten		
Nadia Moysey		
Tricia Davis		
Lisa McAlister		
Mrs. Simoneaux		
Michelle Craddock		