

## Carlos Gilbert PTK

Zoom Meeting Minutes July 30, 2020 4:00 p.m. – Approved August 12, 2020

Attendees: Kathy Primm, Sara April, Sarah LeBlanc, Jana Amacher, Kim Pietrocci, Lynette Guevara, John Delamater, Shona Stack, Kate Tomkins, and Jennifer Alexander

### 1. District/School News

- An e-blast or a robo-call from the District will be forthcoming regarding technology device checks and incoming 2nd graders swap iPads for Chromebooks.
- Return-to-School Survey from the District are due by August 3. The surveys are only for planning purposes and families are not locked in by their answers on the survey.
- SFPS released FAQs and will be posted on the FB pages and linked in the e-blast e-mails to parents.
- SFPS board meeting tonight may address academic pods and outdoor classrooms. Ms. Pietrocci made it clear that the school and SFPS are not organizing pods. It was acknowledged that pods have the potential of being a supportive tool for students and families providing additional tutoring by the parents.
- In the first couple weeks of August more information will be provided by the school regarding pick up times on either a Thursday or Friday for pickup of supplies for the new year (hardcopy workbooks), yearbooks, and spring pictures. Ms. Pietrocci commented that the everyone at the school is preparing a surprise for the students to help boost spirits and organize the pickup.
- The SeeSaw platform, a new program, will be used by grades K-3 and Open Access is for grades 4-6. younger grades and Open Access for older grades.
- Ms. Pietrocci reported that Wednesdays will be a clean day on campus and also focused times for a full day of IEP's, English Language Learners, teacher prep and professional development. This day may also be a project day or catch up day for students. IEP's will be on line groups meeting with teachers as a synchronous time. The District is hopeful this schedule will support a smoother transition in everyone's schedules when it comes time to implement the hybrid in person model. The school continues to focus on developing more small groups for synchronous education online based on class and ability levels. Specials are required to teach a full schedule. Fridays are no longer half days to accommodate the shift of Wednesday and the hybrid model. Age appropriate screen times will be implemented as part of the on-line model.
- Supply lists in stores are not from the teachers or school. There was confusion as to how the stores received such lists. A few participants commented that the lists did not have current dates and not all schools were represented in the stores. It was made clear that only basic school supplies are requested at the start of school (i.e. paper, pencils, crayons, scissors, and screen cleaner), additional supply lists will be provided by the school/teachers at a later date when needed.

- Lynette and Sara A. updated the group on activity in the garden. It has been cleaned up and measured to identify space for outdoor classrooms. At this time, it is the most accessible place on campus to get shaded and provide immediate classroom space. Other areas on campus may be developed at a later time when more information and funding are available. Projects for outdoor classrooms will be proposed in the upcoming ICIP. More information as to what type of shade material/structure for the garden and the removal of three garden beds may be presented at a later meeting.
2. Sara A. is updating the Google Drive Folder for the PTK Board to provide a central place for working documents and to help memorialize previous actions and decision of the PTK. Appropriate levels of permission being mindful for private information (ex: addresses) will be determined as the update continues.
  3. Funding Requests
    - Ms. Pietrocci proposes getting a mask for students at the start of the school year and asks the PTK for help to find a local source. She noted that the District has plans to provide one mask per student at the start of the hybrid model. The PTK may have other items on hand/left from Carnival that may be used. Sara A. said she would follow up with Ms. Pietrocci. It was suggested that maybe a link could go out in an email to see if there was a local mask maker within the CGE families.
    - Teacher stipends will be provided this year. More information is will be provided at a later meeting. Many spring stipends have not yet been submitted for reimbursement.
  4. E-Blasts, Social Media, Website
    - Timing for announcement of first place in Reporter's "Best of Santa Fe" elementary school category – Hooray! We're number 1! Everyone was happy and asked that a banner be purchased for this fall. The banner by used during the supply pick up days. Concerns were expressed about possible confusion that the Reporter may have not fact checked prior to printing as the CGE is not in danger of closing as other schools have been within the District.
    - The CGE Facebook page is active and sharing helpful information. Please send ideas for Facebook posts to Sarah LeBlanc. Thank you Sarah!
    - E-mail addresses from registrations were imported into Constant Contact.
    - Priscilla posted a new message on the website and sent another e-blast. A big thank you to Priscilla and Sara A. for their work in updating the e-blast. Priscilla continues to update and redesign the website from Google Sites Classic platform to Constant Contact with a focus on making things clear, timely, and useful. Suggestions about ensuring sources of information are referenced so readers know if the message is from PTK, SFPS, or CGE. Priscilla has worked hard at retooling the page to address clunkiness and make it easier to update in the future. Priscillas was nominated as the PTK Communications Director.
      1. The Google Sites Classic platform has been retired.

2. Sites published with the Classic platform have until the end of 2021 to move to the new Google Site tool or elsewhere.
3. Scan of our site shows broken links and orphaned pages iv. E-blasts don't automatically populate on our website.
4. New pages or areas could assist with remote learning and the hybrid model.
5. Questions to consider:
  - What are our goals with the e-blast and website?
  - How is the communications relationship between the PTK and the school defined?
  - How important is it that the website is a repository of past years' information? - old board notes, newsletters, club updates, assorted updates - and if we do want to keep it, can we do it in a more streamlined, out-of-the-way way?
5. Spending/Support Ideas to Serve our School Community
  - PTK seeks teacher preferences and suggested synchronous group NDI classes and possibilities for other Grade-level programs. It was noted that Wednesday afternoon may be a good time for NDI classes so they do not conflict with IAE's. However teachers are required to participate with NDI. Timing for NDI is to be determined.
  - Cooking with Kids will be available online.
  - Surveys for parents, teachers, and kids will be posted in the coming weeks.
    - i. Google Forms can generate a link to forms which could potentially be distributed through Constant Contact
    - ii. Brainstorm on survey questions to obtain useful info from all 3 groups
    - iii. Start with a handful of questions for each group
    - iv. Include welcome letter from PTK

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At this point the Zoom meeting was concluded. The next PTK meeting will be Thursday, August 6, 2020 at 4 p.m. via Zoom. Sarah LeBlanc will send the Zoom information.

The following items below remain open for future discussion by the PTK at a later meeting.,

- c) Teacher resources
  - d) At-home education kits
  - e) Parent training and support for at-home learning
  - f) Organize mail threads by grade
  - g) Links to resources in e-blasts
  - h) Health and wellness committee
  - i) Community building
6. Fundraising Ideas
    - a) Cash raffle via website
    - b) Amazon Smile
    - c) Text-to-Donate service, such as Give Lively
    - d) Sell face masks with school logo
    - e) Grants