



New Kent Elementary PTO GENERAL BOARD MEETING MINUTES



Meeting Date: March 5th, 2026 **Meeting Location:** NKES Cafeteria
Meeting Called To Order By: Brittany Gutierrez

Overview

Meeting Start Time: 4:15PM

**Approval of January Minutes Motioned by Tristan Renninger
Motion Seconded by Amber Lacey**

Committee Reports-

A. **Book Fair** - Erin Begonia & Maggie Settlemire

- Spring Book Fair March 23rd - 27th
- Volunteers Needed - [Click Here for NKES Spring Book Fair Volunteer Sign Up](#)
- Current Scholastic eWallet Balances will roll over to our Spring Book Fair for students to use.
- We plan to have another Mini Book Fair at '26-'27 Open House.

B. **Yearbook/Otter Packs**- Laura Richards

- 107 yearbooks sold so far
- Customized pages due April 12th, Target Delivery Date: May 22nd.

C. **Staff Appreciation**- Jarmilla Poorman

- Corinth Baptist Church will host a BBQ dinner for staff on May 4th.
- Jarmilla would like to do a pizza lunch for the staff.
- Return of the Potato Bar mentioned as it was very well received and delicious. Amber Lacey mentioned Wendy's baked potatoes and Brittany Gutierrez mentioned paying Corinth to heat the potatoes or the Cafeteria staff. Brittany will speak with the NKES Cafeteria manager. Sharda Henderson offered her help with Potato Bar.
- Teacher's Lounge: We are always in need of coffee k-cups and other supplies, please check our Stock The Lounge Wish List: [Click here to view the Stock the Lounge Wish List](#)

D. Beautification- Jordan Wingenbach

- Brittany updated that with the weather getting warmer, Jordan will be updating the flower pots. We get flower donations from the Patton Family.

E. PTO Workshops/Grade Level Leads- Fantasia Eich & Jarmilla Poorman

- In January we had 3 volunteers with about 5-7 teacher projects.
- We had to cancel February due to running out of lamination film and all of our requests were lamination requests.
- Our next PTO Workshop will be Friday, March 13th from 9a-3p in the Mini Conference Room, as Reptile Man will be on the stage with his animals.
- We are thinking about canceling the PTO Workshop for next year unless someone else would like to take it on.

F. Spirit Nights- Brittany Gutierrez

- Noodles & Co. TBA
- Blaze Pizza April 5th
- Richmond Kickers - multiple dates TBA, choosing weekend dates as weekdays are too late to attend for school nights.
- Pirate's Cove Spirit Day on April 19th

G. Spirit Wear - Brittany Gutierrez

- We have 2 upcoming Preorder campaigns. One will be jewelry based and the other will be a lightweight breathable performance based fleece with a ¼ zip, sweatshirts, with a new river otter design. We are awaiting the proof of the new design.
- Sarah Stanley inquired about rain jackets.

Treasures Report- Brittany Gutierrez

A. Bank balance is \$19,784.64.

- VDay Grams made us \$526.10 - a **HUGE** thank you to Sharda Henderson for working so hard to get those packaged up and delivered!
- Upcoming payments are \$1,500 for One School, One Book and \$1,675.00 for our upcoming Reptile Man assembly on March 13th.

B. STEAM Night Bookfair Numbers

- We anticipated a mini book fair (about 4 cases), as advertised. We received 8 cases and 43 boxes of extra product for the Scholastic

Discovery BookFair hosted on STEAM Night. We made \$4,236.84 in STEAM Night Book Fair sales with a total profit of \$1,178.97.

- Thanks to our \$7,524.86 in Scholastic Dollars, we've spoken with the Book Fair Committee and have agreed that it is perfect to sponsor our teachers for the Spring Book Fair and get more books for the book vending machine. We also hope to give a bigger donation for the Library this year.
- Many families expressed happiness over more and new bookfairs, so we hope to bring more book fairs with a variety of options in the future.

C. STEAM Night BETA Numbers

- We have agreed to help take on BETA Fundraisers for Ms. Carr.
- From STEAM Night Concessions we made a deposit of \$142.50, with a \$16 direct donation to BETA and \$37.65 profit for BETA.
- STEAM Night was successful, so it will be hosted again next year.

New Business-

A. Glow Dance Planning

- Saturday, May 16th
- Committee Planning Meeting Coming Soon
- Free Admission for Students, Concessions, and ask for donations.
- Jarmilla Poorman discussed the process of the NKMS's recent dance.
- Light Up The End of The Year themed

Motion to Move the Glow Dance Planning Budget from \$500 to \$1,000 made by Sharda Henderson

Motion Seconded by Amber Lacey

B. Movie Night/OSOB Planning

- The Water Horse
- Saturday, April 25th
- "The Water Horse" Movie Night Quote \$804.67
- Decoration ideas and Volunteers to decorate needed.

Motion to Approve Movie Night Quote made by Rachel Stamper

Motion Seconded by Amber Lacey

C. Bingo for Books - Wednesday, March 25th

- Pizza Order Forms Due March 18th

D. Coin Wars - April 4th-8th

Important Dates:

March

- 5th - PTO Meeting 4:15PM
- 13th - PTO Workshop in Mini Conference Room 9AM-3PM
- 13th - Reptile Man
- 18th - Flying Squirrels Assembly
- 20th - Noodles & Co. Spirit Night
- 23rd-27th - Book Fair
- 25th - Bingo for Books
- 26th - Wear Blue for Child Abuse Prevention
- 27th - Field Day
- 29th-April 4th - Five Below Spirit Week

April

- 6th-24th - One School, One Book
- 17th - PTO Workshop 9a-3p
- 19th - Pirate's Cove Spirit Day
- 22nd - Bus Driver Appreciation Day
- 25th - The Water Horse Movie Night

May

- 4th-8th - Teacher Appreciation Week
- 4th-8th - Coin Wars
- 8th - PTO Workshop 9a-3p
- 13th - The Flying Squirrel's Festival at their New Stadium
- 14th - PTO Meeting 4:15p
- 16th - Light Up The End of The Year Glow Party 5-7p

The next PTO meeting will be held on May 14th at 4:15 pm in the cafeteria.

Meeting Adjourned At: 4:41 PM

Minutes Compiled By: Fantasia Eich