

## Carlos Gilbert PTK

Meeting Agenda October 15, 2020 4:00 pm

Attendees: Kathy Primm, Sara April, Alison Walcott, Sarah LeBlanc, Michaelann Perea, Jana Amacher, Lynette Guevera, Kim Pietrocci, John Delamater, Rebecca McDonald, Erika Fleetwood, Stephen Winterstein, and Kate McCarthy

1. School News
  - Ms. Pietrocci highlighted the hard work by staff in getting spaces ready and how eerie it was being on campus without the students. Additional information for groups A and B will be posted soon. October 26<sup>th</sup> is the proposed start date pending any significant changes resulting from the pandemic. She clarified the newspaper was inaccurate in reporting a kinder class available at CGE. No kindergarten hybrid classes will be held at the school. Parent teacher conferences are scheduled for next Thursday and Friday, Oct. 22 – 23; no school for the students. Ms. Pietrocci noted the District is providing lunch to all teachers and staff who are on campus as part of their Hero Appreciation.
2. Approval of Meeting Minutes
  - Minutes for the October 8<sup>th</sup> 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 of the CGE blog post, and links in the e-blast to the PTK website.
3. No new funding requests were submitted for the PTK's consideration.
4. To-Do Tech List
  - Zoom practice is underway along with ensuring successful live stream. Kathy Primm, Sara April and Sarah LeBlanc are available for testing the links. Connecting to YouTube channels is still being ironed out. The group agreed to set up the Zoom meetings at least 30 minutes prior to ensure everyone is connected and any nerves can be eased.
  - Concerns regarding privacy as participants post in Drop Event and other events was discussed. Kathy, as the organizer of Drop Event, is the only one who will see the e-mail addresses as submittals come in. She will then transfer just the photos so all participants may see the photos without any contact information.
  - The PTK will record a few sessions as necessary for the event, ex: Jorge the Magician. All other prerecorded stories/shows will be sent into Sara and Sarah via DropBox or email.

The following section addresses new information regarding the Halloween FUNdraising and Event Planning

1. FUNdraising
  - Sarah LeBlanc reported that as of this afternoon, the cash raffle has earned \$1,252. The Rally Up program appears to be functioning well with the one exception of not

working a phone. However, tickets were purchased successfully over the computer. Now that the Rally Up program is live, there is no way to test the selection of the winners. The winners will be announced Oct. 31<sup>st</sup> as planned in the live Zoom event.

- Big Thank You's to Sarah and Priscilla for all their hard work with the all the new tech to the PTK activities. E-blasts and Facebook posts will support the Monster Dash.
- Thank you to Alison for picking up the certificates from Mountain Sprit. Baskin Robbins has 14 certificates available for pick up tomorrow. The gift certificates donated from the Four Seasons may be used as a surprise drawing for teachers either the week of Halloween or later in the year.

## 2. Events

- The PTK continues to get the word out regarding the virtual Halloween Carnival through Room Reps and special Friday Halloween e-blasts. The Halloween page on the PTK website looks great.
- The PTK briefly reviewed each event and addressed any outstanding items such as who will MC each event and provide introductions. Jana Amacher will MC Monday Night Make Up. Tuesday will be hosted by Ms. Katy. Sara will MC Halloween Stories on Wednesday. Michaelann Perea will MC Thriller Thursday. Alison will MC Friday Night Favorites. All of the PTK will participate in the Pumpkin carving. Ms. Pietrocci will host the wrap up session on Saturday announcing contest winners and judging the costume contest.
- The choreography for the dance on Thursday will be adjusted to accommodate an entry level dancer. Sarah is working with Ms. Kristy to sync up the music. All are encouraged to participate even if they have not been part of the group practice sessions.
- Kathy asked for additional photos for the carnival flashback to create a larger gallery. Amy Tishler and Bernadette may have past photos from the year books.
- The group continue to work on securing the recordings for Halloween Stories and Friday Night Favorites.
- Costume contest will be held through DropEvent on Saturday (October 31<sup>st</sup>). Ms. Katy and Ms. Pietrocci will judge and award the Baskin Robbins gift certificates across multiple categories. Winners will be announced through a live streamed Zoom session at 4pm. The PTK discussed using this time to announce all the winners from the many contests. Additional announcers have yet to be identified.

3. The next meeting is scheduled for 4 pm, Thursday, October 22, 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.