

Carlos Gilbert PTK Meeting Agenda  
September 28, 2022 8:15 a.m.  
CGE Garden (now in Teacher's Lounge)

Zoom Meeting ID: 810 5786 2343  
Passcode: 088673

Attendees (in person): Jana Amacher, Sarah LeBlanc, Alison Walcott, Steven DeGraeve, Gillian Gonda, Brintha Nathan, Kathy Primm, Caitlin Brodsky, Sara April, Maggie Moore, Dana Tapia, Marshall Ryals, Andra Russek, Kim Pietrocci, Kate McCarthy, (via Zoom): Libby Lokey, Erika Fleetwood, Rebecca McDonald

1. School News
  - a. Ms. Pietrocci - Thanksgiving lunch will be open again for families to come in and eat with the students. Inclement weather pickup was discussed, reminder about procedure to be included in an eblast (simple instructions: line up at front door of school instead of at bridge). Standards Based Grading was briefly discussed after a question about whether it has generated any push back from parents. It has not.
2. Minutes – August 31, 2022 - minutes approved by board
3. Treasurer's Report - income is up a bit: income so far this year is \$9,922 (amazon smile: \$51, merch sales: \$1,742, parking fundraisers (not including zozobra): \$4,579, carnival sponsor income so far: \$3,550 with another \$1200 expected and donations of bags and toothbrushes worth about \$1700. Expenses so far this year is at \$9,512 (carnival: \$471, funding requests: \$413, grade level programs: \$302, merch so far: \$2,355, misc: \$1,096, staff stipends: \$3,000 with \$3,200 still to distribute, teacher appreciation / school support: \$1,875). Total in checking and savings: \$70,102. Questions were raised by attendee (Caitlin B) asking why the PTK has so much money in the bank. The answer is twofold: 1: the PTK likes to have a "rainy day" fund of about \$35,000 to cover one typical year of expenses in the event Halloween Carnival can't happen and 2: it has been difficult to spend large chunks of money because approvals are needed by the district and city for projects ranging from Gaga Ball flooring improvements, turf installation, shade structures, etc. Ideas for big spending were floated, and it was discussed that the primary mission when spending PTK funds is to make sure it benefits as many students as possible. Other ideas for the money was to invest in Halloween Carnival "infrastructure" (photo booth? Boomboxes for cake walk / stuff walk).
4. Funding Requests - Ms. Cross submitted a funding request for \$600 to cover expenses for a bus for Cross, Stark, and Drysdale to go on an out of town trip to the Galloping Goat Pumpkin Patch. Funding is for one bus. The other bus is covered by the school budget. Funding request was approved by the board.  
Ms Frances and Kate McCarthy submitted a funding request for \$500 for Battle of the Books to cover the cost of new books, t-shirts, snacks, prizes for 35 4th, 5th, and 6th graders. The funding request was approved by the board.

5. **CGE Swag** - A lot of inventory has been received including long sleeve t-shirts, zip-up hoodies, more tie-dyes, hats. A large merch display of two clothing racks will be present at carnival.
6. **Halloween Carnival:**
  - a. **Communications Calendar** - this week (oct 1) is key, first room rep carnival communication will go out this week. Banners from Coca Cola to be hung today after the meeting on the school fence facing W Alameda St near the stop light, on the fence where St Francis goes over the river at the intersection of St Francis and W Alameda (across from Burger King), and on the fence at the Rodeo Fairgrounds at the intersection of Richards Ave and Rodeo Road.
  - b. **Cash Raffle Update** - will go live on rallyup on Oct 1, Libby and Sarah L will be cheerleading at the school, room reps will communicate to parents.
  - c. **Basket Raffle Update** - PTK will solicit donations through the wix shop website like was done last year. PTK will collect items in front of the school on Wednesday mornings until carnival. Sign up genius links will be created with assistance Kathy P based on the sign ups created by Frances C.
  - d. **Sponsors Update** - discussed during Treasurer's Report (above)
  - e. **Expenses:** - idea was floated to only require board approval for expenses greater than \$500, which was agreed upon.
    - i. **Photo Booth** - \$895 to rent (okayed by board)
    - ii. **Face Painters** - \$800 (\$100 per hour per face painter), deemed too expensive by board, looking for cheaper alternative face painters or not do facepainting and only offer temporary tattoos
    - iii. **Prizes & Supplies** - board approved budget of \$1200 for Alison W to make purchase from Oriental Trading Co.
    - iv. **Table & Chairs Rental** - Libby is still working on
    - v. **Other** - possible tarot card reader Alison W / Dana T
  - f. **Sweet Shoppe** - Dana T will ask for themed items to make it more specific / fun by grade / classroom (ex: cookies + Harry Potter, cupcakes + Wizard of Oz, etc)
  - g. **Cake Walk** - decision was made to ask for cakes or gift certificates ("Cake for a Later Date") from the upstairs classrooms (rooms without games)
  - h. **Volunteers** - a quick run through of the main attractions was done to determine how many volunteers were needed per hour to help Caitlin B set up the sign up geniuses for them:
    - i. Ticket sales / will call in front of school - 2 people per hour
    - ii. Ticket sales near cafe (cash only) - 2 people per hour
    - iii. Merch table in front of school - 1 person per hour
    - iv. Basket security in cafeteria / gym- 2 people per hour
    - v. Giant slide - 2 people per hour
    - vi. Soccer Darts - 2 people per hour
    - vii. Bounce House - 2 people per hour
    - viii. Prize Table - 2 people per hour
    - ix. Toilet Bowl Toss (Tomkins) - 2 people per hour
    - x. Beat the Creeper (Owens) - 2 people per hour

- xi. String Pull (Quintana) - 2 people per hour
- xii. Soda Ring Toss (Hanlin) - 2 people per hour
- xiii. Shark Bite (Drysdale) - 2 people per hour
- xiv. Stuffy Walk (Jameson) - 2 people per hour
- xv. Cake Walk (1pm - 3pm only, Cross) - 2 people per hour
- xvi. Hay Hunt - 2 people per hour
- xvii. Sweet Shoppe - 2 people per hour
- xviii. Haunted House - 6-8 people per hour (parent + child)
- xix. Temporary Tattoos - 2 people per hour

#### Next Meeting

– PTK: November 26, Meeting at 8:15 a.m.

– Halloween Boo Crew: October 5, Meeting at 8:15 a.m. and meeting every Wednesday until the Carnival!