



Meeting Minutes (notes in blue overlaid on agenda items in black)

February 3, 2022, 8:10 am Zoom

(meeting was rescheduled because of school closure for inclement weather on 2/2/22)

In attendance: Kim Pietrocci, Dee McLaughlin, Sara April, Sarah LeBlanc, Alison Walcott, Maggie Moore, Libby Lokey, Jana Amacher, Kathy Primm

- 1) Funding Requests – no new requests
 - a. Laminator – Maggie delivered the laminator to school. Ms. Pietrocci expressed gratitude and explained it's not yet set up but will be soon. Sarah will wait to develop a process for bigger lamination jobs being taken to Alphagraphics by parent volunteers. First, we'll see what the demand is and how well the smaller machine on campus meets staff's needs.
 - b. Gaga ball floor – No updates from Ms. Kristy on purchasing. Kathy will follow up with her to let her know the funding request was approved last month. Ms. Kristy can coordinate with our Co-Treasurers to use the PTK credit card for the purchase.
- 2) Grade Level Programs – Opened discussion for any updates on grade level programs. The Co-Treasurers haven't seen any payment requests for a 1st grade program. Kathy will reach out to the 1st grade coordinator, Rachel, to ask if the 1st grade teachers have decided on a program and let them know we're here to support it. Trout are already in Mrs. Quintana's classroom. Sarah has connected with Mrs. Peterson and Wendy about the 2nd grade program. Wendy needs to submit invoices to get paid. Ms. Dee noted Wendy will also work with the 5th graders for an 8-week program. Additionally, 5th grade may visit with staff from the O'Keefe Museum.
- 3) Meeting Minutes – no updates
- 4) Staff Highlights – Sarah will finalize the staff survey to share with the PTK Board before sending it to Ms. Pietrocci to share with staff. We can put responses from staff in the e-blasts for the rest of the school year.
- 5) 2022-2023 PTK Board Vacancies – We will discuss recruitment for next year's PTK Board at our meeting in March. Some two-year terms are coming to an end, so we'll have some vacant positions to fill. Though full terms are 2 years, we vote each year with a new slate. It's important that Board members regularly attend meetings and participate in events. Sara will start a list of ongoing tasks she handles, so they can be delegated to others. Kathy will do the same.
- 6) School News
 - a. Info for potential incoming Fall 2022 families – We'll put the plans for making a video walkthrough of our campus on hold for now. It can be a fun project in the future. Kathy received some 6th grade students' testimonials from Ms. Garcia. The students described their experiences at CGE and their positive impressions. We'll consider posting these on our website.
 - b. Yearbook links for photos:
 - i. Bernadette asked for Room Reps to assist teachers with uploads
 1. Links for each homeroom to upload photos into MJ Thomas software (added to Room Rep Google sheet in column F)
 2. Kathy sent message to Room Reps on January 15

- ii. PTK/Carnival uploads for yearbook can be uploaded at this link <https://plicbooks.com/go/YMFD5L>
 - c. Young Astronauts Club – Sarah will check with the Starks to find out if this tradition will return this Spring. Everyone loves Young Astronauts Club!
- 7) End-of-Year Events
 - a. 6th Grade
 - i. Musical – This event may be in-person in the gym at the end of the year. If so, only 2 family members per student would be allowed.
 - ii. Chalk Battle
 - 1. We still have the pouches from last year but need more chalk – a funding request for the chalk will help us document this purchase.
 - 2. We'll order the white t-shirts for 6th graders again (to be used during Chalk Battle and kept as a memento with all students' names listed on the back). We need all the 6th graders' names and appropriate sizes for t-shirt order. Sara will then coordinate with the same vendor used last year.
 - iii. Retreat – Maggie will look into potential options for end-of-year retreats for upper class students. We can reach out to 6th grade Room Reps to help with coordinating events, too.
 - b. Kindergarten - Kathy will reach out to kindergarten teachers and Room Reps in the next couple of months to let them know PTK is happy to fund kindergarten graduation events, too.
- 8) Merchandise Order – Ms. Dee said she'd order a CGE adult hoodie if we made those available again. We'll look at doing another merchandise order before the end of the school year to re-stock.
- 9) Financial Update – Sara gave an overview of PTK financials 2021-2022. We started the school year with a balance of about \$66,000 and had a balance of almost \$92,000 after October fundraising events. We are in good shape and want to encourage more funding requests from staff: materials for classrooms, activities, and big projects that benefit the whole school. We should also check with Ms. Kate and Ms. Frances about books for kids to take home with them.
- 10) Teacher Stipends – Sara will send an email to Ms. Pietrocci to share with teachers to encourage more funding requests and offer the traditional \$300 stipend to all teachers again this semester.
- 11) Garden/Orchard
 - a. Maggie ordered additional tree stumps from Coates for the orchard. These can be used for another outdoor classroom.
 - b. After Spring Break (March 14-18), we'll have a Cleanup Party in the garden to get it ready for planting before summer.
- 12) Next Meeting – March 2, 2022, 8:10 am Zoom – We are hopeful our last couple of meetings of this school year can be outside in the garden once it's warmer.