

**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.

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.

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.

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.

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.

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.

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.

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.

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.

Adjournment

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