

**Burton Elementary PTO
Board Meeting Minutes
Monday, May 11, 2026**

Attendees

Mary Ann Bailey, Allison Barfuss, Amber Biesinger, Michelle Clifford, Kathy Davis, Nicki Krebs, Principal Jennifer Malan, Julie Nowers, Spencer Slade, Liza Thomas, Ann-Marie Wood

Call to Order

Kathy Davis called the meeting to order.

Art Gallery Report

Mary Ann Bailey reported that the Art Gallery was a great success. Every student had multiple pieces of artwork displayed, and the event had an excellent turnout. There were approximately 250 entries submitted for the art contest. Numerous parents volunteered to assist with preparation, setup, event operations, and cleanup.

Principal Malan purchased a large piece of artwork, which helped Mrs. Spillman feel supported by the PTO, school, and administration. Mary Ann and Michelle Clifford worked closely together to define their supporting roles, and the event ran smoothly.

Students continued viewing the gallery until noon on Friday, when cleanup began.

Mary Ann reported that the PTO budget adequately covered the event's needs. The \$1,000 budget was used for art contest prizes, event treats, and gift cards for judges. This year, Mrs. Spillman selected a notebook and mirror as prizes to reflect Leonardo da Vinci's affinity for writing backward. She hoped the prizes would encourage students to spend more time creating art rather than using screens.

Michelle Clifford noted that approximately 800 treats were purchased and fully consumed during the event. She stated that the \$300 allocated for treats was slightly insufficient. Kathy Davis encouraged Michelle to submit her receipts for reimbursement.

One parent suggested moving the event to a different month, noting that May is especially busy due to auction preparations and other end-of-year activities. Holding the event two weeks earlier was discussed and Mary Ann will discuss with Mrs. Spillman.

The Board also revisited a previous discussion about displaying artwork outside classrooms. Due to Burton's school layout and concerns regarding building security and supervision, it was determined that the gym remains the best location for the Art Gallery.

Mary Ann volunteered to continue assisting Mrs. Spillman throughout the year in preparing artwork for future Art Galleries.

Teacher Appreciation Report

Ann-Marie Wood reported that Teacher Appreciation Week was very successful and credited the committee members for their support and hard work. This year, the committee intentionally shifted toward a balance of activities and treats, rather than focusing primarily on food as in previous years.

Activities included:

- **Monday:** Teachers received books filled with student love notes, along with chocolate and a gift card.
- **Tuesday:** Lunch was provided for faculty and staff. Principal Malan noted there was plenty of food, with leftovers enjoyed the following day. Meat portions were the only items that ran low.
- **Wednesday:** A soda bar was available in the faculty lounge.
- **Thursday:** Teachers and staff enjoyed massages and candy bars. Principal Malan shared that this was especially popular with teachers.
- **Friday:** Candy was distributed to teachers, utilizing leftover chocolate from the Reading Store to help reduce expenses.

Brittany Flint created golden thyme plants for each teacher accompanied by a card reading, "We struck gold with teachers like you."

The committee's efforts helped create a meaningful and positive week for faculty and staff. Principal Malan shared that teachers expressed overwhelmingly positive feedback and felt truly appreciated.

The approved budget for Teacher Appreciation Week was \$2,500, and approximately \$2,300 was spent. Ann-Marie recommended keeping the budget the same for next year. Savings were achieved by using leftover candy and donated soda supplies.

Ann-Marie also recommended updating the "Teacher Favorite Things" forms for next year and plans to look into creating a new form. Spencer Slade noted that updating forms on the website would be simple. Michelle Clifford suggested adding Prep Teachers to the list, as their forms were difficult to locate.

Budget Report

Spencer Slade shared an updated PTO budget through GroupMe and invited Board members to contact him with any questions. He plans to meet with Blake later in the week to finalize the current year's budget.

Kathy Davis shared that, after reviewing finances, the PTO identified approximately \$18,000 in surplus funds remaining from the COVID year. Kathy will follow up with Spencer regarding the exact amount. This surplus is in addition to funds already reserved for next year's PTO programs.

According to PTO guidelines, surplus funds should not remain unused from year to year. Kathy discussed several ideas for a permanent gift to the school that would benefit students long term. Suggestions included:

- Gaga ball
- Nine square
- Race-against-time tracks
- Four square or handball areas
- Bringing in a visiting artist for a week-long student program

Kathy plans to meet with Principal Malan to further discuss options.

Principal Malan shared that designers involved in the school renovation are creating a retro-futuristic 3D mural for the school. She requested that the mural include a bulldog and the phrase: **"It's a great day to be a bulldog!"**

The Board expressed support for investing surplus funds into a permanent school improvement.

Kathy asked Board members to text her additional ideas by the following week. By Monday, May 19, she plans to send a list of options and request members vote on their top three choices. She will then obtain pricing estimates for the selected ideas.

Field Day Update

Ann-Marie Wood reported that Field Day planning is progressing well. Due to school construction and potable water requirements, activities will be relocated to the east side of the school.

She explained that district policy now requires only potable water to be used for activities, eliminating the use of secondary water due to safety and health concerns.

As a result, there will be fewer large water activities this year. However, water balloons were approved because there are currently no latex allergies within the school. A foam machine will also be included.

Volunteer sign-ups are progressing well, and teachers have helped recruit two parent volunteers per class.

Ann-Marie shared that the Field Day map, flyer, and schedule would be finalized that day and submitted to Principal Malan for approval. Younger grades will participate in the morning, while older grades will attend in the afternoon.

Principal Malan continues to coordinate lunch logistics. Ann-Marie and Brittany will provide suggestions to help lunch transitions run smoothly.

The PTO-approved \$500 budget increase will be used to rent generators for the event.

Amber Biesinger reported that the snow cone machine was properly stored and should be ready for use. Rachael will purchase syrup, cups, and straws, while Julie Nowers will obtain ice.

Principal Malan noted that tape securing the large awning failed during a previous event, causing an injury to Craig. Replacement options were recommended. Mary Ann Bailey volunteered to provide awnings for Field Day and assist with setup and takedown. She has 10x10, 10x15, and 10x20 awnings available.

After-School Art Program

Kathy Davis announced that Mrs. Spillman would like to offer an after-school art program for students.

Principal Malan explained that the program would fall under the category of an Excel class, similar to Hope Squad, Student Council, or Robotics. Applications must be submitted annually for approval by Principal Malan and her area supervisor prior to the start of the program.

The application must include:

- Proposed start date
- Program duration
- Number of instructional hours
- Teacher compensation
- Supply expenses

There is a maximum student fee of \$75, and accommodations will be available for students needing financial assistance.

Michelle Clifford volunteered to serve as an Art Assistant. She will help prepare the application, purchase supplies, and assist with setup and cleanup for classes.

Popsicles with the Principal

Popsicles with the Principal will be held on **Tuesday, August 11, from 2:00–3:00 p.m.** Amber Biesinger will coordinate the event.

Back-to-School Night

Back-to-School Night is scheduled for **Monday, August 17, from 4:30–5:30 p.m.** Michelle Clifford will coordinate the event and will need an additional volunteer to assist.

Allison Barfuss expressed concern that the one-hour timeframe may not allow families with multiple children enough time to visit all classrooms. She suggested extending the event to 1½ hours and noted that a later time may better accommodate working parents.

Principal Malan will discuss the schedule with JSSC.

Kathy Davis will also follow up with Jessica Slade regarding Book Fair hours. Principal Malan requested that Jessica contact her directly to discuss plans for the Book Fair.

Carnival Budget

Kathy Davis asked the Board to approve the Carnival budget for the 2026–27 school year so planning could begin.

Last year's Carnival budget was \$5,875, with total expenses reaching \$5,982. Ann-Marie noted that rising costs continue to affect event planning, although inflatable rentals remained at last year's pricing.

Motion: Kathy Davis moved to increase the Carnival budget to \$6,300 for the 2026–27 school year.

Second: Amber Biesinger

Vote: Motion passed unanimously.

Teacher Moving Assistance

Principal Malan explained that due to school construction, teachers will not be permitted in the building after May 22. This has created stress for staff members who need to relocate classrooms.

To help, Principal Malan is offering additional hours to math and reading TAs to assist with copying, laminating, and moving materials.

Kathy Davis asked Allison Barfuss to email teachers regarding volunteer needs. The PTO will attempt to coordinate volunteer assistance where possible.

Principal Malan shared the following classroom moves:

- Pat Rasmussen, Jeff Johnson, and Angela Eggett will move into the building.
- Eve Bean will retire.
- Cinda Linton will leave the school.
- Rasmussen will move into the Lundgreen/Jones room.
- Johnson will move into the DEEP room.
- Eggett will move into the Math TA room.
- Lundgreen and Jones will move into Bean's room.
- Math TAs will move into Linton's room.

These moves must be completed by May 22. The faculty lounge also needs to be emptied.

The school is currently scheduled to reopen by August 10. Given the short timeline for classroom setup, teachers may need additional support preparing rooms and materials before the start of the school year.

Allison will report teacher needs to Kathy, who will determine the level of PTO assistance required.

Kathy also requested help cleaning out the PTO cupboards in the faculty room. Michelle Clifford, Amber Biesinger, and Julie Nowers volunteered to assist. Ann-Marie Wood offered to store PTO materials over the summer.

Adjournment

Kathy Davis adjourned the meeting.