

**Burton Elementary PTO
Board Meeting Minutes
Monday, April 7, 2025**

Attendees: Allison Barfuss, Kathleen Bateman, Amber Biesinger, Nicole Burton, Kathy Davis, Rachael Henderson, Principal Jennifer Malan, Jennifer Matthews, Administrative Intern Emmi Novotorov, Julie Nowers, Jenn Philpot, Margaret Simon, Blake Winslow

Play Report

Margaret reported that the Willy Wonka Jr play was a huge success with multiple people praising its quality. There was wonderful feedback from parents and students. She thanked the many parent volunteers that contributed and recognized the play's success as a community effort.

Margaret noted that the extra janitorial expenses were factored into the play budget and the school would be reimbursed for this expense. Principal Malan estimated the expense would be under \$100. **Jenn P mentioned that a special thank you would be given to the janitors for their extra time on custodial duty.**

Jamie Buckley was applauded for her precision chair clean up.
Blake encouraged anyone with reimbursements to submit them as soon as possible. He mentioned that Spencer was tracking the ins and outs of play reimbursements.

Margaret noted that Jessica Slade was the play accountant. **She will meet with her Thursday to get a summary of the Play's expenses and revenue and will report back at the next PTO meeting with the information.**

Reading Store

Jen Matthews reported that students have turned in their reading calendars to teachers. Jen mentioned that it has been years since Burton Elementary has hosted the Reading Store and she noted that after students experience the fun of the event that subsequent years will have more participation.

Jen noted that Jessica will run the Reading Store next year and will need to have a volunteer shadow so that they can carry on the tradition in future years.

The Reading Store will be held in 2 weeks. **Jen has sent Nicole information so that a Sign-Up Genius can be sent out for volunteers to help run the event.** She mentioned that it was her favorite event to help with at Burton. **Principal Malan asked Jen to send her the information and link and she will include it in this week's Bulldog Bulletin.**

Field Day

Brittany Flint will be heading up the Field Day Event this year. Rachael reported on a few Field Day issues on behalf of Brittany:

Additional funding is being requested due to the District's policy on inflatables requiring companies to have an employee on duty for the duration of the event they are servicing.

Also, the District no longer allows the use of slip and slides due to liability.

There is a 6th grade student in Bean's class that has a Latex allergy. **That means either no water balloons can be used, or a different activity must be made available to this class.** Board members recommended using alternatives such as buckets with water and sponges or using magnet balloons that are not latex

Rachael noted that they are looking into the availability of Kaysville's fire department; but unfortunately, the fire department can only let you know within the hour if they can make it, so it makes it difficult to have a concrete plan.

Principal Malan noted that teachers will be required to get 2 volunteers, or they will need to go out to chaperone their class. Allison will email to remind teachers about securing their classroom volunteers for the event.

The PTO will oversee snow cones for the event.

There will need to be 2 volunteers to oversee the first aid station.

Rachael will ask Brittany to come up with a proposed Field Day budget that the Board can review and determine an appropriate increase.

Art Program Needs

Principal Malan is meeting this morning with Mrs. Spillman who oversees the Art Gallery program to assess the program's needs. The Art Gallery is a PTO program and has received funding in the past. It provides the "Meet the Master's program to Burton students.

Jen Matthews noted that it is typical for Mrs. Spillman to spend upwards of \$1000 personally to buy materials needed for the art program.

Currently, the PTO budget is set at \$650 for this program. After discussions, Principal Malan will recommend additional funding needs. Mrs. Spillman will need to turn in a reimbursement request for purchased program supplies.

Every student participates in the Art program. Students will be asked to submit their art by Monday, April 28th and Art Galley will be held the first week of May

The Art contest is a separate from the Gallery and pieces will need to be judged before the May 1st.

Teacher Appreciation Week

Teacher Appreciation begins on May 5th. This date is Cinco de Mayo and will serve as the Teacher Appreciation theme for the week. The celebration will run the entire week.

Jen Matthews will form a committee from those who have volunteered to host the event. The tentative plan will be: to serve teachers 2 meals: 1 catered, 1 potluck, offer a drink station, provide thank you letters at lunch from students, classroom teachers will also receive a gift card. **Jen will report back once Reading Store is complete and the Teacher Appreciation Committee has a final plan.**

Teacher Reimbursement Deadline

Allison will send a final email letting teachers know that their \$200 reimbursement is due May 1st. She will explain that it is a “use it or lose it” offer. Teachers will be reminded that the reimbursement can be used on annual expenses that they make. **Blake will do an audit to see which teachers have not submitted reimbursements yet and let Emmi know so that she can reach out to them.** This reimbursement includes Special Education teachers but not preschool teachers.

2025 Carnival Donation Goals

Rachael and Jenn reported that they are creating a donation request letter to submit to businesses. They are including an explanation that Carnival donations will be used towards Burton field trips, teacher classroom reimbursements and updating PE equipment. **Once the donation letter has been prepared, Rachael will email it to the Board. She requested that Board members keep copies in their car and make requests at businesses they frequent during the summer. She asked that the Board text her and Jenn with any donations requested and received so that businesses aren't contacted more than once.** They mentioned that local businesses are more likely to donate to Burton. Jen Matthews noted that it was best to make the requests to businesses in the morning when they aren't too busy. If managers are approached at the right time, they are likely to donate something on the spot.

Many corporations require school donation requests be submitted 6 months in advance of their event.

Jenn & Rachael noted that the Carnival earnings would be earmarked for the following:

- **\$4,600 to provide a \$200 classroom reimbursement for each teacher**
- **\$2000 to cover the buses for each grade to have one field trip**
- **\$2439 to cover PE equipment replacement needs**

Spencer has agreed to provide tech support for the auction again this year.

Burton's 2025 Carnival will be Monday, September 15.

Principal Malan shared that Lifetime was a business that regularly donates to help schools.

Margaret volunteered to acquire a Wheeler Farms basket for the auction.

Jenn & Rachael are looking for a shadow for Carnival. **They asked Kathy to be on the lookout for any willing volunteers.**

2025-26 PTO Board

Kathy was thanked for her willingness to serve as the next Burton PTO President. She announced the following positions for the 2025-26 PTO Board:

Co-Treasurers: Blake Winslow and Spencer Slade

Secretary: Julie Nowers

Teacher Liaison: Allison Barfuss

Volunteer VP: Amber Biesinger

Teacher Appreciation: Ann Marie Wood

Creative Arts Advisor: Margaret Simon

Carnival Heads: Rachael Henderson and Jennifer Philpot

Kathy noted that she was still searching for a President-Elect for the coming year. Jenn P. recommended also securing a social media person for the coming year.

PTO Canopy Purchase

Jenn Philpot asked the Board for their consideration of purchasing two pop-up canopies for special events such as Principal and Popsicles, Back to School Night, Carnival, the play, Teacher Appreciation and Field Day. Amazon has 10x20 canopies available for \$199. Blake noted that with the savings from ending the QuickBooks subscription, there would be funding available for this purchase.

Jenn proposed that the PTO allocate \$400 for the purchase of 2 canopies. Rachael seconded the motion. The Board unanimously approved the motion.

PTO Volunteers

There was a discussion about recruiting PTO volunteers. Nicole recommended having a PTO Pitch presentation during Kindergarten Round Up or during Back to School Night for parents letting them know that the PTO needs their help. Another suggestion was to have a booth at the "Principals and Popsicles" event." Rachael mentioned that Field Day was a great time to recruit parent volunteers for the coming year because so many are helping.

Kathy remarked that the backpack pinning was a good notification system. There was a recommendation to prepare a flyer asking for PTO parent volunteers. It could have boxes to check regarding a parent's availability and willingness to help with different events. The students returning with flyers would receive a small prize. It could emphasize, "We want you involved in the PTO and you don't have to be on the Board to make big contributions to our school"

Most parents don't understand what it takes to put on each program. They need to be made aware that it isn't necessary to be in charge and there are so many ways to be helpful and support the school.

Jenn & Rachael expressed their appreciation for all the parents that have helped in so many capacities this school year to make it a big success.

Other

- Blake handed out an updated budget for review to the Board.
- Blake reported that a \$200 check was issued to the school under their “General” fund from the remaining copier donations fundraising done in December.
- Blake mentioned that the financial changes in the PTO Board would be much less complicated as both treasurers were volunteering for another year. He explained that it would be easy for him to make the account signing changes necessary for Kathy as the new PTO President and it wouldn’t be necessary to do on July 1.
- Jen Matthews mentioned that Teacher Appreciation would be providing trail mix for teachers this month.
- Jenn P. mentioned that the Birthday Table would be on Thursday and Friday of this week.
- Emmi mentioned that the purple ribbons around the school were to recognize Military members and their family attending the school.
- Amber asked Nicole for a Sign-Up Genius tutoring lesson.
- Principal Malan and Emmi handed out popsicles to students on the Friday proceeding Spring Break to celebrate.
- Jenn P. noted that By-Laws Changes should be added to the May agenda.