

**Burton Elementary PTO
Board Meeting Minutes
Monday, January 12, 2026**

Attendees

Mary Ann Bailey, Allison Barfuss, Kathy Davis, Kristen Gregory, Julie Nowers, Spencer Slade, Liza Thomas, Susie Williams, Blake Winslow, Ann-Marie Wood

Call to Order

Kathy called the PTO meeting to order.

Maturation

The Maturation program for 5th graders will be held on **Tuesday, January 13 at 2:30 p.m.**

- Girls will meet in the **gym**; boys will meet in the **lunchroom**.
 - **Emily Hansen** is serving as Head of the Maturation Committee and has assembled bags for students.
 - Boys' bags include Dude Wipes, mini deodorant, and breath mints.
 - Girls' bags include Star acne patches, a panty liner, a pad, and breath mints.
 - **Kellie and Julie** will bring cookies for the event.
 - **Kathy** will submit a work order for Craig to set up for the event.
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Spelling Bee

The Spelling Bee will take place on **Friday, January 30.**

- There are currently **no volunteers** signed up.
 - The 6th grade teachers oversee the event and are requesting **four volunteers** to assist with setup, supervision, and cleanup.
 - **Amber** will contact Mrs. Lundren and Mrs. Bean regarding timing and volunteer assignments.
 - Amber will send a reminder email this week requesting volunteers and will include a **hyperlink to the SignUp** for easier access.
 - **Kathy** will ask Nicole to post a social media announcement for the event.
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Book Fair

Jessica Slade reported that Principal Malan confirmed the Book Fair dates:

- **Wednesday, February 11** and **Thursday, February 12**, during parent-teacher conferences.

Volunteer needs:

- **Five volunteers** on **Tuesday, February 10 from 3:15–4:45 p.m.** for setup
- Book Fair hours:

- Wednesday: **10:00–1:30 p.m.** (class previews)
- Wednesday & Thursday: **11:00 a.m.–7:00 p.m.** (open to families)
- **Three volunteers** needed Thursday from **6:30–7:30 p.m.** for cleanup

Jessica will coordinate with **Amber and Nicole** once volunteer shift details are finalized so the information can be posted.

Reading Month

- Jessica noted that the ideal date for the Reading Month kickoff assembly would be **Friday, February 27**.
 - **Kathy** will check with Principal Malan to see if a kickoff assembly has already been scheduled.
 - Reading calendars will be sent home **Monday, March 2**.
 - Students may begin reading on **March 1**.
 - Calendars are due **Friday, March 27**, before Spring Break.
 - The **Reading Store** will take place on **Friday, April 10**.
 - **Julie and Ann-Marie** volunteered to serve on the Reading Store Committee.
 - Jessica will meet with the committee later this month.
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Teacher Dinner

The PTO will host a Teacher Dinner on **Thursday, February 12**.

- **\$261** remains in the Teacher Dinner budget.
 - Dinner will be catered by **Café Central**, based on previous success.
 - **Ann-Marie and Amber** will review the menu and decide on selections.
 - **Kathy** will provide tablecloths and paper goods.
 - **Angela Harmon** volunteered to provide dessert; Amber will coordinate with her.
 - Amber will remove the Teacher Dinner signup from the PTO website.
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Ribbon Week

Ribbon Week will be held **February 23–27**.

- There is currently **no Ribbon Week Chair or committee**.
 - **Amber** will post a request for volunteers and include a SignUp Genius link.
 - Last year's daily themes included Pedestrian Safety, Online Safety, Be Drug Free, and Mental Health.
 - Kathy noted this format worked well and encouraged board members to reach out to contacts to recruit volunteers.
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Play Update

Chelsee Rowberry reported that the school play is progressing well and rehearsals are underway.

- **Kristen** will purchase new stage light bulbs.
 - **Craig** provided guidance on appropriate bulbs.
 - **Blake** recommended using the PTO credit card and following proper purchasing procedures.
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Art Gallery Update

- **Mary Ann Bailey** is the new PTO Art Gallery assistant for Mrs. Spillman.
- Mary Ann and four volunteers are working weekly to prepare artwork for display.

Donation requests:

- Used picture frames (4x6, 5x7, 8x10, 11x14, 16x20); frames without glass are acceptable
- Unused or blank canvases of any size
- Donations can be dropped off at the office

Additional notes:

- The Art Gallery budget was increased to **\$1,000** last year for ribbons, judge gift cards, frames, and treats, to be used at Mrs. Spillman's discretion.
 - Mrs. Spillman also has a **\$100 PTO teacher reimbursement** available.
 - Mary Ann will remind her of this option. Kathy noted that reimbursement can be submitted via an online form or paper form in the office.
 - Mary Ann will request volunteers for setup, prep, and cleanup closer to the event and asked Kathy to resend the volunteer email list.
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Carnival Donation Committee

- **Kathy** reported that planning for the **2026 Carnival Donation Committee** will begin in February.
 - Donation letters will be distributed, and a draft letter will be presented at the next PTO meeting for review.
 - The PTO is seeking a **Carnival Donation Chair and committee members**.
 - Kathy may serve as Chair again if no one volunteers, but emphasized that a committee is essential this year.
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PTO Communication for Volunteer Needs

- **Amber** will draft a PTO email requesting volunteers for:
 - Spelling Bee
 - Ribbon Week
 - Reading Committee
 - Carnival Chair
 - Carnival Donation Committee
- The draft will be sent to **Kathy** for review.
- Kathy requested that the email note that **mentors are available** for new Carnival volunteers.
- The email will be sent this week with SignUp links included.

- Kathy may also send a PTO text reminder if needed.
 - **Ann-Marie** noted that social media is effective for volunteer outreach due to frequent alerts.
 - **Allison** emphasized keeping communications concise and not overly frequent to avoid overwhelming parents.
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Adjournment

Kathy moved to adjourn the PTO Board meeting, and **Mary Ann** seconded the motion.