

VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)
August 15, 2017
6:00 p.m. dinner at Melissa DeCabooter'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 – Liz Slager (co-president), Suzy Schleeper (co-president), Dana Schwartz (vice president), Chris Kiefert (secretary), Sarah Lederer (communications director), Sarah Hereley (Event Co-Director), Melissa DeCabooter (Event Co-Director), Rick Kisting (director), Krista Rehm (parent)
2. Update from PASS/Governing Council
 - a. PASS – Golf Outing will happen on Saturday, August 19th. The date for next year's outing is set. The hope is that we will be able to get teams signed up sooner for next year, rather than last minute.
[Parking Lot – could future outings be scheduled during the school year, rather than the summer?](#)
 - b. Governing Council
 - i. CKCS is still in need of a part time Health Room Assistant. This position will generally work Tuesday and Friday for six hours each day.
 - ii. Rick is going to be hosting a series of referendum discussion sessions for parents.
 1. These sessions are aimed at getting parent feedback on the available options for CKCS' relocation as part of the referendum that was approved in April, 2017. While we will not necessarily be able to dictate where CKCS will end up and the school board will ultimately make the decisions it feels necessary for the district as a whole, Rick is a member of the core group discussion the available options and can take input from the parent groups and parents to the board for consideration.
 2. A request was made that the parent group members should feel free to speak freely about his/her individual beliefs on these topics; however, we should be careful not to do so on behalf of any of the parent groups without the consent of the group.
 3. The three options currently being considered are:
 - a. CKCS K-8 in the K-Wing; 6-8 students will walk to/from the main building for specials with Badger.
 - b. CKCS K-5 in the K-Wing; 6-8 students in the main building with Badger.
 - c. CKCS K-8 in the main building with Badger
 4. The sessions are scheduled for late August and **Rick is planning to send out a summary and/or regroup with the parent groups after the meetings.**
 - iii. Governing Council is in the process of creating/recruiting an Outreach Committee that would be made up of parents that would do the bulk of the marketing/outreach to new families on behalf of CKCS. Parents are the best marketers of the school. GC is creating guidelines so that these positions would seem less daunting.

3. School Update

- a. Rick provided a copy of the Director's Report prior to the meeting
 - i. Enrollment for the 2017-18 school year is up! There are now 34 students in Kindergarten and 45 in 5th grade, bringing our current total to 419.
 - ii. Rick was asked to review the CKCS Operating Budget with the group at a future meeting and agreed to do so.
 - iii. The GC Budget Committee is scheduled to meet on Tuesday, October 17th. Should a PRT representative attend this meeting to ensure GC and PRT stay in sync?
- b. Homework Club
 - i. There was some confusion at the July PRT meeting regarding homework club, specifically what the actual costs are, what it is/who it benefits. Rick provided information via email and at the meeting to address these questions.
 1. The cost to run homework club for 2016-17 was approximately \$4000.00.
 2. Currently, the school district is receiving a grant from Epic that covers the majority of the costs associated with the club.
 3. PRT budgeted \$2300.00 for homework club for 2016-17. Rick requested a payout of \$702.67 to cover the amount not covered by the Epic grant.
 4. The plan is that the grant from Epic will continue into the future. We should find out whether or not the grant is available at the start of the school year. We generally won't know how much money we will receive from the grant until the school year ends and the district distributes the money. [Parking Lot – this will be something to keep in mind when budgeting for homework club going forward. We will generally be paying this cost in arrears, ie. the 2016-17 amount is being paid under the 2017-18 budget.](#)
 - ii. The homework club is an opportunity for teachers to work with elementary (K-5) students who may need additional help developing skills, primarily in the areas of literacy and mathematics. It is held Monday thru Thursday from 3:45 to 4:30. (Middle School homework club meets on Tuesdays and Wednesdays.) Any student is welcome to attend based upon teacher recommendation (using classroom data, test data, etc...) , regardless of financial, family or any other status. In 2016-17, there were approximately 16 elementary and 20 middle school students that participated. Each session was supervised by an elementary and a middle school teacher.
- c. Snack policy
 - i. The Governing Council has been reviewing the CKCS Handbook and looking at a few specific policies, including the Snack policy.
 - ii. Currently, we do not have a snack policy. However, all of the other elementary schools in the district do, including the other charter schools. (Note that all of the other elementary schools begin their day at 7:35, while CKCS does not start until 8:25 due to being located within Badger, bussing, etc... Also, CKCS students have an afternoon snack because of lunch being at 11 and dismissal not happening until 3:25 p.m.)
 - iii. At all other schools, there are no classroom snacks, no birthday treats and no food at parties allowed. This policy was adopted to address food allergy concerns and our lack of policy does present a liability for the school.
 - iv. Many options were discussed, each with their own pros/cons
 1. We could provide breakfast to all students. It would be free as long as it was offered to all students. However, the afternoon is when our kids generally need the snack and there would be no way to save the breakfast items until the afternoon.
 2. We could provide parents with a nurse approved snack list. However, this list would be very restrictive and could be frustrating for parents/students to only select from the list, as well as for teachers to monitor adherence.

- v. The plan that was determined to be implemented/evaluated first is as follows...
 - 1. A nurse approved snack will be provided to the entire classroom by the teacher (or classroom volunteer).
 - 2. The snacks will be collected via parent donations.
 - a. For this year, the school will provide the snack for the first week of school.
 - b. For the following weeks, a sign-up sheet will be available to parents at orientation.
 - c. Due to storage considerations, snacks will be collected on a monthly basis. Either the teacher or room parent (or snack assistant??) will solicit additional snack donations going forward as needed.
 - d. Back up snacks will be stored in the office for use as needed.
 - e. Going forward, snack or monetary donations will be added to the school supply list.
 - 3. The school will submit a mini-grant request to cover the cost of the initial snacks, the backup snack supply and (possibly) snack storage containers, gloves, plates/napkins, etc...
 - 4. No other outside snacks will be allowed in the classroom.
 - a. Party sign-ups will be modified to no longer include food.
 - b. For birthdays, parents will be advised not to send in treats, but that they could substitute a trinket (ie. pencils, stickers, etc...), craft or donation to the classroom instead, if they would like to do something.
- 4. Parent/Teacher Input – None at this meeting. Action Item: Suzy will talk to Tamara re: having a teacher present at the PRT meetings.
- 5. Event Updates
 - a. Fundraisers/Redeemable Incentives
 - i. Milk Moola – we received a check for \$50.00
 - ii. Terracycle – Maggie is still managing this. She has replaced some of the bins and has labeled all of the bins with the items that are still accepted, as this list has changed.
 - iii. Labels for Education – Dana is going to be the coordinator for this, as the program was supposed to end but is continuing for a bit longer.
 - iv. Misc. – we received a check for \$5.72 from KULA (which is a fundraiser from Red Robin restaurants)
 - v. Great American – we received a check for \$95.15
 - vi. SCRIP
 - 1. Sarah L is taking SCRIP over from Krista Rehm
 - 2. We will plan to do SCRIP all online again this year, with the exception of December when paper forms will be accepted.
 - 3. We will have Millers, Culvers and Draft House cards on hand.
 - vii. Bake Sales – we need to ensure going forward that all donations are nut free. If not nut free, the donation will need to be rejected. Action Item: update the Sign Up Genius to include a note about the “nut free” requirement. Also, let Maggie know about the new policy.
 - viii. Fall Fundraiser – Melissa and Sarah L are going to co-coordinate this. We are planning to continue the fundraiser as we have in the past, with both an online and a paper option for purchases.
 - ix. Restaurant Nights
 - 1. Little Caesars is scheduled for December.
 - 2. Action Item: Looking into doing Chipotle, instead of Orange Leaf/Mr. Brews
 - 3. Action Item: Hoping to have restaurant night magnets ready by Back to School night.

b. Events

i. **Back to School Night – Tuesday, September 19th from 5-7 (approximately 200 families)**

1. Ice Cream – will be coordinated by Liz. We are not going to give out the individual cups this year. Liz is looking into getting Chocolate Shoppe. We may need a few volunteers to distribute.
2. Dinner – This was separated from “Restaurant Nights” and Sarah H. is going to coordinate this. She is working on getting food trucks with options for adults and kids.
3. Bake Sale – Suzy/Maggie will coordinate the bake sale donations/volunteers.
4. Fall Fundraiser – Melissa/Sarah L will have a table with cookie samples and sale information.
5. Merchandise – Chris is going to look into offering CKCS merchandise via order form.

6. Secretary Update

- a. July meeting minutes were approved and are ready to be added to the website.
- b. A quick review of the Action Items and Parking Lot lists was done. It was decided that these lists would primarily be managed offline going forward, but any items with concerns or time sensitivity could still be addressed during the meeting.
- c. Teacher Appreciation Luncheon
 - i. Scheduled for Thursday, August 31st at 11:30 a.m. in the CKCS cafeteria.
 - ii. **Action Item: Chris will coordinate the food, drinks, etc... this year based upon the information from Stacey for last year’s event.**
 - iii. **Action Item: Suzy will attend the event to give the teachers a short talk about PRT and how we can assist the teachers, highlighting the changes for this year (ie. increase in teacher incentive budget, PRT baskets in the classroom, etc...) Going forward, this will fall to the VP as the VP handles the mini-grants, teacher incentives, etc...**
- d. PRT classroom baskets
 - i. **Action Item: get/label/distribute a PRT basket to each classroom.**
 - ii. **Action Item: check the PRT baskets on a regular basis. Leave any fall fundraiser/box tops in the classroom basket (Melissa will take care of these items). Put any bills/checks in the office basket.**
 1. Office – Liz/Suzy/Mayank
 2. K – Suzy
 3. 1 – Liz
 4. 2 – Sarah L/Melissa
 5. 3 – Chris
 6. 4 – Liz
 7. 5 – Sarah L/Melissa

7. Vice President Update

- a. Mini-grants: none
- b. Donations/solicitations: it was discussed whether or not solicitations for monetary donations from businesses (ie. Draft House, TJMaxx, etc...) should be made by one source representing PRT. It was decided that this duty would be handled by the VP.

8. Communications Director Update

- a. Orientation Folders
 - i. Based upon feedback from prior years, this year we will not give out PRT folders at Orientation.
 - ii. This year PRT will provide a printout for the teachers to hand out that includes important information about PRT, website details, facebook page, a list of important events, etc...
- b. Calendar – is pretty much set and is available in the google drive
- c. CKCS website
 - i. Sarah L manages the PRT portions of the CKCS website and keeps them up to date.
 - ii. Roxy is currently responsible for updating the remainder of the website. However, she's very busy and it's not a very user-friendly interface.
 - iii. **Action Item: discuss with Rick how the website as a whole will be updated going forward. Should this continue to fall under Roxy? GC? PRT?**

9. Co-President Update

- a. September meeting
 - i. Generally, we try to invite the incoming event coordinators to this meeting.
 - ii. **Action Item: Suzy will reach out to the event coordinators to request they attend the meeting**
 - iii. **Action Item: Suzy will get pizza**
 - iv. **Action Item: Suzy will secure the cafeteria for the meeting**
 - v. **Action Item: If anyone else would like to bring a dish to pass, feel free.**
- b. K-5 Orientation Day – in prior years, a co-president would attend the new student orientation, as well as make a stop in each classroom during each orientation session to give PRT information. Based upon feedback, it was determined that this was helpful, but also overwhelming and disruptive, therefore, the co-presidents will not be doing it this year.
- c. **Middle School Back to School Night – what role, if any, should PRT play at this event?**

10. Treasurer Update

- a. Operating Account Balance - \$30,127.93 SCRIP Account Balance - \$5048.00
- b. Outstanding Items:
 - i. Approx \$10,000.00 for teacher wish list items
 - ii. \$702.67 for homework club

11. Other Items – tabled for discussion at the September meeting

- a. **Rising Heroes fundraiser – review Suzy's email and discuss if we want to pursue this.**
- b. **Spaghetti dinner - Still need to finalize the details for the Spaghetti dinner**
 - i. Sunday 10/1 is tentatively scheduled for the Draft House Spaghetti Dinner.
 - ii. Kimberly Zak is taking the lead on this. She will provide an overview via email.
 - iii. Elly will coordinate a basket raffle and Sarah L will sell SCRIP cards at the event.
 - iv. **The Draft House charges us \$6 per adult and \$3 per child. PRT will need to decide what the upcharge should be. Do we want to use this as a fundraiser or a community building event?**

12. Upcoming Events

- a. Teacher Appreciation Luncheon: Thursday, August 31st - 11:30 to 12:30 p.m.
- b. Middle School Back to School Night: Thursday, August 31st – 4 to 7 p.m.
- c. K-5 Orientation Day: Friday, September 1st – 12 to 4 p.m.
- d. Fall Fundraiser Kick Off: Monday, September 18th – school day
- e. K-5 Back to School Night: Tuesday, September 19th – 5 to 7 p.m.

Next Meeting: Monday, September 11th at 6:00 p.m. CKCS Cafeteria

Meeting adjourned at 10:00 p.m.