

## **KORT minutes January 20, 2010**

In attendance:	Ashley Feagins	Christal Blackwell
	Rick Stewart	Jackie Andrews
	Cipri Vang	Lynda Malka
	Rori Wright	Maribel Zill'
	Shelly Shaw	Sharon Crockette
	Sheri Anders	Angela Hoeger
	Suzie Clark	Donice Van Gilst

### Opening Discussion:

- It was suggested that PACT hold a health class. Possibly have Sutter Health come and deliver age appropriate talks about proper hygiene and eating habits etc.
- Seminar to be held at Natomas Charter School campus: How to talk to your teen. Date and time to be emailed.
- Suggested to hold a literacy fair/potluck, possibly in conjunction with the Hobby Fair.
- California Science Academy is hosting a Home School Day on January 27, 2010.

### Tween/Teen night was a success!

- The possible themes for the next event are Sock Hop or Baroque Night. The date for the next Tween/Teen night is March 5<sup>th</sup> 6:30-8:30.

### Survey Results:

- Lynda shared the results from the email survey that went out asking for opinions regarding a KORT time change.
- Only 9 people participated in the survey. The results showed 5 people wanted the day to remain the 3<sup>rd</sup> Wednesday of each month, 3 people wanted the date changed to the 2<sup>nd</sup> Wednesday of each month and 1 person said they wouldn't come anyway.
- The day and time for KORT remains the 3<sup>rd</sup> Wednesday of each month (school schedule permitting) the time is 12:30 – 2:30.
- One parent hour is rewarded for anyone who comes to a KORT meeting.

### Duck Pluck update from Rori Wright:

- The Duck Pluck is going to be held on May 15<sup>th</sup> 2010 11am – 4pm at the Natomas Charter School Campus. 4600 Blackrock Dr., Sacramento CA 95835.
- It is a community wide event that will feature carnival booths, food vendors and games.
- It is free to attend and tickets will be sold to participate in activities.

- You do not have to buy a duck to participate.
- Duck purchases are tax deductible. Each duck is \$100. There will be 1 \$10,000 prize, 1 \$2,000 prize and 1 \$1,000 prize. Up to 4 people can split the cost of a duck (\$25.00 per person).
- There will also be a performance stage allowing some PACT students a chance to perform.

#### Extravaganza Update from Shelly:

- Donations are still coming in. There is a list of items still needed.
- See Shelly Shaw with any questions.
- Possibly Kindergarten and under will only be allowed in the family dining room and child care.
- Sign up to work the night of the extravaganza and receive parent hours. The shifts are 1 hour each and more volunteers are needed.
- 8<sup>th</sup> Grade promotion has been moved to another date.
- The next meeting for the Extravaganza Committee is February 10, 2010 10am – 11 am.

#### Parent/Child day ideas brought to KORT by Christal:

- After much research by Christal it was decided that Laser Tag and Sun Splash would be too costly.
- It was then suggested that we have a movie night instead; perhaps in the NCS Multi Purpose room.
- Lynda has dates to check for availability and will return to KORT with information regarding this.
- This could serve as a fund raiser too. Selling popcorn or pizza by the slice.

#### Fundraiser Updates:

- Butter Braid is not currently doing fund raisers. Ashley will call back in a month to check with the company.
- Ashley is going to check with Jamba Juice about their fundraising program.
- Parent Night out fundraiser idea. Where parents could drop off their children for baby sitting while they enjoyed a few hours out. Volunteers would need to be fingerprinted.
- It was also suggested that we look into a group rate at Kids Park.
- Creative works is coming soon. So that we can have items back in time for Mother's Day.
- It was suggested to have a play day at Chuck E Cheese as a fund raiser. 15% of all sales would go to our school. This is available Monday through Thursday 3pm -6pm. A date was not set.

Fundraiser update continued:

- A coupon book called Enjoy The City was brought to the meeting. It is a possible fundraiser idea that will be presented to KORT once more information is obtained.

Lynda and Ashley presented a draft of KORT Mission and Procedures for discussion and approval. Below are the approved items. More are to be discussed and approved at the February KORT meeting.

Membership dues collected and allowing only those who pay dues to vote was voted NO.

## **K.O.R.T Mission and Operations**

**Mission:** To promote collaboration between home, parent/teachers and staff members so they may cooperate with integrity in supporting our children/students to be productive, lifelong learners and responsible citizens; through scholastic support, fundraising efforts and family enrichment opportunities.

**Duties, functions and responsibilities of volunteer positions:** The KORT volunteer positions shall be Facilitator, Treasurer and Secretary. The responsibilities for each position are listed. In the event that an individual demonstrates an inability to perform his/her duties as listed below, the position shall be opened up and a new election held. All KORT positions are 1 year in duration. All volunteers must be able to attend KORT meetings regularly and may, in an emergency, ask the facilitator or another volunteer to stand in for them. Someone considering being a volunteer should take their ability to attend KORT meetings into account before volunteering for the position.

**Election of positions:** Any PACT parent/guardian may be a candidate for a volunteer position. The term of the position coincides with the academic year. The election of the positions shall take place during the September KORT meeting.

### **Facilitator:**

1. Provide overall guidance, structure and direction of and to KORT.
2. Coordinate and assist the work of other positions.
3. Facilitates all meetings
4. Review for accuracy and appropriateness, all KORT materials prior to distribution.
5. Follow up on KORT items as needed.
6. Co-signs authorization to use KORT funds when directed to do so by KORT members as defined under Procedures For Purchase (PFP).
7. Create and distribute monthly KORT meeting agenda 5 days prior to the scheduled meeting.
8. Maintain a binder of KORT Facilitator activities for the year.

**Treasurer:**

1. Keep and maintain all KORT financial records for the NAEF Fundraising account.
2. Report all financial transactions at all KORT meetings.
3. Co-signs authorizations to use KORT funds when directed to do so by KORT members as defined under PFP.
4. Arrange for all purchase requests and keep records up to date.
5. Maintain a binder of KORT Treasurer activities for the year.

**Secretary:**

1. Keep the minutes at scheduled KORT meetings.
2. Give meeting minutes to the Facilitator within one week after a meeting.
3. Assemble, preserve and be custodian of the pertinent records and archive materials of KORT.
4. Co-signs authorizations to use KORT funds when directed to do so by KORT members as defined under PFP.
5. Maintain a binder of KORT Secretary activities for the year.

The following will be discussed for approval during the February KORT meeting:

- Grade Representatives
- Procedures For Purchase Requests
- Approval criteria
- Attendees role