

**Burton Elementary PTO  
Board Meeting Minutes  
Monday, February 9, 2026**

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**Attendees**

Mary Ann Bailey, Kathy Davis, Stephanie Frischknecht, Kristen Gregory, Rachael Henderson, Jennifer Malan, Emmi Novotorov, Julie Nowers, 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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**Teacher Dinner**

Ann-Marie and Amber have organized the PTO-provided Teacher Dinner, scheduled for **Wednesday, February 11 from 5:00–5:45 p.m.** Kathy will set up the room prior to the dinner. Ann-Marie reported that they selected a **street taco bar fiesta theme.**

Going forward, the PTO dinner will return to being held on **Thursday evening during Parent/Teacher Conferences.**

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**Book Fair**

Jessica reported that the Book Fair will be set up **Wednesday morning at 9:00 a.m.** in the gym. She already coordinated with the gym teacher. The Book Fair will be open **Wednesday and Thursday from 11:00 a.m.–7:00 p.m.**

Classroom previews will begin at **11:00 a.m. on Wednesday.** Wish Lists will be provided for all teachers to complete during the preview. Jessica noted that Allison sent an email to teachers regarding the preview. Principal Malan asked whether Special Education teachers were included. Jessica believes the librarian and Special Education teachers were included but will confirm with Allison and report back.

The Book Fair will conclude **Thursday at 7:00 p.m.** Wish Lists will be pulled around **6:00 p.m.** if customer traffic has slowed. Volunteers may report for cleanup around **6:30 p.m.,** with the goal of completing cleanup by **8:00 p.m.**

Amber has posted volunteer sign-ups. Amber, Brianne, Kathy, and Ann-Marie have volunteered to help.

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## Reading Month

Jessica reported that the Reading Month committee has met and begun planning. The **Reading Month Kick-Off** will take place on **Monday, February 23**, during the Safety Week Assembly. The committee will present for the first five minutes of the assembly to generate excitement for the event. No handouts will be distributed at that time.

Reading calendars will be sent home **Friday, February 27**. Students may begin recording reading minutes from **Saturday, February 28 through Wednesday, March 25**. Calendars must be returned to teachers and turned into the office by **Friday, March 27 (before Spring Break)**.

Jessica will place calendars in teachers' boxes by **Wednesday, February 25**, and will email a reminder for teachers to check their boxes. The **Reading Store** will be held on **Friday, April 10**, after Spring Break. Volunteers will be needed, and Amber has posted a sign-up.

Principal Malan noted that the assembly will begin at **2:30 p.m.** and may last until **3:20 p.m.**

Jessica will place Reading Store student cards in teacher boxes and ask teachers to distribute them to students as they enter the store to prevent cards from being lost. Jessica will also send a Reading Store scheduling announcement for classrooms to teachers on **Monday, April 6**.

Spencer reported that the Reading Month budget needs to increase to approximately **\$1,500** (currently \$1,200). Blake made a motion to increase the Reading Store line item by **\$300**. Rachael seconded the motion. The motion passed unanimously.

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## Safety Week

Stephanie Frischknecht reported that **Safety Week** will run **Monday, February 23 through Friday, February 27**:

- **Monday:** Safety Kick-Off Assembly with Officer Stanford
- **Tuesday:** Drug Awareness
- **Wednesday:** Mental Health
- **Thursday:** Internet/Device Safety
- **Friday:** Pedestrian Safety

Liza Thomas will prepare short PA announcements for student officers. Principal Malan asked Stephanie to coordinate with Mrs. Hyatt and request one student per announcement. Announcements must be submitted by the **Friday prior to Safety Week**. Kristen suggested including safety jokes to increase student engagement.

The Safety Committee will prepare classroom bags for teachers containing daily talking points and handouts.

- Monday: Safety Week flyer
- Tuesday: Drug Awareness bookmark
- Wednesday: Mental Health Bingo
- Thursday: Dum Dum suckers
- Friday: Airheads candy

Stephanie will also prepare parent talking points for use at home.

Principal Malan requested a **PDF of the Safety Week flyer by Friday, February 20** for inclusion in her bi-weekly email. She approved hanging Safety Week banner within the school and noted that teacher rosters with student counts can be obtained from the office. All Safety Week materials placed in teacher boxes must be delivered by **Wednesday, February 18**.

Officer Stanford asked which topics to emphasize during the assembly. Stephanie will text him guidance. Principal Malan agreed to introduce Officer Stanford at the assembly.

Kathy completed a calendar request for Safety Week, including microphone and projector needs, and will submit it to Craig.

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## Play Update

Chelsee emailed Kathy with a play update. The production is progressing well and is **two weeks ahead of last year's schedule**. Teaching and staging will be completed this week. Costumes are finished, props are ready, and participation-fee T-shirts have been ordered for students. T-shirts were also provided for Principal Malan, Admin Intern Emmi, and Craig.

Play tickets will go on sale **Monday, February 23 at 7:00 p.m.** for **\$5**.

A **Fishpond** will be offered for **\$1** before school on **Thursday, March 12** and **Friday, March 13** in front of the gym. Outdoor concessions will also be offered at that location. Extra Fishpond tickets will be given to Craig and teachers for students in need or as behavior incentives.

## Performance Schedule:

- Student performances: **Tuesday, March 10 and Wednesday, March 11 at 2:00 p.m.**
- Parent performances:
  - Thursday, March 12 & Friday, March 13 at **5:30 p.m. and 7:30 p.m.**
  - Saturday, March 14 at **1:30 p.m. and 3:30 p.m.**

Kristen coordinated with the gym teacher so props can be stored once Jr. Jazz concludes. Bailey Daines will host a Concessions meeting on **February 14**.

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## VIP Breakfast (Books with Breakfast)

Ann-Marie suggested renaming "VIP Breakfast" to "**Books with Breakfast**" to align with Reading Week. The Board agreed, noting that communications should clearly reference both titles to avoid confusion.

Ann-Marie will submit a calendar request. Jessica reported that Banbury Doughnuts previously offered a 50% discount, reduced to 40% last year. Additional purchases include bagels from Einstein's, drinks, paper goods, and tablecloths.

Kathy noted that last year's budget was **\$700**, while this year's is **\$500**, and requested a budget increase. Blake made a motion to increase the VIP Breakfast line item by **\$200**. Stephanie seconded. The motion passed unanimously.

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## Carnival Donation Letter

Kathy presented a draft Carnival donation letter. The Board reviewed and approved it. The Carnival is scheduled for **September 14, 2026**. Principal Malan asked Kathy to submit a calendar request to finalize the date. Kathy made a motion to approve the letter; Spencer seconded. The motion passed unanimously.

Spencer noted that his family connection with Creamies will continue and requested that Jessica be contacted a few months in advance.

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## Carnival Head Recommendations & Roles

The Board recommended individuals for Carnival Head positions. Blake and Kathy will follow up.

Assigned roles:

- **Online Auction:** Spencer
- **Volunteers:** Mary Ann
- **Tickets:** Ann-Marie

The Board discussed the need for a contingency location if construction is not completed in time. Stephanie agreed to check with the neighborhood church for **Monday, September 14 (Carnival)** and **Thursday, May 21 (Field Day)**. Davis High School was discussed but noted as cost-prohibitive.

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## Financial Report

Spencer reported:

- Checking account balance: **\$23,000**
  - Play account balance: **\$10,000**
  - Outstanding checks: **6**
  - Total available funds: **\$31,868**
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## Adjournment

Kathy moved to adjourn the meeting. Mary Ann seconded the motion. The meeting was adjourned.