

Meeting Minutes for Executive Meeting

MEETING DETAILS:

Location: **Horrell Hill Elementary School Gymnasium**

Horrell Hill Elementary School

517 Horrell Hill Rd

Hopkins, SC 29061

Meeting Facilitator: **Jessica Green, President**

Secretary: **Stacey McCutcheon, Secretary**

Date: **Tuesday November 14, 2023** Time: **05:49 PM**

ATTENDEES:

Shannon Adams, Principal

Jessica Green, President

Stacey McCutcheon, Secretary

Sharon Harris, Parent and Family Engagement Specialist

Feggin Durant

PREVIOUS MEETING MINUTES:

The minutes for the previous meeting were discussed by President.

APPROVAL OF AGENDA:

The agenda for this meeting was distributed.

REPORTS:

Report 1: PTO Membership form

Details: PTO Membership form was presented on the table for all parents.

Report 2: PTO Introduction of new PTO members

Details: PTO members gave the parents a warm welcome.

Report 3: PTO Flyer for upcoming meeting

Details: PTO Flyer for upcoming meeting was presented on the table and distributed to all parents.

Report 4: School State Report

Details: Mrs. Adams provided parents with school state report and expectations set for the year.

Report 5: Feedback and Concerns

Details: Parents provided feedback and concerns regarding PTO and expectations.

UNFINISHED BUSINESS:

Item 1: Treasurer

Details: Nominations were given and will be announced.

Item 2: Parliamentarian

Details: Nominations were given and will be announced.

NEW BUSINESS:

Item 1: Guest speaker, Christopher Fleming from Richland County Library located oat 9019 Garners Ferry Rd Hopkins, SC 29061. Chris advised that the PTO could meet at his library at any time.

Details:

1. Explained what is available for students.
2. Volunteered his services.

Item 2: Kids Corner

Details:

1. Children welcomed to all PTO meetings and enjoy the kids' corner.

Item 3: PTO Membership

Details:

1. 8 New members signed up

ADJOURNMENT:

The meeting ended at 6:51 PM.