

**Burton Elementary PTO
Board Meeting Minutes
Monday, November 4, 2024**

Attendees: Allison Barfuss, Kathleen Bateman, Kristen Gregory, Rachael Henderson, Kenna Jacobs, Jen Matthews, Emmi Novotorov-Robinson, Julie Nowers, Jenn Philpot, Chelsee Rowberry, and Margaret Simon

Play Auditions & Parent Meeting

Margaret announced that the parent meeting for the play would be on Wednesday, November 6 at 6pm. The meeting will give parents detailed information about what to expect if their children are involved in the play this year.

Margaret met with Principal Malan and discussed the meeting details. She also coordinated with Craig to make sure the chairs and microphone will be set up for the meeting. She noted that this year's application will be streamlined with the use of an online Google form that can be submitted. **Margaret and Chelsee have prepared an outline of the meeting details to post on the PTO website for everyone to access.**

Chelsee explained that students will be asked to submit a 30 second audition video online. Call backs will be in person. An outsourced judge will be used to select this year's play cast. Chelsee will help interested students who don't have access to needed resources or parent help.

It was decided that to cut down on the number of people at play practices, parents would not be asked to attend regularly. They will be contacted for help on a need's basis. **Rachael and Jenn encouraged Margaret to ask the Board for any additional help needed as the play process progressed.**

Kristen received approval from Emmi to go to the 4-6 grade classrooms with a personal play meeting announcement. Emmi reminded Kristen to go through the office for the 4th grade so that she could access the portables.

Rachael will forward Stacy Burton's contact information to Margaret to help them with Burton PTO social media posts.

The play's annual operating budget is \$4,500. That amount of play earnings must be put back in the PTO budget to be available for the next year's play. In the past, all play proceeds have gone back into the PTO budget. Margaret reported that it always takes more than \$4,500 to put on the play. Additional earnings have been used pay for these additional expenses and support growth in the play program. There are always various equipment or other play related needs. Last year, additional earnings were used to purchase theater curtains. Principal Malan noted that the PTO is only allowed one fundraiser and that was the Carnival so technically anything above the plays operating budget of \$4500 should be given to the school. Margaret encouraged a compromise with play earnings so that any additional play expenses would be covered, and some money could go back into the play program towards needs. Margaret mentioned that they are adding 2 extra performances to the play this year and that those 2 performances earnings could be for the school. Of course, play earnings will not be known until the play is over.

Student/Teacher/Burton Elementary Needs

Last year, the PTO provided \$4500 for fieldtrips, \$6000 Burton t-shirts and \$3000 play curtains. The PTO also provided \$200 per teacher for reimbursements for grades K-6th.

Rachael and Jenn noted that the Carnival made \$500 more this year than last year. Blake reported that the PTO has \$7,000 in earnings that can be put towards student/teacher/school needs this year. The \$7,000 divided by 650 students equals \$10.76. This amount can be distributed to each grade for fieldtrips or put towards whatever the Principal Malan and teachers agree would be the most helpful for students and the school.

Allison sent a survey to teachers requesting where they would like PTO support and these were their responses:

- Donations for a new copier
- A new faculty refrigerator
- \$100-200 for classroom spending
- Field trip funding
- Books & t-shirts for new reading program
- Sweatshirts for robotics

There was discussion about the school's copier needs. Principal Johnson bought 3 used copiers, and they are being replaced as needed. The District does not help pay for school copiers and copiers must be purchased through the District's vendor. Copiers cost \$10,000. The PTO purchased a copier for the school 2 years ago. It is in the school's office. One of the other school copiers is currently down. Principal Malan has asked teachers to think about the current copier situation and knowing funds are limited, come back with their decision of whether a copier is their biggest priority or not.

Currently, the school's budget allocation for printer, paper and related supplies is not enough to purchase a copier and cover related paper and supply expenses. Jennifer mentioned that in past years, students were asked to donate reams of paper with their school supplies to contribute to this need.

Allison will check with Spencer and Blake to see how many teacher reimbursements have been turned in so far. It was decided that teachers would be given a deadline of 5/1/25 to submit their reimbursements. This will help the PTO Treasurer get reimbursements processed by the end of the school year. **Allison will give them a reminder once a quarter to get their reimbursement submitted.** Kenna encouraged Allison to give teachers ideas for uses of the reimbursement. (e.g., parent-teacher conference treats, classroom supplies, rewards for students)

Hearing screening

No PTO volunteers were necessary for the Hearing Screening. Everything is good to go.

November Birthday Table

The November Birthday Table will be this Friday, November 8 at 11am. Emily is doing a fantastic job running the events. There has been great communication. The Birthday Table is held the first Friday of the month. Students receive an invitation and are allowed to bring a guest. The invitation provides an easy entrance for guests. Because lunches don't overlap, there is plenty of space for students and guests. Summer birthdays are being added to the months with smaller numbers.

Bi-Weekly Email

Rachael and Jenn reminded the PTO to give Emmi any announcements for the Bi-Weekly newsletter by Thursday. Margaret will prepare a play announcement and submit it to Emmi.

Other

Monthly Teacher Appreciation

Jen M. is putting together a Teacher Appreciation Committee. This month the committee members will be asked to bring a favorite pumpkin dessert for the Monthly Teacher Appreciation event on Tuesday, November 12 at 11am. **Rachael asked Jen M. to put a request on the PTO text thread if she needed any additional help with this event. Rachael volunteered to bring a dessert to the event.**

Christmas Gifts for Teachers

Jenn and Rachael asked what kind of a Christmas gift the PTO could give to teachers this year. Emmi recommended anything that provides self-care. She mentioned how devoted and hard working the Burton Elementary teachers were and how they need to take better care of themselves. Emmi said that the masseuse provided last year was a big hit. Teachers could each take 10 minutes during prep, lunch or recess to participate. There are currently 33 teachers and 85 staff members at Burton Elementary.

Purple Star School

Emmi mentioned that she is working on making Burton Elementary a Purple Star school. A Purple Star school is one that shows support for our military's service members. Emmi is preparing a flyer that will ask students to donate their Halloween candy so that it can be sent overseas to service members. The package will be sent the second week of November. She is also trying to arrange to have Veterans come in uniform on Veteran's Day on November 11 to talk to students and have students thank them for their service. **Emmi asked the Board if they knew of any Veteran's, to put them in contact with her for the event. Jenn & Rachael will double check on Veteran's banner for Emmi.** Emmi will put both announcements on the school's webpage. Purple Up Day in 2024 is Wednesday, April 17. Purple Up Day is a day to show support for military-connected children and youth. Burton teachers will wear purple shirts to show support.

2025-26 PTO President

Unfortunately, the PTO Elect will be unable to fill the PTO President role next year. Currently, there is no PTO President for 2025-26. Jenn and Rachael encouraged the PTO to talk with anyone they knew that might be willing to serve in the position. They emphasized that they will both provide support to set the next PTO President up for success. Blake has volunteered to remain Treasurer for next year. Jenn & Rachael have volunteered to be Carnival Co-Chairs.

Field Day

Jenn & Rachael mentioned that there is also no Field Day Chair for this year. **Kenna encouraged the Board to ask for help in the Bi-Weekly Email in January for both Field Day Chair and PTO President. She explained that if parents are aware Field Day and the PTO won't happen without a volunteer, someone will volunteer.**

School Fundraiser

The Board mentioned to Emmi that the school usually does 1 fundraiser a year. It has typically been a Fun run.

Next PTO Board Meeting

The next PTO Board meeting will be Monday, December 2.