

Carlos Gilbert PTK Meeting Agenda
July 26, 2023 8:15 a.m.
CGE Garden

Attendees: Jana Amacher, Steven DeGraeve, Maggie Moore, Rachel Meiklejohn, Dana Tapia, Libby Lokey via Phone, Sarah LeBlanc, Andra Russek, Jasmine Minhas

1. School News

- Ms. Pietrocci - N/A could not attend due to training
 - Staff Updates - N/A could not attend due to training, Steve D to find out from Bernadette who maintains the staff list on the SFPS site and will attempt to have it updated. The group discussed that PowerSchool (online web portal for parents) was not functioning correctly and most parents need help with how to sign in.
 - Pick Up/Drop Off - the group discussed including the map of the crosswalks in the first E-blast of the year to remind parents to drive carefully.
 - Bell Schedule and Early Release Friday - M-Th: 8:00-3:15pm, F: 8:00-1:05pm
 - Events:
 - Teacher Luncheon – August 14th - volunteers are needed, cater from Bumblebees or Cowgirl? Bumblebee’s has new owners and prices have skyrocketed.
 - Welcome Back to School – August 11th – August 14th -
 - First Day of School – August 15th – 1st – 12th grade - the PTK will do sidewalk chalk, have a table out front to recruit room reps, let parents know about the PTK (at pickup)
 - Kinder Coffee – August 17th (Kinder First Day of School) - the PTK will have a table out front to recruit room reps, let parents know about the PTK (at pickup)
 - Aftercare
 - Boys and Girls Club
 - First Serve - at smaller locations, new big HQ is under construction
 - And...- KEMPO, YMCA has pre-K (3-4 year olds), Dana T to get flyer.
 - Help Needed
 - Noon Duty - a suggestion was made that we put up a flyer advertising the volunteer positions at El Castillo.
 - Volunteers for extra crossing guards
 - Room Reps
 - And...
2. Treasurer’s Report - no update
3. Minutes – April and May, 2023 - minutes from May were reviewed, corrected, approved by board
4. Sponsorships - Alison W has the sponsorship letter, Jana to get it from her and update it. Libby L reports Jackson Blagden has committed to being a sponsor again. The plan is to reach out to last year’s sponsors and put a sheet out at Kinder Coffee (sheet to

include a list and pictures of how the sponsorship \$ is used and how the sponsors are recognized, focus on teacher stipends, special funding requests from teachers)

5. Coffee/Tea Stations and Bathroom Hospitality Baskets - the stations and baskets will be funded by the PTK this year. A list of what was stocked last year and a rough restocking schedule will be provided by Libby L.
6. Parking Event Fundraising
 - o Indian Market – Saturday/Sunday August 19/20th - Jana A will send out a SignUp Genius link
 - o Zozobra – Friday, September 1st - Jana A will send out a SignUp Genius link
7. CGE Swag - Steve D and Libby L will handle CGE Merch orders. Steve D will keep the website up to date.
8. Halloween Carnival – Saturday, October 28th - Teacher conferences will be happening the day before so we will experience a delayed set up. Steve D has been crowned “Captain Carnival” for this year. Steve D proposed that the PTK place a quarter page print ad in Tumbleweeds at a cost of around \$600. After a brief debate, the board approved the purchase. Steve D will design an ad and handle getting it into the magazine. Steve D will come up with a carnival meeting schedule. Steve D proposed the gift basket raffle to use old-fashioned physical tickets and accept cash. The group believed that the PTK made almost 2x the money by having it online only. Steve D to confirm this is true for the Gift Basket Raffle. Steve D to research if it is possible to accept cash on Rally Up. There was a discussion about eventually going cashless, but that is not a realistic option today for many in our school community who may be paid in cash or not have credit or debit cards. Cash is also needed for the food trucks and for game ticket sales. A suggestion was made to make one raffle per basket so each basket has a unique QR code and to show the number of entries so the person knows how good their odds are of winning the basket. It was noted that the Rally Up Stripe and Venmo settings need to be updated.
9. Miscellaneous Items
 - o Thursday Folders - Steve D proposed that the PTK fund Thursday folders. The group and board enthusiastically approved the idea. Steve D will price out the folders and check with Kim Pietrocci before moving forward with a purchase.
 - o Electronic Timer Bookmarks - the board attempted to order them last year, but the manufacturer had discontinued the item. The board will ask the teachers if they would like to try to order them again this year.
 - o Grade Level Programs - Sarah L proposed Flamenco Dancing for the first grade program. Sarah L’s contact’s stage name is “Emi”.
 - o Community Bulletin Board - no known progress. Steve D will follow up with Kim P.

Next Meeting – PTK: August 9, 8:15 a.m. CGE Garden