

PTA EXECUTIVE BOARD MEETING

August 11,2010

AGENDA

- I. Welcome-Bridget Perry(2 min)
- II. Goals and Objectives-Bridget Perry(5 min)
- III. Restructuring Roles and Responsibilities of Officers- Bridget Perry (10 min)
- IV. Forms and Processes(15 min)
 - a.copies/Thursday folder- Bridget Perry(5 min)
 - b.reimbursement request form/deposit voucher- Linda Nash(5 min)
 - c.purchasing process- bids/receipts-Linda Nash(5 min)
- V. Calendar/Important dates-Bridget Perry(5 min)
- VI. Principal report-Kimberly Seiss
- VII. Teacher rep report-Ms Amerena
- VIII. Budget-Linda Nash(10 min)
- IX. New Volunteer Room- Mary Ellen Graziano(5 min)
 - a. training
 - b. supplies/storage
- X. Plan of Works- All Committee Chairs (25 min)
- XI. Misc./Announcements(2 min)