

MINUTES

[School Name] PTA Minutes

[Click to select date]

The meeting was called to order by [Facilitator Name] at [time]

In attendance

[Attendee Names]

Approval of Minutes

The minutes were read from the [click to select date], meeting and approved.

Board

[Click here to type minutes]

Advisory Committee

[Click here to type minutes]

Budget

[Click here to type minutes]

Principal's Report

[Click here to type minutes]

New Business

[Click here to type minutes]

[Click here to type minutes]

[Click here to type minutes]

Committee Reports

[Committee]

[Committee]

[Committee]

[Committee]

Announcements

Next Meeting

[Date, time, and location]

Motion to adjourn was made at [time] and was passed unanimously.