

**Burton Elementary PTO  
Board Meeting Minutes  
Tuesday, March 10, 2026**

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### **Attendees**

Mary Ann Bailey, Amber Biesinger, Michelle Clifford, Kathy Davis, Stephanie Frischknecht, Emmi Novotorov, Spencer Slade, Blake Winslow, Ann-Marie Wood

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### **Call to Order**

Kathy Davis called the PTO Board meeting to order.

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### **Book Fair Report**

Jessica reported that the February Scholastic Book Fair was very successful. A total of **\$6,200 in products** was sold, earning Burton **\$2,600 in Scholastic Bucks**. All teachers' and the librarian's wish lists were fulfilled. The PTO also spent **\$1,018 in Scholastic Bucks** to purchase additional books for the school. Remaining Scholastic Bucks will carry over to next year.

Jessica noted that spreading out the book fairs throughout the year has been beneficial. The **August Book Fair experienced higher turnout**, and the calendar will follow a similar schedule next year. The Book Fair performs best when scheduled alongside events that already bring parents to the school. Pairing the fair with **Back-to-School Night in August** proved effective, and continued scheduling in August will help build awareness among parents.

Kathy asked about the possibility of holding a Book Fair in October during Parent-Teacher Conferences. Jessica explained that Burton lost its October Scholastic slot when the school briefly switched to an Usborne Book Fair. The school has been on the waiting list to regain the October slot for several years, but it appears unlikely.

The Board expressed appreciation for the **Slade family**, recognizing them as heroes for their outstanding volunteer efforts during the Book Fair. Spencer noted that the event was well organized and that volunteers played a key role in supporting its success.

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### **Reading Month & Reading Store Update**

Jessica reported that **Reading Month** is currently underway. Students are collecting reading minutes, and calendars were distributed at the end of February. Students were excited during the kickoff assembly on **Monday, February 23**, particularly about the **3D-printed prizes** that will be available in the Reading Store.

The **Aaron Bailey family** has generously offered to help print toys for the event. The Reading Committee has gathered prizes and will begin preparing them for the Reading Store.

Key dates:

- Reading calendars will be collected **the Friday before Spring Break**.
- Jessica will coordinate with Allison to send teachers a reminder email encouraging students to submit their calendars.
- The committee will prepare shopping cards for students based on their total reading minutes.
- The **Reading Store will take place on Friday, April 10**.

Jessica emphasized the need for additional volunteers as the event approaches. Kathy and Amber will highlight the need for volunteers in upcoming emails and text messages.

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### Teacher SEP Dinner Report

Ann-Marie and Amber reported that the PTO-provided dinner for teachers was moved to **Wednesday, February 11** to accommodate the administration's schedule. A **Taco Fiesta dinner from Café Central** was provided.

Teachers thoroughly enjoyed the meal, and Kathy reported receiving positive feedback from many staff members. Although the meal was slightly over budget, Ann-Marie noted that including queso was worthwhile.

For future planning:

- The committee will return to providing the meal on **Thursday**, as it is easier for volunteers and aligns better with teachers' schedules.
  - Ann-Marie also noted that **30 meals** should be ordered next year instead of 35, as there was excess food this year (though teachers enjoyed the leftovers the following day).
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### Ribbon Week / Safety Week Report

Stephanie Frischknecht reported that **Ribbon Week (Safety Week)** was successful. The Board acknowledged and appreciated the efforts of the committee. Haley Hales created an excellent banner for the event, and Stephanie prepared a helpful handout with safety discussion topics for parents to review with their children.

Stephanie noted that covering **four major safety topics in one week felt overwhelming**. She suggested surveying the community prior to next year's event to determine which safety concerns are most important, allowing the school to focus on fewer topics with stronger messaging. She also noted that the **Kaysville Police Department** has an officer who could be invited to speak with students.

Blake shared that he participates in a "**Community Who Cares**" group that analyzes **SHARP survey data** collected directly from schools. The messaging focuses on a "Most Kids Don't" approach rather than fear-based messaging. According to the data, the biggest concerns in **Kaysville, Fruit Heights, and Farmington** are **e-cigarettes and Zyn pouches**, which are becoming easier for students to access.

Emmie shared feedback from teachers and parents that having **Kindness Week, Safety Week, and Reading Month events consecutively** felt overwhelming. Principal Malan suggested moving Safety Week to the **third week in October next year**, and Kathy confirmed that the PTO will implement this change.

Stephanie stated that she would be willing to chair the event again next year if she still has a student at the school.

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## School Play Update

Chelsee reported that preparations for the school play are on track. Performances will take place this week, and students and parents are excited for the event.

A **Fishpond fundraiser** is being held before school to help generate enthusiasm.

Event logistics:

- Entrance to the play will be through the **kindergarten hallway**.
- **Concessions** will be located in the gym.
- Students dressed as fish will invite attendees to visit the concession stand.
- **Performer gifts and flowers** will be available for purchase at the end of the hallway.
- Tickets are available online, and many remain available.
- Spencer will manage **Wix ticket sales** on the day of the performance.

Emmie reported that a parent lost a wallet during Monday afternoon's practice and asked Board members to watch for it and return it to the office if found.

Emmie also asked Blake for Fishpond tickets to use as rewards for submitting yearbook entries. Blake agreed to provide them.

Attendance schedule:

- Principal Malan will attend **Thursday and Friday**.
- Emmie will remain until **5:00 p.m. Saturday**.
- Landon will cover the remainder of Saturday evening.

Emmie asked how Landon would be compensated for janitorial services. Spencer explained that **Principal Malan should submit an invoice with Landon's hours and rate**, after which the PTO will issue payment.

Angela Harmon is preparing a **thank-you gift for the Play Board**.

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## Books & Breakfast

Jessica Bean is coordinating the **Books & Breakfast** event.

Dates:

- **Thursday, March 26** from 8-8:45am — Students with last names **A–N**
  - **Friday, March 27** from 8-8:45am — Students with last names **M–Z**
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## Art Gallery Update

Mary Ann Bailey, the Art Liaison, reported that she has organized **six volunteers** who assist Mrs. Spillman for **90 minutes each week** preparing student artwork for the annual Art Gallery. The program is running smoothly.

Additional volunteers will be needed as the event approaches.

Mary Ann asked Spencer whether Mrs. Spillman's **\$100 classroom reimbursement** had been used. Spencer confirmed it had not. Mary Ann plans to use the funds to purchase canvases and will submit a reimbursement form.

Michelle Clifford will organize the Art Gallery and will meet with Mrs. Spillman to determine event needs, including:

- Event date
- Volunteer sign-ups for setup and takedown
- Treat coordination

There was discussion about simplifying the process of hanging artwork, but Michelle noted that Mrs. Spillman prefers the display to resemble a professional art gallery so that parents can see students' work from the entire year.

Michelle recommended that volunteers **organize artwork by artist and then by grade level** to streamline setup.

She also noted that treat options will be more limited this year to prevent students from taking multiple desserts.

The PTO provides a **\$1,000 Art Gallery budget**, which covers:

- Award ribbons
- Gift cards for judges
- Event treats

Spencer asked for clarification on the distinction between **art supplies provided by the school versus the PTO**, noting that it would be helpful to understand how much of the budget is used for the event itself versus classroom supplies.

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## Teacher Appreciation Week

Teacher Appreciation Week will take place **the first week of May**.

Ann-Marie has formed a committee and requested ideas from the Board. Previous years have included:

- One full meal
- Daily treats
- Gift cards or small gifts
- Emails encouraging students to write thank-you notes

Suggested ideas from the Board included:

- Food
- Soda bar
- Treat cart
- Make-your-own Chex Mix bar

Administration handles recognition for **faculty appreciation days** such as those honoring custodians, secretaries, librarians, and nurses. Teacher Appreciation Week gifts are reserved specifically for teachers.

Emmie asked that **Special Education and Preschool teachers** also be included. The Board agreed.

Spencer noted that the **Teacher Favorite Things form** on the PTO website does not currently include Special Education or Preschool teachers. Emmie will ensure those forms are completed and sent to Spencer.

Kathy also sent an email asking teachers how the PTO could better support classrooms. Mrs. Gillman responded with thanks and noted that teachers particularly appreciate the **monthly PTO treats**. She also mentioned that she maintains a **digital activity calendar** and would like to include PTO events. Amber will include a calendar link in future communications.

Parents have expressed appreciation for the **combined school/PTO events calendar** distributed at the beginning of the year.

Teachers Cox and Spens mentioned that having **one or two consistent sixth grade math volunteers** would be extremely helpful, as students are struggling with the math curriculum and there are not enough teaching assistants. Amber will send out a parent sign-up request.

## Field Day

Brittany and Ann-Marie are co-chairing **Field Day**.

Generators are needed to power the **bounce houses and foam machines**. Ann-Marie explained that borrowing power from neighboring homes last year caused electrical breakers to trip repeatedly, so that option will not be used again.

They are exploring generator rentals or borrowing one if possible. Ann-Marie requested a **\$500 increase in the Field Day budget** to cover generator rental if needed.

There was also discussion about alternatives to bounce houses, as they consume a significant portion of the Field Day budget. However, the bounce houses remain valuable because:

- Every student gets multiple turns.
- They are **water-free**, which is helpful since May temperatures can still be cold.

Blake moved to **increase the Field Day budget by \$500.**

Kathy seconded the motion.

The motion was **unanimously approved.**

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## **Carnival Update**

Kathy announced the **2026–2027 Carnival leadership team:**

- Co-Heads: Ann-Marie Wood and Kathy Davis
- Setup: Blake and Kathryn Winslow
- Online Auction: Spencer Slade (donations stored at his home)

The **donation committee** has been formed, but a coordinator is still needed to oversee organization and ensure progress.

Open Head positions include:

- Tickets
- Games
- Food
- Donations
- Marketing
- Cleanup

Kathy asked Board members to reach out if they or someone they know would be willing to help.

Spencer shared feedback regarding the switch from **auction baskets to acrylic gift card displays**, noting that it worked well, saved time, and allowed more money to go directly back to the school.

Kathy emphasized the importance of **not altering donated items**. One donor, Get Air, requested their donation remain intact, but the gift card was cut to fit the frame, which removed part of their logo and caused disappointment.

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## **2026–2027 Burton PTO Board**

Kathy announced the proposed 2026–2027 PTO Board:

- President: Kathy Davis
- Vice President: Amber Biesinger
- Website Administrator: Spencer Slade
- Teacher Liaison: Blake Winslow
- Teacher Appreciation: Ann-Marie Wood
- Creative Arts Director: Chelsee Rowberry
- Art Liaison: Mary Ann Bailey
- Carnival Co-Heads: Ann-Marie Wood and Kathy Davis

Kathy moved to approve the **2026–2027 Burton PTO Board**.

Blake seconded the motion.

The motion was **unanimously approved**.

Open positions remain for:

- Treasurer
- Secretary

Kathy encouraged Board members to reach out if they know anyone interested in filling these roles.

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## **Adjournment**

Kathy moved to adjourn the meeting.