

Jamestown Elementary School PTA  
Program Evaluation Working Group

Terms of Reference

Purpose – The Program Evaluation Working Group (Working Group) is a special committee established by the Jamestown PTA Board (Board). The Board has established the Working Group to review and provide recommendations to the Board with regard to the Jamestown PTA’s future programs to ensure optimal fulfillment of the Jamestown PTA’s mission.

The Board is responsible for ensuring that the PTA’s activities fulfill the mission of the PTA as stated in the PTA’s by-laws. [Jamestown PTA’s by-laws](#) are dictated by, and largely identical to the by-laws for the [national](#) and [Virginia](#) PTAs. The PTA’s mission is broad, has numerous subordinate components, and allows for considerable discretion in the means of implementation. Excerpts from the key provisions are included as an attachment to this document.

The Jamestown PTA has enjoyed strong success over many years. Strong organizations remain successful by, among other things, looking ahead to anticipate changes in needs, opportunities, and challenges. With much to celebrate in the form of past and on-going achievements, it is opportune to consider how the PTA may wish to adjust its work to meet our mission in the coming years.

Scope of Mandate –

1. The Working Group will identify, to the extent reasonably possible, the education-related needs, interests, and concerns of Jamestown teachers, students (neighborhood and countywide program enrollees), administrators, parents, and community members likely to present themselves over the next three-to-five years (the “Future Needs”).
2. The Working Group will consider, without limitation, all existing and potential PTA services, expenditures, solicitation and commitment of volunteer resources, fundraising, internal structures, external relationships, and other activities (the “PTA Program”), and evaluate the relationship between the PTA Program and the Future Needs.

3. The Working Group should specifically consider how the PTA Program can optimally:
  - a. Promote, as emphasized by the PTA’s mission, “the physical, mental, spiritual, and social well-being of children”;
  - b. Support and obtain the full benefit of the skills, expertise, creativity, and enthusiasm of Jamestown’s teachers and staff;
  - c. Support and expand the educational, social, and community benefits provided by the Jamestown PTA; and,
  - d. Encourage robust participation in and enjoyment of PTA activities by Jamestown families.

Reports and Recommendations – The Working Group will provide recommendations to the Board regarding opportunities to improve the PTA Program in order to improve, where possible, the PTA’s performance in fulfilling the PTA’s mission. The Working Group’s recommendations may involve any matter within the scope of the PTA’s by-laws, and should be presented in a manner that:

1. Explains how the recommendation is related to the PTA’s mission;
2. Facilitates understanding and discussion by PTA members; and,
3. Identifies key requirements for successful implementation.

Membership –

1. The Working Group will be co-chaired by the Vice President for Internal Affairs and the Principal or her appointee.
2. The co-chairs shall select at least four and no more than ten other individuals to serve on the Working Group, provided that no more than two of those individuals may be current members of the PTA board.
3. The co-chairs shall only select working group members who are, or commit to be familiar with the PTA’s by-laws.
4. The co-chairs should seek a diversity of perspectives by selecting members from all sectors of the Jamestown and APS community.

Operations –

1. The Working Group shall seek to achieve consensus (i.e., lack of objection) in all its work and recommendations. However, in the absence of consensus, the Working Group may decide matters pursuant to a simple majority vote. Individual or minority reports shall be allowed.

2. The Working Group may and is encouraged to consult with any individuals or organizations with information or expertise useful to fulfillment of the Working Group’s mission.
3. All PTA officers are expected to cooperate with and support the Working Group’s efforts, as requested by the co-chairs.
4. The Working Group may seek direction from the Board via communications with the President, who will share any such communications with the Board.
5. The Working Group may request funding, if necessary, subject to Board or membership approval, pursuant to the PTA by-laws.

Schedule – The Working Group will commence its work upon approval of this mandate by the Board. The co-chairs will organize the activities of the Working Group as they deem appropriate to meet the following schedule:

1. January 2018 PTA meeting -- Presentation of progress report
2. March 2018 PTA meeting – Presentation of draft recommendations to board and membership for comment
3. April 2018 PTA meeting – Presentation of revised report based on member and board comments
4. May 2018 PTA meeting – Vote on adoption of report
5. June 2018 PTA meeting – Vote on 2018-19 draft budget reflecting approved recommendations

Termination – Unless otherwise agreed by the Board, the Working Group shall terminate upon the Board’s adoption or other disposition of the Working Group’s final report, but in any event no later than the end of the 2017-18 school year.

## Summary of Key Provisions of Jamestown PTA [by-laws](#)

1. The PTA's **Mission** is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.
2. Implementation of the PTA's **Mission** is to be guided by a set of **Values**:
  - a. **Collaboration**: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
  - b. **Commitment**: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
  - c. **Diversity**: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
  - d. **Respect**: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
  - e. **Accountability**: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.
3. The **Purposes** or **Objects** to be achieved in fulfilling the PTA's **Mission** are:
  - a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
  - b. To raise the standards of home life;
  - c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
  - d. To promote the collaboration and engagement of families and educators in the education of children and youth;

- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth;  
and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.