

## December 2017 Jamestown PTA Meeting Minutes – DRAFT

December 5, 2017 7:35 pm (12 people present)

- Everyone introduced themselves
- The Agenda was approved
- The Minutes for November were approved

### Principal's Report: Kenwyn Schaffner

- Kenwyn Schaffner reported on the APS School Management Plan for 2017-2018. The plan addresses school performance priorities and actions to be taken to address student achievement.
- Kenwyn Schaffner reported that there are 3 main goals to the plan. These goals include improving achievement in Reading, Math and Whole Child goals.
- Kenwyn Schaffner reported that the Math and Reading goals are measured by the SOLs. In addition, the Whole Child goals will be measured by the "Growth Mindset" student surveys given from November 2017 to June 2018. Whole Child goals include promoting a culture of flexible mindset which is critical in creating a reflective teaching and learning environment. It also includes supporting the needs of the whole child.

### Community Relations: Sara Batla reporting for Maureen Fanguay

- Sara Batla reported on the Middle School Boundary Adjustments. Sara Batla reported that the School Board held a public hearing on November 30<sup>th</sup> on a slightly modified recommendation. There may be slight modifications to more evenly balance the enrollment. For example, Williamsburg would be 89% enrolled whereas Swanson would be 111% enrolled.
- Sara Batla reported that the final vote regarding Middle School Boundaries will be held on December 14<sup>th</sup>. In addition, the School Board will make a decision on the transfer policy to neighborhood schools after the December 14<sup>th</sup> vote.
- Sara Batla reported that the Elementary School Boundary adjustment process for all Elementary Schools will begin in the new year.
- Sara Barla reported that for High School Boundary adjustments there is a working group that was created to look at the Career Center and that there is still a possibility that the Career Center may have enough seats to be a full school.

#### Communications: Sara Batla

- Sara Batla reported that the School Directory went home in backpack mail last week. Sara Batla reported that there are extra copies of the Directories available.
- Sara Batla reported that the yearbook cover has been submitted.
- Sara Batla reported that the Poetry Journal process will begin the first of the new year. Sara Batla reported that she is looking for a person to head up the Poetry Journal for next year.
- Sara Batla reported that the PTA Newsletter will have a new look in the new year.

#### Internal Relations: Shannon Haynes

- Shannon Haynes asked Jason Marino to give an update on the playground.
- Jason Marino reported that the tree has been planted.
- Jason Marino reported that the swing will be fixed late next week. In addition, epoxy and welding on the swing bolt (to solve the current problem) will be done then.
- Shannon Haynes asked Bethany Matz to give an update on other outdoor projects.
- Bethany Matz reported that she is meeting with Cunningham Recreation to start the bidding process on projects such as the blacktop, Montessori playground and the running path. She will put together a one page proposal to present to Cunningham Recreation.
- Shannon Haynes reported that the first meeting for the Program Evaluation Working Group is next week. This will be a kick-off meeting. The group will be evaluating what the PTA is currently doing, evaluating the PTA's mission and looking for ways to improve the PTA.
- Shannon Haynes reported that the date of May 5, 2018 has been chosen for the 5K fun run. Shannon Haynes reported that Megan Cejudo has been working on the running route. The route will be close to Jamestown and will not cross Glebe Road. The route will have to be submitted to the County and the Police for approval. Shannon Haynes reported that she knows of a company that can be hired to run the event. Shannon Haynes reported that once the route is approved, a save the date will be sent out.
- Shannon Haynes reported on the Northern Jaguar Project. Shannon Haynes reported that a meeting was held last week and the participants talked about how the program can be incorporated into Jamestown's curriculum. There is an educational curriculum, although it is currently in Spanish. Shannon Haynes reported that additional telephone calls will be made to work out details and discuss ideas. Shannon Haynes reported that they are very eager to work with Jamestown. Shannon Haynes reported that it may be a good fit for the 3<sup>rd</sup> grade curriculum.

## Fundraising: Grace Shea

- Grace Shea reported that the Box Tops program is back. There is a parent volunteer who will be in charge of this.
- Grace Shea reported that the Original Works fundraiser headed up by Janna Dressal was extended a few days in order to try to meet the goal of \$5,250.
- Grace Shea reported that the Book Fair was successful. A discussion ensued as to the possibility of broadening the Scholastic Books program.
- Grace Shea reported that she is looking into adding a Wreath Program for additional fundraising.
- Grace Shea reported on the Jamestown Auction. Grace Shea reported that Stacey O'Neill is heading this up. The theme is Saddle Up. Grace Shea reported that the music will not be Country music. Grace Shea reported that a big change from prior year auctions is that there will be mobile bidding. Grace Shea reported that the invite for the Auction will go out next week.
- Grace Shea reported on the Spring Fair. She stated that a date has been chosen and that an email will go out in the new year to past volunteers.

## Treasurer: Jason Marino

- Jason Marino asked Rod Pick (former JES PTA Treasurer) to report on the audit that was completed. Rod Pick reported that there were no material findings. Rod Pick reported that the only change that needs to be made is that the financials need to be gone over at each PTA meeting and reflected in the Meeting Minutes.
- Jason Marino reported that the JES PTA financial highlights were reviewed for November as follows:
  - Total bank balance of \$56,765 at the end of the month is a decrease of \$9,025 from the previous month.
  - Year to date income of \$7,601 is 0% of budget due to advanced Winter Fundraising costs.
  - Year to date spending so far of \$33,842 is 19.8% of budget.
- Rod Pick also reported that only Officers can sign checks.
- There was a Motion to adopt the Audit Report. The Motion was seconded and approved.

## President's Report: Tom Jensen

- Tom Jensen reported that early in the new year the PTA will start the Nominating Committee. The Committee is looking for people who are enthusiastic about Jamestown programs and who are motivated.

Other Business: Kenwyn Schaffner

- Kenwyn Schaffner reported that she spoke with the principal of Randolph Elementary School, Jamestown's partner school, about creating a digital "Angel Tree" which gives Jamestown families the opportunity to help specific families at Randolph who are in need this holiday season. A "wish list" was created by specific children at Randolph, with items that they have requested for the holidays. Kenwyn Schaffner reported that she will get this initiative started through her weekly news letter.

Motion to Adjourn (by Tome Jensen), Seconded, Adjourned at 8:48 pm

Prepared by: Karen Duhamel, Recording Secretary