

**Burton Elementary PTO
Board Meeting Minutes
Tuesday, September 3, 2024**

Attendees: Allison Barfuss, Amber Biesinger, Nicole Burton, Rachael Henderson,
Principal Jennifer Malan, Jen Matthews, Administrative Intern Emmi Novotorov-Robinson,
Julie Nowers, Jenn Philpot, Kellie Robbins, Margaret Simon, Spencer Slade, Blake Winslow

Budget Update – Blake

- \$459.89 was paid to Godaddy and Wix to get the PTO website renewed. Blake noted that the PTO website was extended to a 3-year contract to lock in the agreed upon rate. \$30 will be recouped from GoDaddy because the website will now solely be run through Wix.
- \$42 has been spent on Miscellaneous Supplies.
- \$18 was spent to reinstate the PTO's 501c3 license for Utah.
- \$251.87 was spent to provide 400 Burton Elementary t-shirts for staff and students. **Amber will bring the t-shirts to Principal Malan.**
- \$112.50 was spent to provide popsicles for the "Principal and Popsicles" event. Principal Malan mentioned that the event was a big success.
- There is currently \$23,923.18 in the PTO bank account.

Margaret mentioned that she will soon be purchasing rights for the school play. It will be just under \$1000. **Jenn asked Margaret to use the PTO card.**

Monthly Teacher Appreciation

Jenn P. noted that the budget for Monthly Faculty Days is \$500. Custodial Appreciation week is Monday, September 30 – Friday, October 4. Burton Elementary has four custodians: Craig, Don, Landon and Timothy. Jenn mentioned that Craig likes Pepsi, Don likes diet anything, Landon likes the Kaysville Creamery ice cream.

Jen M. will organize the custodial recognition. Rachael will put up the Custodial Appreciation banner on Friday, September 30. Jen mentioned that a couple activities for custodians would include: putting a table outside during recess with a card that students could sign and bringing the custodians treats.

Website Traffic - Spencer

Spencer reported that in the last 30 days, the PTO website has had 178 hits and 109 unique visitors. Fifty people visited on August 30.

Spencer has now added "Calendar" items to the PTO website so that parents can be aware of upcoming PTO events and add them to their calendar. **Please let Spencer know of new calendar events to add or if calendar events need editing. Blake requested that Spencer move the "calendar" to the main subheadings on the PTO website to make it more visible.**

Spencer explained that when Carnival tickets are sold via the PTO website, an auto response is generated for customers. Spencer noted the payments go through Wix. The money collected through Wix goes directly to the PTO America First account. A report will be printed out that details the online sales for those handling tickets. It will serve as a reference so that they can prepare and distribute ticket orders for online customers. There will be a "Will Call" line for customers to pick up their tickets during pre-sales and the day of the Carnival.

Vision Screening Volunteers-Jenn/Rachael

The Vision Screening is scheduled for Friday, September 20th at 9am. The screening is for Kindergarten, 1st, 3rd, and 5th grades. There are enough volunteers signed up for the event. **Principal Malan asked that Jenn/Rachael give the volunteer list to the Health Clerk, Ashley Sorenson.**

Monthly Teacher Appreciation-Jen M.

Jen M. will provide Monthly Teacher Appreciation treats in the Faculty Lounge to build morale and show love to the Burton faculty. Jen noted that because there are teachers that alternate schedules, either Monday/Wednesday or Tuesday/Thursday, she will alternate days every other month for the Monthly Teacher Appreciation treats, in order to include the teachers who are rotating.

Principal Malan noted that she will put this information in the bi-weekly newsletter for faculty. Jen noted that she has coordinated with Heidi in the past and an email notification is sent to teachers the day of delivery so that they are aware when the treats are available.

PTO Classroom Liaison Update- Allison

There were only 4 classrooms where liaisons signed up for the year. The low response rate could be because this is a new idea and faculty and volunteers are unsure about its value. Rachael emphasized that the PTO should definitely use the volunteers who have signed up as a trial run to see if this idea can be built upon in the future. Principal Malan recommended that it would be helpful to faculty if Allison had a pre-written email explaining the event and what help was needed that could be forwarded to parents. A Sign-Up Genius could be attached so that Allison could follow up and organize volunteers. Principal Malan mentioned that this type of volunteer request could also be sent through the bi-weekly bulletin.

Birthdays Table -Jenn/Rachael

Emily Hansen is the chair of the Birthday Table events. There are 6 people on the birthday committee. The Birthday Table will be held the first Friday of every month. The first Birthday Table will be Friday, September 6 to recognize August and September birthdays. Students with birthdays will receive an invitation to bring a parent/caregiver/friend with them to the Birthday table. The Birthday Table will be set up on the stage. Students recognized will receive a crown, book and sticker for their birthdays. Students at the birthday table will be allowed to bring their own lunch or have school lunch. Parents/caregivers will show their invitation at the door and bypass the check-in system. Those months that have fewer birthday numbers, the committee will add in summer birthdays. Each event will need 4 volunteers to run: 1 to distribute invitations, 1 at the front to check in guests, 1 on the stage and 1 to give out gifts.

Shed Status

Blake reported that the snow damage on the shed caused the supports to buckle and resulted in a sizeable hole. He has ordered all replacement parts and will repair the hole. The repair will allow more time for funds to be raised for a new shed. The District will no longer allow Lifetime sheds because they are not durable enough. A replacement 12x16 shed will cost \$6500. Blake noted that for \$80, snow brace cross beams could be purchased and would support more weight. Blake recommended anything being put in the shed be enclosed in weather-proof containers with secured lids to protect inventory.

Carnival

- It was noted that Don will provide custodial assistance until 10pm for the Carnival.
- Jenn mentioned that if Carnival volunteers are still needed, emails requesting help and sign-ups will need to be sent out again to fill the remaining holes.

- There was some discussion about the potential of using Venmo for the Carnival's Bake Sale. The PTO can't get Venmo, but a personal account could be used.
- **Blake will tell Kathy to buy any needed tickets for Carnival by Friday, September 13.**
- There is currently no Rain Plan in place for Carnival.
- **The next Carnival meeting will be Friday, September 13.**

Other

- Margaret mentioned that she would like to host a "Golden Ticket" give away to advertise and create excitement about the upcoming Wonka play. **Principal Malan asked Margaret to schedule an appointment to discuss her ideas and plan.**
- There are currently 3 student recognition incentive programs at Burton. Bulldog bucks that students earn frequently for acts of kindness and good citizenship. Kerri holds a store once a month to award prizes. The Principal's 200 Club for students going above and beyond. Student of the Month where students are selected by teachers to be recognized as good students/citizens. They come before school with caretakers for doughnuts and juice to be recognized and their picture goes in the case for the month.
- Principal Malan noted that the curtain work order has been submitted to Craig but she has not heard about the status.
- **Allison noted that the PTO Burton Calendar at a Glance needs to be changed to reflect that the PTO Board meetings are for everyone and not just the Board.**
- Spencer reported that Box Tops are off to a great start this year. \$125.20 has been earned for this year. The system is able to track who gets credit for the rewards. He mentioned that fund could be donated to a certain grade level if there was a competition. Rachael remarked that February would be Burton's service month and this could be a good time for this. Spencer mentioned that BoxTops is trying to get more connectivity with other organizations like they have with Walmart. Spencer also mentioned that many companies will donate on behalf of an organization if you their employee's volunteer there. **Spencer will prepare a flyer to go out in the next "Pin the Backpack"**. Principal Malan remarked that these earnings are typically used for the school's "general fund". This account can be used for miscellaneous needs. (e.g. printers, lunch for faculty or birthday recognitions)
- Principal Malan explained that Sunshine funds are those earmarked for gifts for faculty in cases of wedding, baby, illness, or consolation.
- Jenn mentioned that Staci Carter is responsible for Burton's Instagram and is doing an awesome job.