

**Hurlbutt Elementary School PTO**  
**General Meeting**  
**Wednesday, September 23, 2020**  
**Minutes**

**Call to Order:** A meeting of the General Membership of the Hurlbutt Elementary School PTO was held by videoconference on September 23, 2020. The meeting convened at 9:32 am. Nicole Copans presided and Elizabeth Sherrick (assisted by Ginny Dorsey) served as Secretary.

Present were general members, including Executive Board members Tammy Roberts, Maria Rowbotham, Michelle Edwards, and Jenny Plant.

**Guest Speakers - administration staff**

Nicole Copans introduced the administration staff and BOE members who were in attendance as special guests/speakers for the first PTO general meeting of the school year:

Superintendent Dr. William McKersie  
Assistant Superintendent Mr. Ken Crow  
Principal Mrs. Laura Kaddis  
Assistant Principal Mrs. Kim Kus  
Board of Education Mrs. Ruby Hedge

Highlights of the administration staff and BOE member speaking points are:

- This is the second week with students back in school under the hybrid early dismissal model; everyone is very excited to be back - focus and emphasis has been on creating a community feel within the classroom among all students;
- This time in school has been utilized to teach the students the new technology adopted by the district; use of ChromeBooks and iPads are daily with focus being on making students more independent on these technologies throughout the year;
- There are areas in which the administration believes improvements can be made, primarily with teacher connection to students; the district aims for better interaction between teachers and all students, both live and remote;
- The BOE member commented on the many questions posed to the board that are addressed on the BOE calls; R. Hedge encouraged all parents to remain engaged in the BOE meeting process

At this point, N. Copans and G. Dorsey presented questions collected from PTO parents prior to the meeting:

1. Discrepancy on definition of close contact - with masks on, school still considers all students in a single classroom (at six feet apart) in close contact because of the length of time spent in class (four hours or longer); this consideration of "concentrated" contact will be further defined within the health documented of the school district

2. What does VDL (voluntary distance learning) look like under the full day hybrid model? VDL will be included throughout the learning day; the goal is for real-time interactive learning. Therefore, there is and will be more training for teachers for this mode of teaching/learning
3. What are the required assignments/calls for “home days” under the current hybrid system? This question has come about for families involved in academic pods. Principal Kaddis emphasized that, for home days, the morning meeting (zoom calls) as well as the assigned work is all required. Families may not opt out of these home days. Assistant Superintendent Crow also pointed out that when the district moves to the new full-day hybrid model, students will likely be required to be online with their class for the entire school day on their home days.

## **Reports of the Executive Committee:**

### President Report: Nicole Copans

- Membership registration is open now. Those enrolled through October 2nd will be included in the directory;
- The \$20 membership fee is utilized for expenses throughout the year (registration is open all year);
- Fundraising - the PTO is in the early planning phases for a virtual book fair and some in-person events that will require social distancing
- Spirit wear - new products added (masks, sweatshirts)
- New executive teams members were introduced: Maria Rowbotham (BOE Rep), Elizabeth Sherrick (Secretary), Michelle Wood (Philanthropy)

### Treasurer's Report: Tammy Roberts

#### End of 2019-2020 Year Report

- Operating Account FTY ending July 31, 2020
  - Income \$10,393
  - Expenses \$10,928
  - Net income FTY ending July 31, 2020 \$(535)
  - Ending cash balance July 31, 2020 is \$7,886
  
- Philanthropy Account FTY ending July 31, 2020
  - Income \$13,797
  - Paid \$14,489
  - Philanthropy cash balance July 31, 2020 is \$81,061
  
- Philanthropy 2019-2020 approved to be paid as of July 2020 is \$11,096
  
- Philanthropy estimated balance remaining as of July 2020 is \$49,839

## Budget Presentations - Operating and Philanthropy

- Operating budget for 2020-2021
  - Operating income budgeted at \$12,600 which is mainly from Membership Income (around 58%)
  - Operating expenses total \$12,300 with the largest line item being Field Day (\$2,700, about 33%)
  - As a non-profit, we are expected only to cover operating expenses, net income is \$300
  - A motion to approve the operating budget for 2020-2021 in the amount of \$12,600 was made by Ginny Dorsey and seconded by Maria Rowbotham;  
**Motion Passed**
  
- Philanthropy Budget Reserve for 2020-2021
  - A motion to approve the Philanthropy Budget Reserve for 2020-2021 of \$19,250 was made by Nicole Copans and seconded by Jenny Plant. **Motion Passed**

## Approval of Minutes: Ginny Dorsey (for Elizabeth Sherrick)

- A motion to approve the General Membership Meeting Minutes from May 14, 2020 was made by Maria Rowbotham and seconded by Jenny Plant. **Motion Passed**

## Communications Report

- Responsible for the circulation of The Buzz and updates to the PTO facebook page
- Submission date for any additions to The Buzz is Wednesday before the Friday it is sent out to all members

## Vice-President's Report: Ginny Dorsey

- Next general PTO meeting will include a guest speaker
- The current virtual format for the PTO meetings should encourage better options of speakers and guests; let Ginny know of any suggestions for speakers.

## Grade Coordinator Report: Nicole Copans (for Anita Dinwoodie)

- Room parent meeting to be held 9/29 at 9:30am
- Contact information forms have been sent out to all families

Adjournment: The meeting on September 23, 2020 adjourned at 10:30 am.

Respectfully Submitted by:

Elizabeth Sherrick, Secretary

*Hurlbutt Elementary School PTO*