

**Hurlbutt Elementary School PTO  
General Meeting  
Wednesday, April 15, 2020  
Minutes**

**Call to Order:** A meeting of the General Membership of the Hurlbutt Elementary School PTO was held by videoconference on April 15, 2020. The meeting convened at 3:31 pm. Nicole Copans presided and Ginny Dorsey served as Secretary.

Present were general members, including Executive Board members Jamie Mais, Livia Berardinelli, Maria Rowbotham, Jenny Plant, Katie Fitzmaurice, and Anita Dinwoodie. Principal Laura Kaddis was also in attendance.

**Reports of the Executive Committee:**

President's Report: Nicole Copans

- No further General meetings scheduled- TBD pending Governor's decision on continuing school closure
- Memorial Day Fair on hold- will decide on May 1 whether to postpone or cancel
- Staff Appreciation in May- brainstorming remote ideas

Principal's Report: Laura Kaddis

- Transition to distance learning
  - particularly challenging for Hurlbutt where students/teachers had not been using chromebooks or any of these platforms- big learning curve
- traditional springs events now being planned for virtual execution
  - e.g., kindergarten tours and orientation; second-grade transition to WIS
  - One School One Book
    - will save book for next year's event
    - will do other things instead this year for a shared remote experience

Approval of Minutes: Ginny Dorsey

- A motion to approve the General Membership Meeting Minutes from February 19, 2020 was made by Nicole Copans and seconded by Jenny Plant. ***Motion Passed***

Treasurer's Report: Livia Berardinelli

Account Notes for February

- Operating Account Report Notes: Month ending February 29, 2020:

- Operating Income YTD February '20 \$8,738
  - Bee tees- \$9.12 (for YTD total of \$722)
  - Family Fun Night (Parent Social)- \$575.04
  
- Operating Expenses YTD February \$5,641
  - Programs- PTO speaker- \$100
  - Hospitality- refreshments for budget meeting- \$87.50
  - CC fees- \$26.45
  
- Net Income YTD Feb \$3,097
  
- Ending Cash Balance February 29 is \$11,148
  
- Philanthropy Account Report Notes: Month Ending Feb 29, 2020
  - Philanthropy Income Feb '20
    - Amazon Smile- \$6.58
  
  - Philanthropy Expenses Feb '20
    - no activity
  
  - Cash Balance Feb 29 is \$83,950
  
  - Philanthropy 2019-2020 APPROVED TO BE PAID as of Feb 20 \$12,507
  
  - Philanthropy estimated balance remaining as of Feb 20 \$51,318

Account Notes for March

- Operating Account Report Notes: Month ending Mar 31, 2020:
  - Operating Income YTD Mar '20 \$9,110
    - Family Fun Night (Parent Social)- \$372
  
  - Operating Expenses YTD Mar '20 \$7,323
    - Family Fun Nights (reimbursements)- \$215
    - Community Service (reimbursement)- \$30.44
    - Publicity (ad in WHS program)- \$150
    - Website expenses (League Athletics fee)- \$60

- CC fees- \$26.45
- Net Income YTD Mar \$1,787
- Ending Cash Balance Mar 31 is \$10,208
- Philanthropy Account Report Notes: Month Ending Mar 31, 2020
- Philanthropy Income Mar '20
  - no activity
- Philanthropy Expenses Mar '20
  - no activity
- Cash Balance Mar 31 is \$83,952
- Philanthropy 2019-2020 APPROVED TO BE PAID as of Mar '20 \$12,507
- Philanthropy estimated balance remaining as of Mar '20 \$51,319

Philanthropy Chair's Report: Maria Rowbotham

- Request from librarian Sharon Rodko, as approved by the Executive Committee:
  - \$3,065 requested by Ms. Rodko to provide books and related supplies for the One School, One Book Program
    - A motion to approve the request was made by Jamie Mais and seconded by Livia Berardinelli- All in favor; None Opposed. **Motion Passed**

BOE Representative's Report: Katie Fitzmaurice

- BOE meeting by phone on March 26- technological difficulties prevented rep from joining
  - BOE reduced 2020-2021 budget in a few areas; to vote on April 25; public can listen to April 25 call but will not be able to vote
- Start time decision deferred for next year- no changes to be made for 2020-2021 school year

Communications Report: Jenny Plant

- Buzz on hold but may resume on monthly on bi-monthly basis
  - contact Jenny with content ideas

**Reports of the General Committee:**

Nomination Committee Chair: Livia Berardinelli

- Slate for 2020-2021 Executive and General Boards presented
  - A motion to approve the 2020-2021 Executive and General Boards as slated was made by Jamie Mais and seconded by Maria Rowbotham- All in favor; None Opposed. ***Motion Passed***

**Adjournment:** The meeting on April 15, 2020 adjourned at 3:54 pm.

Respectfully Submitted,  
Ginny Dorsey  
Hurlbutt Elementary PTO, Secretary