

# SAMPLE MINUTES REPORTING FORM

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## TEMPLATE

# MINUTES

Your School PTA minutes

**Date/Time:** date and time | **Meeting called to order by:** Name

## IN ATTENDANCE

List attendees

## APPROVAL OF MINUTES

The minutes were read from the [month] meeting and approved.

## BOARD

The Board, new principal, and guests were introduced. Kim Abercrombie was nominated as the new Secretary. A motion to elect Kim was made by Tony Wang and seconded by David Jaffe. All present voted in favor, and Kim Abercrombie was confirmed as the new Secretary.

## ADVISORY COMMITTEE

There are a number of parent openings on the Advisory Committee. These openings were listed in the most recent newsletter. Three parents indicated an interest in serving on the committee. Erik Andersen will follow up with those parents and do some additional recruiting to fill these openings.

## BUDGET

The budget for the current school year was distributed by Kim Ralls, PTA Treasurer, and reviewed by the board and PTA members at the last meeting. In tonight's meeting, David Jaffe made a motion to approve the budget which was seconded by Rachel Valdez. All present voted in favor of approving the budget as presented.

## PRINCIPAL'S REPORT

Principal Jeff Hay presented his report.

### New Business

- Recap of Back to School night – September 9
- Parent Education Programs – Counselors
- Teacher Grants Application Process – Oakdale Schools Foundation

## **COMMITTEE REPORTS**

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Committee reports

- Membership
- Volunteers
- Newsletter
- Computer support

## **ANNOUNCEMENTS**

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Enter announcements

## **NEXT MEETING**

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Date/time, location

Motion to adjourn was made at 9:00 p.m. and was passed unanimously.