**Emerson Elementary PTO Meeting Agenda**

**Tuesday, January 9, 2018**

1. Welcome (6:00-6:05)
2. Welcome to new participants; introductions; sign-in sheet
3. Review of agenda
4. Chair Report (6:05-6:15)
   1. Staff Grant Proposals reminder for February
   2. Chair and officer duties and documentation
5. Principal’s Report (6:15-6:25)
6. Treasurer Report (6:25-6:35)
7. Committee Reports and Volunteer Opportunities (6:35-7:15)
   1. Family Fun Night – Heidi
8. New Business (7:15-7:30)
9. Adjournment of the PTO meeting – Thanks for coming!

## Next PTO Meeting: Tuesday, February 13 (6:00-7:30 pm)