

PTO Meeting Minutes

Required Format and Content

PTO Logo (top of page 1 only, small)

ABC School PTO

General PTO Meeting Minutes

School Media Center

Monday, MONTH DATE, YEAR

7:15 - 8:30 pm

List names of people in attendance from the sign in sheet. Include total number of attendees at the end of the list.

Meeting called to order at TIME by (President, XXX)

FOLLOW THE AGENDA FROM HERE ON

Welcome and Introductions - no further explanation necessary

Student Report - INSERT NAMES OF STUDENTS

List the key points made. Verify all dates, times, spelling of names before the minutes are finalized.

Attach the hardcopy report (if there is one) to the official file copy in the PTO Secretary's files.

Program Presentation - TITLE OF PRESENTATION, GUEST SPEAKER'S NAME

One or two sentence summary of the presentation. Include website ID and email address if appropriate.

Attach the speaker's handout (if there is one) to the official file copy in the PTO Secretary's files.

Principals' Report - INSERT NAME(S) OF PRINCIPAL(S) REPORTING

Include bullet points of key informational points such as upcoming events that are relevant to the parents. Do not include opinion or "editorial" comments. Verify all dates, times, spelling of names, and titles before the minutes are finalized. Refer the reader to the school's website for more information.

Counselor's Report - INSERT NAME(S) OF PRESENTER

Include bullet points of key informational points such as upcoming events that are relevant to the parents. Do not include opinion or "editorial" comments. Verify all dates, times, spelling of names, and titles before the minutes are finalized. Refer the reader to the high school's website for more information.

Minutes of (MONTH) PTO Meeting - INSERT NAME OF SECRETARY

Since our minutes are sent out in advance, electronically, it is not necessary to read the minutes outloud or give the group time to read them in the meeting. We need only ask for a motion to approve the minutes as distributed, a second, and then approval by show of hands. In the actual minutes, record the name of the person who made the motion only.

Treasurer's Report - INSERT NAME OF TREASURER OR PERSON GIVING REPORT

Since our budget was duly approved in September, we do not need a motion to approve the Treasurer's report each month. The Treasurer should review the transactions for the past month. If we need to make changes to the budget, or approve an unbudgeted expense, then we need a motion/second/vote. In that case, the minutes should reflect the name of the person making the motion, the text of the specific motion made, and the outcome of the vote (approved or denied). The minutes should not include the name of the person who seconded, any points of discussion, nor the actual vote count.

The minutes should also list the current checkbook balance (only). Any other details are meaningless out of context. The complete treasurer's report should be attached to the official copy of the minutes in the PTO Secretary's files.

Parent Communication Network PCN Report - INSERT NAME OF PRESENTER(S)

Summarize the PCN report in one or two sentences. Include the date and location and theme of the PCN meeting being reviewed. Include the date, location, and theme of the next PCN meeting.

New Business - INSERT NAME OF PRESENTER(S)

Bullet point each item of new business. Concisely describe the business. If a motion is made, include the name of the person making the motion, the specific text of the motion being considered, and the outcome of the vote (approved or denied). Do not include the name of the person seconding the motion nor any discussion points.

Old Business - INSERT NAME OF PRESENTER(S)

Bullet point each item of new business. Concisely describe the business. If a motion is made, include the name of the person making the motion, the specific text of the motion being considered, and the outcome of the vote (approved or denied). Do not include the name of the person seconding the motion nor any discussion points.

Announcements/Questions

*Bullet point any announcements and include the name of the person making the announcements
Bullet point any questions and a very brief description of the question/answer IF THEY are relevant to the audience and on-line readers.*

NEXT PTO MEETING: DATE, TIME, LOCATION, TOPIC

Meeting Adjourned at (insert TIME)

Prepared by:

INSERT NAME OF THE SECRETARY OR MINUTE PREPARER

DATE