

**Burton Elementary PTO
Board Meeting Minutes
Tuesday, August 19, 2025**

Attendees: Allison Barfuss, Amber Biesinger, Kathy Davis, Meredith Ferrin, Kristen Gregory, Rachael Henderson,
Principal Jennifer Malan, Julie Nowers, 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

Kellie Robbins will oversee the Carnival tent set up. This production will begin at 9am once kids have been dropped off for school. **Rachael will meet with Principal Malan to walk through what areas of the field need to be cordoned off for the event.** 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. The food booths will be set up in the field this year which means they can be put in place earlier as well.

Food

This year the Carnival will feature fewer and more profitable food options. These options include pizza and hot dogs. This will be the first year with no food trucks. Last year Carnival only secured the corn dog truck for the event. It earned \$1,500 while the school only earned \$200. It was determined that it would be more profitable for the fundraiser to have their own food offerings this year.

There will be no Bake Sale this year. Instead, a Snack Shack will offer snow cones, cotton candy, caramel apples and cookies. Amber will prepare a map for the food set-up.

Ann-Marie asked Amber to think about with the food changes, if more tickets would be needed than past years and let her know.

The food ordering system will be changed to 4 lines. Customers will order everything in one place. Their order sheet will be stapled to their tickets. Order pick-ups will be situated to the left and right side of the food booths.

Tickets

Ann-Marie has already started sorting tickets. Family 4 packs are available for \$40 which include 84 tickets. Susie noted that last Carnival she purchased the Family 4 pack and there were plenty of tickets for her family to eat and enjoy games. It was decided that pricing should remain the same for this year.

Marketing

Rachael noted that the Backpack Pinning was the best marketing method for getting the word out to families last year. **The Carnival flyer will be sent in a backpack pinning event on Friday, September 12 at 10am. There was a recommendation to add a QR Code on the Carnival flyer that would take parents straight to Ticket Sales.** Online ticket sales will need to wrap on Friday/Saturday so that tickets can be packaged for Monday. It was mentioned that last year ticket sales had a separate line to pick up tickets purchased online.

Rachael mentioned that a banner needs to be created to advertise businesses that have made Carnival donations.

Carnival lawn signs will be placed 2 weeks before Carnival. **Rachael asked that if anyone sees a fallen Carnival sign to please fix it or text Kathy to let her know.**

Games

We need approximately 100 volunteers to run the Carnival games. 20 Carnival games will be offered this year along with 6 inflatables.

Rachael reported that Mrs. Hyatt has agreed to have Student Council host the Haunted Hall again this year. They are looking for parent head.

Volunteers

Principal Malan has offered teachers an early out Friday if they are willing to help volunteer for Carnival.

She mentioned that having a sign up in the faculty room made it easier for teachers to sign up on their breaks. **Julie will text Mary Ann to let her know.**

Rachael remarked that our most difficult hurdles to hosting Carnival this year are securing volunteers and an Auction Committee Head. **She asked members to ask their contacts to see if anyone would be willing to take this opportunity on.**

Clean Up

Rachael is going to have the DJ request clean up help from those who are remaining once Carnival ends.

Principal Malan offered to hand out Bulldog bucks to students if they helped clean up. Someone would have to keep a list of students helping so she could reward them later. Rachael mentioned that clean up volunteers could also be rewarded with left over Carnival treats.

There was some discussion about the need for more lighting at the end of Carnival. It is difficult to clean up in the dark and it's easy for parents to lose their kids. **Lighting should be researched to see if there are any feasible options.**

Donations

Bailey has collected 7 donations and is continuing to contact other companies. Rachael will ask for her help securing other donations.

Kathy will make a formal donation request to Slade's for Creamies for Carnival.

Rachael asked members when requesting donations to let businesses know that the fundraising money will go towards Burton PE equipment and field trips. This year the Auction process will be simplified by framing gift certificates instead of wrapping baskets. The Auction will also offer a discounted, "Buy it Now" option to customers. There will also be a QR Code for those who would like to make a direct donation towards Burton PE equipment. **Rachael requested that anyone willing to email or visit businesses to please reach out to her for a list to help with the donation effort.**

Julie will send the PTO donation letter to Principal Malan so that she can submit a donation request to Snow Basin.

Amber recommended having donated food items as fundraising items in the auction.

Review of 2025-26 Budget

Blake explained that the proposed budget for this year is higher than last year. To build the budget he looks at what was spent the year before. He said there were some questions about which way to build the budget.

There was discussion about whether it would be beneficial to have a secondary account for the Play. During the May 5, 2025, PTO meeting this was discussed and "It was decided that this was not necessary. The Board agreed profits from

the play were a wonderful way to enhance the play program annually. It was agreed that additional earnings could be used to enhance other PTO programs. Rachael recommended that in future years the Play specify that any proceeds earned from the Play be put back into Arts' programs at Burton."

Kathy asked Spencer and Blake to get together and review the budget and make a recommendation to the Board. Spencer noted that this needed to be done quickly because the PTO needs to make the budget available to membership to review for 2 weeks prior to a final vote on the budget.

Copier Commitment

Kathy asked that the Board vote to approve a copier commitment with Burton. The PTO would be responsible for a case of paper and box of toner for using Burton's printer. Blake reported the expense was around \$100 last year. The Board voted and unanimously approved the copier commitment.

Report on Principals & Popsicles/Back to School Teacher Luncheon

Kathy reported that the Principal and Popsicles was well attended and successful event. The PTO notification sign up was well received. The Back to School Teacher Luncheon was great. The teachers were grateful and appreciative of the luncheon. Kathy thanked PTO members for their efforts and contributions.

Report on Scholastic Book Fair

Blake reported that the Book Fair went well and was successful. The Slade family received a huge shout out for their generous volunteer efforts. Their family did an excellent job organizing and running the entire event. Principal Malan remarked that she thought it would do even better in subsequent years once the calendar change was known as a tradition. The Book Fair made approximately \$2,400. That amount goes to Scholastic, but Scholastic pays the school back in Scholastic bucks which the school can use to purchase books for the library and teacher's classrooms.

Pin the Backpacks

The PTO will have a "Pin the Backpacks" event on Friday, August 29 at 10am. **Please text Kathy if you can help.** This will include a PTO flyer and the Year at a Glance calendar for parents. **Julie will send the updated Year at a Glance calendar to Principal Malan and Kerri. It was recommended that the PTO QR Code be included on the calendar.**

Birthday Table

Emily has organized the first Birthday Table for Friday, August 29 to celebrate all August birthdays. Last year, celebrating all August and September birthdays in August was too many kids.

Other

Blake reminded the Board members to invite other Burton parents to come volunteer. People often feel more welcome when they are invited.

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