



Meeting Agenda

May 4, 2022, 8:10 am Playground and Zoom

In attendance: Steven DeGraeve, Maggie Moore, Alison Walcott, Sara April, Sarah LeBlanc, Rachel Meiklejohn, Brintha Nathan, Libby Lokey, Erika Fleetwood, Kathy Primm, Kim Pietrocci, Marissa Saiz, Michaelann Perea (Zoom), Rebecca McDonald (Zoom)

1) Meeting Minutes

No updates

2) Staff Support

a. Staff Appreciation Week this week

i. Breakfast/coffee cart brought smiles on Monday

Thanks to Sarah for offering to be the lead for this event, and thanks to Erika, Libby, Dana, and Rebecca for signing up to help Sarah! Volunteers who distributed the items to staff had some notes for future reference: 2 coffee carriers was an appropriate amount, scones are very popular, don't need as many donuts, work on a better tea selection in the future

ii. Friday potluck luncheon

Thanks to Alison for volunteering to be the lead for this event, and thanks to Brintha, Sara, Libby, and Joanna for signing up to help Alison organize the donated food and drink items and get them to the cafeteria for the staff potluck luncheon! The signup sheet for items looks good, but PTK can supplement as needed on Friday. Brintha will bring flowers and tablecloths.

iii. Thanks to Room Reps and volunteers and all the parents/guardians who contributed!

PTK is working on a Kudoboard for staff, to be delivered to them on Friday.

PTK is also giving cards and \$25 cash to staff that aren't homeroom teachers (or kindergarten EAs) because they're not likely to receive gifts from parents/guardians. Maggie will deliver those to school for those staff on Friday.

PTK will organize a Sidewalk Chalk Party on Sunday, 5/22, to give another round of gratitude to staff before the school year is over. This is a fun new tradition we started last year when we couldn't go into the building during Staff Appreciation Week.

b. Highlights for eblast

All submittals have been shared in the eblasts. Thanks to Sarah and Rachel for compiling the blurbs based on staff's responses to the survey!

Consider highlighting sponsors in next year's eblasts. Also look into updating the website and handbooks. Kim offered to work on updating the handbooks.

c. Restocked coffee in Teachers' Lounge

Thanks to Sara for hopping on this when we got word staff only had pumpkin spice left! We're glad Mr. John let us know they were low on pods. We're always happy to replenish the supply.

3) Funding

Kim requested funds for retirement and goodbye gifts for staff retiring/leaving CGE. She normally uses her stipend for this, but she didn't save receipts to turn in for the first semester. Mr. John and Ms. St. Clair are retiring. Daisy and Benji moving to new jobs. Kathy made a

motion to approve the request. Sarah seconded the motion. All approved. Co-Treasurers will reimburse Kim when she brings in receipts for purchases.

a. Battle of the Books

Maybe a reimbursement for this? Pending

b. End-of-year events

i. Kindergarten

Ms. Jamison responded to Kathy and said they'd like to request money for cupcakes, decorations, balloons, napkins, etc. for the kindergarten promotion ceremony. Ms. Garcia noted some of the funding she estimated would include supplies for kindergarten. Maggie let Ms. Jamison know PTK could provide a check in advance or reimburse after receipts are turned in.

ii. 6th Grade

1. Chalk refills (50 packets) and t-shirts ordered
2. Graduation – flowers, cupcakes, water, decorations (reimburse, likely about \$300)

iii. Field Days

Sara will order Otter Pops to be delivered to school, so there's plenty of time to freeze them. Kathy will email Ms. Kristy to see if she wants any other help from PTK for Field Days.

4) Club/Team Stipends

- a. Historically, looks like sometimes \$150 and sometimes \$250
- b. Decide value to use moving forward

There are about 10 clubs/teams total. The consensus is to provide stipends of \$250 per club or team per year. For teams with multiple squads, like basketball, each squad gets its own stipend. Sara will add this to the Master PTK Notes.

5) Garden Planting - 5/11 after school

It seems someone broke into the garden shed. We may need to replace it. The district is paying for mulch and compost from Reunity Farm, to be delivered on Saturday. Maggie will buy the plants on Saturday, so they're ready for planting Wednesday.

Maggie has been working with Leo (General Services Construction Manager) from the district. She summarized three potential shade options:

- Roll-down blinds for the portal (could be safety issues)
- Shade structure over picnic tables near the shed for about \$25,000
- Umbrellas to put in existing picnic tables as well as new tables

6) Merchandise Order

Sara will meet with Alison after the meeting to discuss

7) Grade Level Programs

1st grade is working with Santa Fe Children's Museum to try to schedule visits, but Mrs. Stark is thinking about alternatives in case it doesn't work out.

6th grade went to the Santa Fe Climbing Gym and has 2 more trips there planned. Feedback from a 6th grade parent: Riding the city bus there was a good experience for the kids. For future reference, it would be better to space out the visits there more. Some kids got blisters.

Reminder: Lisa Schub (Blackhawk mom) does a Skate for Free program at GCCC. It's a 6-week ice-skating program. PTK would just facilitate getting people there. This could be a good option for a grade-level enrichment program in the future.

8) Additional Tasks to Delegate (not specific to board positions)

a. Sara April

- i. Fulfilling online merchandise orders – Alison volunteered

- ii. Maintain/update Shared PTK Documents on Google Drive (includes PTK Master Notes - which is an attempt to summarize regular tasks, have a record of logins/passwords, etc.) - [Steven will maintain the Master Notes](#)
- iii. Create PTK email addresses as needed and manage PTK's G Suite account – [Sarah volunteered to manage G Suite](#)
- iv. Manage Network Solutions account (who we pay for our URLs)
- v. Manage payment accounts (Stripe, Paypal. Wix payments)
- vi. Manage Constant Contact account (service for e-blasts) - [Sarah volunteered](#)
- vii. Parking fundraisers, started to transition to Alison
- viii. Carnival tasks (another discussion in the future!)

The group discussed [talking to Enterprise about a business account credit card, so it's not tied to an individual.](#)

b. Kathy Primm

- i. Donation request letter (already generated for Carnival 2022)
- ii. Request and track donations
- iii. Theme basket coordination (passed on to Jana 2021)
- iv. Room Rep coordination - recruit, contact list, messages to them (ideally with example language) – Erika Fleetwood volunteered
- v. Manage DropEvent for photo uploads – Priscilla also an admin - [Kathy will send the login info to Sara for the Master Notes. Sarah volunteered to be added as an admin.](#)

[Sarah will send RallyUp login info to Sara for the Master Notes.](#)

[We can have a summer meeting to talk more about tasks.](#)

9) School News

[Kim noted it's nice to be getting back to some normalcy. She's working on staffing for next year. The group told her to let PTK know if budget cuts are an issue with staffing.](#)

10) Have the best summer ever!! 