

# VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)  
July 17, 2017  
6:00 p.m. dinner at Stacey Nelson's house  
6:45 p.m. meeting called to order

## Mission Statement

The Core Knowledge Charter School Parent Round Table is a support organization for the parents, students and staff. The mission of the CKCS PRT is to inform parents of topics regarding CKCS, and to help the CKCS Governing Board in their decision-making process by discussing pertinent topics. All CKCS parents are invited to suggest topics for and are encouraged to attend monthly meetings.

## Agenda

1. Attendance/Introductions – Stacey Nelson (outgoing co-president), Liz Slager (incoming co-president), Suzy Schleeper (co-president), Elly Patton (outgoing vice president), Dana Schwartz (outgoing Redeemable Incentives director/incoming vice president), Chris Kiefert (secretary), Mayank Verma (treasurer) Sarah Lederer (communications director), Sarah Hereley (incoming Event Co-Director), Melissa DeCabooter (incoming Event Co-Director)
2. Update from PASS/Governing Council
  - a. PASS – Golf Outing to raise money for the endowment is scheduled for August 17<sup>th</sup>. As of the meeting, 5 more teams were needed in order for the event to be held.
  - b. Governing Council – no update at this meeting.
3. School Update
  - a. Rick was unable to attend the meeting, but did provide his Director's Report prior to the meeting.
  - b. Enrollment for the 2017-18 school year is up a bit at 414, but the Kindergarten numbers (30) are still low.
  - c. **Action Item: a request was made for Rick to review the CKCS School Operating Budget at an upcoming PRT meeting. Also, discuss whether or not there should be PRT representation on the CKCS Budget Committee.**
4. Parent/Teacher Input – None at this meeting
5. Secretary Update
  - a. June meeting minutes were approved and are ready to be added to the website.
  - b. The Action Items and Parking Lot lists were not reviewed at this meeting in the interest of time.
6. New Board Member Vote
  - a. A motion was made to vote in the newly elected board members, as follows:
    - i. Co-President – Liz Slager
    - ii. Vice President – Dana Schwartz
    - iii. Event Co-Directors – Melissa DeCabooter and Sarah Hereley
  - b. The motion was seconded and all approved, so the motion passed and the new members were welcomed to the board.
  - c. Thank You!! to the outgoing members – Stacey Nelson and Elly Patton – for all of their hard work throughout the years. The students, staff and school all benefitted greatly!

## 7. Event Co-Director Update

- a. These are new positions so the following expectations were set:
  - i. **Action Item: Melissa and Sarah can work together to determine who will be responsible for which events.**
  - ii. All of the PRT events currently have coordinators, who are primarily responsible for the event. If an event doesn't have a coordinator, the director is primarily responsible for recruiting a coordinator and/or coordinating the event if necessary. (The board can/will help with this as needed).
  - iii. Prior to the monthly meeting, the applicable director will contact the coordinators of any of their upcoming events to request a status update, determine if the coordinator needs any additional assistance and see if the coordinator would be available to attend the upcoming meeting. (If unable, the director will provide an update on the event).
  - iv. Prior to the monthly meeting, the applicable director will contact the coordinators of any of their completed events to request information about the event and if there are any lessons learned/notes for future events and see if the coordinator would be available to attend the upcoming meeting. (If unable, the director will provide an update on the event.)
  - v. Any new event ideas will be funneled through the Event Directors for vetting.
- b. Restaurant Nights
  - i. Sarah L is working to get food carts for Back to School Night
  - ii. Sunday 10/1 is tentatively scheduled for the Draft House Spaghetti Dinner.
    1. Kimberly Zak is taking the lead on this. She will provide an overview via email.
    2. Elly will coordinate a basket raffle and Sarah L will sell SCRIP cards at the event.
    3. The Draft House charges us \$6 per adult and \$3 per child. PRT will need to decide what the upcharge should be.
  - iii. November 8th – Culvers
  - iv. December – Little Caesars
  - v. January 23 – Monks
  - vi. February 13 – Millers
  - vii. March – Sugar River Pizza
  - viii. April – Culvers
  - ix. May – Mr. Brews/Orange Leaf

## 8. Vice President Update

- a. Mini-grants: going forward, Roxy will either forward any mini-grant requests or they will be in the bin in the office
- b. Redeemable Incentives
  - i. Ink Jet cartridges – were dropped off at Office Max (Depot?), so we will have a credit there.
  - ii. Draft House – Dana is going to email them to request their annual donation.
- c. Shoe Drive – information about this will be forwarded to the MS Booster. PRT will not be doing this fundraiser.

## 9. Communications Director Update

## 10. Co-President Update

- a. Homework Club - \$2300.00 was budgeted. \$2776.06 was requested.
  - i. **Action Item – PRT needs more information about what the intention of Homework Club is, who it is available to, and why it was overbudget.**
  - ii. A motion was made to table voting on the overage until we were able to get the requested information. The motion was seconded and all approved, so the motion passed.
  - iii. **Parking Lot – For next year, PRT would like to have the total cost by the end of the school year for budgeting purposes.**

- b. Rising Heroes Project
  - i. This is a movie that we would host and charge people to attend.
  - ii. We have the option to co-sponsor this event with NCS and VAIS
  - iii. Action Item – review information about this event and determine if this is something PRT is interested in doing.

11. Treasurer Update

- a. Operating Account Balance - \$24,366.00 SCRIP Account Balance - \$10,800.00
- b. Outstanding Items:
  - i. Approx \$10,000.00 for teacher wish list items
  - ii. \$2300 - \$2700 for homework club
- c. Action Item: update the bank account. Going forward, Suzy, Liz and Mayank will be the only persons able to access the account for deposits/withdrawals.
- d. Action Item: get additional cash bags to allow for separate tracking of funds when multiple fundraisers are being held the same night (ie. bake sale, basket raffle, book fair).
- e. Action Item: see if Rick/Roxy would be able/willing to lock up cash bags for coordinators if needed.
- f. The 2016-17 budget was reviewed.

12. The 2017-18 budget

- a. A motion was made to approve the budget as detailed below. The motion was seconded and all approved, so the motion passed and the 2017-18 budget was set.
- b. Income (Total - \$28,000.00)
  - i. Bake Sales - \$1200.00
  - ii. Basket Raffle - \$400.00
  - iii. 50/50 Raffle – remove
  - iv. Fall Book Fair - \$1200.00
  - v. Spring Book Fair - \$1200.00
  - vi. Fall Fundraiser - \$4000.00
  - vii. Fall Fundraiser Donations - \$3000.00
  - viii. Spring Fundraiser - \$500.00
  - ix. Trivia Night - \$1500.00
  - x. Redeemable Incentives - \$3000.00
  - xi. Merchandise - \$0
  - xii. Jumping for Core - \$2000.00
  - xiii. Restaurant Nights - \$2500.00
  - xiv. UW Concessions - \$6500.00
  - xv. Donations (other than FF) - \$1000.00
- c. Expenses (Total - \$30,309.00)
  - i. Staff Appreciation - \$600.00
  - ii. Merchandise - \$0
  - iii. Orientation Day Supplies - \$100.00
  - iv. Back to School Night - \$250.00
  - v. Fall Book Fair (invoices) - \$0
  - vi. Fall Sock Hop (DJ) - \$350.00
  - vii. Movie Night (supplies) - \$500.00
  - viii. Bake Sale (supplies) - \$50.00
  - ix. Trivia Night (room rental/supplies) - \$1500.00
  - x. Book Fair (supplies) - \$200.00
  - xi. Fall Fundraiser (supplies) - \$200.00
  - xii. Fall Fundraiser (invoices) - \$0
  - xiii. Spring Fundraiser - \$150.00
  - xiv. Restaurant Night - \$0

- xv. Scholastic book purchases - \$0
- xvi. Book Swap - \$150.00
- xvii. Science Fair - \$100.00
- xviii. Spring book fair (invoices) - \$0
- xix. Basket Raffle - \$0
- xx. Review Kindergarten Orientation Treats and Coffee
- xxi. Field Day - \$200.00
- xxii. Weekly Reader - \$1900.00
- xxiii. School Assembly - \$2500.00
- xxiv. Culture/Arts Assembly - \$4000.00
- xxv. Teacher Incentives - \$6000.00
- xxvi. Mini-grants - \$2000.00
- xxvii. Homework club - \$2500.00
- xxviii. Technology - \$0
- xxix. CKCS Funding - \$6000.00
- xxx. Redeemable Incentives - \$550.00
- xxxi. Remove student assistance fund
- xxxii. Alternate Year
  - 1. International Night \$0
  - 2. Spring Sock Hop - \$350.00
- xxxiii. Administrative Fees
  - 1. WI Business License - \$54.00
  - 2. State Financing - \$30.00
  - 3. Raffle License - \$25.00
  - 4. Supplies (checks) - \$50.00
  - 5. Remove
    - a. Tax Accountant/Legal Fees
    - b. IRS Late Fees
    - c. Trivia Run – not in budget
    - d. iXL – not in budget

13. Other Items – none at this meeting

Next Meeting: Tuesday, August 15<sup>th</sup>, at 6:00 p.m. at Melissa's House

Meeting adjourned at 10:00 p.m.