



## Parent Association/Parent Teacher Association Timeline

Every month the Executive Board is required to meet and plan an agenda for the monthly General Membership Meeting; address matters that will impact or affect the general membership; and review budgets, activities, and fundraisers.

Month	Event/Activity
June	Transfer of Records Review Budget
July/August	Executive Board meets to plan for upcoming year
September	Review/Amend Approved Budget (if necessary) First Quarterly Meeting with principal (possible discussion topics) <ul style="list-style-type: none"> <li>• Establish School-PA/PTA common goals</li> <li>• Review Plan for upcoming fundraisers</li> <li>• Review previous year's Interim and Annual Financial reports</li> <li>• Discuss pressing issues</li> </ul>
October	Form committees and appoint chair
November	Fill all SLT Parent Member vacancies
December	Principal provides PA/PTA Executive Board with summary of School Safety Plan, Discipline Code and Attendance Plan Second Quarterly Meeting with principal (possible discussion topics) <ul style="list-style-type: none"> <li>• Review Plan for past and upcoming fundraisers</li> <li>• Discuss any planned holiday celebrations for school and families</li> <li>• Discuss and prepare upcoming Interim Financial Report due in January</li> </ul>
January	Submit Interim Financial Report to the principal By January 31
February	May establish Nomination Committee for spring elections
March	Third Quarterly Meeting with principal (possible discussion topics) <ul style="list-style-type: none"> <li>• Discuss plans for upcoming PA/PTA elections</li> <li>• Review any past and upcoming fundraisers (financial success &amp; effectiveness)</li> </ul>
April	April 1st - Notify principal of date and time of the election
May	Create New Annual Budget Plan next year's fundraising activities
June	Submit Annual Financial Report Fourth Quarterly Meeting with principal (possible discussion topics) <ul style="list-style-type: none"> <li>• Review events of the past year</li> <li>• Prepare or conduct transfer of records</li> </ul>