ABC PTA Meeting

President
Patty Cake:  *Raps gavel once. Always stands when speaking.*
The meeting will come to order.

We have the proper number of members present to conduct business (quorum).

You have read the minutes distributed by our secretary. Are there any corrections to the minutes?

Joe Smith: My name is misspelled – it’s S M I T H, not S M Y T H E.

Patty Cake: Thank you.
As there are no further corrections; the minutes of the March 15 meeting stand approved as corrected.

May we have the treasurer’s report?

Penny Pincher: As you can see from my written report, we have a balance of $2500.00 in our checking account and $3000 in our savings account. There were no expenditures this month. Final membership monies have already been forwarded to the NYS PTA.

Patty Cake: Thank you. This report will be filed for audit.

Is there any correspondence?

Jane Wright: I’m passing around a folder containing the thank you letters we received for the used book drive donations to the ABC Senior Center.

Rita Booke: *(jumping up)* I just read an article on children’s literacy and am concerned that we don’t do more for that in our school. My friend at XYZ PTA was telling me about a program they offer for reading which has kids reading daily and involves teachers and parents.

Patty Cake: That is very interesting. Can you please tell us about this during the ‘new business portion’ of our agenda? That way, we can include everything we need to discuss.

Rita Booke: OK and thanks.

Jane Wright: On behalf of the executive committee, I have no report as we were snowed out of 2 scheduled meetings this month.
Patty Cake: Thank you, Jane.

Patty Cake: Are there any committee reports?

As there are no committee reports at this time, do we have any unfinished business?” (Secretary concurs there is nothing held over from the previous month’s meeting.)

Having no unfinished business, is there any new business?

Ivan Idea: I move that our PTA create a special committee to study whether we can establish a PARP program in our school, and report back to us in two months.

Wanda DeWitt: I second that motion.

Patty Cake: Is there any discussion? No? Then I will restate the motion. I move that our PTA create a special committee to study whether we can establish a PARP program in our school and report back to us in two months.

Patty Cake: Please remember, you can only vote on this motion if you are a member of this PTA. All in favor, say “Yes”. Opposed, say “no”. The yeses have it.

If you are interested in serving on this committee, please write your name, telephone number and home address on the pad our secretary will circulate.

Is there any additional new business? No? OK. Our vice president is distributing a sheet of school announcements, and the forms for unit members who would like to attend the NYS PTA Summer Leadership Conference. This is a legitimate PTA expense for which funds have been budgeted. Please talk to one of our officers if you have any questions about this conference. About four of us so far are planning to attend.

Ivana B. Boss: It is my very great pleasure to introduce Ms. C. Jones, our principal, who will devote the next hour to explain the upcoming 4th grade tests and to answer any questions she can.

Patty Cake: Is there any further business? No? Please remember that our next meeting will be held in this location at 7 PM on ______________. Our program will concern the reading program and how our PARP program can interface with each grade’s reading lists. The meeting stands adjourned.
April 30, 201_

President Patty Cake opened the meeting at 7:00PM.

A quorum was present. (See attached attendance list.)

Minutes of the March 15 association meeting were approved.

Treasurer’s report was distributed and filed for audit. Checking balance is $2,500; Savings balance is $3,000.

Correspondence was shared with the membership.

Secretary Jane Wright reported two executive committee meetings were cancelled due to snow.

Ivan Idea moved: “that our PTA create a special committee to explore starting a program.” Motion approved. A sign-up sheet was passed around.

No additional committee reports.

Vice President Ivana B. Boss distributed a sheet of school announcements and sign-up sheet for Summer Leadership Conference.

Principal C. Jones conducted an hour-long question & answer session on the upcoming 4th grade assessments.

Meeting adjourned at 8:30PM

Respectfully submitted by Jane Wright

Date (of approval) ____________________
Minutes of the Regular Meeting of the Association
April 20, 201_
ABC Elementary School Library

April 30, 201_

President Patty Cake opened the meeting at 7:00PM. Secretary Jane Wright recorded the minutes. (Correction: delete “Secretary Jane Wright recorded the minutes.)

A quorum was present. (See attached attendance list.)

Minutes of the March 15 association meeting were approved. (Correction: add after “were approved”:
as corrected to reflect Smith, not Smythe.)

Treasurer’s report was distributed and filed for audit. Checking balance is $2,500; Savings balance is $3,000. (Correction: add: Report attached to the official copy of minutes.)

Correspondence was shared with the membership. Thank you letters were received for the used book drive donations to the ABC Senior Center. (Correction: delete “Thank you letters were received for the used book drive donations to the ABC Senior Center.”)

Secretary Jane Wright reported two executive committee meetings were cancelled due to snow.

Ivan Idea moved: “that our PTA create a special committee to explore starting a program.”
Motion approved. (Correction: restate motion completely.)
A sign-up sheet was passed around.

No additional committee reports.

Vice President Ivana B. Boss distributed a sheet of school announcements and sign-up sheet for Summer Leadership Conference.

Principal C. Jones conducted an hour-long question & answer session on the upcoming 4th grade assessments.

Meeting adjourned at 8:30PM

Respectfully submitted by Jane Wright
(Correction: Respectfully submitted is no longer used – delete this whole sentence.)

Signature ___________________________

Date (of approval) ____________________