

Gayton Elementary School • PTA Board Meeting
Tuesday, June 26, 2018 • 5:00 pm
Agenda and Minutes

- I. Call to Order at 5:05 pm
- II. Officer Reports
 - a. **President** - Ms. Byers reported:
 - i. Open positions – Reflections, Lay Advisory, and Gator Aids (volunteers). Appeal to team for suggestions and to reach out to others to volunteer.
 - ii. Noted that Exec Board and Committee Chairs meet a minimum of four times a year.
 - iii. Action items/next steps/decisions reached: Executive Board to develop and distribute meeting schedule for 2018-2019 noting full Board meeting vs. Executive Board.
 - b. **Principal** - Ms. Sower reported:
 - i. Staffing update: Head Custodian in place, Steve Mills. New 11-month secretary starting soon. One open position for an instructional assistant. Mr. Jefferies will be new Music teacher.
 - ii. Facility update: Tile being added to multiple rooms starting this month.
 - iii. Action items/next steps/decisions reached: None
 - c. **Treasurer** - Ms. Barrett reported:
 - i. Final check requests must be paid by June 30, 2018.
 - ii. Budget meeting will take place mid-July. Committee Chairs should submit anticipated expenses for inclusion in the budget.
 - iii. Action items/next steps/decisions reached: Ms. Barrett to email 2017-2018 budget to all Board and Committee members.
 - d. **VP Ways and Means** - Ms. Williams reported:
 - i. None.
 - ii. Action items/next steps/decisions reached: None
 - e. **VP Programs** - Ms. Perricelli reported:
 - i. Appeal for Reflections Chair.
 - ii. Action items/next steps/decisions reached: None.
 - f. **VP Communications** - Ms. Pedraza reported:
 - i. Information for Gator bites and Facebook postings should be emailed to Ms. Pedraza as needed. Photos are appreciated.

- ii. Action items/next steps/decisions reached: Chairs are review the Gayton PTA website and communicate necessary changes.

g. **VP Membership** - Ms. Kempf reported:

- i. Gator Giving will not include PTA membership. Discussion on benefits/offerings for Gayton Giving.
- ii. Suggestion to have raffle at the Open House for grade level performance priority seating as a fund-raising opportunity.
- iii. Action items/next steps/decisions reached: Ms. Kempf to investigate offering a PDF copy of the school directory through online shop at no cost to members only. Eliminate printed copies to be more “green”. Continued education on My School Anywhere for PTA members.

h. **Secretary** - Ms. Ayres reported:

- i. PTA roster distributed. Changes should be emailed to Ms. Ayres.
- ii. Action items/next steps/decisions reached: None

i. **Teacher Liaison** - Ms. Wiley reported:

- i. Not present.
- ii. Action items/next steps/decisions reached: None.

III. Old Business

a. Reflections

- i. Action items/next steps/decisions reached: Need to recruit a Reflections Chair.

b. Lay Advisory Rep

- i. Ms. Long reviewed this position responsibilities.
- ii. Action items/next steps/decisions reached: Ms. Byers to review Bylaws to confirm if Ms. Long may be both the Lay Advisory Rep and the County Council Rep.

c. Budget Meeting

- i. Will be held July 11, 2018 with Ms. Byers, Ms. Sower, and Ms. Barrett.
- ii. Action items/next steps/decisions reached: None

IV. New Business

a. Calendar for 2018 – 2019 reviewed. Still in draft status. See attached.

- i. Gayton Gobbler: Girl Scouts will not be hosting this year. Propose PTA and/or SCA host the event.
- ii. Request for one master calendar combining PTA and School events.
- iii. Action items/next steps/decisions reached: Ms. Ayres to team with Mrs. Sower to create combined PTA event and Gayton event

calendar.

- b. Survey Results
 - i. All committees will take meeting minutes utilizing the template provided by Ms. Ayres. Final minutes will be emailed to Ms. Pedraza to post on the Gayton PTA Website.
 - ii. Discussion on Gator Giving goal setting and communication with the community. The playground committee will focus on corporate sponsorships to fund the playground drainage needs and shade requests.
 - iii. Action items/next steps/decisions reached: Ms. Ayres to create and distribute Committee Meeting Minute template.
- c. Open House Volunteer Fair
 - i. Back to school packets discussion. Move to reduce number of PTA fliers in the back to school packets.
 - ii. Action items/next steps/decisions reached: None
- d. PTA Round Table Topics
 - i. Will be a set agenda. Event will be open to PTA members. There will be a limited time for questions.
 - ii. Action items/next steps/decisions reached: None
- e. Discuss PTA Theme for 2018 – 2019
 - i. Gayton Theme: “Finding magic in everyday moments”
 - ii. PTA Theme: “Bring the Magic”
 - iii. Classroom shirts for children will say: “30 Years of Magic”

V. Committee Reports

- a. Spirit Wear (Ms. Malecky)
 - i. Existing items will be sold at open house. In addition, there will be new spirit items available for purchase at the open house.
 - ii. Action items/next steps/decisions reached: Ms. Pedraza to engage graphic artist (Ms. Jenkins) regarding updated, stylistic alligator image for use on new spirit wear items.

VI. Adjourned at 7:11 pm

Gayton Elementary School PTA Calendar 2018 - 2019

Wednesday, August 29, 6:00 – 6:30 pm
Kindergarten Parents Meet the Teacher

Thursday, August 30
10:00 – 11:00 am KG & 11:00 am – Noon Grades 1 - 5
Open House and Volunteer Fair

Thursday, September 19
PTA Meeting & Back to School Night

Thursday, September 27
Fall Family Picnic and Kickoff 30th Anniversary Celebration

Wednesday, October 10
National Walk to School Day

Friday, October 12
Family Fun Night

Monday, October 15
Start Fall Enrichments (Mondays 10/15 – 11/12)

Tuesday, October 16
PTA Meeting & Reflections

Monday, October 22
PTA Round Table

Tuesday, November 13
PTA Meeting, Veteran's Day Program, & 2nd Grade
Performance

Saturday, November 17
Gayton Gobbler

Saturday, December 1
Barnes and Noble Book Fair

Tuesday, December 11
PTA Meeting & 1st Grade Performance



Gayton Elementary School

PTA

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Tuesday, January 22
PTA Meeting & 5th Grade Performance

Friday, January 25
Final day to order Yearbooks

Thursday, January 31
100th Day of School

February 11 – 15
Take your Family to School Week

Tuesday, February 12
PTA Meeting & 3rd Grade Performance

2/1 or 3/8- Silent Auction (?)
Wednesday, February 27

Start of Spring Enrichment (Wednesdays 2/27 – 3/27)
Friday, March 1

Dr. Seuss Day
Tuesday, March 12

PTA Meeting & 4th and 5th Grade Talent Show
Thursday, March 21

Teachers Pizza Delivery Night
Monday, April 15

Start of Spring Book Fair
Tuesday, April 16

PTA Meeting & 4th Grade Performance
Friday, May 3

Spring Carnival
Tuesday, May 14

PTA Meeting with Officer Election & KG Performance
Friday, June 7

Field Day
Thursday, June 13

5th Grade Graduation

DRAFT