

Carlos Gilbert PTK Meeting Agenda

January 25, 2023 8:15 a.m. (postponed from Jan 18 due to snow delay)

CGE Teachers' Lounge

Attendees: Jana Amacher, Sarah LeBlanc, Sara April, Maggie Moore, Steven DeGraeve, Bob Stark, Erika Fleetwood, Libby Lokey, Evelyn Quintana, Kathrynne Hanlin, Rachel Meiklejohn, Dana Tapia

1. School News

- a. Ms. Pietrocci - STEAM night is next Monday. The proposal for the Wellness Room for the teachers and staff has been submitted; the teachers' lounge will be completely revamped with new furniture, art, lighting fixtures, privacy panels. New playground equipment has been ordered and is scheduled to be installed during spring break. Everything up to the slide will be replaced. The district is paying to replace the stage curtains (\$30k).
 - b. Yearbook - Quickly discussed if Bernadette will be collecting pictures for the yearbook. Yes, details TBD.
 - c. CGE STEAM Fair Jan. 30th – Merch Sales - PTK will sell merch near the cafeteria; headed up by Alison W.
2. Minutes – December 14, 2022 - Reviewed and approved by board. The minutes and a summary of the Treasurer's report will be published on PTK website today by Steve D.
3. Treasurer's Report - A PTK Financials 2022-2023 spreadsheet prepared by Sara A was discussed. Total PTK funds as of Jan 17, 2023 are \$91,722. Starting balance as of 8/1/2022 was \$69,691. As of Jan 17 2023: 2022-2023 income is \$63,857; 2022-2023 expenses are \$41,826; 2022-2023 profit/loss is \$22,031. As of Jan 17, 2023, Expenses total \$22,603 against a budget of \$50,000. (Carnival expenses are not included in the expense vs budget table.) It is important to note that grade level programs are at \$3,182 against a budget line item of \$16,000 in part because the NDI cost is covered through the 2023-2024 year.

A suggestion was made that the PTK's taxes be prepared by a CPA. Dana T has a contact who may be able to help with that. Sara A reports that the finances are currently maintained in an Excel spreadsheet that is reconciled against the bank statements. Taxes are currently filed manually through the postcard filing.

4. Funding Requests

- a. Ms. Quintana – Raising Trout - fish tank repair materials FIXME: what is dollar amount? Approved by board.
- b. Ms. Biree – Theatre Enrichment - \$1900 “fables into plays”, 24 lessons at \$80/class for 25 students. Approved by board.
- c. Ms. Stark – Young Astronaut Club - seeking \$2000 for 100 rockets at \$10/each and 200 engines at \$5/each for ~100 students K-6, learn about space at lunch time. Build rockets one weekend at the school and launch them the next weekend at the City of Santa Fe Municipal Recreation Sports Complex. Mr. Stark will have a table at STEAM night. Approved by board.

- d. Blackhawk Bookworms Bookmarks - Ms Q, Ms Hanlin, Ms Frances, Ms. Kate requested ~\$698 for 200 customized bookmarks with timers. Ms. Hanlin to share a link with Maggie M who will place the order. Approved by board.
5. Basement Update - Mr. John completed the cleanup project. No swap between the furniture storage room and the current larger PTK storage room is needed. Christmas items need to be organized or minimized. Costume bins need to be sorted or removed. John will clean out the narrow closet that currently contains old trophies. Sara A will work with John.
6. Teacher's Lounge Copier Update - Update from Libby L: We have quotes from two companies, with slightly different pricing models and what is included, but similar lease pricing. The potential copier is huge and won't fit in the teachers' lounge. A decision was made to put the new copier in the front offices near the mailboxes.
7. CGE Teacher & Staff Appreciation – National Appreciation Week is May 8 - 12 - Ideas floated included the coffee cart and sidewalk chalk art.
8. Big Picture, Large Scale Projects &/ Enrichment Programs
 - a. Grade level programming update - It is too late in the year to schedule cooking with kids for the 6th graders. Erika F mentioned this needs to be scheduled in August. Other ideas were floated for the 6th graders: climbing center, tour of capitol building with pizza lunch in the hallways there, Georgia O'keeffe-related tours of house or Ghost Ranch, rafting trip, SFCC ropes course in Glorietta, mountain center in Tesuque, SF Improv, YouthWorks kitchen program. The idea was floated for the 6th graders to participate in the Raising Trout program with the 3rd graders because COVID-caused remote learning prevented them from being able to do it when they were in 3rd grade. First graders do not have a program. The idea of doing dance with Tina Anderson was proposed. The question was raised if she can do yoga with the kids. The teachers want something active. Their pumpkin patch trip was canceled in the fall.
 - b. Japanese Club update - They have had their first meeting. A detailed syllabus created by Ms. Fukue was passed around.
 - c. Music Equipment - The question was raised if the PTK should buy another portable speaker with a mic. Melanie M and Ms. Walker will investigate options. The "house system" in the gym is not functioning and needs repairs. Kim P reports the system needs to be revamped and will be paid for (\$30k) by the district and is scheduled to be done this spring. There is a desire to get cordless mics for choir and band performances. Other miscellaneous items including carts and storage bags should also be purchased.
 - d. Tree Plantings - There is a desire to have more trees planted around the campus and old trees that have reached the end of their useful life retired. Kim P reports this type of work must be approved and installed by the district. The PTK can submit proposals to Kim P who will send out to the district for approval.
 - e. Chess Club - returning headed up again by Mark Galassi
9. Looking forward into the New Year

- a. Website updates - Changes may be made coinciding with a new e-blast coordinator.
- b. E-Blast Coordinator - A new person is needed to compile, write, and send the weekly e-blasts. Kim P emphasizes that this is a critical piece of communication that is the face of the school. Other schools and the district look to our weekly e-blast as a model for their own communications. Sara A to write up a precise description of what the job entails. Dana T is interested. Steve D is also interested if no one else volunteers.
- c. Promotion Ceremonies - No dates have been set yet. Kim P will let us know. It is usually the Tuesday before the last day of school.
- d. Spring Spruce Up - The PTK would like to host a general cleanup day on the school campus to pick up trash. In previous years, the district provided bags and gloves. The PTK considered having it coincide with Earth Day (April) or National Cleanup Day (September).

Next Meeting – PTK: February 22, Meeting at 8:15 a.m. CGE Teachers' Lounge
(Save the date: March 29, April 26, May 17)