

**Burton Elementary PTO
Board Meeting Minutes
Monday, July 28, 2025**

Attendees: Mary Ann Bailey, Allison Barfuss, Amber Biesinger, Nicole Burton,
Kathy Davis, Principal Jennifer Malan, Emmi Novotorov, Julie Nowers, Spencer Slade,
Liza Thomas, Blake Winslow

The Burton PTO meeting was called to order by President Kathy Davis.

Burton Remodeling Project & PTO Meeting Schedule

Principal Malan explained that Burton has received part of a bond to improve the school. They have been meeting to discuss the remodeling project. A contractor has been hired and will finalize and submit a plan and budget to be approved by the Davis School Board in December. If it is approved, construction will begin in January. During the remodel, the entrance to the school will be changed and the current Board room will become the school's office space.

The addition will be relatively small, and remodeling should be complete by next school year. Three-fourths of the bond will be to replace the school's roof. It is an expensive project because all the conduit runs through the roof, it includes HVAC and it will need to be brought to code regarding earthquake regulations.

The current remodel plans will increase the office space and health room. If the District increases the project budget, the remodel will also increase the size of the faculty room, copy room, library space and include an activity space.

Once the remodel begins, the PTO will need to use faculty room for their meetings. **Kathy moved to approve the 2nd Monday of the month for PTO meetings and if breaks caused a conflict the 2nd Tuesday of the month.** Blake seconded the motion. The Board unanimously approved the schedule plan.

Budget

Blake explained that the fiscal year for the PTO begins on August 1. Last year's the PTO budget was built based off costs incurred. He will build the budget for this year similarly. Blake mentioned that although it is important to stay as close to approved budget as possible, adjustments can be made as needed. Blake will create the Proposed Budget for approval at the August meeting and the PTO can vote to approve. Blake encouraged anyone with budget questions to contact him.

During July, he renewed the PTO's domain name for \$21. He also purchased play rights for Nemo Jr.

Nicole mentioned that the staying within the \$75 monthly Teacher Appreciation budget was difficult last year and increasing the budget to \$100 a month would be helpful.

Principal Malan asked the PTO what amount would be allotted for teacher reimbursements this year. Last year the PTO provided \$200 for each teacher for classroom supply reimbursements. Blake reported that last year every teacher received a supply reimbursement from the PTO.

Principal Malan noted that teachers most appreciated the PTO's contributions for teacher reimbursements and field trips.

The Board must wait to determine numbers for teacher reimbursements until the Carnival numbers are tallied. If the Carnival does well, the PTO can maintain teacher reimbursements and field trip contributions but if it does not do well numbers will have to be reevaluated.

Principal Malan reported that teachers receive some general funding at the beginning of the year in hopes that they will not use their own money on classroom supplies. They must spend the money they receive within the year.

Blake will run numbers a couple different ways to see what options are available for the PTO. He noted that the PTO should view the budget as a Wishlist until carnival earnings are determined.

PTO Dues

Spencer will continue to manage the PTO's online presence and handle payments. Spencer noted that PTO dues will now be paid through the PTO website and no longer through DSD. The \$10 PTO dues allow members voting privileges.

Principal & Popsicles

The Principal and Popsicles meet and greet will be Wednesday, August 6 from 2-3pm. It will be held in front of the school. **Julie will pick up 300 Pace bars for the event.** Principal Malan agreed that the popsicles could be stored in the school freezer on August 5. **Blake's daughter, Ellie, and Anne-Marie's daughters, Kate and Karoline, will help distribute popsicles.**

Kathy will have a PTO canopy and table at the event. Principal Malan noted that a portable tv with screen casting would be available for Kathy to use.

Amber suggested having a live PTO sign up this year using a QR Code instead of paper. She will create this live document for Back-to-School night.

Nicole noted that the PTO used a free Sign-Up Genius and to access phone/email information, a paid version would need to be used. Blake checked and this cost was \$107. There was a suggestion to have volunteers include their phone in the comment section.

It was agreed that an email reminder of your volunteer commitment would be helpful.

Spencer will look at our PTO website to see if it has this type of capability.

Nicole recommended Linktree as a viable sign-up option for sharing multiple links. She explained it would be easy to delete links if there were inactive. It can also be used on Instagram. A Google document might also be an option. Jessica Slade used this for the Play.

Back-to-School Night

Back-to-School Night will be Thursday, August 14 from 5-6:30pm. **Jenn P. and Rachael will have a PTO Carnival table.**

The PTO decided to have an outside table at Back-to-School night. Nicole and Amber volunteered to host the booth. Nicole will make a handout for each teacher's classroom for PTO emails. It will give them a place to write their phone and/or email with a box to check preferred method of communication. It will list the PTO website and a QR Code to the PTO

website so that they can pay dues and find out about volunteer opportunities. It was suggested there should be an explanation of what the PTO does for Burton so that parents understand what programs their money supports. **Principal Malan will check with the teachers to make sure they are fine with the PTO taping a volunteer sign up alongside their sign ups on back-to-school night.**

Nicole recommended having the PTO Sign Ups listed at the PTO Bulletin Board year-round for parents to review.

Principal Malan recommended emailing the PTO's video out. Kathy will forward the video to the principal.

Principal Malan sends a school newsletter every other week. She encouraged the PTO to include their information in the newsletter.

Principal Malan noted that class lists for grades 1-6 will be available Friday, August 1 at 3:30pm in DSD. Principal Malan explained that there are many hours of thoughtful consideration that go into class lists. Parents are given 4 weeks to submit concern requests on behalf of their child(ren). Teachers give their recommendations and then classes are balanced. She explained that changes would not be made after lists are released.

Kindergarten parents will sign their child up for testing. Class lists will be made after testing. Lists will hopefully be available by August 12. Kindergarteners first day of school is Wednesday, August 20, and with an early out schedule for Kindergarteners only. Enrollment numbers allowed Burton to keep all 3 teachers.

She noted that she will be sending announcements out this week and that if the PTO wanted to include any information to get it to her by Thursday morning.

Principal Malan mentioned that teacher's class supply requests are listed on the Burton website. It is listed under "Menu", "Parent Resources", "School Supply Lists". Third, Fourth and Fifth grade teachers still have not submitted their lists.

Nicole will send these announcements out on Instagram. Andrew will create the jpeg for her.

Back-to-School Teacher Luncheon

The PTO will provide a Back-to-School luncheon for teachers on Wednesday, August 13 at 12pm. Principal Malan said to plan on 35 people. Kathy, Allison, Amber and Nicole (Quinoa) will be salads for 10. Blake will provide rolls. Julie and Anne-Marie will provide desserts. Mary Ann will bring drinks (coke, diet coke, dr. pepper, sprite, water).

Principal Malan mentioned that the school supply activity was really enjoyed last year and worth repeating.

Scholastic Book Fair

The Scholastic Book Fair will be held Thursday, August 14 from 5-7pm and Monday, August 18 all day. **Spencer mentioned that it would be helpful to have people set up and take down for the event. Set-up will be on Thursday, August 14 from 2:30 to 4pm. Take down will be on Monday, August 18 from 5-7pm. He will send a message to Groupme if things change.** Spencer explained that his kids enjoy running the cash registers so they will be fine handling

the sales as a family for Book Fair. **Nicole will send out a message on Instagram regarding the Book Fair. Andrew will make her an image to share. Kathy asked Spencer to have Andrew send her copies of the flyer as well so that she can send out through email.**

Spencer reported that if Burton brings in \$2,500 in sales, then Scholastic gives 50% in Scholastic money for teachers and librarians to use towards books. The more we earn, the more books there are for teachers and librarians.

Emmi mentioned that the Health room and office could use books for children. Spencer asked Emmi to come to the Book Fair as a representative to select books and he would help her scan them out.

Principal Malan asked Spencer to check with Jessica about how she would like to handle Teacher Wish lists this year and let her know. She will report to Allison and have her send teacher's an email.

PTO Text Messages

Kathy explained that she would like to be sending text messages to the PTO for communications. Texting gets more attention than emails. Blake noted that ineffective communication methods are often the biggest barrier to getting information distributed. The texts would give PTO members the ability to unsubscribe if they didn't want to participate or as their children age out of the elementary. Kathy found a service that would cost 2 cents per text per recipient. Principal Malan said that Burton has been sharing texts through Thrillshare and it has been working well. **Spencer will look into this option.** The Board unanimously agreed texting would be a more effective mean of communicating with PTO members.

Pin the Backpacks

Kathy would like to do two pin the backpacks events. The first on Friday, August 29 at 10am to send out a PTO flyer and a "Year at a Glance" calendar to parents. The second would be on Friday, September 12 at 10am to send a Carnival flyer out to families. **Julie, Amber, Liza, Nicole & Mary Ann Bailey volunteered.**

Principal Malan asked the PTO to contribute to printing supplies if the school printer was used. Last year the PTO paid for a case of paper and one toner. **The Board agreed this was the most convenient and cost-effective way to print flyers. Blake will add this as a line item in the PTO budget. As a reminder all flyers need to be approved by Principal Malan prior to distribution.**

Carnival

Rachael and Jenn P have asked to increase the Carnival budget by \$500. The current budget is \$5,100. They explained additional money will be needed to pay for the inflatable's attendant required by the District and with Carnival being 30 minutes longer the expenses for the train are more. The train will cost \$580 for 3 hours and the DJ is \$350.

Blake explained that an increase was prudent. He noted that the current budget doesn't represent the real cost. As an example, he noted that Hendersons have donated the cost for inflatables for the past several years. He said the budget also doesn't reflect the hundreds of hours donated to plan, organize and run the event. The Carnival fundraiser is how the PTO funds all its programs. The \$500 increase would make the budget \$5,750. **The Board voted unanimously to increase the Carnival budget.**

Amber suggested flood lights would be worth renting to assist with clean up after the Carnival.

It was recommended that teachers be asked to forward a sign-up genius to obtain parent volunteers for Carnival. Allison will make sure this email is sent to teachers. Principal Malan mentioned that she will incentivize teachers to volunteer at Carnival by offering them an early out Friday.

There was a discussion about ticket prices. It was decided that ticket prices would remain the same. Principal Malan will work with Julie Martin, Burton's family advocate, to identify more families that can benefit from gifted Carnival tickets.

There was a suggestion to have an option at ticket sales that allowed families to purchase extra tickets for students that needed them.

The Carnival needs volunteers to help with obtaining and collecting donations for the Silent Auction. The auctions is a significant portion of the Carnival's earnings and needs to volunteer support to be successful.

Kathy noted that the auction should have lower priced items available for bidding.

Blake mentioned that the auction was going to try moving away from baskets to simply the effort. A "Buy it Now" price would also be offered on items.

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

Other

Kathy noted that Chelsea Rowberry has agreed to be the play director for this year. She worked closely with Margaret last year. Chelsea selected the Nemo Jr. play. She will be able to reuse many props from the previous year.

Kathy introduced Mary Ann Bailey as the Volunteer Coordinator for Carnival and Liza Thomas as a Food Coordinator for Carnival

Kerri has kept the Teacher's "Favorite Things" list updated.