AGENDA

# [School Name] PTA Meeting Agenda

[Click to select date]

[Time]

|  |  |  |
| --- | --- | --- |
| Board Members Present | [Names] |  |
|  |  |  |
| Time | Item | Owner |
| 7:00-7:05 | Welcome | [Name] |
| 7:05-7:15 | Old business and approval of last meeting’s minutes | [Name] |
| 7:15-7:30 | Vote on new Secretary | [Name] |
| 7:30-7:40 | Discuss parent openings on advisory committees - any response from newsletter? | [Name] |
| 7:40-7:45 | Vote on proposed Budget | [Name] |
| 7:45-8:00 | Principal's Report | [Name] |
| 8:00-8:05 | Break | [Name] |
| 8:05-8:30 | New Business   1. [Item] 2. [Item] 3. [Item] 4. [Item] | [Name] |
| 8:30-8:50 | Committee Reports   1. [Item] 2. [Item] 3. [Item] 4. [Item] | [Name] |
| 8:50-9:00 | Announcements | [Name] |
| 9:00 | Adjournment | [Name] |