

Burton Elementary PTO  
Board Meeting Minutes  
Monday, **November 10, 2025**

Attendees: Allison Barfuss, Kathy Davis, Julie Nowers,  
Jennifer Philpot, Spencer Slade, Liza Thomas, Blake Winslow, Ann-Marie Wood

## CALL TO ORDER

Kathy called the PTO meeting to order.

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## BUDGET

- Blake reported that the **2025–26 working budget** is **\$32,850**. To date, **\$10,100.10** has been spent, with **\$22,749.90** in anticipated expenses. This total does *not* include the planned **PE Equipment donation**, which the PTO hoped to fund depending on Carnival earnings.
  - The PTO has approved **\$100 per classroom** for teacher reimbursements, totaling **\$2,600**.
  - The PTO also provided the school with a **\$2,000 donation for field trips**. Principal Malan noted she recognized the PTO's contribution in her most recent bi-weekly email.
  - The PTO will receive several **unplanned donations** this year:
    - Spencer's employer will donate **\$1,000**.
    - Kathy's husband's employer is offering a **1:1 match donation**.
    - Blake has applied for a grant through his wife's employer.With these incoming funds, the PTO's operating budget will remain unaffected. Principal Malan noted that donations can also be made directly to the school and earmarked for specific needs, avoiding PTO non-profit processing.
  - Blake reminded the group that if the PTO's **annual income exceeds \$50,000**, its non-profit classification would change. In that case, a **CPA** should be used to manage finances, as the complexity would increase significantly.
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## PTO PE EQUIPMENT DONATION

Kathy reported that the **Carnival fundraiser** was successful and met fundraising goals. She proposed donating **\$2,000** for PE Equipment.

- **Motion:** Blake moved to approve the \$2,000 donation to Burton for PE Equipment.
  - **Second:** Jen Philpot
  - **Vote:** Unanimously approved.
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## PTO CLASSROOM REIMBURSEMENT DONATION

Spencer and Blake agreed that maintaining the **\$100 classroom reimbursement** was appropriate given other budget commitments.

Principal Malan asked that the PTO **finalize and communicate next year's reimbursement process** before the end of the school year so she can inform teachers. Spencer suggested moving towards the **current "teacher bucket" system**. The PTO will vote on this decision before May.

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## SHED REPAIR

With **DEEP** leaving Burton this year, the PTO will use the shed for **Play storage**. The roof and a window need repairs.

- Kathy asked Blake to contact **Lifetime** to obtain a quote for replacing the **A-frame roof and window** and report back.
  - Blake recommended storing items in **plastic totes** to prevent water damage.
- Principal Malan contacted the District about shed replacement. The District will only allow sheds built by them at a cost of **\$4,500**.
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## CHRISTMAS HELP FOR IN-NEED BURTON STUDENTS

Kathy spoke with **Julie Mertens**, Burton's family liaison, about ways the PTO could assist Burton students. After the **Kaysville Gives** deadline passes, there are typically a few families still needing help. Kathy will coordinate with Julie and report back. A **PTO committee** may be organized to support Burton families during the holidays.

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## VISION SCREENING

Kathy will follow up with Amber regarding how the **Vision Screening** went. Three volunteers canceled last minute, but the event proceeded as planned.

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## HALLOWEEN PARADE

Kathy praised **Principal Malan's organization** of this year's parade.

- The event began at **9:00 a.m.** inside the school, with administrators collecting each class.
  - The parade continued around the track at **9:15 a.m.** for parents to enjoy.
- A **police officer** attended, and overall logistics went well. Some parents missed it, thinking it began at 9:30, as in prior years. Next year, the **9:15 start time** will be emphasized.
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## PLAY: PARENT MEETING / AUDITIONS / CAST / REHEARSALS

Kathy reported a strong turnout at the **Parent Meeting**, which went well.

**Chelsee** has organized an excellent **Play Committee**, and upcoming **auditions, casting, and rehearsals** are on schedule.

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## SEP TEACHER DINNER

Ann-Marie reported that the **SEP Teacher Dinner** on **Thursday, November 6** went great, and teachers loved it. She ordered **soups, salads, and rolls from Café Central** for **\$283** and held a teacher raffle.

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## BIRTHDAYTABLE

The **Birthday Table** continues to be successful. Emily lost a volunteer but quickly found a replacement. Kathy offered PTO support if future scheduling conflicts arise.

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## MONTHLY TEACHER APPRECIATION

Ann-Marie reported that **Susie White** will prepare **homemade pie** for November's Teacher Appreciation on Tuesday, November 11. Ann-Marie highlighted Susie's exceptional culinary talents. **Allison** will **email teachers in the morning** to remind them that the PTO dessert will be available in the lounge during lunch.

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## MATURATION & SPELLING BEE

Upcoming January events:

- **Maturation:** Tuesday, **January 13**
- **Spelling Bee:** Friday, **January 30**

Both will require additional volunteers. Kathy will ask **Amber and Nicole to post sign-ups** closer to the dates.

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## OTHER BUSINESS

### BURTON FUNDRAISER

Principal Malan announced a **chocolate fundraiser** to support new **STEM technology, art supplies, playground and recess equipment, and grade-level activities**.

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## 2026-27 PTO BOARD

The Board discussed interest in serving again next year.

- Blake emphasized training new volunteers early to preserve institutional knowledge.
  - Kathy offered to serve as **President again** if no other volunteers stepped forward.
  - Spencer will continue providing **Technology Support**.
  - Blake, Ann-Marie, and Liza volunteered to remain on the Board.
  - Allison and Julie also expressed willingness to assist with PTO committees.
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## BURTON ELEMENTARY CONSTRUCTION

Principal Malan announced that **construction will begin in December**, including a **new roof and administration space**. Starting in **January**, there will be **new drop-off and pick-up procedures**:

- The **main entrance** will move to the **south side** of the school.
  - The **office** will relocate to a nearby classroom.
  - **Parent pick-up/drop-off** will move to the **bus lane**, while buses will load/unload near the **portables**. The **front parking lot** will be restricted to parking only during construction. The PTO will help **communicate** these changes to families. Kerri has a **QR code** with detailed instructions, and Jen Philpot suggested that **Nicole post** the information on social media. Principal Malan also mentioned that an **outdoor electrical outlet** will be added during the remodel.
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## ALTERNATE FUNDRAISING OPTIONS

Kathy shared that **Amber** has chosen not to pursue alternate fundraising ideas at this time. The group agreed that if **Carnival participation or success declines**, other options will be reconsidered.

Jen Philpot suggested assembling a **Carnival team** for next year (Head, Co-Head, Food, Games, Auction, Donations, Volunteers, Tickets, Advertising, Set-Up/Take Down).

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## DOLLY PARTON'S IMAGINATION LIBRARY

Ann-Marie received approval from Principal Malan for Burton to participate in **Dolly Parton's Imagination Library**, a program providing **free books to families with young children**. Ann-Marie will prepare a flyer for Burton families.

- Principal Malan can include it in her **bi-weekly email** if received by Friday.
  - Kathy asked Ann-Marie to also send the flyer to **Amber and Nicole** for PTO email and Instagram distribution.
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## U OF U FESTIVAL OF TREES

Ann-Marie is decorating a **Festival of Trees entry** with the **Student Council** in honor of **Mrs. Clayton's son**. Last year's tree sold for **\$1,800**, with proceeds benefiting **Primary Children's Hospital**. This year's tree will be displayed at Burton until **December 2**.

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## NEXT MEETING

- **December PTO meeting:** *Cancelled*
  - **Next Board meeting:** **Monday, January 12** in the Burton Faculty Room.
  - **Action item:** Blake and Spencer will send the **December budget update** to the Board via **GroupMe**.
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## MEETING ADJOURNED

Kathy moved to adjourn the meeting; Ann-Marie seconded.

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