

**Clemson Elementary School Board of Directors Meeting**

**AGENDA**

Meeting Date and Time: Nov. 13, 2016 12:45pm 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	Robyn Achevarra	
	Teacher Appriciatation	Amy Wolin	
<b>Administration</b>	Principal	Michelle Craddock	
	Teacher Representative	Mrs. Simoneaux	

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

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

	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>DISCUSSION:</b> <b>Jessica D. to discuss</b> Welcome members	
	<b>2. REPORT OF OFFICERS</b>	<b>12:50</b>
<b>20 MINUTES</b>	<b>Discussion:</b>  <b>Treasurers Report</b> <b>Becky T. to discuss:</b> <ul style="list-style-type: none"> <li>•Current Financials</li> <li>•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.</li> </ul> <b>Presidents Report</b> <b>Jessica D. to Discuss:</b> Literacy Night set for Feb 22nd  <b>V. Presidents Report</b> <b>Nadia M. to discuss:</b> <ul style="list-style-type: none"> <li>•Fundraising with Sool Won has proposed:                             <ul style="list-style-type: none"> <li>• a parent's night out, a drop off day on Dec 20 during Christmas break when parents may still be working.</li> <li>• mom/daughter defense class, K-2 or 3-5 self-defense class</li> </ul> </li> <li>•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.</li> </ul>	
	<b>Decision(s) Action(s)</b>	

**3. STANDING COMMITTEE CHAIR REPORTS**

**1:10**

30  
MINUTES

**Discussion:**

**Membership**

**Pam Warren:**

- Monthly report
- Admin. Status

**Restaurant Night**

**Joess Pizza Halloween Party -The event made \$400.00**

McTeacher Night- Nov.16th

**Reflections**

**Hiedi W. to Discuss:**

•Update-School-level winners will be announced in early 2018, and the top four entries in each category and each grade division will then advance on to state-level judging.

•Newsletter- testimonials from families and teachers- a few teachers and parents have been solicited for testimonials. More teachers are needed, only Amanda E. responded.

**Fall Festival**

**Nadia M. to discuss:**

•Post Event Report:

Revenue	
<b>TOTAL REVENUE</b>	<b>\$ 4,221.00</b>
Expenses	
Carolina Bounce - Inflatables/DJ	\$ 450.00
CBR Horses - pony rides	\$ 190.00
Food/Games/Raffle	\$ 535.00
Custodial Services	\$ 120.00
<b>TOTAL EXPENSES</b>	<b>\$ 1,295.00</b>
<b>NET INCOME</b>	<b>\$ 2,926.00</b>
2017/18 Budgeted Net Income	\$ 2,000.00
Additional Income Earned	\$ 926.00

Last year's net income was approximately \$3,300.  
We made about \$400 less this year.

- Lessons learned and take aways for next year.

	<p><b>Grants/ Fundraising</b>  <b>R. Beckner to Discuss:</b>          •Current Fundraising opportunities.          •Brooks center is interested in collaborating with CES for arts programs.</p> <p><b>Bonus Bucks</b>  <b>Robyn A. to Discuss</b>          - Plan of Action</p>
	<p><b>Decision(s) Action(s)</b></p>
	<p><b>4. REPORT OF SPECIAL COMMITTEES 1:40</b></p>
<p>10 MINUTES</p>	<p><b>Discussion:</b></p> <p><b>Pedestrian Bridge Celebration:</b>  <b>Pam W. to Discuss:</b>          Walk to school day</p> <p><b>Hiedi W. to Discuss:</b>          •Creation of a Special Committee for Artist in Residence- proposal to form a committee that would assist Teachers in finding appropriate artists to be considered for inclusion.</p>
	<p><b>Decision(s) Action(s)</b></p>
	<p><b>5. SPECIAL ORDERS- ITEMS SPECIFIED IN BYLAWS 1:50</b></p>
	<p><b>Discussion:</b>          Reports to the SCPTA Office:</p> <p>_____ monthly Local Membership and Dues report by the end of each month;</p> <p>_____ December 1 a copy of the financial review and final budget for the previous school year</p> <p>_____ 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;          _____ 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><u>Discussion:</u></b>
	<b>Decision(s) Action(s)</b>
	<b><u>Discussion:</u></b>
	<b>7. NEW BUSINESS</b>
	<b>Proposal for a Valentines day Day as the Family Event</b>
	<b>Decision(s) Action(s)</b>
	<b>8. PRINCIPALS REPORT</b> <span style="float: right;"><b>1:50</b></span>
10 Min.	<b><u>Discussion:</u></b>
	<b>Decision(s) Action(s)</b>
	<b>9. ANNOUNCEMENTS</b>

	<b>Discussion:</b>
Minutes	<b>10.IMPORTANT DATES 2:25</b>
	<p>Discussion:</p> <ul style="list-style-type: none"> <li>● Create next general meeting date _____.</li> <li>● Create next board meeting date _Dec. 4th 7:00pm_____.</li> </ul>
	<b>11. SUMMARY OF ALL OPEN ACTION ITEMS 2:15</b>
	<b>Discussion:</b>
	<b>12. ADJOURN</b>
	<b>12. RECORD OF VOTES</b>
	Discussion: Approval of Board Meeting Minutes from Approval of General Meeting Minutes from

1. Vote to Approve Board Meeting Minutes		
PARTICIPANTS	YES	NO
Jessica Dvergsten	X	
Nadia Moysey	X	
Rebecca Turner	X	
Trisha Davis	X	
Michelle Craddock	X	
Mrs. Simoneaux	X	

2. Approval of General Meeting Minutes

PARTICIPANTS	YES	NO
Jessica Dvergsten	X	
Nadia Moysey	X	
Rebecca Turner	X	
Trisha Davis	X	
Michelle Craddock	X	
Mrs. Simoneaux	X	