

VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)

September 11, 2017

6:00 p.m. CKCS Cafeteria

6:15 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), Mayank Verma (treasurer), Rick Kisting (director), Tamara Gunwall (curriculum coordinator), Jill Kisting (sock hop coordinator), Elly Patton (staff breakfast coordinator), Maggie Gleason (teracycle and bake sale coordinator), Amy Mueller (trivia run coordinator), Donnie Stapleton (science fair coordinator)
2. Update from PASS/Governing Council – none at this meeting
3. School Update
 - a. Rick provided a copy of the Director's Report prior to the meeting.
 - b. Enrollment for the 2017-18 school year is at 415/416. At this point, the wait lists are gone and only new move ins to the district will be allowed to enroll. All others will need to re-apply next year.
 - c. Rick will be hosting one final parent information session re: the referendum as it relates to CKCS. This session will be on October 11th from 6-8 in the CKCS LMC.
 - d. New snack policy – seems to be going over well with the teachers, parents, and students. Most teachers reported that they had volunteers signed up to bring snacks. The teachers were asked if they wanted small refrigerators for their classrooms (for those that do not already have one), however none responded that they wanted one at this point. This could help with the variety of snack options available to the students. We may want to revisit this at the end of the school year.
4. Parent/Teacher Input
 - a. Tamara is going to be getting a sign-up sheet out to the teachers for future PRT meetings so that we will have regular meeting attendance.
 - b. Sarah L was contacted by the kindergarten teachers to inquire about CKCS shirts that could be used for field trips. PRT discussed this and decided to purchase a stock of solid orange t-shirts with a black CKCS logo at a cost of \$4.65 per shirt. The shirts would be stored in the office/storage room and teachers will be able to check them out as needed for field trips. They will be responsible for laundering them and returning them to storage. A motion was made to purchase 10 xs, 30 small, 30 medium, 30 large, and 10 XL t-shirts for use for field trips. The motion was seconded and all approved, so the motion passed.

5. Event Updates

- a. Melissa D. and Sarah H. introduced themselves as the event co-directors to the coordinators attending the meeting. They described their role. They will reach out to the individual coordinator prior to the event to get an update on the event's status that they will present at an upcoming PRT meeting in the event that the coordinator is unable to attend the meeting. They will also check in to ensure that everything is going well, see if any additional assistance is needed. Everyone was also reminded to look at the sign-up genius for their individual event and let Sarah L. know if any changes/additions need to be made.
- b. Restaurant Nights/Spaghetti dinner – Sarah L give an update on behalf of Kimberly Zak for the spaghetti dinner. The dinner is scheduled to Sunday, October 1st from 5 to 7. Kimberly made/distributed flyers to K-5 classrooms. The 6-8 students did not get their forms until later because of the Upham Woods trip. Tickets need to be purchased by September 25th. Adults are \$11, kids are \$6. The rest of the restaurant nights are tentatively scheduled so there will be one event per month.
- c. Sock Hop – Jill Kisting will coordinate the sock hops this year. She indicated that we need to get the contract signed with the DJ and pre-pay. Also, the space needs to be reserved (which she will verify has been done with Roxy). It was also suggested that we offer only pizza from AJ's at the movie nights/sock hops this year because it generally sells better, is less work and the kids like it. Jill indicated that she would look into the possibility of offering both subs and pizza at the first sock hop.
- d. Trivia Run – Amy Mueller is helping to coordinate this event. Amy and committee met just prior to the PRT meeting and the decision was made to cancel the Fall Run scheduled for October 7th and move it to next spring. A new date needs to be set and another planning meeting will be held in a few weeks to determine how best to make this event a success.
- e. UW Concessions – Sarah Grotsky is helping to coordinate the concessions along with Jack, and the Rufers. This is one of our most successful fundraisers and it's going well this year from the perspective of generating funds, but they are still having issues getting people to volunteer. We need to brainstorm additional ways to contact the parents and secure volunteers – ie. flyers, facebook, room parents, cold calling people who expressed interest, emails from teachers, prizes/incentives.
- f. Movie Night – Jack Grotsky will continue to run the movie portion of movie night. Chris Kiefert will be taking over the concessions. The possibility of offering free water/popcorn has been discussed. We will need to make a decision about this soon.
- g. Staff breakfast – Elly Patton is coordinating the breakfast again this year and things are going well. It will be held on Monday, October 16th. The sign up genius is out and filling up.
- h. Science (Education) Fair – Donnie and Heather Stapleton will be coordinating the fair again this year. It sounds like there may be changes made to the format of the fair this year to make it an "education" fair as opposed to just a "science" fair. Several ideas were offered for changes: have a set time when kids need to be by their display to present it (maybe by grade or last name), provide display boards to students as needed, have adults in the sciences give presentations, etc...
- i. Terracycle – Maggie Gleason is coordinating Terracycle again this year. The dates for the sorts have been added to the PRT calendar and each month has been assigned to a different grade. We will see if the teachers will send out a Remind text to parents and put a notification on facebook to try to get increased participation this year.
- j. Bake sales – Maggie Gleason is also coordinating the bake sales this year. Everything is set for the bake sale at Back to School night and Sarah L updated the sign up genius to inform everyone that we are no longer able to accept items containing nuts.
- k. Labels for Education – this program is ending but hasn't yet finished so Dana will continue to accept the labels until the program ends in January.
- l. SchoolKidz Kits – Jamie Key has been coordinating this. She was not at the meeting, but communicated that there were many issues with the kits this year (they were delivered late and were missing items or contained damaged items). She is working to get the missing items delivered, see if we will get any compensation for the inconvenience and if we should switch to a different company for next year.

- m. Fall Fundraiser – Melissa and Sarah L are coordinating the fall fundraiser this year and it's going well. We've elected to use the "full service" option that Great American is offering, so it should be a bit less work. Each child will have one booklet to sell from. A sports insert will be included, but there will not be multiple booklets. Online orders will be accepted. The fundraiser will kick off on 9/18 and will end on 10/10. Pick up will be on 11/3 from 3 to 7 p.m. There will be fewer prize collection days this year also, since M/W/F was a bit much last year.
- n. Box tops – Melissa D is continuing to coordinate the box tops fundraiser. It was decided to continue offering individual prizes in addition to the classroom prizes. Melissa is looking into whether or not Pump It Up will still provide the pizza parties/pump it up party. The first contest is ending in October.
- o. SCRIP – Sarah L took this back from Krista Rehm, but asked if anyone was willing to take it over as she is not able to dedicate the time to make this successful. PRT needs to discuss what we want to do with SCRIP going forward. Suzy may take it over if we plan to keep the program.
- p. Back To School Night – is ready to go. Liz has ordered 5 tubs of ice cream from the Chocolate Shoppe. Sarah L has updated the sign up genius to get helpers to serve the ice cream. Sarah H has Jakarta and Pots and Tots setting up food carts in the parking lot.
- q. Merchandise – Chris K is taking over merchandise this year. She obtained the remaining items. The remaining adult/youth shirts and light up paws will be sold at Back to School Night. The tattoos will be applied by middle schoolers for free at BTS night. The light up rings and bracelets will be handed out at the sock hops. There were a few coffee cups that were given to Elly to be used in the baskets at the staff breakfast. An online shop has been set up to sell merchandise prior to VAHS homecoming. The shop will be open again in the spring, prior to Charter Schools Week.

6. Treasurer Update

- a. Operating Account Balance - \$30,278.00 SCRIP Account Balance - \$5081.00
- b. Outstanding Items:
 - i. Approx \$10,000.00 for teacher wish list items. Tamara said that they are in the process of finalizing all purchases and should be done by 9/30.

7. Vice President Update

- a. Mini-grants: none
- b. Donations/solicitations: Dana contacted the Draft House to request their annual donation for technology and classroom supplies.

8. Communications Director Update – see updates included in the items above.

9. Secretary Update

- a. August meeting minutes were approved and are ready to be added to the website.
- b. The Action Items and Parking Lot lists were updated prior to the meeting and were briefly reviewed at the meeting.
- c. Teacher Appreciation Luncheon was held on August 31st and was a great success. Some changes will be made to the order for next year, but in general, the food went over very well. Additionally, Suzy attended the luncheon and shared some PRT highlights with the teachers and they all seemed to like the new format.
- d. PRT classroom baskets – were obtained and have been distributed to each K-8 classroom.

10. Co-President Update - CLIMB bully assembly needed to be rescheduled to Monday, November 13th due to some staffing changes on their end. The price should remain the same as what was originally quoted.

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

- a. Rising Heroes event – we will not be taking advantage of this opportunity this year.
- b. Girls on the Run – is generally offered in the spring at Core; fall is Flying V's

12. Upcoming Events

- a. TerraCycle sort: Wednesday, September 13th – after school
- b. Fall Fundraiser Kick Off: Monday, September 18th – school day
- c. K-5 Back to School Night: Tuesday, September 19th – 5 to 7 p.m.
- d. Spaghetti Dinner: Sunday, October 1st – 5 to 7 p.m.
- e. TerraCycle sort: Wednesday, October 11th – after school
- f. Staff Appreciation Breakfast: Monday, October 16th – 7:30 to 8:30 a.m.
- g. Movie Night (Lego Batman): Friday, October 20th – 5:30 p.m. to 8 p.m.
- h. Halloween parties: Tuesday, October 31st – school day

Next Meeting: Monday, October 9th at 6:00 p.m. CKCS LMC

Meeting adjourned at 9:00 p.m