



New Kent Elementary PTO GENERAL BOARD MEETING MINUTES



Meeting Date: January 8th, 2026 **Meeting Location:** NKES Cafeteria
Meeting Called To Order By: Brittany Gutierrez

Overview

Meeting Start Time: 4:19PM

Approval of November Minutes (see attached)

Approval of November Minutes Motioned by Rachel Stamper

Motion Seconded by Lacey

Committee Reports-

A. Book Fair - Erin Begonia & Maggie Settlemire

- STEAM Centered Book Fair February 25th
- Spring Book Fair March 23rd - 27th

B. Yearbook/Otter Packs- Laura Richards

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

C. Staff Appreciation- Jarmilla Poorman

- 2 Staff treats in December : hand lotion for every staff member (\$67.79) and Hot Cocoa & Apple Cider Bar with Christmas Tree Cakes (\$202.01).
- Both December Staff treats were under budget, so the savings will roll over towards more expensive staff treats such as the Don Miguel's lunch. The Next treat day is coming up (January 22nd), the treat has yet to be finalized. THANK YOU to all of the helpers!
- 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. PTO Workshops/Grade Level Leads- Fantasia Eich & Jarmilla Poorman

- We had about 10 teacher requests with about 4 volunteers helping us complete these projects.

- THANK YOU, to ALL of our volunteers! We couldn't make this happen without you! We are still looking for Otter Watch Lunch Volunteers.
- Our next PTO Workshop will be held on January 16th from 9a-3p on our stage. You can come help for 5 minutes, 30 minutes, 1 hour, or however long/little you'd like! We greatly appreciate all of the help that we receive.

E. Spirit Nights- Brittany Gutierrez

- We made \$593 at our McDonald's Spirit Morning
- VCU has reached out to us for male and female basketball games. We have the opportunity to make \$6 from each ticket sale after 10 tickets have been bought.
- We made \$46.68 from our Pizza Hut Spirit Night
- Glow Dance will be on a Saturday in May, possibly after testing has been completed.
- Movie on the Lawn is in the works, to be tied in with OSOB, concessions will be available for this event.
- Valentine's Day Grams have been ordered.

Treasures Report- Brittany Gutierrez

- Bank balance is \$20,714.05
- Applied for Rosie's Grant

New Business-

- A. Glow Dance/Sneaker Ball Planning
- B. Movie On The Lawn/OSOB Planning
-The Water Horse

Dates: April 6-April 24

Movie Night for OSOB

Need activities

\$1000 from PTO

Motion to approve \$1000 towards One School, One Book.

Approval Motioned by Lorelei Gould

Approval Seconded by Kristi

Important Dates:

January

8th - PTO Meeting 4:15PM
16th - PTO Workshop 9AM-3PM
26th - Don Miguel's Spirit Night
30th - VCU Basketball Game

February

3rd-13th V-Day Grams for Sale
13th - V-Day Grams Delivery
14th - VCU Basketball Game
18th - VCU Basketball Game
20th - PTO Workshop 9AM-3PM
25th - VCU Basketball Game
26th - STEAM Night w/ STEAM Book Fair 5-6:30PM
TBA - Third Base Grill Spirit Night

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

The next PTO meeting will be held on March 5th at 4:15 pm in the cafeteria.

Meeting Adjourned At: 4:42 PM

Minutes Compiled By: Sharda Henderson