



Clays Mill Elementary

PTA Board Member Meeting

Clays Mill Elementary PTA

August 12, 2024 | 6:00 pm
Clays Mill Elementary

Attendance: Mr. Davis, Nikki Ryles, Amy Benjamin, Brittany Jacobs, Rachel Lyons, Margaret Reynolds, Mallory Simpson, Amy Tarrence, Sarah Newman, Jason Reynolds, Laura Armentaros, Marie Blazejewski, Caroline Buchanan

Staff: Ms. Coiner, Mrs. Harrington, Mrs. Thompson, Mrs. Webb

Call to Order: 6:04 pm

Approval of Minutes: [June Budget Overview Meeting Minutes](#)- Sarah motioned, Amy B. seconded

- Reviewed Meeting norms- see attachment: Amy T motioned, Mallory S seconded

Officer's Reports:

Principal's Report:

- Back to School Bash went smoothly- looking for feedback on day of the week and feedback about food trucks vs. handing out food
- 80% attendance for Bash-
- Teachers and staff have been preparing for new school year

President's Report:

- Review of Calendar- also posted on bulletin board downstairs
- National PTA School of Excellence
 - Previous President Mallory Wood enrolled we have until December to finalize
 - We need to gather and analyze feedback
 - We need to complete the five steps for designation (Enroll (done), Gather Feedback, Build Action Plan, Reflect and Summarize Progress, Celebrate)

Treasurer's Report: *see attachment*

- Review of year end report
- Reviewed July Bank Ledger
- Budget will be voted on by General Membership during September Meeting- will be attached to meeting minutes and sent out separately by Brittany

Communication Report:

- Amy would like a committee to help with the yearbook- a signup will be sent out
- Mrs. Harrington will create a google drive by grade level for teachers to submit pictures

Membership Report:

- 70 current members
- Membership table will be at all information nights- look for signup

Fundraising Report:

- Fall Fundraiser Kickoff September 9th
- Indoor Glow Run- completed in Gym and will split grades and complete during specials
- Spirit Night Fundraiser- Wednesday August 14th
- School Spirit Wear open until August 30th- 3 week turnaround for delivers

Programs Report:

- Class Homeroom parent meeting next month before PTA meeting
- Signups were low especially in grades 3-5, Mallory will check back with teachers



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Committee Reports:

Beautification Committee: Margaret and Jason Reynolds and family

- Weeded and treated
- Looked at Gazebo- discussion about plants and plan for something low maintenance
- Former student is doing Eagle Scout project and planting 60 new trees on campus

Playground Committee: Brittany Jacob will chair the committee

- Concrete- Messer Construction (Travis Boyer) will create a bid for submission
- Brittany will contact about shade structure because that has to be installed first
- Playground committee meeting will be scheduled soon- will have to recreate committee

New Business:

- Updated Logo Graphic for T-shirts
 - Mallory Wood received a quote for graphic designer
 - Decision made to ask parents for help before we go to graphic designer because we don't need a new design, just need the file updated to work with programs for printing
- Coffee Cart and Joy Cart will be on Amazon wishlist/rely on donations because annual budget is smaller
- CME has a new staff wellness room for staff lunches (looking for a donated refrigerator)

Announcements:

- Joy Cart: Friday 9/6 at 7:00 am
- Parent Support Group: 9/18 at 9:00 am- Virtual Option Available
- CME GlowRun Fundraiser begins Monday 9/9

Adjournment : 6:49 pm Amy B motioned Mallory S seconded

Chatham Boyer

Secretary Name



Clays Mill Elementary

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Joy Cart Dates

Request Items via PTA Communication	Setup Cart	Joy Cart Date at 7:00 am
Done	September 5	September 6
September 25- October 9	October 10	October 11
October 23-30	October 31	November 1
November 20- December 4	December 5	December 6
January 2-8	January 9	January 10
January 29- February 5	February 6	February 7
February 26- March 5	March 6	March 7
March 26- April 2	April 3	April 4
May- TBD	May- TBD	May- TBD

Grade Level Informational Nights

Kindergarten	Tuesday, August 20- 6:00 pm
1 st Grade	Thursday, August 22- 6:00 pm
2 nd Grade	Wednesday, August 21- 5:30 pm
3 rd Grade	Tuesday, August 27- 6:00 pm
4 th Grade	Thursday, August 15- 6:00 pm
5 th Grade	Monday, August 19- 6:00 pm

CME PTA Meeting Norms

- **Speak with Kindness**
 - We'll all speak kindly to each other, keeping our focus on the issues, not the individuals.
- **Let's Take Turns**
 - We'll ensure everyone gets a chance to share their thoughts by allowing one person to speak at a time.
- **Stick to the Plan**
 - We'll do our best to stay on track with the agenda so we can make the most of our time together.
- **Respect Everyone's Time**
 - We'll aim to keep our discussions within the time limits set for each topic and wrap up the meeting within an hour.
- **Assume the Best**
 - Let's remember that we're all here for the same reason: to support our school and students with the best intentions.

Clays Mill Elementary PTA

Monthly Treasurer's Report

July 2024

Beginning Balance 7/1/2024		\$15,002.85
Budget Line	Description	Amount
Back to School	Back to School Kindergarten Ignite Tees- \$625 Kindergarten Ignite Breakfast- \$184.32	-809.32
Passive Fundraising	Givebacks Kroger Rewards	848.77
Liability Insurance	Liability Insurance	(320.00)
Supplies	PTA Board Decorations- \$57.20 Sandwich Board- \$208.95	(266.15)
Leadership Development	PTA Convention	(300.00)
Software	Accelerated Reader	(6878.20)
Fall Fundraiser	Glow Run Deposit	(1500.00)
Membership	Signs for Classrooms & Membership Banner	(98.85)
Bank Interest	Interest	1.38
Ending Balance 7/31/2024		\$5,680.48

Clays Mill Elementary PTA

Monthly Treasurer's Report

July 2024

**Outstanding Checks/Deposits
Already Included in Ending Balance
(\$8,550.83)**

Check #	Amount	Check #	Amount
2213	3.50	2522	75
2289	27	2521	6878.20
2343	75	Glow Run Depo	1500
2480	80	Kroger Deposit	-841.51
2496	126		
2500	143.79		
2505	80		
2508	80		
2516	300		
2517	23.85		

Budget Concerns, Comments, Notes

Budget comparison is the percent of the total budget. Please remember, many of these may reflect ONLY an income or expense this month, this does NOT tell the whole picture!

Restricted Account - Playground

Beginning Balance 7/1/2024 **\$40,115.92**

July Bank Interest **\$3.63**

\$40,119.55

**Clays Mill Elementary PTA
Monthly Finance Report**

	July			2024-2025 Draft Budget			Year to Date - Actual			Remaining
	Income	Expenses	Net Income (Expense)	Income	Expenses	Net Income (Expense)	Income	Expenses	Net Income (Expense)	
Beginning Balance 7/1/2024	15,002.85			15,002.85			15,002.85			
Fundraising										
Spring Event			0.00	5,500.00	(2,500.00)	3,000.00	0.00	0.00	0.00	3,000.00
Apparel			0.00	2,500.00	(2,000.00)	500.00	0.00	0.00	0.00	500.00
Fall Fundraiser		(1,500.00)	(1,500.00)	38,450.00	(9,100.00)	29,350.00	0.00	(1,500.00)	(1,500.00)	30,850.00
Winter Fundraiser			0.00	7,000.00	(6,300.00)	700.00	0.00	0.00	0.00	700.00
Winter Event				1,000.00	(500.00)	500.00	0.00	0.00	0.00	500.00
Passive Fundraising	848.77		848.77	3,500.00	0.00	3,500.00	848.77	0.00	848.77	2,651.23
Spirit Nights			0.00	500.00	0.00	500.00	0.00	0.00	0.00	500.00
Fundraising Total	15,851.62	(1,500.00)	(651.23)	73,452.85	(20,400.00)	38,050.00	15,851.62	(1,500.00)	(651.23)	(38,701.23)
Miscellaneous Income										
Miscellaneous Income			0.00	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
Donations/Misc			0.00	250.00	0.00	250.00	0.00	0.00	0.00	250.00
Interest	1.38		1.38	30.00	0.00	30.00	1.38	0.00	1.38	28.62
Miscellaneous Income Total	1.38	0.00	1.38	1,280.00	0.00	1,280.00	1.38	0.00	1.38	(1,278.62)
Committees/Programs										
Childcare			0.00		(500.00)	(500.00)	0.00	0.00	0.00	(500.00)
Environmental/Landscaping			0.00		(500.00)	(500.00)	0.00	0.00	0.00	(500.00)
Homeroom Party/Supplies			0.00		(1,200.00)	(1,200.00)	0.00	0.00	0.00	(1,200.00)
Teacher Appreciation			0.00		(3,000.00)	(3,000.00)	0.00	0.00	0.00	(3,000.00)
Yearbook			0.00	600.00	0.00	600.00	0.00	0.00	0.00	600.00
Family Resource Center			0.00		(500.00)	(500.00)	0.00	0.00	0.00	(500.00)
Membership		(98.85)	(98.85)	1,500.00	(1,140.00)	360.00	0.00	(98.85)	(98.85)	458.85
Membership Incentives/Supplies			0.00		(800.00)	(800.00)	0.00	0.00	0.00	(800.00)
Dance Blue					(200.00)	(200.00)	0.00	0.00	0.00	(200.00)
Back to School		(809.32)	(809.32)		(2,500.00)	(2,500.00)	0.00	(809.32)	(809.32)	(1,690.68)
Playground Goal			0.00		(3,250.00)	(3,250.00)	0.00	0.00	0.00	(3,250.00)
Author Goal					(1,750.00)	(1,750.00)	0.00	0.00	0.00	(1,750.00)
Move to Restricted Fund			0.00		0.00	0.00	0.00	0.00	0.00	0.00
Committees/Programs Total	0.00	(908.17)	(908.17)	2,100.00	(15,340.00)	(13,240.00)	0.00	(908.17)	(908.17)	12,331.83
Student Activities										
Classroom Supplies			0.00		(1,150.00)	(1,150.00)	0.00	0.00	0.00	(1,150.00)
Kids Joy Cart			0.00		(600.00)	(600.00)	0.00	0.00	0.00	(600.00)
Promotions					(600.00)	(600.00)	0.00	0.00	0.00	(600.00)
Student Success & Activities			0.00		(4,100.00)	(4,100.00)	0.00	0.00	0.00	(4,100.00)
Clubs			0.00		(1,500.00)	(1,500.00)	0.00	0.00	0.00	(1,500.00)
Field Day			0.00		(750.00)	(750.00)	0.00	0.00	0.00	(750.00)
Family Nights			0.00		(1,000.00)	(1,000.00)	0.00	0.00	0.00	(1,000.00)
Student Learning Opportunities					(650.00)	(650.00)	0.00	0.00	0.00	(650.00)
Science Fair			0.00		(100.00)	(100.00)	0.00	0.00	0.00	(100.00)
Student Activities Total	0.00	0.00	0.00	0.00	(10,450.00)	(10,450.00)	0.00	0.00	0.00	10,450.00
Administrative/Other										
Bank & Card Processing Fees			0.00		(20.00)	(20.00)	0.00	0.00	0.00	(20.00)
Software (AR, STAR)		(6,878.20)	(6,878.20)		(6,878.20)	(6,878.20)	0.00	(6,878.20)	(6,878.20)	0.00
Contingencies			0.00		(1,524.65)	(1,524.65)	0.00	0.00	0.00	(1,524.65)
Leadership Development		(300.00)	(300.00)		(500.00)	(500.00)	0.00	(300.00)	(300.00)	(200.00)
Liability Insurance		(320.00)	(320.00)		(320.00)	(320.00)	0.00	(320.00)	(320.00)	0.00
Supplies		(266.15)	(266.15)		(1,100.00)	(1,100.00)	0.00	(266.15)	(266.15)	(833.85)
Teacher Requests			0.00		(3,600.00)	(3,600.00)	0.00	0.00	0.00	(3,600.00)
Specials Request					(800.00)	(800.00)	0.00	0.00	0.00	(800.00)
Winter Fundraiser Donation to Specials					(700.00)	(700.00)	0.00	0.00	0.00	(700.00)
Community Appreciation					(200.00)	(200.00)	0.00	0.00	0.00	(200.00)
Start-up Funds			0.00		(15,000.00)	(15,000.00)	0.00	0.00	0.00	(15,000.00)
Administrative/Other Total	0.00	(7,764.35)	(7,764.35)	0.00	(30,642.85)	(30,642.85)	0.00	(7,764.35)	(7,764.35)	22,878.50
Grand Total	15,853.00	(10,172.52)		76,832.85	(76,832.85)	0.00	15,853.00	(10,172.52)	(9,322.37)	(9,322.37)
Bank Account Balance			5,680.48						5,680.48	
<small>Outstanding Transactions- Included in Current Balance (\$8,592.89)</small>			Current						Ending Balance	

**Clays Mill Elementary PTA
2024-2025 Draft Budget**

	2024-2025 Draft			Notes
	Income	Expenses	Net Income (Expense)	
Beginning Balance 7/1/2024	15,002.85			Starting Bank Balance
Fundraising				
Spring Event	5,500.00	(2,500.00)	3,000.00	spring fundraiser
Apparel	2,500.00	(2,000.00)	500.00	apparel & accessories
Fall Fundraiser	38,450.00	(9,100.00)	29,350.00	fall fundraiser- estimated profit based on start up costs and fees
Winter Fundraiser	7,000.00	(6,300.00)	700.00	Profit made during school day goes to special that hosts library
Winter Event	1,000.00	(500.00)	500.00	family night/event for the holiday shop-
Passive Fundraising	3,500.00	0.00	3,500.00	all passive- kroger, givebacks, box tops etc
Dinner Nights @ Local Restaurants	500.00	0.00	500.00	Madmush/Moes/Chic fil A/ Mad Mushroom, Krispy Creme, etc!
Fundraising Total	73,452.85	(20,400.00)	53,052.85	
Miscellaneous Income				
Sponsorships	1,000.00	0.00	1,000.00	Change to Sponsorships?
Donations/Misc	250.00	0.00	250.00	Donations/Miscellaneous
Interest	30.00	0.00	30.00	bank
Miscellaneous Income Total	1,280.00	0.00	1,280.00	
Committees/Programs				
Childcare		(500.00)	(500.00)	Childcare for Afterschool Functions
Environmental/Landscaping		(500.00)	(500.00)	Gardening Team
Homeroom Party/Supplies		(1,200.00)	(1,200.00)	\$25/per party 2x year / 24 classrooms -
Teacher Appreciation		(3,000.00)	(3,000.00)	Teacher hospitality- TAW, coffee bar, joy cart, lunches, etc
Yearbook	600.00	0.00	600.00	yearbook
Family Resource Center		(500.00)	(500.00)	For emergency needs - immediate food/clothing donation to school
Membership	1,500.00	(1,140.00)	360.00	Goal of 300 members
Membership Incentives/Supplies		(800.00)	(800.00)	Goal for membership
Dance Blue		(200.00)	(200.00)	Used to support dance blue all back to school items sensory baskets, summer ignite, back to school bash, beg of year printing, etc-
Back to School		(2,500.00)	(2,500.00)	ALSO 70th anniversary!
Playground Goal		(2,500.00)	(2,500.00)	Fundraising Goal- playground
Surprise Author		(2,500.00)	(2,500.00)	Fundraising Goal- Surprise Author
Move to Restricted Fund		0.00	0.00	
Committees/Programs Total	2,100.00	(15,340.00)	(13,240.00)	
Student Activities				
Classroom Supplies		(1,150.00)	(1,150.00)	2nd semester- supplies for each grade- cleaning supplies/new pencils/ new glue sticks etc \$150/grade, 100 msd, 150 to specials as a whole
Kids Joy Cart		(600.00)	(600.00)	Fun kids joy cart with pencils, erasers, notebooks, desk pets, etc in front hallway
K & 5th Promotion		(600.00)	(600.00)	kindergarten and 5th grade promotions
Celebrations		(4,100.00)	(4,100.00)	250/grade except 5th who gets 850 / 2200 for school includes science fair, academic team, senior walk, pbis tables, end of year carnival, etc
Clubs		(1,500.00)	(1,500.00)	need to get a list of clubs to determine amount per each
Field Day		(750.00)	(750.00)	anything field day related
Family Nights		(1,000.00)	(1,000.00)	educational/informational/demonstrational evenings
Misc. Learning Opportunities		(650.00)	(650.00)	community events- cultural event - trunk or treat?
Science Fair		(100.00)	(100.00)	any miscellaneous learning opportunity for students
Science Fair		(100.00)	(100.00)	food for judges
Student Activities Total	0.00	(10,450.00)	(10,450.00)	
Administrative/Other				
Bank & Card Processing Fees		(20.00)	(20.00)	Bank Fees
Software (AR, STAR)		(7,000.00)	(7,000.00)	Accelerated Reader
Contingencies		(1,502.85)	(1,502.85)	funds are able to be moved to any line item without general membership approval. Only board approval needed
Leadership Development		(500.00)	(500.00)	PTA member development - conference/luncheon/etc
Liability Insurance		(320.00)	(320.00)	Yearly Insurance Assurance
Miscellaneous/Supplies		(1,000.00)	(1,000.00)	Folders, Printing, Copies, sign board, etc
Teacher Requests		(3,600.00)	(3,600.00)	up to \$80 per PTA member
Specials Request		(800.00)	(800.00)	\$200/special whichever special does holiday shop doesn't get extra donation
Winter Fundraiser Donation to Specials		(700.00)	(700.00)	Donation from holiday shop
Community Appreciation		(200.00)	(200.00)	Thank you baskets & gifts for community partners
Start-up Funds		(15,000.00)	(15,000.00)	7000 AR/ 320 liability ins / 2500 back to school / 2300 misc
Administrative/Other Total	0.00	(30,642.85)	(30,642.85)	
Grand Total	76,832.85	(76,832.85)	0.00	