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## PTA Meeting Agenda ©Dotxes.com

[School Name] PTA Meeting Agenda [Date] [Time]

Board Members		
Time	Actions	Owner
7-7:05	Welcome	Name
7:05-7:15	Old Business and approval of last meeting minutes	Name
7:15-7:30	Vote on new Secretary	Name
7:30-7:40	Discussion on parents opinion and Comments, responses from newsletter	Name
7:40-7:45	Vote on the proposed budget	Name
7:45-8:00	Principal's Report	Name
8:00-8:05		Name
8:05-8:30	New Business	Name
	✓ Item	
	✓ Item	
	✓ Item	
	✓ Item	
8:30-8:50	Committee Reports	Name
	✓ Item	
	✓ Item	