

VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)

November 13, 2017

6:00 p.m. CKCS Library

6:05 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), Mayank Verma (treasurer), Rick Kisting (director), Tessa Lambe (2nd grade teacher)
2. Update from PASS/Governing Council
 - a. Governing Council – meeting rescheduled to November 20th at the Verona Public Library.
 - b. PASS – meeting on Tuesday, November 21st to finalize the referendum recommendation presentation for the VASB. The information from the parent listening sessions has been compiled. Linda will share the presentation at the PRT meeting in December.
3. School Update
 - a. Rick will provide a copy of the Director’s Report prior to the GC meeting. Some items are still being finalized.
 - b. A budget committee meeting was held on October 17th. The meeting focused primarily on the move.
 - c. Badger/Core are creating a joint GSA (Gay-Straight Alliance) for the middle school. Mr. Campbell is spearheading this group.
 - d. The \$6000.00 budgeted contribution from PRT for the workbook fees may or may not be needed. We won’t know for sure until March or April.
4. Parent/Teacher Input
 - a. Tessa Lambe spoke about the new snack policy from a teacher perspective.
 - i. She said that it has been going very well and in general there have been too many snacks as opposed to not enough.
 - ii. A question was raised as to whether or not we could offer snacks from the approved snack list at the class parties. Rick was open to discussing this with the teachers. The only hesitation is making changes to the policy as it is so new.
 - iii. A question was also raised regarding candy for Valentine’s Day. This is still up in the air, but the general feeling at this point is that candy can be given, but the kids will wait until afterschool to open/eat it.

- b. Square
 - i. Chris mentioned that several parents inquired about PRT's ability to accept credit cards at movie night.
 - ii. PRT discussed whether or not it should consider looking into the ability to accept credit cards.
 - 1. Square charges non-profits a flat 2.75% fee per transaction.
 - 2. One card reader can be ordered for free.
 - 3. Square will take their fee from the payment and then automatically direct deposit the remainder into a specified bank account.
 - iii. It was decided that we would sign up/order a reader, since there is no initial cost/commitment.
 - iv. Items to consider going forward: how can we handle identifying the deposit amounts so we ensure they are accurately accounted for in the budget? Can we include a note in the transaction? Can we pass along the extra fee (do we want to) to the consumer?

5. Vice President Update

- a. No new mini-grants
- b. We discussed Ms. Browman's previous request for updated guidance curriculum for K, 1, and 5.
 - i. The updated materials cost \$439 each, for a total of \$1317.00
 - ii. Since all of the money from the approved teacher wish list items was not used, we discussed possibly purchasing the materials using some of the leftover funds.
 - iii. Governing Council has a curriculum committee that reviews various curriculums in a rotation and we addressed the possibility of the curriculum being reviewed as part of that committee and then we could purchase curriculum, if needed, based upon their recommendations.
 - iv. Since Ms. Browman works part-time at Core and part time at other schools in the district who are all using the same guidance curriculum materials, it was decided that prior to making any independent purchase of curriculum, Ms. Browman check with the district to see if they would purchase the curriculum. If they purchased it for other schools and we are using the same materials, they should purchase the curriculum for Core also.
- c. TJ Maxx grant – we are unable to reapply for this grant until after 2/15, as we are only allowed to apply once per calendar year.
- d. Other Grant opportunities - While researching the TJMaxx grant, Dana found some additional grant opportunities:
 - i. Best Buy has a grant for \$5,000 to \$10,000 for technology. Rick suggested discussing this with John Bremmer and Lisa Miller.
 - ii. Sony offers a grant for arts, culture, technology and the environment. Rick suggested discussing this with Ms. Sable and Ms. Grotzky.

6. Treasurer Update

- a. Operating account and SCRIP account – Operating account is \$39,712.50 and the SCRIP account is around \$4639.17.
- b. The budget spreadsheet topline and detail has been added to the google drive.
- c. Outstanding budget items
 - i. Teacher wish list items – \$11,000.00 approved. \$10,414.26 was the estimated amount. To date, only \$6763.93 has been used.
 - 1. Ms. Sable's item amounts are listed in the invoice column, so we need to double check that they are included in the total amount being requested if they were purchased.
 - 2. We discussed using remaining money to purchase guidance curriculum. (See 5.b.)
 - 3. A motion was made to include \$246.87 for the purchase of teacher gel mats. The motion was seconded and all present approved so the motion passed.
 - 4. A motion was made to approve the inclusion of the purchase of geometric shapes for the classrooms for \$316.00. The motion was seconded and all present approved, so the motion passed.

- ii. Katie McKy seminar - \$3000.00 (Katie had to cancel the original dates, so we will only have to pay this if we are able to reschedule the seminar.)
- iii. Indian dance troupe – invoice for \$350.00 currently outstanding.
- iv. Basket raffle items - \$400.00
- v. Sock Hop – free water
- vi. Mini-grants outstanding
 - 1. \$305.90 – Ms. Browman recess equipment
 - 2. \$300.00 – Ms. Browman items to boost equity
 - 3. \$150.00 – Ms. Browman teacher recognition gift cards
- d. Some questions on the detail pages and allocations were raised. **Chris and Mayank will meet offline to look into this further.**

7. Event Updates

a. Fall Fundraiser

- i. To date, the approximate monies raised:
 - 1. \$5100.00 profit from online and paper sales
 - 2. \$3888.00 from direct donations
 - 3. \$500.00 from magazine sales
- ii. This was a very successful year! Unfortunately, that was across the board and resulted in Great American needing to push back the original delivery date. The shipment was actually delayed again because it was sent to Illinois.
- iii. **We will need to make a decision about whether or not to use Great American next fall.**
- iv. A question was asked about whether or not parents could make a monetary donation to purchase an entire set of prizes. Currently, students can earn one prize for making a donation. Since the prizes are given to us from Great American as incentives to sell their merchandise and we were given permission to give out a limited number for outright donations, at this point we won't have the option of giving out a full set of prizes based on donation only. **We could discuss offering our own prizes in addition to or in place of the GA provided prizes.**

b. Redeemable Incentives

- i. Box Tops
 - 1. We made \$479.00 from the first contest
 - 2. Ms. Boedeker's class won the pizza party
 - 3. 10 individuals will receive prizes at the next assembly.
- ii. **SCRIP**
 - 1. Chris provided an alternate option to our current program.
 - a. Both Sam's and Costco sell various gift cards at a reduced rate.
 - b. PRT could offer gift cards at face value OR at a reduced rate and still potentially earn more than purchasing the cards through SCRIP.
 - c. For example, Costco sells \$100 in gift cards for Ruth's Chris Steakhouse for \$80. PRT should resell the cards for \$100 and make 20% or we could split the savings and sell the cards for \$90. PRT would still make 10%, which is better than the average 2-5% through SCRIP.
 - d. The biggest drawbacks are that the offerings are limited and that it could be a lot of manual handling.
 - 2. We tabled this discussion until the December meeting.
- iii. Labels for Education
 - 1. This program will officially end on 1/2/2018
 - 2. Dana will send out a final reminder to get any submissions in before Christmas break
 - 3. Dana will make one final submission to hopefully get some gift cards to be used as prizes for Trivia Night.

- c. Movie Night
 - i. The first movie night went well. Everyone was excited about the free water and popcorn! The raffle basket was also a hit!! (There was a Lego/Batman themed basket that students were able to enter, free of charge, if they wrote a letter of appreciation to a CKCS teacher/staff member.)
 - ii. We did lose money on this event because we had no supplies left from last year. However, we will at least break even but should turn a profit after the next 2 events.
 - iii. It's not definite at this point, but Linda H. believes that she has a business sponsorship for the January movie night, which would allow us to provide free water, popcorn and pizza!!
 - iv. The next movie night is January 19th. The movie will be The Emoji Movie. An emoji themed raffle basket will be available with entries for letters of appreciation again.
- d. Restaurant Nights
 - i. Culvers – was successful, but we don't have an exact amount yet. We did make \$17.37 in tips!
 - ii. Papa Murphy's – scheduled for Wednesday, December 13th. It was a lot of prep work for Sarah, but they will give us 10% of their sales for the entire day!
 - iii. **Spaghetti Night** – we discussed possibly hosting this ourselves at school next fall. We could get donations for food items/cooks and have it be a free or minimal cost event.
- e. Sock Hop/Bake Sale
 - i. DJ has been paid, food has been ordered (pizza from AJ's), and water, chips, etc... will be available. (Water will be given out for free, pizza and chips will be sold.)
 - ii. Two middle schoolers volunteered to hand out the glow rings and bracelets.
 - iii. For this event and going forward, **we will put up signs that food needs to remain in the cafeteria. Also, we will specify that this is not a drop off event and "chaperones" will be changed to "hall monitors" on the sign up genius to avoid any confusion.**
- f. UW Concessions
 - i. We had a great year thanks to the hard work of the Grotskys and Rufers for coordinating this fundraiser and to the numerous volunteers!!
 - ii. The biggest challenges were: getting volunteers to sign up on a timely basis so that the coordinators weren't scrambling last minute, getting a variety of volunteers to sign up, getting additional coordinators up to speed so that Jack and Joe did not have to work every game.
 - iii. **This fundraiser may not be sustainable going forward. We need to further discuss the cost/benefit analysis at a future meeting and make a decision. It does generate a lot of money and it's fun, but it's very time consuming. Could we get more bang for our buck by using the resources to host a run/auction, etc...?**
- g. Fall Book Fair
 - i. Sarah L is the lead coordinator. Chris K and Deanne McIntosh are co-chairing with her this year. **Additional volunteers are still needed** though, especially when the K/1 students are browsing.
 - ii. **Sarah will send out an email motion to approve using the money raised from the basket raffle during the book fair as a donation to our All For Books fundraiser.** This is a great fundraiser because Scholastic matches all donations, dollar for dollar, up to \$1 million dollars, to purchase books for underserved children. It also counts towards our sales, so we earn scholastic dollars for all donations.
- h. Staples School Kidz kits
 - i. We received a check from Staples for \$1827.39. This equates to \$605.03 in profit and \$1222.36 as a refund for the missing supplies/delay in shipment, etc...
 - ii. **Jamie Key has been looking into alternatives to Staples for next school year. We should see who the other area schools are using and if they have had good experiences.**

8. Communications Update – Sarah indicated that she is not currently planning to fill this role next school year. **We may end up eliminating it as a separate position and moving the tasks into the Secretary, coordinator, etc... roles. This will be discussed as part of the overall direction and alignment of PRT.**
9. Secretary Update
 - a. A motion was made to approve the October meeting minutes. The motion was seconded and all present approved, so the motion was passed.
 - b. Staff Appreciation/Support
 - i. **An overall discussion of staff appreciation and support was tabled** until the December meeting due to time.
 - ii. **This role will most likely be removed from the purview of the Secretary going forward. It will be discussed further as part of the direction/alignment of the PRT. Several suggestions were also discussed regarding: increasing the budget, providing a card/small gift to staff on their birthday, hosting some type of appreciation event each month, recognizing various staff groups throughout the year (ie. administrator appreciation, custodian appreciation, crossing guard appreciation, etc...)**
 - 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 - Alignment Meeting
 - a. Rick, Linda H (PASS president), Anita W (GC president), and Suzy and Liz (PRT co-presidents) met at the start of the year to discuss the alignment of the 3 parent groups. Suzy provided PRT with Anita's notes from the meeting.
 - b. **As a group, PRT has been asked to review what we're doing and how we're doing it, determine if this aligns with the Mission Statement and the 5/10 year plan for the group as well as with the other parent groups (GC and PASS), and make any needed adjustments. This discussion was tabled at the November meeting due to time and it was determined that this discussion will most likely need to happen offline.**
11. Other Items – none at this meeting
12. Upcoming Events
 - a. CLIMB Anti-bullying Assembly: Tuesday, November 14th – school day
 - b. Fall Book Fair Week: Monday November 13th to Friday, November 17th
 - c. Fall Fundraiser Pick Up: Friday, November 17th – 3:30 p.m. to 6:30 p.m.
 - d. Fall Sock Hop and Bake Sale: Friday, November 17th – 5:30 p.m. to 8 p.m.
 - e. UW Concessions: Saturday, November 18th
 - f. TerraCycle Sort: Wednesday, December 13th – after school
 - g. Papa Murphy's fundraiser: Wednesday, December 13th – 11 a.m. to 8 p.m.
 - h. Winter parties: Friday, December 22nd – during school

Next Meeting: Monday, December 11th at 6:00 p.m. CKCS Library

Meeting adjourned at 8:30 p.m