

# **Jamestown Elementary School PTA**

## **Draft Meeting Agenda**

**Tuesday, December 1, 2015**

**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 3, 2015 Minutes
  
- 2) **Principal's Report** (20-25 minutes)- Kenwyn Schaffner
  - a) School management plan
  - b) Parent math academies
  
- 3) **Volunteers' & Officers' Reports** (NTE 30 minutes)
  - a) VP Internal Relations – Jennifer Leonard
    - i) Auction update
    - ii) Holiday giving/community service projects
  
  - b) VP Community Relations – Maurine Fanguy
  
  - c) VP Communications – Sara Batla
    - i) Yearbook Budget
  
  - d) VP Fundraising Report – Grace Shea
  
  - e) Treasurer Report – Rod Pick
  
  - f) President's Report – Tom Jensen
    - i) Nominating committee selection process
  
- 4) **Other Business** – if needed
  
- 5) **Adjourn** (9:00 p.m. or earlier)