

# PTA Meeting Notice

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## **Title of the Meeting**

Annual Parent-Teacher Association (PTA) Meeting

## **Date and Time**

November 20, 2025, from 6:00 PM to 8:00 PM

## **Location**

Auditorium, Valley Forge Elementary School / Virtual Link: [ZoomMeetingLink]

## **Agenda**

- Welcome and introductions by the PTA President
- Presentation of the year's achievements and review of activities
- Discussion of new initiatives and programs for the upcoming year
- Financial report and budget discussion for the next school year
- Elections for new PTA board members
- Open forum for parents and teachers to voice concerns and suggestions
- Closing remarks and thank you note from the principal

## **Participants**

All parents, guardians, teachers, and school administration staff are encouraged to attend.

## **Preparation Required**

Please read the previous meeting minutes and the annual report sent via email to prepare for discussions. Those interested in standing for election should prepare a brief statement to present at the meeting.

### **Contact Information**

Jessica Liu, PTA Secretary Email: [pta@valleyforgeelementary.org](mailto:pta@valleyforgeelementary.org) Phone: (555) 789-0123

RSVP by November 15, 2025. Your participation is crucial in shaping the supportive and collaborative environment we strive for at our school.