

**Jamestown Elementary School PTA
Final Draft Meeting Agenda
Tuesday, December 5, 2017
Jamestown Library -- 7:30–9:00 p.m.**

- 1) **Welcome & Administrative Matters** (NTE 10 minutes)–Tom Jensen
 - a) Introductions
 - b) *Action Item* -- Approval of agenda
 - c) *Action Item* -- Approval of November 7, 2017 meeting minutes

- 2) **Principal's Report** (20-30 minutes)– Kenwyn Schaffner
 - a) Presentation on school management plan for 2017-18
 - b) Other items, as needed

- 3) **Volunteers' & Officers' Reports** (NTE 30 minutes)
 - a) **Community Relations** – Maurine Fanguy
 - i) Update on redistricting process

 - b) **Internal Relations** – Shannon Haynes
 - i) Campus Planning Committee Update – Bethany Matz and Jason Marino
 - ii) Program Evaluation Working Group Update
 - iii) Report on 5K fun run

 - c) **Communications** – Sara Batla
 - i) Directory update
 - ii) Yearbook update

d) **Fundraising** – Grace Shea
i) Auction and Spring Fair updates

e) **Treasurer** – Jason Marino
i) Budget update
ii) *Action item* – Approval of audit – Encore performance by Rod Pick

f) **President's Report** – Tom Jensen
i) Update nominating committee schedule

4) **Other Business** – if needed

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