

VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)

February 12, 2018

6:00 p.m. CKCS Library

6:06 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), Chris Kiefert (secretary), Sarah Lederer (communications director), Sara Hereley (events co-director), Rick Kisting (director), Ms Childers (teacher), Ms Luna (teacher), Heather Stapleton (parent)
2. Update from PASS, Governing Council, MS Booster
 - a. PASS – we may not yet know where we'll be in March, as was originally thought.
 - b. Governing Council – no update
 - c. MS Booster – no update
3. School Update
 - a. Rick provided his Director's Report to the group
 - b. The application period for charters will last until Feb 16th. The lottery will take place on March 6th.
 - c. The projected enrollment as of the meeting was:
 - i. 39 of 40 kindergarten spots are filled
 - ii. 7 of 9 first grade spots are filled
 - iii. 2nd to 8th grade all have wait lists
 - iv. 415 to 422 is our ideal enrollment
 - v. Currently there are 22 students on the waitlist for 6th grade.
 - d. Outreach – went really well this year. Tours were well attended and there was a good turnout for the kindergarten information nights.
 - e. Budget
 - i. Workbook purchase has been made
 - ii. The cost was around \$10K.
 - iii. Currently, it looks like the school will have the funds to cover the entire amount and will not need the yearly allocation of \$6k from PRT.
 - iv. **For the next year's budget, we should be able to reduce the amount PRT allocates.**
 - f. Field Trip fee during registration
 - i. Pros – the teachers and Roxy would no longer need to collect the fees throughout the year; parents wouldn't need to send in multiple payments throughout the year; PRT could allocate funds for the field trip fees of students receiving free/reduced lunches
 - ii. Cons – our fees are already the highest in the district and it would add to the fees during back to school time; student needs can change throughout the year so it would be difficult to account for; determining an appropriate amount per student or per grade could be difficult
4. Parent/Teacher Input – none at this meeting

5. Vice President Update

a. Mini-grants

- i. The school nurse request \$50 - \$75 to purchase a new microwave. It is used to warm heating pads when needed and the current microwave is broken.
- ii. We reviewed the school operating budget. The nurse does have a small budget, but there isn't extra money in the current budget to cover this purchase.
- iii. A motion was made to approve the purchase of a new microwave for the nurse's office. The motion was seconded and all approved, so the motion passed.

6. Treasurer Update

a. Operating account and SCRIP account

- i. Operating account is \$41,397.88
- ii. SCRIP account is \$4,319.07

b. The budget spreadsheet topline and detail is available in the google drive.

c. Items approved between the January and February meetings

- i. \$50.00 get well gift for Roxy
- ii. \$30.00 for school counselor appreciation gifts
- iii. \$500.00 for 4K outreach (additional \$200.00 for t-shirts??)
- iv. \$535 for a group to be brought in to perform a Greek play for the middle school students
- v. \$100.00 for crossing guard appreciation
- vi. \$400.00 for free pizza and water at the Spring Sock Hop

d. Outstanding budget items

- i. Teacher wish list items – all invoices have been paid and this line item is now closed.
- ii. Katie McKy seminar – will not be rescheduled this year. Hopefully we can have this event next year.
- iii. A payment of \$4909.00 needs to be made to Scholastic for the cash and checks that were collected during the Fall Book Fair.

7. Event Updates

a. Learner Fair

- i. Heather Stapleton was present at the meeting to discuss final preparations for the Learner Fair
- ii. PRT is hoping to transfer this event to GC or the school for next year. It sounds like some teachers would prefer to have the event later in the year. It could be paired with the Art Show or changed to be a "Share Fair" where kids could showcase any project that reflects their talents and interests.
- iii. Pizza, soda and water will all be available for sale from AJ's
- iv. Maggie will host a bake sale
- v. The spring book fair and basket raffle will be going on in the library along with a maker space hosted by Ms. Miller.

b. Redeemable Incentives

- i. Box tops are nearly all counted.
- ii. TerraCycle had to be postponed because Maggie had a conflict.

c. Movie Nights

i. January

1. Event was successful! We had the exact right amount of pizza (26 total; 14 cheese, 6 sausage, 6 pepperoni). Everyone seemed happy about the change to offer free pizza, popcorn and water. The turnout was very good. We don't have an exact number, but Jack G. said it was probably the biggest turnout he's seen for a movie night.
2. The kids wrote 95 appreciation cards for the teachers and staff. Pretty much every CKCS teacher/staff person received at least 1 thank you.
3. We sold \$86.00 worth of chips/candy from the leftover October movie night inventory.

4. The total expenses for the January movie night were \$408.85. With the donation of \$500.00 from Karate America and the \$86.00 in sales, we ended with a surplus of \$177.15. There was a shortage in October of \$120.73 because we had no supplies to start the year (popcorn, chips, candy, water).
 5. All in all, the movie night budget is currently in the black \$56.42.
 - ii. March
 1. Movie will be Despicable Me 3.
 2. Date is set for Friday, the 16th from 5:30 to 8 in the big gym.
 3. Additional popcorn, candy and water will be needed.
 4. We will be offering free popcorn, pizza and water again thanks to a generous \$500.00 sponsorship by Bailey Hmielewski's grandparents!
 5. There will be a minion themed basket raffled off, as well as a number of smaller prizes with the entries being based upon staff appreciation notes.
 6. I purchased paper minion goggles to send home with students as Save the Date reminders.
 - iii. Movie night budget
 1. We budgeted \$500.00 for movie night supplies, but we have not needed to use any of these funds because of the sponsorship money we received.
 2. I don't anticipate needing any of the PRT allocated budget, so we could consider using the budget to purchase a new popcorn machine.
 3. I will discuss possible sponsorship of the machine with Badger when I go to purchase more popcorn and with Linda and will discuss splitting the cost with the middle school booster.
 - d. Book Swap
 - i. We didn't need to do a middle school book drive this year and we shouldn't need to do one for next year's swap either.
 - ii. The event went really well! We were able to give every child at least 1 book, whether they brought in a book or not.
 - iii. The main issue this year was the same as it has been in prior years – we are not supposed to be in the Step Room over the lunch hour, in case there needs to be indoor recess.
 - e. Trivia Night
 - i. Turnout for this year is great! Elly is all set with the basket raffle, door prizes, food and attendees.
 - ii. We'd like to find a new venue for next year so that more people can participate.
 1. Allow singles/couples to sign up, rather than requiring a table of 8
 2. Have a venue that has food, alcohol, space and possibly a babysitting option on site or nearby
 3. Possibly charge \$25 per person or \$160 per table
 - f. Spring Book Fair - Coming up quickly but should be good to go.
 - g. Spring Sock Hop
 - i. Jill will not be able to chair this event because she will be out of town
 - ii. Suzy will take the lead for the Spring Sock Hop and we will advertise the position for next year.
 - iii. We will be offering free pizza and water at the spring sock hop!
 - iv. We are also considering having a theme for the dance or letting kids know to dress up in "sock hop" style if they'd like.
 - h. School supply kits - Jamie Key has chosen a new supplier. She has been working with the supplier and the teachers to get everything ready for next year's supply orders.
 - i. Fall Fundraiser – the decision was made to do the fundraiser online only in the fall.
8. Communications Update – no update at this meeting

9. Secretary Update

- a. A motion was made to approve the January meeting minutes. The motion was seconded and all present approved, so the motion was passed. (Thanks Liz, Dana and Suzy for taking care of the minutes while I was out of town!)
- b. Staff Appreciation/Support
 - i. A table of dates, groups and members was created to account for all CKCS staff.
 - ii. The dates were gathered from a variety of sources, as there does not appear to be one central source for education appreciation dates and the district only currently recognizes a few of the groups.
 - iii. PRT is planning to use the dates on the chart and do their own appreciation, rather than waiting for a district led recognition.
 - iv. \$600.00 was budgeted for teacher appreciation. \$379.35 has been used for the back to school teacher lunch. \$220.65 is remaining.
 - v. The general idea is to break the staff out into smaller, more distinct groups and make a bigger deal out of showing our appreciation for them. Ideally, each staff person would receive a card signed by the students and a small gift of appreciation. There would also be information posted on the facebook pages, in the morning announcements and posters hung around school.
 - vi. **Chris will create a more detailed plan for recognition gifts and provide an estimated budget at a future meeting.**
 - vii. For this school year, recognition gifts will be approved on an individual basis.
- c. Action Items – not reviewed at the meeting due to time, but updates were made as needed.
- d. Parking Lot – not reviewed at the meeting due to time, but updates were made as needed.

10. Co-President Update

- a. Alignment
 - i. The alignment of PRT, GC and PASS, as well as the 5/20 yr vision for PRT were discussed during the meeting on January 3rd. Notes are available from that discussion.
 - ii. Based upon the discussion, several decisions were made:
 1. The mission/vision statements for PRT will be updated to better reflect what the group is doing now and plans to focus on in the future. (See item b and c below)
 2. The board positions/descriptions will be modified to support the updated mission/vision and assist in the sustainability of the group. (See item d below)
 3. The fundraisers/events that PRT is currently responsible for will be reviewed to determine whether or not they fit the revised mission/vision.
- b. Mission of PRT – Promoting a strong CKCS community
- c. Purpose/Vision – The Core Knowledge Chart School Parent Round Table (CKCS PRT) is a support organization for the students, parents and staff. The vision of the PRT is: to host events aimed at building community among the students, parents and staff; to coordinate fundraising efforts at the school/parent level to complement the district provided budget; and to ensure generated funds are being allocated appropriately based upon the best interests of the students and staff.
- d. PRT Board Positions
 - i. President
 - ii. Vice President – Fundraising
 - iii. Vice President – Community Building
 - iv. Secretary
 - v. Treasurer
 - vi. There will also be several non-voting Parent Representative positions available for parents to be able to attend meetings/learn about the group

- e. PRT Open House will be held as part of the Sugar River Pizza Restaurant Night on Tuesday, March 13th. We will advertise open board and coordinator positions. Representatives from GC and PASS and possibly also the MS Booster should also be available.
- f. PASS meeting presentation – Liz and Suzy will be attending the upcoming PASS meeting to discuss PRT’s perspectives on the parent group alignment.

11. Other Items – none at this meeting

Next PRT Meeting: Monday, March 12th at 6:00 p.m. CKCS Library

Meeting adjourned at 10:00 p.m