

**Burton Elementary PTO  
Board Meeting Minutes  
Monday, October 7, 2024**

Attendees: Amber Biesinger, Nicole Burton, Kristen Gregory, Rachael Henderson,  
Principal Jennifer Malan, Jen Matthews,  
Julie Nowers, Jenn Philpot, Spencer Slade, Blake Winslow

**Paperwork Update**

Blake reported that he renewed the PTO insurance through Aim. It remains in effect until October 1, 2025. An upgrade to the insurance of \$70 was chosen for personal protection. It adds \$1,000,000 for any personal lawsuits brought against the PTO Board. Legislation dropped a requirement for non-profits that receive donations to renew their charitable status concurrently with insurance.

The N990 form cannot be submitted until a year has passed from the last submission and then 3 years are allowed for its completion. That bookkeeping goes to the State and then renews an organization's charitable status.

Jenn noted that she has all paperwork tabbed so that it will be organized for the next PTO President.

Blake updated the PTO's 501c3 documents in the summer. He reported that the PTO is currently up to date on all their paperwork.

**Treasurers Budget Report**

Blake reported that the budget looks good.

- There is 32,889.92 in the PTO account currently
- The PTO budget will get us through the rest of the events planned through this year and next year as required by the by-laws
- Blake noted that GoDaddy refunded the PTO on the domain name.
- The proposed budget for Carnival was \$4500. Carnival expenses were 4480.89.
- The money earned at the Carnival Silent Auction has been requested by Spencer from GiveButter and will take 2-4 days to process. There was also a \$250 donation made last year through GiveButter that he requested to be sent to the PTO account.
- \$885 was spent on the Wonka Jr. play for licensing, rights and rights to images. Margaret was conscientious when purchasing and only spent extra on play books. For reference, last year \$1500 was spent on this part for the play.
- **Blake will leave good notes for next PTO Treasurer on the various PTO business items that must be handled.**
- Allison has sent a survey to teachers requesting where they would like PTO support:
  - Donations for a new copier
  - A new faculty refrigerator
  - \$100-200 for classroom spending
  - Field trip funding
  - Books & t-shirts for new reading program
  - Sweatshirts for robotics

- Blake mentioned that he found reimbursements in the office drawer under the iPads and has completed those reimbursements. **He will make copies of reimbursement forms and leave them in the drawer for the future. He noted that the old form is best for accounting and tracking.**

### Hearing Screening

Principal Malan will email Jenn and let her know how many volunteers are needed for the hearing screening and what time of day they will be needed. It was noted that 8 volunteers were needed for the Vision Screening.

### Custodial Week Update

Jen M. and Principal Malan reported that the Custodial Appreciation week went wonderfully. The Student Council did a team tunnel to welcome Craig at the beginning of the day. The Hope Squad did heart attacks on the custodial door. Jen M. purchased Craig and Don's favorite soda and gave them \$10 gift cards to the Kaysville Creamery. Candy bars and \$10 Kaysville Creamery cards were given to the younger custodians as well. Jenn P. mentioned that the Custodial Appreciation banner looked excellent. **She noted that the PTO has access to many banners and there is a list in the PTO binder if anyone wants to see what banners are available.**

### Teacher Appreciation Update

Jen M. reported that the Teacher Appreciation activity went well. She noted that the next teacher appreciation activity will be after fall break. She has a caramel apple bar planned.

Principal Malan reported that the teacher meal provided by the PTO during student conferences went well. Jessica Bean and Rachel Pace handled the event. It was catered by Cousins Kitchen, a Hawaiian BBQ restaurant.

Principal Malan also provided snacks after school during conferences for teachers that were much appreciated.

**Jenn P. reminded Jen M. to have those paying for appreciation events to give their reimbursements forms and invoices to Blake.**

### Librarian PTO Volunteer Position

The new librarian needs 3 diverse volunteers to help review incoming library titles. Kristen Gregory volunteered to be the PTO representative, Selenes Broderick will be the Community Council representative. There also needs to be a volunteer not associated with the PTO. **Nicole mentioned that she knows an interested parent and will give their name to Kristen. If that individual isn't interested, Kristen will reach out to some other individuals.**

Principal Malan explained that the process was that the librarian would purchase new books, send the listing to the committee, the committee would have 5 days to approve or deny the titles. If they do not respond within 5 days, the new book will be approved. She also explained that if a title is considered inappropriate and removed from the library that it would be removed from all the district's libraries.

### Bi-Weekly Email

Spencer has a box top flyer that he will send to Principal Malan as a reminder for parents. He will also print the flyer to be distributed to students.

Jen M. mentioned that it would be helpful to include an announcement saying, "For the latest information, please check the PTO website."

## Other

### **Monthly Birthday Table**

Emily Hansen is the chair over the monthly Birthday table. It has been a big success. Blake and Spencer reported that their children have both attended and thoroughly enjoyed the Birthday Table concept. Kristen handled the October Birthday Table event. She mentioned that recognized children received a crown, book, slap bracelet, and different colored pen. **Jenn will let Emily know to send Blake her receipts. Blake mentioned that future supplies could be purchased on the PTO credit card if Emily would send the link to Jenn, Rachael, Spencer or himself.**

### **Bike Rodeo**

Kristen asked if the bike rodeo was being offered this year. Jenn replied that it wasn't. Red, White and Green Ribbon Weeks will be combined in February instead. Principal Malan noted that an assembly was held last Friday on walking and riding bike safety. The host of the assembly offered a fun contest where students had the opportunity to win a scooter.

### **Halloween Parade**

The Halloween Parade will be held on Thursday, October 31 at 9:15am. Principal Malan noted that students will be allowed to wear costumes that day as long as they follow the District guidelines. Students who do not follow guidelines will not be able to participate. A flyer explaining District costume guidelines was sent home with students at Parent/Teacher conference and have been included in the Bi-Weekly Email. Principal Malan and office staff will check in with every teacher to make sure students are following costume guidelines.

### **PTO Reimbursement Form**

Nicole asked that Spencer link the best reimbursement form on the PTO website.

### **T-shirts**

Principal Malan has handed out the Burton t-shirts to the Kindergarten. **Principal Malan will give Amber the Preschool class lists so that she can get the correct sizes and distribute their t-shirts as well.**

### **Burton's Taco Time Fundraiser**

Burton's Taco Time fundraiser will be Tuesday, October 8. A percentage of food sales will go to the school when Burton is mentioned. Administrative Intern Emmi Novotorov will be there to eat with students. Earnings will be used to help furnish the Teacher's Lounge with new chairs.

### **PTO Website**

Spencer noted that he had removed the auction and carnival from homepage and fundraising pages on the PTO website

### **Carnival**

Carnival earnings before expenses - \$25,232

Carnival expenses – \$4,500

Carnival net earnings: \$20,732

Carnival earnings comparison by year:

2019-\$15,500

2021-\$23,000

2022-\$19,000

2023-\$20,500

2024-\$20,700

\$8,366 is coming from the Silent Auction's Givebutter to the PTO account. A \$250 donation from last year had not been collected so Spencer asked that the amount be sent to the PTO account as well.

**NIVO offered a donation for \$1500 that hasn't been collected. Rachael will send an email to follow up and make sure the donation is collected.**

Amber noted that food earnings were the same amount as last year. Blake mentioned that food sales were half of the ticket sales.

Karine Toone did an amazing job pulling together the Bake Sale in one week. It was a big success.

**Spencer agreed to handle the Carnival Silent Auction again next year.** He mentioned that this year there were problems with fulfillment. Next year, he will have a better system to prevent that from reoccurring.

**It was agreed that no gift certificates should be offered unless there was an actual number or hard copy offered at the auction.**

Jenn & Rachael noted that Silent Auction donations requests will begin in January. There are many businesses that require a 6 month in advance request.

Spencer noted that it would be helpful to have one person overseeing ticket donations to track them adequately.

**Principal Malan noted that when inflatable are used at events, there must be an employee of company there the entire time and there must be insurance. The good news is that inflatables are still approved by the District.**

**Julie agreed to handle the Carnival Games again next year.**

**Jenn distributed an "After Event" check-in form for Carnival heads to complete and turn into her and Rachael.**