

**Hurlbutt Elementary School PTO  
General Meeting  
Tuesday, September 24, 2019  
Minutes**

**Call to Order:** A joint meeting of the General Membership of the Hurlbutt Elementary School PTO and the Weston Intermediate School PTO was held on September 24, 2019. The meeting convened at 9:31 am. Nicole Copans presided and Ginny Dorsey served as Secretary.

Present were General Membership members, including Executive Board members Livia Berardinelli, Maria Rowbotham, and Jenny Plant. Principal Laura Kaddis was also present.

**Reports of the Executive Committee:**

President's Report: Nicole Copans

- PTO membership drive
  - deadline to sign up to be included in printed directory is tomorrow
- HES book fair will be October 21-25
- HES picture day is October 4

Principal's Report: Laura Kaddis

- Great start to the year- kids are really enjoying new playground
  - kids being trained to use playground safely- assembly on the playground
- Reminder to complete demographic updates
- Talk to children about family preferences for cafeteria purchases

Approval of Minutes: Ginny Dorsey

- A motion to approve the General Membership Meeting Minutes from June 5, 2019 was made by Kim Gibson and seconded by Rose Lovett. **Motion Passed**

Treasurer's Report: Livia Berardinelli

Budget Presentations- Operating and Philanthropy

- Philanthropy Budget for 2020-2021

\* Principal's Development Fund Balance

4,000

* Principal's Discretionary Fund Balance	500
* Principal's Innovative Teaching Fund Balance	1,000
* Teacher Discretionary Funds	4,500
* Garden Project	1,000
* Talent on Tap Balance	6,000
* LRC Author Visits	2,000
*Teacher Banners	250

- A motion to approve the Philanthropy Budget Reserve for 2020-2021 in the amount of \$19,250 was made by Sharon Murphy and seconded by Samantha Harrington. All in favor. **Motion Passed**
- Operating Budget for 2019-2020
  - We are budgeting Operating Income to be \$14,460 which is mainly from Membership Income (around 45%)
  - Operating Expenses total \$14,035 with the largest item being Field Day (\$3,000- around 21%), followed by Family Fun Night (\$1,200- around 8.5%)
  - As a non-profit, we are expected only to cover operating expenses- Net Income is \$425
  - A motion to approve the Operating Budget for 2019-2020 in the amount of \$14,035 was made by Samantha Harrington and seconded by Sharon Murphy All in favor. **Motion passed**
- Operating Account Report Notes: Month ending August 31, 2019
  - The changes for Operating Account
    - Operating Income Aug \$475
      - Back to School Luncheon donations \$475 versus \$1,005 last year (down 52.7%)
    - Operating Expenses Aug \$1,344.96
      - Credit Card fees- \$27
      - Spirit tee shirts cash box start-up funds for BTSN- \$300
      - Bus notes cash box start-up funds for BTSN- \$150
      - Staff luncheon- \$868
    - Net Income Aug \$870
  - Ending Cash Balance Aug 31 is \$7,551
- Philanthropy Account Report Notes: Month Ending Aug 31, 2019

- Philanthropy Income Aug- \$2002
  - Calendar sponsorship- \$2000 so far
  - Interest income- \$2
- Philanthropy Expenses Aug- \$750
  - Principal's Discretionary Fund- \$500
  - Calendar Cash box start up funds for BTSN- \$250
- Net Philanthropy Income Aug \$1,252
- Cash Balance August 31 is \$82,987

Philanthropy Report: (Presented by Livia Berardinelli for Maria Rowbotham)

- \$500 annual donation to Weston Education Fund
    - A motion to approve the request was made by Staci Dunbar and seconded by Sharon Murphy- All in favor; None Opposed; Maria Rowbotham abstained.
- Motion Passed***

Communications/Webmaster Report: Jenny Plant

- Buzz currently going out to PTO list from last year; room parents and the school are also forwarding-- once membership drive is complete, it will only go to PTO membership

**Guest Speakers (Introductions):**

- Hurlbutt staff introductions: school psychologists Erica Palumbo (replaced Suzanne Arnone) and Emma Tramontana; Curriculum Instructional Leader for Science and Math Carolyn Vinton; and Curriculum Instructional Leader for Language Arts and Social Studies Andrea Noble
- Ken Crow, Assistant Superintendent
- Charlene Monn, Youth Services Program Coordinator; Joe Parciasepe- Parks & Rec
- Gina Albert- BOE chair

**Announcement:**

Next General Board meeting will be on October 16, 2019.

**Adjournment:** The meeting on September 24, 2019 adjourned at 10:23 am.

Respectfully Submitted,  
 Ginny Dorsey  
 Hurlbutt Elementary PTO, Secretary