



**New Kent Elementary PTO**  
**GENERAL BOARD MEETING MINUTES**



**MEETING DATE: November 13, 2025, Location: Library**  
**Meeting Called to Order By: Brittany Gutierrez**

**Overview**

**4:15pm start time**

**Approval of September Meeting Minutes Motioned by Tristan Renninger**  
**Motion Seconded by Maggie Settlemyre**

**President's Report:** Fantasia Eich

- Thank you to everyone who helped with the Fall Festival.
- Feedback requested, none given.
- Providence Forge Holiday Parade - December 14th @ 2pm, The Little Engine That Could Save Christmas Themed to match our school theme. Looking for volunteers to help build the float and parade walkers.

**Principal's Report:** Mrs. Megan Worrell

- Thank you for the Fall Festival, the trail mix bar, the Workshops, and thank you for everything that you do for the students and staff. We know teachers love the Snack Cart on Mondays.

**Committee Reports:**

**Book Fair & Holiday Shoppe:** Maggie Settlemyre & Erin Begonia

- Holiday Shoppe will be right after Thanksgiving break this year. Inventory was delivered and looking for set up volunteers for Fri. Nov. 21st. Volunteers are also needed for Dec. 1st-5th to help student's shop.
- Book Fair will be March 23rd-27th, the week before Spring Break. We are looking into a STEAM Book Fair for STEAM Night in the 3rd Quarter, but we're just waiting on more details.

**Yearbook & Otter Packs:** Laura Richards

- Yearbook: **88 sold** so far; custom pages due by **April 12th**. Dr. O'Dea will resend information in weekly Otter News.
- Yearbook custom pages deadline: April 12; submission by May 1; delivery target: May 22.
- Backpack Buddies Program information was requested to be added to the PTO website.

- Student info unable to be shared due to privacy but Laura, and our social workers, will take care of any needs. More items will be sent in backpacks for Thanksgiving break.

**Staff Appreciation:** Jarmilla Poorman

- In October we hosted a Trail Mix Bar for staff. In November we will be hosting an Apple Bar, which was highly requested by teachers.
- Please donate to our Stock the Lounge Amazon Wishlist

**Beautification:** Jordan Wingenbach

- Beautification efforts include donated plants for school entrance, pumpkins for the Fall Festival, and pumpkins for Book Pumpkin Contest.

**PTO Workshops & Grade Leads:** Fantasia Eich & Jarmilla Poorman

- For September's PTO Workshop we were able to complete 7 teacher project requests with the help of 6 volunteers.
- We had our November Workshop on the 7th, and we were able to complete 6 teacher requests with the help of 3 volunteers.
- Our next PTO Workshop is December 12th from 9a-3p.
- If you are able and would like to help, we are still accepting volunteers for our Otter Watch Lunch Volunteer Program.

**Spirit Nights:** Brittany Gutierrez & Melissa Hummel

- We hosted 2 Don Migeul's Spirit Nights
- Richmond Kickers Spirit Night sold 6 tickets, so we weren't able to get a kickback from that.
- We received \$46 from Pizza Hut's Spirit Night
- We currently have a Fundraiser to test drive at Whitmore Chevrolet. They have donated \$1,000, but we also receive \$25 for every test drive that mentions NKES PTO. Please email [riverotters@nkespto.org](mailto:riverotters@nkespto.org) after you've completed a test drive for our records.

**Treasurer's Report:** Brittany Gutierrez

- Current Bank Balance - \$21,481.26
- Pending deposits - \$58.75 - Membership
- Total working budget currently - \$21,540.01

- Fall Fundraiser raised \$18,584 but received \$17,680.58 from 99Pledges, Fall Festival Entry \$246, Silent Auction \$4556, Spiritwear \$1435, Total Fall Festival Earnings: \$23,917.58 (lower than last 3 years)
- Fall Festival Expenses: bounce houses (\$1,864.64), generators (\$551), DJ (\$400), Mr. Bill (\$200), Spirit Wear (\$1,500), Otter Inventory (\$760), Scooters (\$102), Ice Cream Party (\$72), Bowling Truck (\$712), Fall Festival Decorations and Prizes (\$250).
- We currently sponsored a Grant for Preschool for 28 students (\$35.37) and bought new supplies for the staff lounge (i.e. toaster) (\$40.66).
- Please support our Box Tops program if you aren't already. We have a goal of reaching \$500 in donations from Box Tops this year. So far we have made \$186.98 with Box Tops. We are still looking for someone to take over outside/third party sponsorships.
- Brittany called for a vote on Hot Cocoa Packages to be sent home as students' winter break gifts, at the cost of \$1.00 per child.

**Motion for Student Hot Cocoa Packages Approved by Lorelei Gould**  
**Motion Seconded by Melissa Cottrell**

### **Spirit Wear: Brittany Gutierrez**

- New Spirit Wear has arrived and we have ordered new otters. There will be a new tie dye design on shirts. We are looking for volunteers to help sort through our inventory and document it in order for us to reopen our online Spirit Wear store.

### **New Business**

#### **One School One Book/Glo Dance/Movie on The Lawn**

- The cost for The Water Horse is \$3100 and we are looking for ways to fund/split this cost.
- Idea to pair OSOB with a Movie on the Lawn or Dance event, depending on the final book chosen. Whichever event isn't chosen to pair with OSOB will still happen, just separately.
- Sponsoring a family for One School One Book was a popular idea amongst meeting attendees.

- Sarah Stanley offered a Sneakers Ball/Dance idea.
- Fawn McLean and Lynn Howard offered to chair the Dance.

## **Important Dates**

### **November**

7th - PTO Workshop 9AM-3PM

11th - Wear Red, White, and Blue for Veteran's Day

10th-14th - Kindness Week & Food Drive

13th - PTO Meeting 4:15PM

28th-Dec 5th - Five Below Spirit Week

### **December**

1st-5th - Holiday Shoppe

12th - PTO Workshop 9AM-3PM

14th - Providence Forge Holiday Parade 2PM

27th - Mcdonald's Spirit Morning 9AM-12PM

### **January**

8th - PTO Meeting 4:15 PM

16th - PTO Workshop 9AM-3PM

**The next PTO meeting will be held on January 8th at 4:15 pm in the cafeteria.**

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Meeting Adjourned At: 5:16 PM

Minutes Compiled By: Sharda Henderson