



Carlos Gilbert PTK Meeting Agenda  
**July 31, 2024 10:00 a.m.**  
**Meeting Minutes**

In attendance: Caitlin Brodsky, Steven Degraeve, Itzhel Sepulveda, Dana Tapia, Andra Russek, Sarah Griego, Jasmine Minhas

Welcome to all. Our 2024-25 Meeting Dates and Times were distributed for all to place on their calendars.

- 8/21/2024 at 8:15 am in Teachers' Lounge
- 9/18/2024 at 8:15 am in Teachers' Lounge
- 10/16/2024 at 8:15 am in Teachers' Lounge
- 11/20/2024 at 8:15 am in Teachers' Lounge
- 12/18/2024 at 8:15 am in Teachers' Lounge
- 1/15/2025 at 8:15 am in Teachers' Lounge
- 2/19/2025 at 8:15 am in Teachers' Lounge
- 3/19/2025 at 8:15 am in Teachers' Lounge
- 4/16/2025 at 8:15 am in Teachers' Lounge
- 5/21/2025 at 8:15 am in Teachers' Lounge

Caitlin went over the expectations of our PTK meetings and respect for others. Meeting efficiency – increasing our productivity, improving our communication/relationships. The need for everyone to be adults and be punctual, come prepared, actively listen and participate, take turns speaking, follow the agenda, ask questions at the appropriate time.

Caitlin discussed Kinder Koffee and all set the date for 8/13/2024 from 7:30-10:30 am. Dana will have change for T-shirt sales (Dana). We will bring up the tables and merch from the basement in the morning. Food and volunteers will be coordinated through a signup genius that Caitlin has created and that will be included in the e-blast sent out today 7/31/24.

Caitlin discussed the Teacher Luncheon that is set for 8/8/24 at 11:30 am. Jasmine offered to contact Santa Fe Bees to get catering with a taco bar and different options including a salad. Sarah Griego also offered to help bring a fruit platter and salad if needed. Jasmine will notify everyone in the group chat that it has been ordered. Caitlin, Dana, Andra offered to help set up and clean up. Caitlin will plan to talk to all staff at the lunch to introduce the PTK.

Caitlin brought up the 2024-25 Teacher Reimbursement Program. It was decided that each teacher will get \$100 and instructions on the new program in an envelope during the teacher lunch. The envelope will live in the teacher mailboxes. The teachers will be asked to place any receipts in the envelopes as they come in and monthly Dana, or the treasurer at the time will go through all envelopes and replace them with a check for reimbursement. This will require the reimbursements to be tracked as they are capped to \$600 ( $\$100 + \$600 = \$700$  total year). Steve, Caitlin and Dana will revise the “info” sheet to give to teachers in their envelope. This change is in response for the highly advocated dollar for dollar that was proposed last year.

Caitlin discussed the 2024-25 Grade Level Programming sponsored by the PTK. The group decided to present the below list of grade level programming to the teachers on the back to school lunch held on 8/8/24.

- Kindergarten – Dance with Mrs. Tina
- 1<sup>st</sup> – Okeefe programming
- 2<sup>nd</sup> – Drama with Ms. Wendy
- 3<sup>rd</sup> – Trout in the Classroom

- 4<sup>th</sup> – NDI
- 5<sup>th</sup> – Arts in the City
- 6<sup>th</sup> – SF School of Cooking & SF Climbing Center

Caitlin voiced the concern from Erika for back to school night being more valuable for parents especially new parents to Ms P. Ms P said we can bring back the large assembly and have an all grades brief introductions to all staff and PTK. Ms P thinks that it will be on 8/21/24 grades K-3 from 5:30-6:30 and grades 4-6 from 6-7 pm. The assembly will be held at 5:30 for the overlap period.

Andra brought up the discussion of a “giving” curriculum for the 6<sup>th</sup> grade class. Ms P said that would fall under social studies with Mr Brown and to reach out to him to see if it is something that could work. It would need to have a PTK member taking initiative and running it and coordinating. Andra will be the point on this.

Jasmine discussed the possibility of needing more uniforms this year. She said that some uniforms were returned damaged and stained. We discussed the need for a policy and check in and out policy and signing a release for the uniform with a fee if it is returned damaged. We also discussed the possibility of purchasing the uniforms and then the kids would keep them. Jasmine will take the lead on this but wanted everyone to know there will be some uniforms needed to purchase for this year.

Meeting was adjourned at 11:28 am.