

Carlos Gilbert PTK Meeting Agenda  
November 15, 2023 8:15 a.m.  
Teachers' Lounge

Attendees: Brintha Nathan, Rachel Meiklejohn, Erika Fleetwood, Jana Amacher, Aoife Runyan, Steven DeGraeve, via zoom: Dana Tapia, Casey Janes, Sarah LeBlanc, Andra Russek, Itzhel Sepulveda, Maggie Moore, Isabel Washburn

1. School News
  - a. Ms. Pietrocci - n/a
2. Treasurer's Report
  - a. 2023/2024 Budget Proposal - Dana T to share Google sheet containing raw numbers from all the income sources with Steve D. Steve D will write up final Halloween Carnival numbers for the next eblast, broken down by area so volunteers know their efforts were worth the time.
  - b. Funding Requests
    - i. Brintha N requests we replace the giving tree. A budget of \$200-250 to replace the tree was proposed and approved by the board. Brintha N will buy the tree and text the receipt to Maggie M.
    - ii. Kim P requested funding for STEAM night on Jan 30: Up to 10 groups of teachers would like up to \$100 for classroom supplies for STEAM night for a maximum total of \$1000. Approved by the board. The PTK will receive links to shopping carts by Dec 8, 2023.
  - c. ~~Stipend Activity~~ Classroom Reimbursements - The group wondered if there is a better way to handle the reimbursements. Most teachers know what they will need for the upcoming semester and can be reimbursed for the full \$300 at the beginning of the semester. Some teachers submit small receipts throughout the semester which can become an administrative hassle. The PTK group will seek a way to simplify the process.
3. Minutes – September 27, 2023 and October 25, 2023 - approved by board.
4. Halloween Carnival - Steve D gave a quick recap including feedback collected from volunteers about what went well and what could be improved. The group discussed recurring problems related to tickets vs. wristbands, kids without tickets, no show volunteers, misbehaving kids. Despite the anticipated problems, the Halloween Carnival was a success both financially and socially. Several people have suggested scaling the carnival back. Several people have urged the PTK to not make the Halloween Carnival any bigger. Steve D will write a "how to run a record-breaking halloween carnival" manual and put it in a binder on the bookshelf in the basement. The manual will focus on the timelines and areas of responsibility that make up the Halloween Carnival.
5. Need Volunteers to take the lead:
  - a. Deliver Thank You Notes - Erika F to collect and start distributing.
6. Coffee/Tea Stations and Bathroom Hospitality Baskets - Sarah LeBlanc - In progress. The group wondered how frequently and to where the Amazon auto-replenishment shipments arrive.

7. Giving Tree - Brintha Nathan - Brintha N handed out a detailed administrative timeline for the Giving Tree. The group agreed there was no need to pass a hat during the winter concerts to collect funds to purchase any remaining items on the tree. The group proposed and approved a motion to purchase twenty \$50 grocery gift cards (final number to be determined by the number of families receiving items from the giving tree). Erika F will buy wrapping paper, ribbons, tape, tissue paper to wrap any unwrapped items.
8. Teacher Appreciation:
  - a. A Cozy Surprise - Notes and Delivery - Sweatshirts are wrapped and in the basement ready to be handed out. They will be distributed by Kim P at the teacher luncheon on Dec 8 2023.

Coming Up Next Meeting: Enrichment Programs, Basement Improvements, and more

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

December 13, 2023

January 25, 2024

February 21, 2024

March 20, 2024

April 24, 2024

May 15, 2024