

# [MEETING NAME] MINUTES

Date: [Date]

Time: [Time]

Facilitator: [Facilitator]

## In Attendance

List attendees

## Approval of Minutes

The minutes were read from the August meeting and approved.

## Board

The Board, new principal, and guests were introduced. Mira Karlsson was nominated as the new Secretary. A motion to elect Mira was made by Angelica Astrom and seconded by August Bergqvist. All present voted in favor, and Mira Karlsson 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. August Bergqvist 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 August Bergqvist, PTA Treasurer, and reviewed by the board and PTA members at the last meeting. In tonight's meeting, Angelica Astrom made a motion to approve the budget which was seconded by Allan Mattsson. All present voted in favor of approving the budget as presented.

## Principal's Report

Principal Ian Hansson presented his report.

## **New Business**

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

## **Committee Reports**

- Membership
- Volunteers
- Newsletter
- Computer Support

## **Announcements**

Enter Announcements

## **Next Meeting**

Date | Time, Location

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