

# **Burton Elementary PTO Board Meeting Minutes Tuesday, May 14, 2024**

Attendees: Allison Barfuss, Kathleen Bateman, Amber Biesinger, Nicole Burton, Brittany Christianson, Kristen Gregory, Melissa Gutierrez, Rachael Henderson, Shirlene James, Jen Matthews, Julie Nowers, Cher Oliver, Jennifer Philpot, Margaret Simon, Blake Winslow

## **THANK YOU'S**

- PTO President Melissa Gutierrez expressed her appreciation saying, "It takes a village!" She thanked:
  - The outgoing 2023-24 PTO Board for all their hard work this past year
  - Faculty Appreciation volunteers and relayed the appreciation of teachers saying, "They all felt supported and loved by the PTO this year. Well done!"
  - Art Gallery volunteers
  - Kristen Gregory for excellent maintenance of the PTO Bulletin Board all year.
- The incoming PTO Co Presidents, Rachael Henderson & Jennifer Philpot thanked outgoing PTO President Melissa Guterrez, Treasurer Kathleen Bateman and Amber Biesinger

## **BUDGET REVIEW**

Kathleen reported that teachers have been turning in reimbursement receipts for their classrooms. Reimbursements are also being made to those individuals volunteering for year-end events.

## **FIELD DAY**

Field Day sign-ups are underway. Many slots have been filled but there much more help is needed. Please forward the Sign-Up Genius for Field Day to all your friends. Link for Sign-Up Genius can be found in Adam Jensen's Burton Newsletter.

## **6<sup>th</sup> GRADE GRADUATION TREATS**

The PTO needs to provide refreshments for the 6<sup>th</sup> grade graduation.

## **NEW SHED**

The Board discussed the need for a replacement shed at Burton Elementary. It will house the props from the play and PE equipment. The funds earned from the school play will pay for the shed. Unfortunately, the installation of the replacement shed will take longer than expected due to procedures. It was mentioned that there is a significant wasp problem and the shed needs to be sprayed regularly.

## **2024-25 BURTON ELEMENTARY PTO BOARD**

PTO President Melissa Gutierrez announced the incoming 2024-25 Burton Elementary PTO Board members:

- Co-Presidents: Rachael Henderson & Jennifer Philpot
- President Elect: Amber Biesinger
- Volunteer VP : Nicole Burton
- Teacher Appreciation: Jen Matthews
- Secretary: Julie Nowers
- Co-Treasurers: Spencer Slade & Blake Winslow

Melissa Gutierrez motioned for the Board to accept the nominations, Jen Matthews seconded the motion. The Board unanimously accepted the nomination.

## **BOOK FAIR**

Shirlene James inquired about the status of Burton's Book Fair for next year. After attending a conference and reviewing options, Jennifer relayed that Scholastic and a new option were being considered. Mrs. Glissmeyer, the librarian, is being allowed to choose since she receives the rewards on behalf of the school.

There was concern that the librarian was allowing significant rewards that could benefit the school library to expire. Currently, the librarian and oversight committee are backlogged reviewing new books. Jen Matthews recommended a website that offers excellent book reviews that would save time. Shirlene mentioned that many schools aren't happy with Scholastic and are looking for other options. Rachael Henderson will follow up with Mrs. Glissmeyer.

## **VOLUNTEER THANK YOU GIFTS**

There was discussion about the Volunteer thank you gifts that are given out at the end of the school year. Currently, the PTO and Burton split the cost. The expense is around \$450. Burton has been keeping the extra gifts. Melissa recommended that the extra gifts be split between Burton and the PTO. The extra gifts could be used for carnival, play, field day or other thank you gifts. The PTO Co-Presidents will follow up on this item.

There was mention that Burton determines volunteers through their "Check In" system. A volunteer must have volunteered for at least 5 hours at 2 events to receive this designation.

There was discussion about a better system to distribute volunteer gifts. One suggestion was to allow teachers and/or chair heads distribute them to volunteers at the end of their service.

This year the thank you gifts will be at a Field Day booth so that volunteers can stop by and pick up their gift.

## **BURTON PLAY**

- Jen Matthews has priced out risers and found reasonable options.
- Melissa mentioned that spotlights cannot be stored in the school, so they need to be rented next year.

## **COMMUNICATION**

- Ask parents to follow Burton PTO on Facebook and Instagram.
- Jennifer announced there will be Summer mixers to meet Burton parents. The first mixer is scheduled for Monday, June 3 at Jennifer's home. Swimming will be offered as an option.
- Brittany recommended adding Zoom to Board meetings as an option for parents that would like to be included.
- Rachael encouraged talking to friends and spreading the need for more help on Burton's PTO by word of mouth. More help is needed on the Board.
  - A Carnival head is needed for this fall.
- PTO needs to collect emails personally for volunteers next fall. Unfortunately, this year Burton did not pass those on so there needs to be a different strategy for next fall.

## **OTHER**

- The PTO needs to plan on providing refreshments for Maturation and Graduation next year.
- Rachael and Jennifer will meet with the new principal on July 1 to discuss PTO's 2024-25 agenda. The new PTO administration cannot spend funds until July 1, 2025.
- Kristen Gregory volunteered to continue updating the PTO Bulletin Board for 2024-2025
- Melissa is hosting a fundraiser for Kristen Gregory. She is a Burton PTO member that has lymphoma. Any support for Kristen would be greatly appreciated.
- Two more salads (enough for 12-14 ) are needed on Thursday for Faculty Week.
- There was a request to send emails to Principal Malin & the Davis District to support Burton teacher's continued rotations. The District is asking teachers to discontinue rotations so they can spend 120 minutes on their Language Arts study.

Teachers are willing to teach the 120 minutes of Language Arts but would like to continue their rotation schedule. Teachers currently specialize in one area (e.g., Science, Social Science etc.), and each teacher has received extensive training in their area. Burton's students are testing well above average in each subject.

The rotation system has proved to be excellent for our teachers and students. Please email Davis District (Valinda Kuck, Julie Barlow, Angie Morale and Burton Principal Jennifer Malan)