

Carlos Gilbert PTK

Meeting Agenda October 1, 2020 4:00 pm

Attendees: Kathy Primm, Sara April, Alison Walcott, Sarah LeBlanc, Michaelann Perea, Lynette Guevara, Jana Amacher, Kim Pietrocci, Mathew Dirmyer, Erica Gomez, Erika Fleetwood, Kate McCarthy, Rebecca McDonald, Shona Stack, and Laney Yancey

1. School News

- Ms. Pietrocci commented, in her general overview of school news, there is so much energy currently going into the planning and preparation of the hybrid model. The Superintendent asked for volunteers (teachers and staff) to return to the schools. Everyone is encouraged to watch the District meeting tonight. At this time, the plan outlines five students to one teacher with slow incremental growth dependent upon availability of staff and rate of Covid cases. Students in IEP will be first on campus for the hybrid model. Then students without internet, followed by lottery students from families who chose the hybrid model. Ms. Pietrocci has several meetings on campus with a team of advisors to review spacing and other hybrid logistics.
- Kathy Primm mentioned the SFPS has updated info on their website for re-entry. The guidance documents address surveillance protocols and other helpful information for parents.

2. Approval of Meeting Minutes

- Minutes for the September 24th meeting were provided to the PTK Board for their review and approval. The minutes were approved. Final sets of the meeting minutes will be available on the website. Kathy Primm mentioned that Priscilla will post pdf copies the CGE blog post, and links in the e-blast to the PTK website.

3. Funding Requests

- Ms. St. Clair submitted a request for printer ink, similar to the request approved for Laura Ingram. There is a lot of printing to support the IEP lessons. The request totals \$45.19. Unfortunately, ink is not a permitted expense under the school account for home printers. The PTK approved the funding request.

4. The Communications Committee met on September 29 and developed a short to-do tech list as outlined below:

- Add Marketplace to PTK website: Lynette Guevara's bikes will be posted soon. The PTK can gather more items before launch and use the "shop" for purchases. Posts regarding the marketplace will promote the shop.
- Set up cash raffle website: Sarah LeBlanc mentioned RallyUp is free and allows for teams. In years past, a student would sell all seven books to get a token to use at the Carnival. Is there a prize or something the PTK may offer for an online ticket sale incentive for the students? And if so, what would it be? The winning class of students also earned prizes for top sales in previous years. Pajama Day, Homework Pass, or a Virtual Lunch with the teacher or Ms. Pietrocci. The PTK was tasked with creating other creative prizes.

- Other tasks include:
 - Adding the Halloween page with a temporary banner on PTK website home page with a new Halloween Logo from Steven DeGraeve, and draft appropriate language describing the event for the initial page.
 - Add sponsor page to PTK website with a link in the banner to support sponsor recognition.
 - Create a YouTube account to allow for live streaming of Zoom events to a larger audience.
 - Create a DropEvent account for organizing photo submittals for events. The estimated cost is \$50/month for a professional account for up to 5 events. The PTK may combine multiple activities into one event, if necessary. The PTK discussed requiring approval before posting and protect privacy of users. Kathy will reach out to Priscilla for more details. The PTK approved the expense to use DropEvent for a limited time and to reevaluate the costs and use in March, it may be something that is not subscribed to every month for a year.

The following section addresses the Halloween FUNdraising and Event Planning

1. FUNdraising

- Sponsors – no new sponsors at this time.
- This year’s cash raffle will be completely online. Some details of the cash raffle were discussed earlier in the meeting. The link for ticket purchases will be posted on the website. Prizes for top selling students are \$100 for first place, \$75 for second, and \$50 for third. Prizes for top selling classrooms have yet to be determined. Prizes for raffle winners include \$500 for first place, \$250 for second, and \$100 for third. E-blasts, Room Reps and teacher communications will help promote the raffle. Winners will be drawn on Halloween through a Zoom event.
- An email regarding the Pet Portraits went out to the PTK earlier in the week. It outlined the Espanola Humane Society pet portrait fundraiser, the PTK’s inspiration. Photos are submitted of any pet for a student made portrait for \$15. The PTK discussed having the project go through the art classes if possible without interfering or conflicting with the class curriculum. This could be an independent fundraiser or apart of the Halloween Carnival. It may be possible to use DropEvent to submit the pet photo and then send it on to the student for the portrait. The PTK will reach out to the art teachers to see how many students may be interested in participating. A separate CGE PTK pets email address may be created to help facilitate the communications and portraits. A suggested disclaimer could state *“you may get something museum worthy, or you may get a stick figure, but please know, the same amount of love went into each pet’s portrait.”*
- Big prizes: Mountain Spirit Integrative Medicine has gifted 2 x \$100 gift certificates for raffle or prizes. Sarah Le Blanc will follow up with the contact at the Four Seasons regarding the donation of gift certificates. Note: these generous donations and appreciation have been discussed in previous PTK meetings. However, the PTK has not

yet determined which contest these prizes will be assigned to during the Halloween Carnival.

2. Events

- The PTK discussed spreading the word in special Halloween e-blasts on Fridays. Additionally, a Halloween page on the PTK website will outline the events with the appropriate links. Sponsors will be promoted. Halloween craft ideas, jokes for “tricks” and easy recipes for “treats” will be included on the website. It may also be possible to add a quick note, such as “Check your e-mail for Halloween Fun!” to the marquee sign in front of the school.
- The PTK outlined the Pumpkin Carving will be on Zoom (tied to You Tube) for a more interactive event. Photos are welcomed through DropEvent. It is scheduled for Saturday afternoon, October 24, from 2-3:00 pm possibly until 3:30 pm. The plan is to meet online in the beginning then break away for carving and come back together to show off the carvings.
- A Piñata making demonstration with Ms. Katy on Zoom and DropEvent. The idea “Any time after school week before Halloween”. Ms. Katy will send out a materials list in advance. This will be followed up with an e-mail with info about Zoom for her and live stream for audience. Sarah LeBlanc will provide tech support. As with other events, the YouTube connections to Zoom will allow for a larger audience. It was suggested this become a Tacos and Piñata Tuesday event at 5:30 pm.
- Treats-on-the-Go is pending District approval. Proposed was a grab and go event on Saturday, October 31st, in the afternoon. Families may drive thru using the school pickup lane while PTK members use the parking spots and hand out candy from the trunk. This event is in lieu of participating the Atalaya Haunted Drive Thru. As it turns out, Atalaya has updated their plans and will co-host a different Halloween event with their neighboring school Rio Grande.
- The famous Thriller dance will be taught Wednesday afternoons with Ms. Kristy. A request for participants will be sent out in an e-blast to contact Ms. Kristy for more information. The Halloween event is a coordinated Thriller dance of CGE families on Zoom (with all similar tech options and direction by Sarah LeBlanc as outlined for other events.) The date and time proposed is Thursday afternoon at 5:30 pm.
- The PTK discussed changing the Ghost or Scary Story events to Halloween stories. (Same tech issues apply similar to other events.) The two events include 1) local authors read a favorite Halloween story in a live or pre-recorded session; and 2) students write a Halloween story for a prize. Jana Amacher mentioned she had not yet heard back from various authors. She suggested any great storyteller should be welcome to participate in this community event. Pre-recordings are encouraged and all totaled fill a 35/45-minute time slot. Individual readings, if pre-recorded, could also be fit in throughout the week as the PTK finalizes the Halloween Schedule. Michaelann Perea suggested contacting the Mayor to see if he was interested and

available to participate. For the student writing contest, Sara April volunteered to be a judge with her family's support. In the last PTK meeting three \$50 gift cards were committed from PTK members for prizes. The winners will be announced on Saturday. The deadline and promotion details have yet to be determined.

- The Costume Contest will be through DropEvent with the proposed deadline of 3pm on Saturday, October 31st. Judges may include Ms. Pietrocci, Ms. Hees and Mr. John. Categories will be similar to those from previous years. Winners will be announced later Saturday in a live Zoom session. Prizes have not yet been determined.
 - The Face paint challenge will be Monday Night Makeup on October 26 at 5:30 pm. The PTK hopes to find someone willing to do a prerecorded tutorial with a materials list submitted in advance. Then do either a live Zoom event to address questions and share experiences. Photos may be submitted through DropEvent.
 - Additional events include either pre-recorded or live Zoom events with the Magician, Juggler, and Harrell House Bug Museum. Jana Amacher has reached out to all three. Jorge the Magician said he was interested. She had not yet heard back from the Juggler. In a previous meeting, she had mentioned that Wade from Harrell House Bug Museum was also interested. More information will be provided when available. The schedule for these events has yet to be determined.
3. The next meeting is scheduled for 4 pm, Thursday, October 8, 2020. The same Zoom login information applies for every meeting from September through October and is available to all within the CGE community via e-blasts and the website.