

Carlos Gilbert PTK Meeting Agenda
August 9, 2023 8:15 a.m.
CGE Garden

Attendees: Tim Lonz, Sarah Griego, Kim Jones, Sarah LeBlanc, Steven DeGraeve, Kelly Kitzman, Andra Russek, Dana Tapia, Frederick Marshall Ryals, Rachel Meiklejohn, Libby Lokey, Caitlin Brodsky, Huong Thi Nguyen, Yadira DeHerrera, Jasmine Minhas, Erika Fleetwood, Jana Amacher, Kim Pietrocci, Rick Fiero

1. Welcome!
 - a. School Update from Kim P: There are three kinder classes, 53 kinder students in total with room for more kids. There is a new 5th grade teacher: Eschenbacher. There is a new gifted teacher.
2. Events: Volunteers needed:
 - a. Welcome Back to School – August 11th – August 14th – Sidewalk Chalk Aspirations, Teacher Appreciation, Drop Off Support
 - b. Kinder Coffee – August 17th (Kinder First Day of School)
 - i. Set Up & Clean Up - a few PTK members will arrive around 7:15am to bring tables and CGE merch from basement and set up along sidewalk near kinder entrance
 - ii. CGE Swag Sales - Libby L and Andra R will head up the sales
 - iii. Pick Up 3 large to-go coffee boxes w/sugars, creamers, etc
 - iv. Pick Up donuts – Remember this is for 3 Kinder Classes' worth – so more than last year - Sarah L will contact Whoo's donuts
 - v. Meet and greet parents, offer a Kleenex and a hug
 - c. Teacher Luncheon – August 14 at 11:30 am, at the Gym
 - i. Set Up & Clean Up - Dana T will help, to begin at 11:00am
 - ii. Pick Up of Food – CowGirl - food has been secured by Maggie M
 - d. Indian Market Parking Lot Fundraiser. August 19/20
 - i. Sign Up Genius – Shifts for Saturday and Sunday - Caitlin B will be the point person and set up the Sign Up Genius links
 - ii. How Much? \$10/\$15 - the group decided on \$20 per car
 - iii. Signage - Steve D will make new \$20 velcro signs to attach to the blue parking signs
 - iv. Venmo - Dana T will research setting up an official account for the PTK using the EIN
 - v. Change
 - e. Zozobra Parking Lot Fundraiser, September 1st - Caitlin B will be the point person and set up the Sign Up Genius links
 - i. Sign Up Genius – Shifts for Friday
 - ii. How Much? \$10/\$15 - the group decided on \$20 per car
 - iii. Signage
 - iv. Venmo
 - v. Change

- f. CGE Open House – TBD - the PTK will set up tables near the gym and sell t-shirts, hats, sweatshirts, cups
 - g. Pet Parade - TBD - a theme of “Kindness” was proposed, Libby L will register the school for the parade. Steve D will assist with banner / candy
- 3. Treasurer’s Report - n/a, Dana and Maggie will meet with Sara A to take over the books before the next meeting
 - a. 2023/2024 Proposed Budget
 - b. Funding Requests Process Review
 - c. New Funding Requests
 - d. Teacher Stipends – Receipts, Review with New Teachers
- 4. Minutes – July 26, 2023 - reviewed and approved by board
- 5. CGE Swag Update - requests were made for additional items including fanny packs and water bottles, Steve D to research and get a quote. Marshall R also suggested we solicit product ideas. A request was made for Maggie and Alison to make more tie-dye t-shirts.
- 6. Coffee/Tea Stations and Bathroom Hospitality Baskets
 - a. Set Up Rotating Volunteer Schedule & How To/What To Do
 - b. Ensure Budget
 - c. Inventory
 - d. The idea of asking for donations from the community or local business was floated, ex this basket is “sponsored by Nambe Drug”. Someone mentioned the fact that the PTK provides the hospitality baskets for the teachers should be broadcast to the parents because it is a positive and unusual practice.
- 7. Resolve - Andra R - Resolve is a 501(c)3 nonprofit organization dedicated to preventing violence in New Mexico. They hold 6 hour workshops that might be appropriate for 5th and 6th grade. The cost is \$1800 per workshop. Andra R will send the information to Kim P
- 8. Halloween Carnival – Saturday, October 28th
 - a. Upcoming Meeting Schedule - Steve D proposed that the Boo Crew should start meeting weekly starting next week, will have a zoom because several people can’t be there in person.
 - b. Boo Crew Leads
- 9. Sponsorships - a carlosgilbertptk.com email address will be set up for Rachel M and Jasmine M to use for sponsorships.
- 10. Room Reps - Erika F will draft something new to recruit room reps. The suggestion was made for the room reps to create text groups for their classroom and use that as another channel to communicate with parents. A suggestion was made to put a room rep recruitment note in the Thursday folders. The suggestion was made to use the Thursday folders to communicate Halloween Carnival information.
- 11. Grade Level Programs - 6th grade teachers would like to do the cooking school again. They would also like to do the Mountain Center in Tesuque again, but at the beginning of the year for the team building aspect. A suggestion was made that we look for team building exercises for all grades.

Next Meeting – PTK: August 30, 8:15 a.m. CGE Teacher’s Lounge

Save The Date: PTK Meeting Schedule, 8:15 a.m. CGE Teacher's Lounge
Note this is not the Boo Crew schedule for Carnival

September 27, October 25, November 15, December 13 2023
January 25, February 21, March 20, April 24, May 15 2024