

# Jamestown Elementary School PTA

## Final Draft Meeting Agenda

Tuesday, December 6, 2016

7:30 – 9:00 p.m.

- 1) **Welcome & Administrative Matters** (NTE 10 minutes)–Tom Jensen
  - a) Introductions
  - b) Approval of agenda
  - c) Approval of November 1, 2016 Minutes
  
- 2) **Principal's Report** (20-25 minutes)– Kenwyn Schaffner
  - a) School management plan
  - b) Presentation on Arlington Outdoor Lab and Outdoor Education Association – Judy Collins
  
- 3) **Volunteers' & Officers' Reports** (NTE 30 minutes)
  - a) VP Internal Relations – Jennifer Leonard
    - i) Holiday giving/community service projects
    - ii) Outdoor learning area project – Jason Marino
  
  - b) VP Community Relations – Maurine Fanguy
    - i) High School rezoning
    - ii) Buck property exchange
    - iii) WMS block schedule
  
  - c) VP Communications – Sara Batla
    - i) Directory update
    - ii) Poetry journal update
  
  - d) VP Fundraising Report – Grace Shea
    - i) Review of results from book fair, Original Works, gift wrap
    - ii) Auction update
  
  - e) Treasurer Report – Rod Pick
    - i) Audit report – Vote on approval
  
  - f) President's Report – Tom Jensen
    - i) Nominating committee selection process
  
- 4) **Other Business** – if needed
  
- 5) **Adjourn** (9:00 p.m. or earlier)