



Carlos Gilbert PTK Meeting Agenda
July 31, 2024 10:00 a.m.
Teachers' Lounge

1. 2024-25 Meeting Dates and Times
 - 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
2. Meeting etiquette: Meeting efficiency – increasing our productivity, improving our communication/relationships.
 - Be punctual
 - Come prepared
 - Actively listen and participate
 - Take turns speaking
 - Follow the agenda
 - Ask questions at the appropriate time
3. Kinder Koffee
 - Have change for T-shirt sales (Dana)
 - Three tables for set up and merch cart
 - Two dozen donuts plus donut holes – volunteer to pick up?
 - Three coffee travelers – volunteer to pick up?
 - Volunteer signup sheets (Caitlin)
 - PTK Volunteers to set up & mingle – 4-5 volunteers
4. Teacher Luncheon 8/8/24 at 11:30 am
 - Catering – Staff would like TACO bar with different meat/veggie options
 - Set-up & clean up – volunteers needed
5. 2024-25 Teacher Reimbursement Program
 - Updated forms/policy/procedures
6. 2024-25 Grade Level Programming:
 - Kindergarten – Dance with Mrs. Tina
 - 1st – Art Smart? SFCM?
 - 2nd – Drama with Ms. Wendy
 - 3rd – Trout in the Classroom
 - 4th – NDI
 - 5th – Arts in the City?
 - 6th – SF School of Cooking, SF Climbing Center?

Next Meeting – PTK, 8:15 a.m. CGE Teacher's Lounge : 8/21, 9/18, 10/16, 11/20, 12/18, 1/15/25, 2/19/25, 2/19/25, 3/19/25, 4/16/25 and 5/21/25