

WOOD GORMLEY ELEMENTARY

PTC Board Meeting Minutes – Summer Meeting

Date: July 15, 2026

Meeting Type: PTC Summer Board Meeting at Nuckolls

Start Time: 5:46 p.m.

Adjournment: 7:01 p.m.

Attendees and Roles

- Ginger Lakhani, President
- Jaclyn McLean, Vice President
- Ben Williams, Treasurer
- Adrianne Kunkle, Secretary
- Liz Hook, Fundraising Chair
- Cally Carswell, Communications Chair
- Danielle Scott-Taylor, Winter Events
- Cozette Hansen, Winter Events Chair
- Rachael Gilman, Fall Festival



Agenda Items

- Welcome + Introductions / PTC Board Meeting Dates
- School supplies drop off, back-to-school decorations, and spirit sales
- Centennial merchandise designs for beginning of year sales
- Teacher/ Staff breakfast (1 day) and lunch (1 day)
- Kinder kickoff / Kinder coffee meet and greet
- Fall event dates and updates
- Back-to-school night
- Pet Parade
- Movie Night
- Fall Festival
- PTC email address transfers

Welcome and Board Roles

Ginger welcomed the group and discussed board role descriptions. The Fundraising Chair position is described in the bylaws, while some other positions are not. Ginger will send role descriptions to members whose positions are not included in the bylaws. Members were encouraged to support one another and to let Ginger know if anyone feels overwhelmed.

Meeting Schedule and Board Participation

The group discussed shifting monthly meetings from evenings to mornings, beginning at drop-off and lasting approximately one hour, with the goal of ending by 9:00 p.m. Meetings are expected to take place on the first Tuesday of each month, pending discussion with Ms. Lindeen about the day of the week. Ginger will also reach out to teachers regarding teacher representation on the board.

Back-to-School Planning

School supply drop-off will take place from 10:00 a.m. to 1:00 p.m. on August 5th and August 6th. A volunteer list will be sent to board members. Spirit sales and back-to-school decorating the school will also take place during those dates. PTC will provide teacher breakfast and lunch. Ben volunteered to assist with breakfast on August 5th, and Elizabeth volunteered for lunch on August 6th. Decorating will include kindergarten side for their first day and back-to-school decorations.

The first day of kindergarten is August 11, with a PTC and parents meet-and-greet scheduled that day. Flyers will be distributed during kindergarten welcome days. The Kinder Coffee/Kickoff will include flyers at the one-on-one meetings with parents and teachers on Friday and Monday, followed by a Tuesday after-drop-off gathering in the cafeteria. The event will explain what PTC does, provide a handout, and allow families to sign up for PTC emails.

Centennial Committee and Merchandise

The Centennial Committee is working on the website and coffee table book. Kelley is working on layout and design and has created the centennial logo. The committee discussed kid-friendly merchandise designs and incorporating alumni's formal mascot in some of the designs which were the Red Devils. Mockups for shirts and sweatshirts were reviewed, and a design must be submitted by Monday, July 20, to allow printing to be done by the start of school. Danielle will order sweatshirts and merchandise by July 20. Car magnets and stickers for the 100th year will also be ordered, and a limited number of Red Devils shirts may be available for the February 27 event.

Jaclyn ordered five WG heart shirts in each size.

Email, Calendar, and Communications

The group discussed official Gmail addresses for board members. Email transfers are becoming more complicated due to two-factor authentication, and phone calls may be necessary to gain access. Ginger will send additional details during the week. Ben will look into whether PTC can obtain free domain-specific email addresses through Google Workspace as a 501(c)(3). Ginger is also setting up a shared Google Drive and shared Google Calendar for PTC.

Additional Discussion Items

- Ben asked whether the group should set a goal related to leaving a legacy.
- Danielle asked whether Fall Festival conflicts with any October school days off.
- The group discussed whether Movie Night should have an alternate date in case of weather.
- Rachael asked whether classroom representatives should be required to attend meetings. Telephone numbers should be required for classroom representatives, and group texts may be used to communicate event information.
- Elizabeth suggested putting signs with event information at pickup and drop-off areas to promote all PTC events.
- The group discussed asking Carla to arrive early on Back-to-School Night to speak with teachers about the parent representative role.
- Drinks and snacks will be provided at the PTC Back-to-School Night booth.
- The group discussed whether an alumni contact list could be created and whether additional alumni donations could be requested.
- Ginger noted that the group has additional funds available and should discuss how to make events more accessible at a low cost.
- The Centennial Committee would like fundraising to feel more like a community event than a fundraising event.

Upcoming Dates

- July 20: Merchandise design due for back-to-school printing; sweatshirt order deadline
- August 5: School supply drop-off, spirit sales, decorating, and teacher breakfast
- August 6: School supply drop-off, spirit sales, decorating, and teacher lunch
- August 7: First day of school for 1st-6th grades
- August 11: Kindergarten first day and coffee meet-and-greet

- August 20: Back-to-School Night
- September 1: Next meeting (subject to change)
- September 12: Pet Parade
- September 18: Movie Night
- October 17: Fall Festival
- February 27: Centennial Party

Action Items

Owner	Action Item	Due Date/Timing
Ginger	Send role descriptions to members whose positions are not included in the bylaws.	After meeting
Ginger	Discuss possible meeting day and time changes with Ms. Lindeen	Before next monthly meeting
Ginger	Reach out to teachers regarding teacher representation on the board.	Before next meeting
Board members	Review and sign up for volunteer opportunities during school supply drop-off and back-to-school events.	August 5–6
Ben	Look into free Google Workspace/domain-specific email options for 501(c)(3) organizations.	To be determined
Danielle	Order centennial merchandise.	July 20
Ginger	Send additional information about email address transfers.	This week
PTC	Finalize merchandise design for back-to-school printing.	July 20