

Carlos Gilbert PTK Meeting Agenda
August 17, 2022 8:30 am
CGE Garden

Attendees (in person): Jana Amacher, Michaelann Perea, Sara April, Sarah LeBlanc, Rebecca McDonald, Minda Palomino, Maggie Moore, Erica Gomez, Kathy Primm, Alison Walcott, Steven DeGraeve, Erika Fleetwood, Libby Lokey, Caitlin Brodsky, Kate McCarthy

1. Welcome!
2. Events:
 - a. KinderCoffee - August 22nd
 - i. Volunteers needed Sarah L to set up signup genius
 1. Pick up 2 large to-go coffee boxes and sugars/cream Sarah L to pick up coffee and cups from Whoo's Donuts
 2. Pick up donuts Sarah L to pick up donuts (donated) from Whoo's Donuts
 3. Set up tables from the basement with hats, cups, shirts, venmo & Kleenex
 4. Meet and greet kind parents, offer Kleenex, and possibly recruit
 5. Clean up and pack up
 - ii. PTK Guardian Open House - TBD will need volunteers, August 31st
3. Minutes from August 8, 2022 meeting minutes to go out to board a couple of days after meeting, so they can be included in the next e-blast -- need to copy Priscilla
4. Treasurer's Report Sara A provided printout of spreadsheet detailing balances and expenditures by category and carnival breakdown, Last year had a profit of \$3854, we made so much money from carnival last year, we're back to 2019 spending levels. Total PTK funds are at \$69,691 as of July 31 2022.
5. Funding Requests Sara A to forward funding requests to Alison W. Sara A has master list with checks and dates, will send to Alison W and Maggie M. Alison W will get stipend checks out to new teachers. Ms Frances has a funding request for \$220.50 related to battle of the books, but there might be duplicate line items for already approved funding request(s), line items need to be reconciled.
6. In-House
 - a. Refresh Provisions
 - i. Coffee/Tea Station & Care Baskets by 8:30 am on the first day of school, there had already been many thank yous for the hospitality baskets from the staff. There is a second "rogue" teacher coffee room upstairs that needs to be routinely stocked. Libby L asks that everyone help her keep an eye on the stations and baskets and to let her know when restocking needs done.
 - ii. Lamination Station Libby L reports we may need more lamination supplies
7. Parking Event Fundraising attendees noted that it is not worth doing a Spanish Market parking fundraiser - there just isn't enough demand and there were open meters everywhere, skip this fundraiser next year.

- a. Prepare for Indian Market - August 20 - 21st Sarah L recommended telling kinder parents to sign up for parking fundraiser. A few people mentioned that it's scary to do the fundraiser alone, we should always have at least 2 people there, recommendations were made to lock excess cash in a car once in a while is a wise idea with the many "characters" who stop by to chat.
 - b. Prepare for Zozobra - One Night Only - Friday, Sept. 2nd Maggie M suggested \$20 parking fee for Zozobra and jokingly mentioned we should tell parents to park at the school and pay \$20. Alison W to set up signup genius link for e-blasts.
8. CGE Swag It was suggested that we take orders for items that are not in stock during Kinder Coffee
- a. Current Inventory Inventory on Wix website matches reality. Low on a few items (small shirts), but will be ordered this week.
 - b. Online Ordering and Delivery Sara A to order more inventory for low inventory items
9. School News
- a. Ms. Pietrocci Ms P is busy with first day activities, sends her well-wishes. Looking for room reps and volunteers for the school
 - b. Gaga Ball Pit Flooring A lot needs to be done to put the new flooring in: Tom may be able to put sand and compact it, but a professional outside of the school facilities needs to install the new flooring. Caitlin B of DBC Concrete will contact Ms Christy (connection made by Michaelann P). PTK will pay for the project.
 - c. Kinder SandBox request needs to be made through Kim P to have Cassidy's, the school's landscaping company, to regularly sift / replace sand. Recruit parents to routinely rake the sand.
10. Big Picture Halloween Carnival Discussion
- a. Outline Top Games and Activities Ideas were floated to put more of the activities outdoors, but some attendees worried about rain and putting all our eggs in one outdoor basket. We would still put games in teachers' classrooms, but maybe not in ALL classrooms like previous years.
Sarah L will set up the raffles ahead of time on Oct 1 2022, but will be announced at school on Monday Oct 3 2022. Erika F to send list of students, classrooms and teachers to Sarah L.
 - b. Block Party Permitting - Halloween Maggie: it is possible to block the road with a permit, it will cost \$300-400 to hire traffic control people. Block NY Catron to corner near teacher lot? Lots of mixed discussion about whether it is worth the effort to close just a small part of the road, but if we close the whole road, we lose parking and people just won't come. -- A number of food truck recommendations were given (Freshy Freeze ice cream has a \$575 min contract, Mas Chili (at tumbleroot) may have higher min, Bruno's Pizza, Michaelann has an "American Food" truck contact. Maggie mentioned Melanie may be able to do music.
 - c. Parking - Halloween Maggie said it was not worth asking the county to let us use their parking garage -- too big of an ask. Kate M mentioned that parking is the #1

priority when coming to volunteer, don't take away all the available parking by closing the street.

- d. Sponsors & Donations The sponsor and donation letter templates need to be updated to reflect this year's date(s)
- e. BOO CREW! We will have a special halloween-only PTK meeting next week on Wed at 8:15am (and then maybe weekly after that)

Next Meeting – August 31st, in the CGE Garden & Zoom at 8:30 am