Murray PTO
Meeting Agenda
Date: Tuesday September 20th
Time: 6:00-7:15 PM
Location: Murray Middle School Library

**Introductions:** 10 minutes
- Each person in attendance please introduce yourself. Are you a parent, staff, have another relationship to Murray? Share one way you would like our PTO, or yourself, to contribute to supporting our students and/or our staff.

**Steps to formalize our PTO:** (clayton) 10 minutes
- 501(c)3 update
- Initial positions
  - President. Responsibilities include creating meeting agenda, running PTO meetings, working closely with Murray staff, and more.
  - Treasurer. Responsibilities include opening PTO checking account, managing general PTO finances, providing financial updates at PTO meetings, and more.
  - Secretary. Responsibilities include taking meeting notes, creating Gmail account, organizing parent/guardian contact lists, and more
- By-laws
- Transition from year one leadership and beyond

**Principal Update:** (Principal McKenzie) 15 minutes
- Principal McKenzie provides an update and answers questions

**Discussion:** 40 minutes
- Clayton will provide a vision for the work of our PTO.
- The discussion is open to those in attendance to share their ideas for what role our PTO can play at Murray MS.

**Adjournment at 7:15 PM**