

**Burton Elementary PTO
Board Meeting Minutes
Monday, December 2, 2024**

Attendees: Allison Barfuss, Nicole Burton, Kristen Gregory, Rachael Henderson,
Principal Malan, Jen Matthews, Julie Nowers, Jenn Philpot, Chelsea Rowberry, Margaret
Simon, Spencer Slade and Blake Winslow

Budget

Blake reported on the budget for the year:

- He noted that the “Administrative” proposed budget was over because the Quickbooks amount was a 2-year term and was paid last year. That takes \$360 from this year’s budget.
- He also noted that under “Community” was a \$600 “Carnival Auction Supplies” amount. He removed this line item from “Community” and included the amount under Carnival within the “Programs” budget.
- He informed the Board that \$508.86 in teacher reimbursements have been processed this year. 4 classrooms and the library have submitted reimbursements so far.
- Blake mentioned that it has been difficult getting accurate budget numbers because there are often many floating checks that have not been cashed from the previous year.
- The total budget for last year was \$39,000. This year’s budget is \$26,235.
- There needs to be a \$13000 minimum in the PTO account for next year.
- Blake mentioned that there needs to be a change in the language of the PTO By-laws to make funding the school from the PTO less challenging. **Blake will propose an amendment.** He explained that when Carnival goes well, all the funds raised need to be given to the school. Currently, the PTO is limited on how much can be approved for the school. Each majority vote can only approve \$3,000 increments. The PTO Board must have a unanimous vote earmarking funds and then it could take 2-3 majority votes to fund 1 item.
- Blake noted that according to Article 11, there will need to be approval of 2/3 of the Executive Board and 2/3 of the General PTO Membership. They need to be notified in writing in 2 weeks prior to the vote of the amendment.
- Jen M. recommended increasing the budget for Reading Month.

Distribution of Teacher Reimbursements

There was discussion about implementing an easier process for teachers to receive their \$200 PTO classroom assistance.

Currently, the school has a system where each teacher has an individual and grade-level account that receives funding from a “General” fund. The General fund is divided among teachers equally by Principal Malan. This money cannot be carried over year to year and must be spent by teachers for their classrooms and students by the end of the year. These funds stay at Burton Elementary. Teachers work with Heidi to order from the warehouse or use an Amazon link to order needed classroom supplies. There is also a credit card associated with these accounts that can be used by the teachers. Principal Malan communicated that teachers will use their PTO Classroom Assistance money using this system.

It was suggested that using the current school system instead of asking teachers to submit their receipts to the PTO would be an easier way for them to receive their reimbursement. If implemented, the PTO would submit a check to this General fund for each classroom for teachers to use as needed.

Blake noted that this will increase the “Classroom Assistance” proposed budget because the current number is based on the reimbursements submitted last year. Last year, \$3,500 in classroom reimbursements were submitted by teachers.

There are currently 26.5 classrooms at Burton.

- 2 - Pre-School
- 3 - Kindergarten
- 3 - 1st Grade
- 3 - 2nd Grade
- 3 - 3rd Grade
- 3 - 4th Grade
- 4 - 5th Grade
- 4 - 6th Grade
- 1.5 - Special Education

If every classroom is given \$200, that increases the proposed budget to \$5,300. This is a \$1,800 increase in the proposed budget for “Classroom Assistance” and will need a unanimous PTO vote to pass.

To implement a change this year, teachers will need to be informed that those who have already spent their \$200 will have a deadline to submit their reimbursement, otherwise the funds will be put into their account. Blake will also need to do an accounting of which teachers have received reimbursement and how much to determine which funds still need to be distributed.

Once this is complete, there needs to be a unanimous PTO Board vote to implement the change.

Blake recommended scheduling a budgetary meeting to reassess Classroom Assistance and Reading Month.

PTO Funding Recommendations for Burton

Play Curtain

Blake proposed that the PTO fund the bill on the play curtain install. It was \$680.

Rachael seconded the proposal. The Board unanimously approved the motion. The Play proceeds should cover the budgeted \$4,500 expenses plus the curtain install. All the money for Carnival that is earned goes back to the school, but the Play is different. The money earned typically goes back into the program to build and maintain it.

Lori Peterson is the head to the District's Purchasing Department. She was recommended as a resource for PTO's when needed to purchase school equipment. Kristen reached out to her regarding new spotlights for the play but hasn't heard back.

Jen M. recommended money earned from the play could be used to help fund the art program. She encouraged the PTO to better support the program with volunteers and supplies.

Field Trips

Every grade level has 1 fieldtrip booked already. \$2000 is the estimated cost for field trips that are already booked plus extra 10-20% for bussing.

Rachael proposed that the PTO fund \$2000 towards Burton's field trips. Julie seconded the motion. The Board unanimously approved the motion.

Copier

A new copier costs \$9,200. Schools are required to purchase copiers through the company that the District has chosen. Through this contract, the copier company provides maintenance and the school isn't charged. The copier needing replaced is 5 years old and has printed 1 million copies. It has constant jams and has required several work orders to stay functional. Teachers are on tight schedules and only have 15-minute breaks at recess to make copies. When the printer jams, it is a stressful situation.

Unfortunately, the District does not supply copiers for schools. The District gives Burton money based on the number of students to provide for operational expenses. There is

not enough in this fund to provide for a new printer as well as paper and toner for the year.

Principal Malan met with the members of the Joint Staff School Committee (JSSC) and they reported that the copier was a big issue for teachers and their top priority for funding. Some teachers even communicated that they would rather their Classroom Assistance funds went towards the new printer. Principal Malan expressed that she did not want to use the Classroom Assistance funding for the copier. Principal Malan surveyed classroom teachers to ask them about their top priorities and they responded field trips and a new copier. 86% agreed with field trips and 81% with new copier.

Chelsee recommended the PTO send a donation request to the school community to help fund the remaining amount. She offered to prepare a PTO email to be sent out by Principal Malan on Friday, December 6th asking parents to donate towards a copier for teachers in lieu of Christmas gifts.

Spencer will create a link on the PTO webpage for parent and community copier donations.

Principal Malan mentioned that Burton is also in need of emergency kits for each classroom. She said that she has never been in a school where these aren't available to teachers. Another pressing need for the school is safety mats for the gym.

Principal Malan reported that power goes out occasionally at Burton. It has gone out twice this year. It is a safety issue because there are several classrooms and over a dozen bathrooms without light when this occurs. Principal Malan has had to purchase \$1,000 of LED lights for these spaces.

Nicole recommended reaching out to parents who have businesses in the community that could help with school equipment needs that need a tax write off. She explained these are clear expense donations that could be made by businesses. **Principal Malan will prepare a letter outlining these needs for Blake and Nicole to distribute to business owners.** Principal Malan noted that businesses can donate online or by check to the school.

Jennifer Philpot proposed to fund \$3,000 for a new school copier. Rachael seconded the motion. The Board unanimously approved the motion.

There was a discussion about funding for Burton Elementary.

Principal Malan explained that the restaurant fundraising provides for Back-to-School Lunch for teachers, breakfast faculty meetings twice a month, and a Christmas dinner and gifts for teachers.

The Community Council Trust Land funds must be tied to the school's goals. For example, 40,000 is for reading teaching assistants to reach reading goals, \$40,000 is for math Teaching Assistants to reach math goals, STEM receives funds for licensing. All the funds voted on by the Community Council are funds that are tied to school goals.

Principal Malan wrote a grant and received District funds for the Bulldog Bizarre, Bulldog Student of the Month and calming kits for classrooms.

December Teacher Appreciation

Jen M. and Nicole explained that there would be a hot cocoa bar for teachers on Wednesday, December 11.

On Friday, December 13, Rachael and Jenn have prepared soft socks and will have parents participate in delivering teachers favorite Fizz drink using Sign-Up Genius as a PTO Christmas gift to teachers. **Allison will email and get teachers' orders ASAP.**

Upcoming

- DSD no longer accepts PTO dues. This needs to be taken on by the PTO. **Spencer will create a link on the PTO webpage that will allow parents to pay dues.** In the past, it has been \$10 per parent. Paying dues allows parents the opportunity to vote at PTO meetings.
- December Birthday Table will be on Friday, December 7.
- The PTO has lots of Maturation volunteers and will provide treats.
- An email will be sent out in January notifying parents that there is no Field Day Chair or PTO President for next year and that unless someone volunteers, programs will not be offered.
- January will be parent/teacher conferences and the Scholastic Book Fair.
- The PTO will oversee preparing a potluck dinner for teachers.
- February will be Ribbon Week
- Kristen noted that proposed budget for the Spelling Bee is used to buy treats and prizes.