

# 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.