

**Burton Elementary PTO
Board Meeting Minutes
Tuesday, January 7, 2025**

Attendees: Allison Barfuss, Kathleen Bateman, Jessica Bean, Nicole Burton, Rachael Henderson, Principal Jennifer Malan, Jen Matthews, Administrative Intern Emmi Novotorov, Julie Nowers, Jenn Philpot, Margaret Simon, Spencer Slade

Filling Buckets for Teachers

It was decided that the remaining \$2,000 in Carnival earnings would be used to fund teacher reimbursements for the year. Teachers are turning in reimbursement receipts. **Rachael asked Allison to remind teachers monthly to turn in their reimbursement receipts and remind them of the May 1st deadline.** Spencer recommended keeping the current teacher reimbursement system for this year and moving towards the deposit into their buckets next year.

Principal Malan noted that teachers spend more money in July and August in preparation for the new school year and recommended loading their school account/bucket earlier would be more helpful. Rachael mentioned that the amount the PTO can give towards teacher reimbursements is dependent on Carnival earnings. There was a suggestion for the PTO to start with \$100 donation for teacher reimbursements at the beginning of the year and then if Carnival earnings are good, adding another \$100.

Maturation

Maturation will be on Thursday, January 9. Fifth grade boys will meet in the gym and fifth grade girls will meet in the cafeteria. Emmi noted that there are 120 fifth graders. Rachael and Jenn picked up mini deodorants at Costco for the event. The cost was \$40 for 144. **The PTO will also provide cookies as a refreshment for Maturation. Principal Malan asked that separate treat stations be set up for the boys and girls. Rachael and Jenn will call the Maturation volunteers.**

Rachael noted that she will be providing period supplies for the school. **Principal Malan asked Rachael to check with nurse to see what supplies were needed.**

Birthday Table

The January Birthday Table is scheduled for Friday, January 10. These events are going well and there has been a lot of positive feedback from students and parents. The April Birthday Table will include June birthdays, and the May Birthday Table will include July birthdays. August birthdays were included with the September Birthday Table.

January Parent/Teacher Conferences - PTO Dinner for Teachers

Dinner will be provided for teachers on Thursday, January 30 at 5pm by parents. The theme will be a dinner from Kaysville. **Allison will send an email to teachers listing restaurant options for dinner and asking for their selection. Nicole will create a Sign-Up Genius for parents that lists each teacher's choice for dinner.** The parents will pick up teacher's selections and deliver it to the school cafeteria labeled with their name. **The PTO will provide dessert and drinks. The PTO will also provide**

dinner for staff that evening: Principal Malan, Administrative Intern Emmi Novotorov, 3 Special Education Teachers and the custodians, Don and Landon.

Book Fair

The Book Fair will be held in correlation with Parent/Teacher Conferences on Wednesday, January 29 and Thursday, January 30. Jessica Slade & Jen Matthews are heading up the event.

Principal Malan sent out a survey to teachers asking if they would like their classes to participate in a Book Fair preview. More teachers wanted to participate than not. **She will send out the schedule for the Book Fair Preview to the teachers.**

Jen Matthews explained the Book Fair set up would be on Wednesday, January 29 from 9-9:30am. They could use 3 volunteers. The open preview will be from 11am-1pm for teachers and their classrooms. The Book Fair will remain open until 7pm when teacher conferences end. Book Fair hours will be on Thursday 11am -7pm. Volunteers to run the Book Fair would be welcome, otherwise, Jessica, Jen and Spencer will float and run the event. 3 volunteers will be needed on Thursday, January 30 from 7-8pm. **Rachael asked Jen to let Nicole how many volunteers are needed for Sign-Up Genius.**

Ribbon Week

Ribbon Week will be held Monday, February 10 through Friday, February 14. It was decided that Ribbon Week will focus on awareness for four areas:

- Tuesday (RED) – Drug Awareness: Crazy Sock Day, “Kick Drugs & Alcohol to the curb”
- Wednesday (GREEN) – Mental Health: Wear your favorite sport team shirt or jersey, “Be a Team Player”
- Thursday (WHITE) – Internet Safety: Crazy Hair Day, “Keep your mind clean”
- Friday (ORANGE) – Pedestrian Safety: Walk or ride bike to school and wear school colors, “Show Burton Pride”

Each day of the week would be a different focus. Rachael asked the Board to think about how they would like to recognize each ribbon and handle the event. Karren Pyfer and Audrey Dunshee are the only volunteers signed up for the event. There was a suggestion to have teachers hand out a different colored jelly bracelet each day that students could collect representing each area of focus. **Rachael will research the jelly bracelets.** Margaret recommended having a PTO table outside the cafeteria where students could write or draw what each area of focus meant to them. Their ideas could then be posted on the bulletin board outside the cafeteria for everyone to see. This activity would provide a form of positive peer pressure by seeing students share their ideas. There was also a recommendation to have a motivational speaker assembly or a contest where students could submit papers on the various awareness issues. Jenn Philpot recommended the possibility of the PTO sending a candygram to every student as a finale for the event. **Principal Malan will ask the Student Council Advisor, Taunya, about their plans for candygrams to see if this is an option.** Jenn Philpot also recommended tying awareness ribbons around the school and adding a new color every day depending on the focus.

Principal Malan noted that Safe Routes Utah came and did a school-wide assembly at beginning year to encourage travel safety. She mentioned that this awareness was important for the entire school and not just an individual grade. This event replaced the Bike Rodeo for the year.

Reading Month

Reading Month will be the month of March. Jen Matthews mentioned that Jessica Slade and she will meeting next week to plan for Reading Month. They were tentatively planning on the Student Council doing a kick-off assembly on Friday February 28. **Principal Malan is arranging for a magician to do an assembly for Read Across America week the first week in March. She will text Rachael the date to see if this can be combined with the Reading Month activities.**

This year the reading competition will be individual and not by class. Reading calendars will be submitted on the last Friday before Spring Break. The Reading Month awards store will be the first Friday after Spring Break. Students will be given a dollar amount based on the reading minutes submitted. The store will have \$10 tables down to \$1 tables that students can buy from based on their earnings.

The Reading Month budget was approved at \$650. Jen and Jessica will determine if this amount should be increased and let Rachael know. The PTO will need to vote to approve an increase. Because of this event, the principal will encourage teachers to give fewer bulldog bucks during March and increase their distribution of 200 club tickets.

Email for Field Day Head & 2025-26 PTO President

Rachael and Jenn will create an email requesting volunteers for Field Day Head and 2025-26 PTO President for next year. Principal Malan noted that she will include this message in her Bi-Weekly email that will go out on Friday. Rachael encouraged the Board to ask Burton parents that they associate with if they would be willing to fill these roles; otherwise, Field Day and PTO activities will not happen.

It was noted that teachers are asked to supply 2 parents volunteers for Field Day. One to walk with their class to each activity and one to help with Field Day activity stations. This gives the teacher the opportunity to work on end of year clean up tasks in their classroom while parent volunteers handle Field Day activities.

Play Update

Margaret reported that everything with the Burton play is going smoothly. She mentioned that the entire cast and crew will be meeting all together for the first time today. Tuesday, March 11th and Wednesday, March 12th will be the play's school performance dates. Thursday, March 13th – Saturday, March 15th will be the play's community performances. An email has been sent to parents about the importance of timely pick ups for their children participating in the play. If there continues to be an issue, parent volunteers will need to be enlisted to stay with students waiting for pick up.

Margaret mentioned that the play received a \$600 parent donation from their business that needed a tax write off. Spencer recommended that the parent write out the check to the PTO. The PTO will add it to the play budget. This will increase the play budget to \$5100. She explained that this donation will cover the hanging of the new play curtains and fees for students in the play that needed support.

Margaret noted that once the play finishes and revenue is determined, there can be a discussion about how to split it up. A spotlight is the next enhancement they would like to work towards with play earnings. One of extra play days earnings will be used to help with school needs.

Principal Malan mentioned that the next priorities for Burton Elementary are Emergency kits for each classroom and gym mats. The estimate for the Emergency Kits is \$1300. The kit would include items such as a backpack, band aids, gloves, flashlight and a bucket. She noted that the current gym mats are unsafe, and all the students would benefit from this improvement.

Rachael noted that excess play funds might be needed to make sure the PTO budget is where it needs to be for next year. If needed, some earnings might be needed to help with Reading Month budget.

Other

Teacher Appreciation

The next Teacher Appreciation activity will be a nacho bar on Tuesday, January 14.

VIP Breakfast

The VIP Breakfast will be Wednesday, March 26-Friday, March 28. Jessica Bean volunteered to head the VIP Breakfast again for this year. Heidi Murdock and Cailey Strain have also volunteered to help with the event. Spencer noted that the budget for the event last year was \$633.76.

Copier Fundraiser

Principal Malan announced that the copier fundraiser was a big success. The PTO cut a check for a little over \$5,000 from the fundraiser to the school. This will be combined with the \$3,000 check cut by the PTO from Carnival earnings to purchase the new copier. She mentioned that the school is waiting on the Foundation to clear the donation check and then the school will have access to purchase the printer with the funds hopefully this week. She will send a thank you to parents in the next Bi-Weekly Bulletin.

Book Fair Schedule

Spencer noted that it would be more ideal to space the Book Fairs further apart to increase sales. He recommended adding a Book Fair in August possibly in conjunction with Principals and Popsicles event. Another advantage of this schedule would be that the Book Fair would have different selections in the fall than in the winter. Spencer noted that all profits go directly to the school. On a good year, the Book Fair typically earns \$100 per teacher and \$1000 for the librarian.

Next PTO Meeting

The next PTO meeting will be on Monday, February 3 at 9:30am in the Burton Conference room.