

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

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	Y
	Vice President	Nadia Moysey	Y
	Secretary	Lisa McAlister	Y
	Treasurer	Rebecca Turner	
	Treasurer	Tricia Davis	Y
Board Members	Membership	Pam Warren	Y
	Grants/Fundraising	Rachelle Beckner	
	Reflections	Heidi Williams	
	Welcoming	Robert Craft	Y
	Family Night	PalomaFitzpatrick co/ Jing Voon Gan	
	Art by Me	Lisa McAlister	
	Teacher Appriciation	Amy Wolin	Y
Administration	Principal	Michelle Craddock	Y
	Teacher Representative	Mrs. Simoneaux	Y
	Website	Jill Kiss	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
	<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
	DISCUSSION: Jessica D. to discuss Welcome members	
	2. REPORT OF OFFICERS	12:50
20 MINUTES	Discussion: Treasurers Report Becky T. to discuss: <ul style="list-style-type: none"> •Current Financials -Becky was unavailable for this meeting. Financials not covered. •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. Discussion on this ended with the board agreeing to give the 1,000 to ASC due to this being a long standing pervious arrangement and the miscommunication about this years budget changes. Removing this item from the budget was not discussed with ASC prior to them ordering and printing the planners with PTA advertising and sponsorship credits. This will be officially voted on and added to the budget at the next general meeting in early 2018. Presidents Report Jessica D. to Discuss: Literacy Night set for Feb 22nd- no other info at this time. V. Presidents Report Nadia M. to discuss: <ul style="list-style-type: none"> •Fundraising with Sool Won has proposed: <ul style="list-style-type: none"> • A parent's night out, a drop off day on Dec 20 during Christmas break when parents may still be working. This would fall on that Wednesday- Nadia to talk to Toren about having it at his studio due to liability issues 	

	<p>having it at the school.</p> <ul style="list-style-type: none"> • mom/daughter defense class, K-2 or 3-5 self-defense class Nadia to continue talks about defense class as well. (Potentially offering this as a free event for families). It was agreed that this is exactly the type of service opportunity the PTA is looking for and is excited to work with them. •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. Email this out. Linsey Watley at City of Clemson contact.
<p>30 MINUTES</p>	<p>Decision(s) Action(s)</p> <p>Discussion: Nadia to talk to Toran about events at his studio and report next meeting. Jessica to talk to Linsey Watley about Breakfast with Santa and report next meeting.</p>
	<p>3. STANDING COMMITTEE CHAIR REPORTS 1:10</p>
	<p>Discussion:</p> <p>Membership Pam Warren: •Admin. Status •Monthly report- Lastest membership count is 116 both parents and teachers combined. This represents membership that solicited at the two different meet the teachers nights and no paper copy sent home to students. This level of interest is considerably less than previous years when membership was pushed during Open House and a paper copy of form was sent home. It was decided that a paper copy of the membership form will be sent home and a school wide compition for most classroom participation with be campaigned with a prize for the top classrooms. Pam will create marketing plan to be implemented prior to Christmas and report next meeting.</p> <p>Restaurant Night Joes Pizza Halloween Party \$450 dollars returns plus \$19 dollars in direct donations. McTeacher Night- Nov.16th \$500 dollars in returns.</p>

10
MINUTES

Reflections

Hiedi W. to Discuss:

Hiedi not present to give further details.

•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	
TOTAL REVENUE	\$ 4,221.00
Expenses	
Carolina Bounce - Inflatables/DJ	\$ 450.00
CBR Horses - pony rides	\$ 190.00
Food/Games/Raffle	\$ 535.00
Custodial Services	\$ 120.00
TOTAL EXPENSES	\$ 1,295.00
NET INCOME	\$ 2,926.00
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. In the future more volunteers are needed, hamburgers will not be served- takes to long to cook and stopped flow of foodline, check into food options Chic-fil-a food trucks etc., would not charge extra for the Kuk Sul event again- not enough value for extra charge. Pony rides generated a great deal of interest and extra money made- positive addition. Perfect weather for event!

Grants/ Fundraising

R. Beckner to Discuss:

Rachelle not present to give further details.

•Current Fundraising opportunities.

•Brooks center is interested in collaborating with CES for arts programs.

	<p>Bonus Bucks Robyn A. to Discuss - Plan of Action Bonus Bucks will go out Mon Nov. 20 to families and will be delivered before Christmas. Several local groups will continue to be buy many thousands of dollars in cards</p> <p>Teacher Appriciation Amy Wolin A teacher Lunch is be planned for Jan/Feb timeframe. Volunteers for homemade Christmas cookies are be requested so that teachers can get cookie treats for Christmas.</p>
	<p>Decision(s) Action(s)</p>
	<ul style="list-style-type: none"> •Pam will create marketing plan to be implemented prior to Christmas and report next meeting. •Robyn to send out Bonus Bucks. •Amy to organize Christmas Cookie donations from board.
	<p>4. REPORT OF SPECIAL COMMITTEES 1:40</p>
<p>10 Min.</p>	<p><u>Discussion:</u></p> <p>Pedestrian Bridge Celebration: Pam W. to Discuss: Walk to school day. Safe route to school on March 7th. Looking for opportunities to include fun draws to this event. Clemson Tiger Mascot etc.</p> <p>Hiedi W. to Discuss:</p> <ul style="list-style-type: none"> •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. •Greenville Little Theater is already planned to come for the Artist in Residence program. Teachers need to be alerted that are more resources for them to get more performers. Mrs. Simoneaux can remind the teachers that there is opportunity here for them.

	Decision(s) Action(s)
Minutes	<ul style="list-style-type: none"> •Pam to explore opportunities for the Safe Route to School day to help attract participants. •Mrs. Simoneaux to remind the teachers that there is money for them to access in the Artist in Residence program.
	5. SPECIAL ORDERS- ITEMS SPECIFIED IN BYLAWS 1:50
	<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>_____ 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;</p> <p>_____ 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>

Decision(s) Action(s)

6. UNFINISHED BUSINESS

Discussion:

Decision(s) Action(s)

Discussion:

7. NEW BUSINESS

Proposal for a Valentines day Day as the Family Event- The administration is not supportive to a one night event with the whole population of the school given it's size. therefor we will not have a one day event. Our family event will have to be decided up into two events to support size of student population.

Decision(s) Action(s)

8. PRINCIPALS REPORT

1:50

Discussion:

Many families participate in bridge walk on Friday-lots of kids wrote out essays about what it meant to them. Would like to see more "Safe Kids" promotions/activities. The PTA can be involved in this in the future. The administration had a Faculty fundraiser for the holiday's that raised a lot of resources for faculty, very positive experience.

Decision(s) Action(s)

9. ANNOUNCEMENTS

Discussion:

10.IMPORTANT DATES

2:25

Discussion:

- Create next general meeting date _____.
- Create next board meeting date _Dec. 4th 7:00pm_____.

11. SUMMARY OF ALL OPEN ACTION ITEMS 2:15

Discussion:

12. ADJOURN

12. RECORD OF VOTES

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	
Pam Warren	X	
Amy Wolin	X	
Robert Craft	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	
Pam Warren	X	
Amy Wolin	X	
Robert Craft	X	