

**Burton Elementary PTO  
Board Meeting Minutes  
Monday, September 8, 2025**

Attendees: Allison Barfuss, Amber Biesinger, Kathy Davis, Rachael Henderson, Principal Jennifer Malan, Julie Nowers, Emmi Novotorov, Jennifer Philpot, Spencer Slade, Susie Williams, Blake Winslow, Ann-Marie Wood

President Kathy Davis called the Burton PTO meeting to order.

**Carnival**

Rachael updated the PTO Board on the Carnival:

**Set-Up & Layout**

Carnival set-up will begin at 9am. **Principal Malan will meet with her recess aides to inform them that anywhere from the sidewalk to the field will not be available to students the day of Carnival.** Earlier set up will allow for the Carnival games to be put in place so that the event will be ready to begin on time. Rachael mentioned that the biggest layout change was to food. All the food will be moved to the baseball diamond this year. Because the food booths will be set up in the field, they can be put in place earlier as well. Ticket pop up tents will need to wait until school is out for set up. Rachael noted that the other big change is that the Auction will be moved front and center.

**Mary Ann volunteered to bring 3 pop-up tents for Carnival.** 1 will be used for volunteers and the others can be used for tickets.

**Food**

Amber has received a 400-cookie donation from Ruby Snap. Eliza will be picking them up on Wednesday. She will ask about getting boxes as well. Bakers are being arranged to prepare them for carnival. The Carnival Snack Shack will also offer cotton candy, snow cones and caramel apples. Spencer mentioned that Creamies could also be used for the Snack Shack.

**Tickets**

- **Principal Malan asked that tickets for designated families be delivered to the office asap so that she could distribute them.**
- **Principal Malan will also be given extra tickets that she can hand out during Carnival.**
- It was determined that the layout for ticket booths last year was best to do again this year.
- **Principal Malan will give a school badge to the Ticket head to allow runners access to the school when needed.**
- Kathy mentioned that it was effective to put signage on the front of pop-up tents designating which ticket line was which: Cash, Credit, Online. She recommended to have multiple signs of each so that signs could be swapped out easily if more of one type of line was needed.
  - Spencer mentioned that the online ticket line could be labeled, “Faster to Fun!”.

**Marketing**

- Kathy will be adding QR Codes to the Carnival Yard signs around the neighborhood. The QR Code will enable the community access to purchase tickets prior to the event.
- Kathy will add balloons to the Carnival signs and put ribbons on trees on Friday to bring attention to the upcoming Carnival.
- Kathy is sending out a flyer with the auction and ticket information with the preschool.
- **Kathy asked Spencer to add a Volunteer Link to the main PTO website alongside the Tickets and Auction links.**

- **Allison will inform teachers that there will be a special prize drawing for teachers that volunteer at Carnival.**
- **Principal Malan asked Allison to remind teachers that an incentive would be given for volunteering at Carnival as well.**

### Games

Julie reported that the games have been checked and are ready for action. Prizes have been purchased and sorted for the games. She mentioned that there were still 50 volunteers needed to run the Carnival games and without them games wouldn't be operational. **Kathy offered to volunteer at the Photo Booth.**

Rachael reported that the Student Council was given a budget from Carnival this year for Haunted Hall. They will be offering 2 halls this year. One Disney-themed, happy hall for younger children and a scary version for older children looking for a thrill. **Rachael will reach out to Mrs. Hyatt to see if she needs to black out both hallways.**

### Volunteers

**Mary Ann will send out additional Carnival volunteer reminders today and Sunday.** She reported that she had conversations with the band, National Honor Society, Knight crew leaders trying to recruit volunteers. Unfortunately, no one from Davis High School has returned her calls. It was mentioned that KJH also has a 7<sup>th</sup> grade musical class that could be contacted.

### Clean Up

Allison has assembled a team for clean-up this year. Rachael asked Allison to send a reminder to the clean-up crew to be there at 8pm

### Donations

Rachael reported that Kathy had been a huge help in securing auction donations. She thanked her for all her efforts in helping the event be successful. Kathy reported that there would be 2 fresh \$45 donations given by Kneaders and Old Grist Mill on Monday. Spencer will add them to the website and include a picture as soon as it becomes available. Rachael noted that she would be adding 20 more auction items asap.

### DJ

Rachael explained that the DJ would be doing a raffle for the event. Allison recommended allowing students the ability to "Select a Song" for 2 tickets. **Rachael will talk to the DJ about having a song list for students to choose from.**

Rachael asked that Carnival Heads have announcements ready for the DJ that would be helpful to the effort. e.g ( 2<sup>nd</sup> Shift volunteers, please report to your station. Advertise food items, auction items that need help selling)

Rachael mentioned that she had t-shirts made for Carnival heads to wear the night of the event. She wants the community to know who they can reach out to if they need something during Carnival. **Rachael asked that anyone with questions to reach out and call her.**

### 2025-26 Budget Review & Approval

Spencer and Blake prepared and recommended a 2025-26 PTO Budget for the PTO to review. Spencer posted it on the PTO website for general membership to review a couple weeks ago. It is posted under the "About" tab. He explained that he had to reformat the budget to make it readable for mobile devices since that is how it is viewed most often. Spencer noted the following items:

#### Under Administrative:

- PTO Appreciation - \$500 was moved to Administrative because it is not a program. That changes the Total Administrative to \$1680.

#### Under Community:

- Classroom Assistance - \$2,600 which allows \$100 for each classroom. This amount can be revisited by the Board and increased if the Carnival does well.
- Faculty Appreciation Week - \$2,500. This is based on receipts submitted from last year for the event.
- Teacher Dinners - \$600. This is based on receipts submitted from last year for the event.
- Monthly Teacher Appreciation - \$900. This amount was increased based on committee input and receipts submitted from last year.
- These changes make the Total Community \$7,870.

#### Programs:

- Carnival - \$5,875
- Play - \$10,000
  - Kathy, Spencer and Blake met to determine a better system for the play budget.
  - They determined a sub account would be created. Spencer explained that this is because the play is self-funded.
  - There will be 2 line items: General Funds and Play Funds. Participation Fees and Ticket Revenue will be put together under Play Funds. Any play expenses will come from this account.
  - Spencer mentioned that this system will make things more transparent, and it will be easier for the Play Head to see what funds are available for the coming year.
  - Spencer noted that this will also make things much easier for the Treasurer from an accounting perspective.
  - The Play will still be under and put on by the PTO.
  - Kathy noted that Play and Carnival will work together to fund needs as they arise.
  - The Play will be purchasing spotlights this year to enhance their program from funds earned last year.
- VIP Breakfast - \$500. This is based on receipts submitted from last year for the event.
- Reading Month - \$1200. This amount was increased based on committee input and receipts submitted from last year.
- Art Gallery - \$1000. This amount was increased based on PTO input and receipts submitted from last year.
- These changes make the Total Programs - \$23,300.
- Spencer noted that "Gym Equipment" would be a program the PTO potentially enhances based on the Carnival's performance.

Blake made a motion for the PTO Board to adopt the 2025-26 Proposed Budget, Kathy seconded the motion. The PTO unanimously approved the motion.

Blake asked the Board to make sure to turn in their receipts for projects and events so that an accurate account of spending could be tracked for the Budget. He noted that even if the purchase will be a donation to the school to make him aware of the amount so there would be accounted for.

Blake reported that if you have submitted an online reimbursement, he will get those out this week.

There was some discussion about the school's PE needs. It is terribly outdated. Principal Malan noted that the PE teacher has a wish list of \$2,000 in PE needs.

**Kathy noted that once Carnival revenue has been determined and the PTO Board has decided on what programs will be funded, she will include the information in Principal Malan's newsletter and the PTO newsletter so that parents are made aware of where earnings are spent.**

### **Pin the Backpacks**

**Kathy announced that the Backpack Pinning event for Carnival flyers would be rescheduled for Thursday, September 11 at 10am.**

- Principal Malan was asked if there was a way to get a name of absent students so that they could also receive a Carnival flyer. **Principal Malan will investigate if there is a way to get this type of a list.** It was determined that the PTO should leave extra flyers in the boxes of teachers and ask the teachers to hand them out to the absent students.
- **Allison was asked to email teachers and have them explain to their students that the flyer is information for their parents and their parents need to remove it from their backpack.**
- **Allison was also asked to alert teachers that they would be receiving extra Carnival flyers in their inbox for absent students.**

### **Community Input**

Susie Williams mentioned her concern for the school pickup system at Burton. Principal Malan explained that many systems have been tried. Unfortunately, parents do not follow the requests to move up in the pick-up line and it causes a backup and congestion in the road. She asked for any ideas to improve the current system. The PTO recommended using one of the catwalks to avoid the confusion.

### **Other**

**Burton School Chocolate Fundraiser**

Principal Malan reported that Burton will have a chocolate school fundraiser in November. School needs include: PE equipment, STEM, Robotics Program, Portable Sound System, Art supplies, End of Unit Activities for teacher classrooms. She will use these earnings to help fund these activities. She is thinking about something fun to get kids incentivized to participate. There will be a "Just Donate" option for individuals who don't want to buy chocolate.

Kathy moved to adjourn the PTO meeting and Blake seconded the motion.