

# VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)

March 12, 2018

6:00 p.m. CKCS Library

6:02 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), Mayank Verma (treasurer), Sarah Lederer (communications director), Sara Hereley (events co-director), Rick Kisting (director), Linda Hmielewski (PASS president), Heather Stapleton (parent)
2. Update from PASS, Governing Council
  - a. PASS
    - i. 2<sup>nd</sup> Annual Golf Outing – plans are in progress and going well for this event
    - ii. Endowment – PASS is applying for an endowment challenge campaign that would take place next year
  - b. Governing Council
    - i. The group will be discussing numerous school safety updates, especially with respect to the planned student walkout on 3/24
    - ii. The lottery for next school year is done. 424 is the projected enrollment based upon current students and offers to new students. Not all have accepted their offers yet.
3. School Update
  - a. Rick provided his Director's Report to the group
  - b. Budget
    - i. Thanks PRT for funding the iXL app for 3 years! It's proving to be a great addition to the curriculum and is liked by teachers, students and parents. The school is currently running a 2<sup>nd</sup> challenge for the students to earn a movie party in the PAC.
    - ii. This year, the school will definitely not be needing the \$6k PRT annually budgets for workbook fee assistance. It doesn't look like the full \$6k will be needed in the future either. [When budgeting in the future, we may want to lower the amount allocated to workbook assistance \(possibly to \\$3 or \\$4k – verify this amount with Rick\) and/or allocate funds to iXL or other technology or curriculum fee assistance.](#)
  - c. Cultural Arts
    - i. Sarah Urben runs a Cultural Arts month for the middle school.
    - ii. We could pay her a stipend to plan a K-5 CA program for next year. We don't know the exact amount of this fee, but it could be an option for next year.
    - iii. K-5 students will get to see the Kehl Dancers this year.
    - iv. We most likely won't be able to have the Irish dancers back again because their shoes are hard on the gym floor.
  - d. [Adaptive Schools training – would people be interested in having this training offered after the June Potluck? If yes, the school is willing to pay for the training and the regular PRT and GC meetings that would take place after the potluck would need to be moved to a different day.](#)

4. Parent/Teacher Input – none at this meeting
5. Vice President Update
  - a. Mini-grants
    - i. No new requests
    - ii. Approved microwave request was sent to the nurse, but nothing has come back yet.
  - b. Snack grant – the DPI will provide snack grants to schools with 50% or more students receiving free/reduced lunch. Core does not qualify for this.
6. Treasurer Update
  - a. Operating account and SCRIP account
    - i. Operating account is \$42,234.11
    - ii. SCRIP account is around \$4k
  - b. The budget spreadsheet topline and detail is available in the google drive. Also, Mayank sent out a copy via email.
7. Event Updates
  - a. Learner Fair
    - i. Heather Stapleton was present at the meeting to discuss final preparations for the Learner Fair
    - ii. The day of the event, everything went pretty well.
    - iii. No feedback has come from the teachers or parents yet.
    - iv. The general consensus is that it was good that the 6 to 8<sup>th</sup> graders were able to expand their projects to more than just science topics and that they were given time during enrichment to work on their projects.
    - v. Approx \$200.00 was made on food.
    - vi. For next year: we need to redefine who does what; need to revisit when the event is held as many of the teachers thought it was too early in the year; discuss the possibility of hosting the event as a Share Fair for the kids to share something they are passionate/interested in, science or otherwise; discuss having a class project for the K thru 5 classes, not just K thru 3; discuss combining the event with the art show; possibly transfer the event to the school/GC and the food to the booster club.
  - b. Redeemable Incentives
    - i. Box Tops
      1. \$509.40 was collected in the second contest. We're at about \$1040 for the year.
      2. 2Boedeker won the first contest. IMcBride won the second.
      3. Melissa said she would continue to manage the box tops program next school year, but we are considering eliminating the individual and class prizes.
    - ii. TerraCycle
      1. It looks like we've made about \$215 this year
      2. This program has been offered to the Middle School Booster to see if they would like to take it over since we have had a lot of difficulty getting help with the sorts.
  - c. Spring Book Fair
    - i. This fair, Sarah was able to add a middle school fair in addition to the K-5 fair with 2 middle school cabinets that we ordinarily get and it went really well!
    - ii. Total sales were \$7194.26 – the most to date!! (This includes \$462 from the basket raffle and \$157.99 from the All for Books change drive.)
    - iii. For next year, we hope to continue to be able to offer a K-5 and middle school fair and would like to try to get the middle school classes to sign up to preview/shop the fair.
    - iv. Summer books
      1. We are planning to buy a summer book for each of the K-5 students.
      2. K-2 books were selected by the teachers and are already ordered.

3. For the 3<sup>rd</sup> to 5<sup>th</sup> graders, a number of books were selected that the students will be able to select one from after Ms. Miller does a “book tasting” for each book.
- v. As a thank you to the library for letting us use the space for the fair and for all of the assistance Ms. Miller and Ms. Ripkey provided during the fair, we have gifted \$500.00 Scholastic Dollars to the library.
  - vi. After purchasing the summer books for the K-5 students, the library gift and purchasing the Weekly Readers, we will still have over \$2600 Scholastic Dollars remaining. Possibly use some of this money to purchase a summer book for the 6-8 graders?
  - vii. For future fairs, we won’t make/distribute flyers to the middle schoolers. Instead, we will give one to the Badger office to be used in the morning announcements.
  - viii. It was suggested that we should communicate to the parents how much money was raised and what we’re planning to use it for.
  - ix. We should discuss with Tamara/Nicole whether or not the Weekly Readers are still considered a value added and if Scholastic has other offerings that could be useful.
  - x. Scholastic has also offered to host a BOGO fair for us in the Spring. It’s a one day event they would host in May or June. We would need to decide if we want to do this and when. Possibly May 25<sup>th</sup> or June 7<sup>th</sup>?
- d. Fall Fundraiser
- i. For next year, the fall fundraiser will run from 10/30 to 11/17
  - ii. The fundraiser will be held online only, so there won’t be any frozen food offered, but we also won’t have to worry about pick up/distribution because everything ordered will be shipped to the purchaser’s home.
  - iii. Great American will still host a kick off for us.
  - iv. We will still do the magazine reach out booklets and offer prizes.
- e. Movie Night
- i. The event is pretty much ready to go.
  - ii. Save the date “minion goggles” were sent home in the students’ mailboxes, but the save the date stickers were pretty small, so it sounds like some people may have missed them.
  - iii. Facebook posts have been made
  - iv. Sarah L will send out a Remind text
  - v. Still need to have Rick/Roxy send out an all school email for the event.
- f. Spring Sock Hop
- i. Suzy will be taking over this event from Jill.
  - ii. The DJ has been paid.
  - iii. The bake sale has been cut from the event.
  - iv. Themes for the dances
    1. For this dance, continue with the “sock hop” theme, since that is how it has been advertised all year.
    2. For next year, we will change from “sock hop” to “school dance”
    3. Possibly host a “Halloween – costume” dance in the fall and a “Hawaiian – luau” dance in the spring.
    4. A parent suggested we possibly change from 3 movie nights and 2 sock hops to 2 movie nights and 3 sock hops so we can get the kids up and moving.
- g. SCRIP
- i. Sarah L will not be doing SCRIP next year. Does PASS want to take this over?
  - ii. We can purchase gift cards directly from Culvers, Millers, and the Draft House
  - iii. We currently have
    1. 9 - \$20 Culvers
    2. 8 - \$50 Kwik Trip
    3. 9 - \$10 Subway
    4. 2 - \$10 Chipotle
    5. 1 - \$50 Millers

- h. Merchandise
    - i. There will be another merchandise offering with Branded Image in April, prior to Charter Schools' Week.
    - ii. A motion was made to sell the merchandise at cost, rather than trying to make money on the sale because we only made \$70.00 on the last sale and the primary goal is to increase school spirit/pride/community and get the merchandise out there, rather than a fundraiser. The motion was seconded and all present approved, so the motion passed.
8. Communications Update - New Leadership Website
- i. VACKCS.com
  - ii. Not part of the district website but is a link from the district website.
  - iii. Roxy will be responsible for updates to the Core district website.
  - iv. Each group will manage their own page on the leadership website.
  - v. For PRT, the secretary will be responsible for maintaining the webpage going forward.
  - vi. PASS is responsible for the overall site management and will pay for the site.
9. Secretary Update
- a. A motion was made to approve the February meeting minutes. The only item discussed was the question about the money approved for 4K outreach. Two separate amounts were approved. With this note, the motion was seconded and all present approved, so the motion was passed.
  - b. Staff Appreciation/Support
    - i. New popcorn machine
      - 1. Will cost around \$700.00 to get the right machine.
      - 2. We have the \$500.00 we had budgeted for movie nights prior to Linda securing sponsorships still available.
      - 3. Information was passed on to Linda to see if Badger Concessions would be able to give us a discount/be interested in sponsoring the machine.
      - 4. Jack Grotsky expressed interest in purchasing the old machine.
      - 5. The middle school booster may also be able to chip in for the new machine.
    - ii. Teacher Appreciation Week
      - 1. Coming up in May
      - 2. Krista Rehm and Elly Patton had some really great ideas last year. I will be reaching out to them for this year.
  - c. Action Items
    - i. Not reviewed at the meeting due to time, but updates were made as needed.
    - ii. One suggestion was to create a general responsibility guideline for our events/coordinators.
  - d. Parking Lot – not reviewed at the meeting due to time, but updates were made as needed.
10. Co-President Update
- a. PRT Open House
    - i. Will be hosted during restaurant night at Sugar River Pizza on March 13<sup>th</sup>
    - ii. Sarah will update the handouts and Suzy will bring copies.
  - b. PRT Mission Statement
    - i. A motion was made to approve a new mission statement for the group
    - ii. The new statement will be “Promoting a strong CKCS community”
    - iii. The purpose/vision will be “The Verona Area Core Knowledge Charter School (VACKCS) Parent Round Table (PRT) is a support organization promoting community among the students, parents and staff by: hosting events aimed at building community; coordinating fundraising efforts at the school/parent level to complement the district provided budget; and ensuring generated funds are being allocated appropriately based upon the best interests of the students and staff.”
    - iv. The motion was seconded and all in attendance approved, so the motion passed.

- c. Board Position Description
  - i. A motion was made to approve changes to the board positions/descriptions for the next term.
  - ii. The board positions will be:
    - 1. President
    - 2. Vice President – Fundraising
    - 3. Vice President – Community Building
    - 4. Secretary
    - 5. Treasurer
    - 6. There will also be several non-voting Parent Representative positions available for parents to be able to attend meetings/learn about the group
  - iii. The descriptions of the positions were reviewed/discussed.
  - iv. The motion to approved the revised board positions/descriptions was seconded and all present approved, so the motion passed.
- d. Coordinator Information
  - i. The list of events/coordinators was reviewed.
  - ii. The Cultural Arts and Learner Fair coordinator positions were eliminated, as PRT is not currently planning to be responsible for these events next year.
  - iii. The TerraCycle, Bake Sale, and SCRIP coordinator positions were also eliminated as PRT is not planning to host these fundraisers next year.
  - iv. Several other events were modified and updates were made as needed.
  - v. A motion was made to approve the changes to the events PRT is planning to host going forward. The motion was seconded and all present approved so the motion was passed.
- e. Board of Director term
  - i. The current term is July to July, so new members are welcomed and exiting members are thanked at the start of this meeting.
  - ii. This presents some challenges as July is also our annual budget/planning meeting.
  - iii. A motion was made to change the board term to run from June to June to coincide with the annual parent leadership team potluck. The motion was seconded and all present approved, so the motion was passed.
- f. Meeting day/time
  - i. Currently, the PRT meeting is held on the second Monday of each month at 6 p.m.
  - ii. The GC meeting is held the same night at 6:45 p.m.
  - iii. This has pros and cons
    - 1. Pros – the director can attend both meetings the same night, this is when the meetings have been held for many years
    - 2. Cons – it's not possible for members of one group to attend the other group's meeting, it's difficult for parents to attend both group's meetings
  - iv. The group discussed possibly changing the day and/or time of the meetings for next year and requesting that the direct attend quarterly, as opposed to monthly, since we are being provided with the Director's Report on a monthly basis now, but a decision was not made.

11. Other Items – none at this meeting

Next PRT Meeting: Monday, April 9th at 6:00 p.m. CKCS Library

Meeting adjourned at 10:00 p.m