

Jamestown Elementary School PTA

Draft Meeting Agenda
Tuesday, September 8, 2015
7:30 – 9:00 p.m.

- 1) **Welcome & Administrative Matters** (NTE 13.2 minutes)–Tom Jensen
 - a) Introductions
 - b) Action Item -- Approval of agenda
 - c) Action Item -- Approval of June 2, 2015 meeting minutes
 - d) Update – Review of by-laws related to officer and committee roles

- 2) **Principal's Report** (15-20 minutes)– Kenwyn Schaffner
 - a) 2015-16 JES enrollment, personnel & class structure, objectives
 - b) Food policy changes for 2015-16 school year
 - c) Potential special fundraising needs
 - d) Back-to-School Night
 - e) Other items, as needed

- 3) **Volunteers' & Officers' Reports** (NTE 30 minutes)
 - a) VP Community Relations – Maurine Fanguy
 - Update on transition of Taylor families
 - Committee team leadership and needs

 - b) VP Internal Relations – Jennifer Leonard
 - Committee team leadership and needs
 - Back-to-School Night activities
 - 5K fun-run proposal
 - SEPTA-related proposals (Alison Cassels)
 - Implementation of special events, speakers approved via budget amendments last year

 - c) VP Communications – Sara Batla
 - Newsletter and website operations
 - Committee team leadership and needs

 - d) VP Fundraising Report – Grace Shea
 - Committee team leadership and needs
 - Auction and Spring Fair dates

 - e) Treasurer Report – Rod Pick

 - f) President's Report – Tom Jensen
 - APS capacity/facility update

- 4) **Other Business** – if needed

- 5) **Adjourn** (9:00 p.m. or earlier)