

VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)

October 16, 2017

6:00 p.m. CKCS Library

6:00 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), Melissa DeCabooter (Event Co-Director), Mayank Verma (treasurer), Rick Kisting (director), Linda Hmielewski (PASS president)

2. Update from PASS/Governing Council
 - a. PASS
 - i. Met to review the information from the parent leadership and parent meetings regarding the referendum in order to come up with a proposal for the VASB.
 1. PASS will make the presentation to the VASB in December or January.
 2. The Board is expected to make it's decision regarding our future location in the first quarter next year.
 3. Budgeting and planning related to the decision will happen over the next 8 months.
 - ii. The parent group website has been put on hold at this point because we were unable to find a facilitator.
 - iii. The endowment is around \$17-18,000.00. The goal is to have around \$250,000.00 in the endowment eventually and then be able to start taking 5% distributions (approximately \$12,500.00) per year.
 - iv. PASS has been discussing their focus for the next 5 to 10 years and what sets them apart from the other parent groups. To date the plan is that PASS will continue to hold the CKCS charter agreement with the VASD and will handle fundraising efforts at the community level (as opposed to the student/parent level).
 - b. GC – no representative present

3. School Update
 - a. Rick provided a copy of the Director's Report prior to the meeting.
 - b. The 2nd Annual Kid's Expo will be held the first Saturday in November. CKCS will have a booth to try to market the school to incoming students.

4. Parent/Teacher Input

- a. Melissa DeCabooter discussed that the 5th grade student council was interested in upgrading the current water fountains to the water bottle refilling water fountains. Rick indicated that he had actually looked into this in the past and the plumbing in the current building is not equipped to allow for this upgrade, but this is something that is on the wish list for our new site.
- b. Chris Kiefert suggested that PRT purchase a CKCS T-shirt for each student for community building and marketing. Linda H. said that each student will get a CKCS t-shirt as part of field day this year.
- c. Chris Kiefert suggested [creating a “welcome bag” for new CKCS students](#). The bag could contain the orientation folder/information currently given to new students, but could also contain a CKCS t-shirt?, water bottle or coffee cup?, orange/black necklaces?, etc... also for community building.
- d. Chris Kiefert suggested we [create a mentor program](#), where existing CKCS parents could be matched up with new CKCS parents to welcome them to the school, keep them informed of upcoming events, answer any questions, etc... Maybe this would fit with the GC Outreach Committee?
- e. Chris Kiefert suggested we pick room parents at the end of the school year, rather than waiting until the beginning of the new school year, since the kids find out their teachers at the end of the school year and it would allow potentially allow the classes to get together prior to the start of the school year and could help with getting the room parents going since (since we currently don't have all of the room parents in place until Back to School Night in mid-September). Rick indicated that this might not work out, as the class lists are not actually finalized until just before school starts and students can still be added/removed throughout the summer. Maybe we [could modify the room parent position to last until the start of the new school year](#) to cover?
- f. Chris Kiefert suggested we [host a Back to School event before school starts on the playground](#). PRT could provide hot dogs and ice cream. This could be done as a school-wide event or possibly by grade.

5. Treasurer Update

- a. Operating account and SCRIP account – exact balances were not available, but the Operating account is around \$28,000.00 and the SCRIP account is around \$5000.00
- b. Outstanding budget items
 - i. Teacher wish list items – approx. \$11,000.00
 - 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. CLIMB Bully Assembly - \$2130.00
 - iv. Staples - \$200.00 for missing school supplies from the School Kidz kits. (We should get reimbursed from Staples for this.)

6. Event Updates

- a. Spaghetti Dinner
 - i. Made \$994 (\$600 dinner / \$394 basket raffle).
 - ii. We may need to find a new coordinator for the dinner next year or put it with restaurant nights, if we decide to do it again.
- b. Staples School Kidz kits
 - i. We don't know how much we made on the kits yet or exactly how much reimbursement/refund we will be getting back from Staples because the kits were delivered late and missing supplies.
 - ii. [Jamie Key is in the process of looking into alternate vendors for next school year.](#)

- c. Trivia Run –
 - i. Has been cancelled indefinitely at this point.
 - ii. A motion was made to hand the run back over to PASS for their consideration as possibly a community wide run. The motion was seconded and all present approved so the motion passed.
 - iii. Linda H. pointed out that PASS was willing to take the run back, but that the run won't necessarily happen. It may or may not depending upon their priorities.
- d. Merchandise
 - i. All remaining merchandise has been sold or donated.
 - ii. Will be done via online orders only going forward – one order in the fall before homecoming and one in the spring before charter school's week.
 - iii. We generated \$170.00 from existing merchandise sales at Back to School Night.
 - iv. We generated \$72.72 in profit from the online sale last month.
- e. Back to School Night
 - i. \$398.07 profit was generated at Back to School Night (\$170 from merchandise, \$125 from food cart sales, \$193.25 from the bake sale).
 - ii. There was an expense of \$90.18 for ice cream.
 - iii. The new ice cream went over very well!! The only issue with the ice cream and the bake sale items and that some people took it down to the classrooms and we can no longer allow outside food in the classrooms per the new Snack Policy.
 - iv. For next year, we will need to put up signs in both hallways that all food needs to remain in the cafeteria.
- f. Sock Hop/Bake Sale
 - i. The DJ has already been paid for both of this year's sock hops.
 - ii. Chris asked if it was ok to hand out the leftover light up rings and glow bracelets at the sock hop, since they are left over from the fall fundraiser a few years ago or already paid in a previous budget. The group determined this was fine.
 - iii. A motion was made to provide free water at the sock hop. The motion was seconded and all present approved so the motion passed.
- g. UW Concessions
 - i. We were moved to Booth F, which is one of the highest grossing booths. Yeah!
 - ii. The Grotskys and Rufers are still having an incredibly difficult time recruiting volunteers.
 - iii. We need a minimum of 12 volunteers per game for Booth F.
 - iv. We have 3 games remaining this year – 10/21, 11/11, and 11/18
 - v. We could possibly offer a game or two to the middle school or give them a portion based upon the number of volunteers they provide?
- h. Fall Fundraiser
 - i. Direct donations received were - \$3888.00
 - ii. The paper orders are still being tallied.
 - iii. The delivery date is currently 11/3, but this may need to be pushed back per Great American.
- i. Box Tops
 - i. The first contest ended Friday.
 - ii. The deadline to get them sent in is 11/1.
 - iii. Melissa requested assistance getting the box tops ready/counted. She will email dates/times.
- j. Fall Book Fair
 - i. Will be held the week of 11/13 to 11/17
 - ii. Next year it will be earlier due to schedule conflicts.
 - iii. We may use some Scholastic dollars to purchase books for the office to be able to give out to students for their birthday, when they get a ribbon or a pro-award, etc... We need to discuss this further.
 - iv. Sarah is going to look into set times for the middle school students to shop the fair. This is difficult because they don't really have a "homeroom" per se.

- k. Movie Night
 - i. The first movie night will be Friday, October 20th. The first movie is Lego Batman.
 - ii. There will be a Batman basket that will be raffled off at the end of the movie. Entries will be free and 1 to 1 when students attending bring a thank you/appreciation card for a CKCS staff member.
 - iii. A motion was made to provide free water and popcorn at the movie night. The motion was seconded and all present approved, so the motion passed.
 - iv. For this movie night, we will sell pizza, chips and candy as we have in the past.
 - v. Linda H. is looking into getting a sponsorship for future movie nights so that we can provide free pizza also.
 - vi. In order to try to estimate how much pizza to get if we do provide free pizza, Chris will try to get a head count at this movie night.
 - vii. Per Ms. Lehnerr – add a new popcorn machine to the teacher wish list for the end of the year.
- l. SCRIP – no update. Someone else will need to take this over next year if we want to continue the program.
- m. Basket Raffle
 - i. Elly is working on finalizing the baskets for the Fall Book Fair and Trivia Night.
 - ii. She has a list of items she'd like to finish them off. PRT discussed asking the room parents to collect items/money. We also discussed asking the parents directly for specific items/money. Linda H. brought up that accepting parent donations can present issues because of the receipts, tax letters and expiration dates, etc...
 - iii. To date, Elly has collected donations or purchased the basket raffle items herself.
 - iv. A motion was made to approve a maximum of \$400 for Elly to purchase the remaining items for the basket raffles. The motion was seconded and all present approved so the motion passed.
 - v. Linda H. is looking for sponsorships/donations for the baskets going forward.
- n. Trivia Night
 - i. Scheduled for February 16th
 - ii. Ten Pin Alley has agreed to give us 10% of food sales
 - iii. Teachers will get extra door prize tickets and a scratch off lottery ticket.
 - iv. They also indicated that we could have an all you can eat buffet with pizza and salad for \$8 per person, including tax and tip. This could be a good option because the speed of service has been an issue the past few years, due to late registrations which make it hard for Ten Pin to properly staff the event.
 - v. A motion was made to approve the buffet for \$8 per person, but keep the ticket price at \$20 per person. The motion was seconded and all present approved, so the motion passed.
 - vi. Linda H. said that she would try to get us a sponsor to cover the cost of the buffet.
- o. A general discussion of coordinator thank yous and volunteer incentives for the various fundraisers/events was tabled as part of a larger discussion about PRT that was planned as part of the Co-President Update, but had to be tabled to the November meeting due to time.

7. Communications Update – none at this meeting

8. Secretary Update

- a. A motion was made to approve the September meeting minutes with a **change to the spelling of Amy Mueller's name** (referred to as Miller in 2 places). The motion was seconded and all present approved, so the motion passed.
- b. Staff Appreciation/Support
 - i. **An overall discussion of staff appreciation and support was tabled** until the November meeting due to time.
 - ii. Staff Appreciation Breakfast
 1. The coffee was donated again this year from Kwik Trip
 2. There were 5 baskets raffled off and the remaining CKCS t-shirts were given away.
 3. It went really well overall.
- c. Action Items – not reviewed at the meeting due to time
- d. Parking Lot – not reviewed at the meeting due to time

9. Vice President Update

- a. Mini-grants
 - i. Recess equipment from Ms. Browman
 1. \$305.90 was requested to obtain additional recess equipment and replace aging equipment to help avoid issues during recess.
 2. A motion was made to approve the amount requested. The motion was seconded and all present approved so the motion passed.
 3. **We need to consider adding a separate line item for recess equipment and/or guidance in next year's budget.**
 - ii. Boosting equity from Ms. Browman
 1. \$300.00 was requested to obtain items (posters, books, etc...) to help make students of all backgrounds feel safe, comfortable, welcome.
 2. A motion was made to approve the amount requested. The motion was seconded and all present approved so the motion passed.
 - iii. Teacher incentives form Ms. Browman
 1. \$150.00 was requested to obtain 30 - \$5 Target gift cards. The cards would be given to teachers who give out 20 ribbon certificates to encourage the teachers to continue to recognize the students.
 2. A motion was made to approve the amount requested. The motion was seconded and all present approved so the motion passed.
- b. Donations/solicitations: none

10. Co-President Update

- a. Alignment Meeting
 - i. Rick, Linda H (PASS president), Anita W (GC president), and Suzy and Liz (PRT co-presidents) met to discuss the alignment of the 3 parent groups.
 - ii. Suzy provided PRT with Anita's notes from the meeting.
 - iii. **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.**

- iv. The discussion by PRT was tabled due to time. However, Linda H. provided some clarification/information related to the alignment of the three groups to help facilitate the future discussion.
 - 1. PASS – Set up as a corporation to be a separate, neutral party acting as a liaison between the district and the school. They hold the charter with the district/board. They also manage the endowment and do fundraising at the community level.
 - 2. GC – Manage school curriculum, policy and procedures in order to keep the school running safely, effectively and efficiently.
 - 3. PRT – Manage fundraisers at the school level and events aimed at building community.
- v. Some additional items to note for the future discussions:
 - 1. PRT is able to contribute to the endowment
 - 2. Currently, our general fundraising efforts will be used for future facilities. We don't know what we will need when we move, so we don't have any concrete details on this at this point.
 - 3. PRT is able to modify its mission statement, provided it does not fundamentally change the nature of the group, any donors are notified of the change and the IRS is notified at the next tax filing.
- b. CLIMB bully assembly needed to be rescheduled to Tuesday, November 14th. The price should remain the same as what was originally quoted, but this could present some problems for the Fall Book Fair as Tuesday was one of the days for the K-5 students to preview the fair.
- c. School directory – will be handled by Roxy going forward

11. Other Items – none at this meeting

12. Upcoming Events

- a. Movie Night (Lego Batman): Friday, October 20th – 5:30 p.m. to 8 p.m.
- b. Halloween parties: Tuesday, October 31st – school day
- c. Fall Fundraiser Pick-up: Friday, November 3rd – 3:00 p.m. to 7:00 p.m.
- d. TerraCycle Sort: Wednesday, November 8th – after school
- e. Culvers Restaurant Night: Wednesday, November 8th – 5:00 p.m. to 8 p.m.
- f. UW Concessions: Saturday, November 11th
- g. CLIMB Anti-bullying Assembly: Tuesday, November 14th – school day
- h. Fall Book Fair Week: Monday November 13th to Friday, November 17th
- i. Fall Sock Hop and Bake Sale: Friday, November 17th – 5:30 p.m. to 8 p.m.
- j. UW Concessions: Saturday, November 18th

Next Meeting: Monday, November 13th at 6:00 p.m. CKCS Library

Meeting adjourned at 9:00 p.m