

**Clemson Elementary School Board of Directors
Meeting Minutes**

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	Y
	Vice President	Nadia Moysey	Y
	Secretary	Lisa McAlister	Y
	Treasurer	Rebecca Turner	Y
	Treasurer	Tricia Davis	N
Board Members	Membership	Pam Warren	Y
	Grants/Fundraising	Rachelle Beckner	Y
	Reflections	Heidi Williams	Y
	Welcoming	Robert Craft	Y
	Family Night	PalomaFitzpatrick co/ Jing Voon Gan	N N
	Art by Me	Robyn Achevarra	
	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
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	1. CALL TO ORDER / APPROVAL OF PREVIOUS MINUTES	6:00
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APPROVED **NOT APPROVED**

5 MINUTES	<p>DISCUSSION:</p> <ul style="list-style-type: none"> Welcome new members and old.
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	DECISION(S) ACTION(S)

	2. REPORT OF OFFICERS	6:05
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15 MINUTES	<p>Discussion:</p> <p>Treasurers Report: Becky T. to discuss:</p> <ul style="list-style-type: none"> Proposed Budget for 2017/18 Vote to be taken Discuss changes to the budget See attachment. - 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. <p style="color: red;">PLANNERS FOR STUDENTS have already been purchased assuming that the PTA was going to give \$1,000 towards it. This purchase was prior to the budget being created or approved by the General Assembly. This issue will be discussed at the next board meeting.</p> <p>President Report: Jessica D. to discuss:</p> <ul style="list-style-type: none"> New members and chair (filled and open) positions. Validate current list. Approval of 16/17 earnings to go to In house Field Trips/ Artist in Residence for all grade levels. <li style="color: red;">•This would support all grade levels that may not be supported now, K4, K5. <li style="color: red;">• Brooks center is interested in collaborating with CES for arts programs. R. Beckner is leading this initiative. <li style="color: red;">•Discussion about using left over funds from last year towards this and also make this
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the goal for this years extra funds. A vote was taken and it was unanimously approved without dissenting opinion. This should next forming committee for artist in residence. A second vote was taken to continue this initiative and allocate the all excess funds from the 2017/18 school year to this program as well. A vote was taken and it was unanimously approved without dissenting opinion.

- It was also suggested by H.Williams that a committee be formed that would assist Teachers in finding appropriate artists to be considered for inclusion. This will be discussed at the next meeting.

Decision(s) Action(s)

The General Assembly will vote on the following:
 2016/17 excess funds will be allocated to the Artist in Residence program equally across all grade levels.
 2017/18 excess funds will be allocated to the Artist in Residence programequally across all grade levels.
 -Discussion on Artist in Residence Committee for Nov. Meeting.

3. STANDING COMMITTEE CHAIR REPORTS 6:20

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Discussion:

Fall Festival:

Nadia to discuss:

- Update on Festival Oct 21 11-2pm
- Proposed Budget to be voted on. In line with last year. Sorority handled prizes last year, however, this year we do not have this same support. Therefore, this is an added expense from the previous year.
- 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.
 - Face painting/ canned food donation exchange. Oct. 23-27 It was agreed by all that the food exchange was a great idea for the PTA to participate in at the festival.

Teacher Appreciation

Amy W. to Discuss:

Teacher Breakfast for Teacher Appreciation Day set for this coming Friday.

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

Reflections

Heidi W. to discuss:

Reflections update.

All Reflections info., forms and banners are printed for this years Reflections “Within Reach” and are ready to distribute.

Suggested for increasing knowledge of event and participation:

- forms be placed on the posters in a pocket so that kids can take one
- FB posts with info about entry forms
- Mrs. Simoneaux can ask teachers to add to teachers weekly newsletters.

Art by Me-

It was discovered that the Art by Me program for the 2017/18 year has already been started by someone other than the official Chair. It was not know to the board that someone other than Robyn A. would be chairing this program. Coordination of efforts and communication will need to be improved in the future to ensure everyone is on the same page and reporting all PTA activity to the PTA board.

Decision(s) Action(s)

4. REPORT OF SPECIAL COMMITTEES

6:30

Heidi W. to discuss

- PTA Newsletter Every month this will be created and disseminated electronically to all families so that the PTA can start creating a stronger presence in the school and offer our families important information pertinent to the PTA and the projects it is supporting as well as sharing news from the school.
- Feedback- “Click here” to open this newsletter within the email that the school sends so that people know how to access the attached newsletter document.
- The addition of testimonials from families and teachers. Example: What it meant to them to be awarded a grant. How the money was used and the impact on their students.

Decision(s) Action(s)

- Action- M. Craddock- Ensure “Click Here” is added to intro letter for PTA Newsletter.
- Action- J. Dvergsten to Interview a few families and teachers for testimonial for newsletter.

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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
 - **To be discussed during the Nov. meeting.**
- 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.
 - **To be discussed during the Nov. meeting.**

Decision(s) Action(s)

- Put on Nov. agenda- Collaboration with Kuk Sool and City of Clemson for Dec. events.

8. PRINCIPALS / TEACHER REPORT

6:45

Discussion:

Mrs. Craddock-

Thanked all of the families for participating in the various activities that have been put on for the school.

Mrs. Simoneaux - Encouraged board members to give info to her to share with teachers.

Decision(s) Action(s)

9. ANNOUNCEMENTS

Discussion:

10.IMPORTANT DATES

Discussion:

- Create next general meeting date __TBD_____.
- Create next board meeting date __Nov. 6th_____.

11. SUMMARY OF ALL OPEN ACTION ITEMS

6:55

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12. ADJOURN **7:00**

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
- 5. Approval of 2017/18 excess funds for artist in residence.

1. Approve of Previous meeting minutes

PARTICIPANTS	YES	NO
Jessica Dvergsten	Y	
Nadia Moysey	Y	
Becky Turner	Y	
Lisa McAlister	Y	
Mrs. Simoneaux	Y	
Michelle Craddock	Y	
Pam Warren	Y	
Rachelle Beckner	Y	
Michelle Craddock	Y	
Mrs. Simoneaux	Y	
Heidi Coryell Williams	Y	
Amy Wolin	Y	
Heidi Williams	Y	
Robyn Achevarra	Y	
Robert Craft	Y	

2. Approve of 2017/18 budget

PARTICIPANTS	YES	NO
Jessica Dvergsten	Y	
Nadia Moysey	Y	
Becky Turner	Y	
Lisa McAlister	Y	
Mrs. Simoneaux	Y	
Michelle Craddock	Y	
Pam Warren	Y	
Rachelle Beckner	Y	
Michelle Craddock	Y	
Mrs. Simoneaux	Y	
Heidi Coryell Williams	Y	
Amy Wolin	Y	
Heidi Williams	Y	
Robyn Achevarra	Y	
Robert Craft	Y	

3. Approve of 2016/17 Excess funds

PARTICIPANTS	YES	NO
Jessica Dvergsten	Y	
Nadia Moysey	Y	
Becky Turner	Y	
Lisa McAlister	Y	
Mrs. Simoneaux	Y	
Michelle Craddock	Y	

PARTICIPANTS	YES	NO
Pam Warren	Y	
Rachelle Beckner	Y	
Michelle Craddock	Y	
Mrs. Simoneaux	Y	
Heidi Coryell Williams	Y	
Amy Wolin	Y	
Heidi Williams	Y	
Robyn Achevarra	Y	
Robert Craft	Y	

4. Approve of Fall Festival Budget

PARTICIPANTS	YES	NO
Jessica Dvergsten	Y	
Nadia Moysey	Y	
Becky Turner	Y	
Lisa McAlister	Y	
Mrs. Simoneaux	Y	
Michelle Craddock	Y	
Pam Warren	Y	
Rachelle Beckner	Y	
Michelle Craddock	Y	
Mrs. Simoneaux	Y	
Heidi Coryell Williams	Y	
Amy Wolin	Y	
Heidi Williams	Y	
Robyn Achevarra	Y	
Robert Craft	Y	

4. Approval of 2017/18 excess funds for artist in residence		
PARTICIPANTS	YES	NO
Jessica Dvergsten	Y	
Nadia Moysey	Y	
Becky Turner	Y	
Lisa McAlister	Y	
Mrs. Simoneaux	Y	
Michelle Craddock	Y	
Pam Warren	Y	
Rachelle Beckner	Y	
Michelle Craddock	Y	
Mrs. Simoneaux	Y	
Heidi Coryell Williams	Y	
Amy Wolin	Y	
Heidi Williams	Y	
Robyn Achevarra	Y	
Robert Craft	Y	