

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