

Carlos Gilbert PTK Meeting Agenda
January 24, 2024 8:15 a.m.
Teachers' Lounge

Attendees:

Lili Gomez (student council), Arrybella Berry (student council), Audrina Bustamante (student council), Harry Phillips (teacher), Jen Vrooman, Rachel Meiklejohn, Jana Amacher, Steven DeGraeve, Jasmine Minhas, Itzhel Sepulveda, Dana Moore, Maggie Moore, Marshall Ryals, Kim Pietrocci, via zoom: Erika Fleetwood, Sarah LeBlanc, Kim Jones

1. School News
 - a. Ms. Pietrocci - Carlos Gilbert placed 2nd in the state-wide Future Cities competition. Mr. Phillips would like to encourage 6th graders to come back and mentor next year's team. Carlos Gilbert will host a STEAM night on January 30 2024. The PTK will sell tshirts at the STEAM night. Steve D will approach the student council about selling pizza at the STEAM night.
2. Minutes - December 13, 2023 - approved by board
3. Treasurer's Report:
 - a. Financial Report - Expenses/Budget - not discussed
 - b. Funding Requests
 - i. The cheer uniform and boys basketball uniform orders are complete
 - ii. Storage bins for uniforms have been purchased and are in the basement.
 - iii. Lessons in a Lunchbox (dental care lessons and kit) request for \$295 to cover the cost of shipping free lunchboxes for all 2nd and 3rd graders was approved by the board.
 - iv. Battle of the Books t-shirt order is complete
 - v. A request from Mr. Phillips for \$645 to cover the cost of a bus for a field trip to the Bradbury Museum was approved by the board.
 - vi. A request from the Student Council for \$500 to cover decorations, snacks, and entertainment expenses for a Valentine's Day Dance for 5th and 6th graders was approved by the board.
 - vii. A request from Ms. Walker for \$600 + tax and shipping for six Shure microphones was approved by the board
 - c. Teacher Reimbursement Activity - possibility of increasing amount - It was discussed and decided that the PTK will reimburse any amount at the end of the semester. The PTK will ask the teachers to "keep their receipts and submit them at the end of the semester". The idea was floated to provide the teachers with an envelope to keep their receipts with a reminder to submit them at the end of the semester. The PTK budgets \$16,000 per year for teacher reimbursements and records show only about half the teachers submit receipts.
4. Updates:
 - a. Thank You Notes Delivery - Erika Fleetwood

- b. Coffee / Tea Stations and Bathroom Hospitality Baskets - Sarah LeBlanc - the stations have not been updated in a while. Maggie M has been stocking the kitchen. Jen V will stock the bathrooms.
 - c. Basement Improvements - Caitlin Brodsky - not discussed
 - d. By-Laws and community support gifts: EJ Martinzes and Adelante - Jana Amacher - The PTK received thank you notes from EJ Martinez and Adelante's parent organization: Santa Fe Partners in Education Foundation (EIN: 85-0392417). There was an extensive discussion about whether these donations fall within the scope of the PTK's Purpose as defined in the Articles of Incorporation and bylaws. The articles of incorporation and bylaws will be reviewed and the bylaws will be updated to be more clear about what entities can benefit from funds raised by the PTK.
5. Tutoring for CGE Students - Steve DeGraeve - a partnership between Mathnasium (a for-profit math tutoring company) and CGE is forming. It was decided that CGE and the PTK want to start on a small scale with Mathnasium. The board approved a spending limit of \$3500 to cover tutoring slots for 4 students for 3 months with 2 60-minute tutoring sessions per student per week. The majority of the group would like to see the tutoring happen at CGE after school. Steve D will meet with Mathnasium again to find out if this is possible. A meeting between Jaime from Mathnasium and Kim P will be arranged by Steve D. Kim P would like to exclude IEP students from the tutoring. Ms. Kate can help find students. The idea was floated to include a "thinking about math tutoring" blurb in the e-blast.
 6. Kit Manager: CGE Teams Uniforms Support - Ms. Pietrocci / Steve DeGraeve - Kim P would like a PTK volunteer to manage the uniforms the PTK has purchased. There are boys and girls basketball uniforms and cheer uniforms. These uniforms need to be cleaned, folded, put away, and accounted for. The volunteer needs to know about any number restrictions, sign the uniforms out to the families, sign them back in at the end of the semester, give them to the coaches, get them from the coaches, and replace lost uniforms. The idea was floated to take a deposit and create a document for the family to sign that states the uniform belongs to the PTK and must be returned. Jasmine M volunteered to take the lead on managing the uniforms and will get in touch with Marissa. Kim P will send Jasmine M the contacts for the coaches.
 7. Enrichment Programs for Spring 2024 - Appointed Lead: Erika Fleetwood and all Room Reps - not discussed
 8. President's Farewell - Jana A stepped down as PTK president. A special meeting will be called to discuss future leadership.

Next Meetings – PTK, 8:15 a.m. CGE Teacher's Lounge:

February 21, 2024

March 20, 2024

April 24, 2024

May 15, 2024