

## **Burton Elementary PTO**

### **Board Meeting Minutes**

**Monday, March 3, 2025**

Attendees: Allison Barfuss, Nicole Burton, Kathy Davis, Principal Jennifer Malan, Kristen Gregory, Administrative Intern Emmi Novotorov, Julie Nowers, Jenn Philpot, Spencer Slade, Blake Winslow

#### **Budget Overview**

**Blake will forward the current budget to the Board.** He reported that the budget was the exact same except for two categories: Play and Classroom Assistance.

- He reported that the Play budget has been fantastically managed this year. As a result of donations, the Play budget increased by \$1645. Another school borrowed Burton's Moana board and paid \$200 for the rental.
- The Play has spent \$2,633 so far. \$2,000 was used for sound and rights for the play.
- Ticket sales thus far have already replenished the Play budget for next year.
- Margaret mentioned that Burton is using some costumes from Alice and many donations came from Kaysville City's musical. As a result, the costume budget will only be around \$1000. It is typically around \$2,000.
- Margaret noted that they will be reforming play props like Pride Rock and will use the huge art boards as scenery. They will be divided into thirds for the set and rotated for different scenes.
- Margaret mentioned that the Play decided to get t-shirts for participants. Most students paid for their own, but some shirts were supplied to those students who needed assistance.
- Jenn mentioned that it would be extremely helpful to the PTO going forward to have an accurate break down of play expenses this year.
- Blake reported that Classroom Assistance has reimbursed \$1683.49 to classrooms. Everything else in the budget remains the same.
- Blake will be working on PTO taxes. He may be reaching out to the Board to turn in digital receipts to get tax reimbursed on purchases.
- Spencer noted that Box Top distributions are received twice a year. Currently the school has received \$279.90.
- Spencer recommended creating a high-yield savings account for the PTO to house the PTO's budgeted funds for the upcoming year. He and Blake will investigate and report back to the Board.

#### **QuickBooks Subscription**

Blake reported that he wasn't sure about the PTO history and why the QuickBooks subscription was deemed necessary. It is a \$360 PTO expense annually. He explained that the PTO has a single bank account through America First. The bank offers tools that chart what checks went where, what organizations were paid and also allows printing. These tools through America First are free. Blake also uses Excel. He explained that the QuickBook subscription was overcomplicated and unnecessary for the PTO's needs.

Blake moved to cancel the PTO's QuickBook's subscription, Spencer seconded the motion. The Board unanimously approved the motion.

**Blake will go through QuickBooks and pull and print physical files as a backup and then end the subscription.**

## Play Update

Margaret reported that the Play spending had been very modest this year. She explained that next week will be the busiest for the Play. Dress Rehearsals for both casts will be on Monday. There is no school that day. The Play performances for the school will be on Tuesday and Wednesday. Public performances will be Thursday and Friday at 5:30 & 7:30pm and Saturday at 3:30 & 5:30pm.

Margaret mentioned that Mrs. Hyatt was informed that an offer to have nursing home clients attend the play was declined because of Influenza.

There was no requirement for parents to volunteer to help with the Play this year due to the chaos of too many unnecessary people at play practices in previous years. However, this is the week that parent volunteers are crucial to bring the Play to fruition. Emails and sign-ups for volunteers have been sent out for weeks without response. **Margaret asked the Board to volunteer and spread the word about the need for volunteer support. Nicole asked Margaret to have Chelsea send her the Sign-Up Genius with needed volunteers so that she can send it out to the school.**

**Principal Malan noted the Play flyer was approved but explained that it needed to have a price included. It will be put in the Bi-Weekly Newsletter going out on Friday.**

**Kathy recommended advertising what methods of payment will be accepted so that patrons will be aware.**

Margaret mentioned that concessions will be offered before and after the show. The Play is short enough that there will not be a need for an intermission. They will also offer a small gift that parents can buy for students participating in the show. She noted that concessions usually recoup their cost as well as earn some revenue.

**Margaret agreed that extra garbage cans need to be available by concessions, in the gym, and the green room.**

**Emmi will attend the Play on Friday evening. Principal Malan will attend on Thursday and Saturday evenings. Margaret will introduce them at the beginning of each performance.**

**Principal Malan gave Margaret permission to move the concession tables, balloon arch and necessary props into the school conference room during the play week.**

**Principal Malan will find out if the couple of kids/parent with latex allergies will be attending the Play and if it will be an issue.**

**Principal Malan will talk to the gym teacher about the Play and Book Fair needs.**

**Margaret asked Allison to include in Malan's email that parents will be allowed to attend performances in the evenings and not during dress rehearsal and school performance days.**

Margaret discussed the need to have signs made for the play. Jenn recommended using the Davis School District Printing office. They were used for Carnival and were efficient and reasonably priced. Nicole recommended inserting a colored blank space on the signs so that new dates/times could be inserted annually. She also recommended having the signs printed double sided so that they could be viewed from either direction. The cost wasn't much more than a single sided sign and worth the advantage.

## Reading Month

Principal Malan arranged to have a Read Across America assembly with Mike Hamilton, a magician. It was a kickoff for Burton's literacy month using designated TSSA funding. He is a fabulous presenter and the children

loved him. Principal Malan made an announcement for 4, 5, 6 before the assembly reminding students that Reading Month starts today and to record their minutes. She will make the same announcement to K-3 this afternoon.

**The PTO will have a list of prizes that will be potential rewards for accumulated reading minutes posted on their bulletin board.**

**Jessica asked Principal Malan to keep the Reading Month flyer in the newsletter this week.**

The students have all been given reading calendars to track their minutes. Reading calendars will be turned in on Friday, March 28. **Jen could use help on Tuesday, April 15 at 9am at her house preparing prizes and on Friday, April 18 at 7:30am to set up the store and from 9am to 12 pm to run the Reading Store.** A schedule has been created for each classroom to attend. **Jen needs to tell Craig what she will need. Nicole asked Jen to reach out about needs for a Sign-Up Genius.**

### Monthly Teacher Appreciation

Brittany Flint and Nicole Burton will be delivering St. Patrick's Day cookies with a "We're so LUCKY to have you!" message to teachers on March 18 for Teacher Appreciation. Principal Malan also found some fun "March 4th/Forth! socks for Teacher Appreciation for the month.

### VIP Breakfast/Book Fair

Amber has a small committee to run the VIP Breakfast this year. It will be held Wednesday, March 26 at 8am for students with the last name A-L and Thursday, March 27 at 8am for students with last names M-Z. The Book Fair will also be running during the breakfasts. Jenn filled out a form for Craig to set up 10 tables. **Principal Malan will let the gym teacher know to expect this event. Amber needs to get Principal Malan a flyer by Friday for the newsletter.**

### Other

#### Birthday Table

The March Birthday Table will be on Friday, March 7. **Kristen needs help moving play props off the stage after morning drop off and returning the props to the stage after school to be ready for dress rehearsals.**

April Birthday Table will include June birthdays and May Birthday Table will include July birthdays. The stage is too small to accommodate this many students along with their guest. **Kristen asked if it would be possible to have 2 Birthday Table dates for these months. Principal Malan will look at her calendar to see what works. Craig will need to be notified about these extra dates.**

#### Kindergarten Registration

Burton needs Kindergarten student registrations immediately. Currently there are only 38. There need to be 75 students to keep 3 teachers. Burton needs this number solidified so that a teacher does not have to be let go. **She asked the Board to spread the message.**

#### 2025-26 PTO Board

Kathy noted that the 2025-26 PTO Board has been filled except for PTO President-Elect.