



New Kent Elementary PTO Meeting Minutes

Meeting Date: January 26th 2024 **Location:** NKES Cafeteria

Meeting Called to Order By: Lauren Paone Attendance: (Attendance sheet attached)

Minutes of November, 2023 meeting accepted.

Motioned by Laura Richards and Seconded by Maggie Settle mire

Principals Report- Dr.O'Dea

O'Dea started the meeting by thanking the PTO for all the help and support during the 3 month transition from assistant Principal to Principal and finding our new Assistant Principal. She said we helped make the staff feel appreciated during that time period by stocking the lounge, having the sandwich luncheon and the coffee bar. She introduced Mrs. Parsons who with her 18 years of teaching experience is excited to be with us and adjusting to all that is new to her.

Dr. Odea stressed that our school is still asking for help with volunteers during our lunch hours. Yesterday there was two sign-ups for lunchroom helpers and it made a HUGE difference and was so much help. Our school can only supply 5 staff members in the cafeteria and at each lunch there are over 100 kids. Candace asked for clarification on lunch room helpers and what if a parent couldn't do the whole two hours. Dr. Odea clarified any time is appreciated!

Today is our first PTO workshop from 1-3pm. Dr. Odea sent out a google form to staff asking if there were any teachers that needed help, cutting, laminating sort or hanging things in their rooms. This month 10 teachers have signed up so we are hopefully that our volunteers will be able to keep helping and we will get a system down.

Lost and found is overflowing and everything left as of February 1 will be donated.

Field day this year will be March 29 which is the Friday before Spring Break. It will all be held in one day with PK-3 half day the other half of the day for 3-5th grade. It will be somewhat like last year but there will be sections of field day "zoned" out so that kids can choose their activity but will have to stay in their zone. This will keep classes closer together. Laura mentioned this new date will allow for Field Day to finally be in the yearbook.

February 16 is the 100th day of school and that week will also be kindness week. There will be a spirit week that week with Thursday being Kindness shirts and Friday being dress like you're 100.

Early childhood applications will go live Feb 5-March 7th

Committee Reports-

A. Staff Appreciation/Yearbook/Otter Packs- Laura Richards

December- We took part of O’Dea’s 12 days of Christmas which we did boxed lunches of subs from Publix, which was very easy to distribute and order and then another day we did chapstick holders and Chapstick.

January – Gourmet coffee bar with syrups and creamers and then also a popcorn bar.

Exciting announcement to help Laura Jarmilla will be taking over the lounge and making sure it stays stocked and cleaned out.

Laura said she had about \$6700 of a budget for all staff appreciation and she still has a little over \$4000 left and has the big Staff appreciation week coming up!

Yearbook – sold 125 so far. April 15th is the deadline for personalized pages and they are scheduled to be delivered on June 3rd.

Otter packs- We have 34 bags being distributed serving 84 kids weekly. Want to purchase additional bags for next year and have some options for non-wheel bags for the older kids. Met with social worker for the school and she would like to keep a snack cabinet to use for kids and to use as a way to socialize with kids. Laura and Brittany also mentioned tying this in with a cart from the cafeteria for kids that don’t eat or drink prepackaged things. They can be left on the cart and used to fill her cabinet and fridge. With the okay from the board Laura motioned for \$1000 funding for the social workers snack cabinet, food and fridge. Jarmilla seconded the motion.

B. Holiday Shop- Maggie Settlemyre

Holiday shop had just over \$3000 in profit with \$1900 of that being from our own inventory. Looking to expand in the next couple of years and stock up to be able to run our own shop. Holiday shop next year due to the calendar may have to move up to week after Thanksgiving.

Bookfair – March 4-8th with Bingo for books being that Thursday. Delivery will be the week prior which is around Feb 26-March 1. It will be in the “learning cottage” just like Holiday Shop was. Virginia passed a law for no sales tax which Maggie is excited about so it will make counting easier for the kids to stay under budget. Lauren added Bingo will be 1.5 hours this year which gives us an extra 30 minutes from last year. Bingo will again be labeled a Title 1 /PTO event so we can continue to run it how we always have selling pizza and concessions. Maggie would like to propose having parents and students enter through the fenced area so that folks pass the learning cottage. Staff will handle concessions and Dr. O’Dea will be sending out the sign-up sheet soon. PTO will handle the preorder/purchases. Maggie also proposed that if we do two bookfairs we earn 10% more on the second one and suggested doing one also at open house. Relook at bookfair schedule after current bookfair.

Treasures Report- Brittany Gutierrez

Bank balance - \$35,493.67

Upcoming purchases to come out:
Author - \$2900 approximately

One School / One Book - \$6 approximately per book – 600 books
Holiday shop purchases- Prepping for a bigger selection from our own inventory
V-day grams from PTO and gram supplies- bags and ribbon

Update:

Spirit wear is loaded and ready to go live online! Missing a few pictures and then we will share and open shop for orders where students will get these items Fridays at school to bring home.

New Business-

A. Valentines Grams Items and Volunteers

Lauren showed everyone the items being sold for Valentines Grams this year and the paper that will be going home at the end of next week. The sign-up sheet has already been posted online and will also be emailed out to all PTO members and to parents via Dr. O’Dea.

B. One School, One Book Volunteers

We are having trouble finding enough quantity of the book the school has picked so we are pushing this event back to April and if we cannot find enough, within our budget, we have asked Dr. O’Dea to have her staff possibly look at doing a different book.

C. Book Fair Volunteers

Maggie passed around the book fair sign-up sheet and it will be online soon for others to sign up as well.

D. Looking Ahead...Coin Wars

Coin wars will be April 19th – 26th. We are debating whether or not we should change up the theme and make it more fun with Mario characters where each grade has a different character but we are not sure. If there is anyone wanting to help us with this please reach out to one of the PTO board members.

E. Flying squirrels coming March 1 to kick off our book month and will hand out bookmarks to earn a ticket to the game on June 5

F. Melissa added note about the high school basketball game. Varsity coach has had difficulty getting people to come watch and the team is doing really well so they got it approved for children to be free this one game which is usually \$6. We will have splash to show support and at half time they will be playing some games like minute to win it!

Important Dates

February

2nd NKHS Boys Basketball game

5th- 13th V Day Grams for sale

12th Spirit Night at Third Base Grill

14th Splash handing out Grams

24th Richmond Spiders Game

March

1st Visit from The Flying Squirrels

4th – 8th Book Fair

5th Spirit Night at Pizza Hut

7th BINGO for books 6PM

29th Field Day!

Next PTO meeting will be on March 18th at 6PM in the cafeteria

Meeting Adjourned At: 10:00 AM

Minutes Compiled By: Lauren Paone, President