

KORT Agenda January 20th, 2010

Open Input time: Anyone who has anything they would like to share or discuss with the group can do so at this time.

Discussion Items:

Survey Results: Lynda will let us know the results of the survey to change the day of the KORT meetings.

Duck Pluck: Rori will inform us about the fundraiser event that will be coming up. This event will raise money for the school and will have some fun activities.

Extrav. Update: Shelly will update us on what is being planned for this year's Extravaganza and will also let us know what help the committee needs.

Parent/son Day: Crystal will be bringing the information she found out about different options for the parent/son day we are planning. We are still looking for a parent to be in charge of the parent/daughter day. If you would like to do this please come to the KORT meeting or email Ashley at bellafeagins@yahoo.com

Collector/Hobby Fair: This event is coming up soon. We will discuss what is being done and what needs to get done for this event.

Fundraiser Update: We are going to be getting an update on the Butter Braids fundraiser and the magnet fundraiser progress that was tabled until this meeting.

KORT Mission and Procedures: Ashley and Lynda will present KORT Mission and Procedures for group discussion and approval. See below for the document up for discussion.) **This is a voting item.**

Parent Grade Reps.: Sharon had an idea to have parent reps for grades so that people who did not come to the meeting would know what was going on at the KORT meetings and could have their voices heard. This idea will be presented in further detail at the meeting. **This is a voting item.**

K.O.R.T. MISSION AND OPERATIONS

NAME: The name of this organization is the Knights Of the Round Table (hereafter called KORT).

MISSION: To promote collaboration between home, parent-teachers, and Staff members so they may cooperate productively in supporting our children/students to be productive workers, lifelong learners, and responsible citizens.

MEMBERSHIP: *collect dues and only payees get to vote?*

6. OFFICERS DUTIES, FUNCTIONS AND RESPONSIBILITIES

The KORT 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 shall be held. All KORT positions are 1 year in duration.

ELECTION OF POSITIONS: Any KORT member may be a candidate for a 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 direction, leadership and management of and to KORT.
2. Coordinate the work of other officers.
3. Preside at all meetings.
4. Review all KORT materials (minutes, flyers, signs, correspondence, etc.) prior to distribution.
5. Follow up on KORT items as needed.
6. Co-signs authorizations to use KORT funds when directed to do so by KORT members.
7. Create and distribute monthly KORT meeting agenda 5 days prior to the scheduled meeting.
8. Maintain a binder of your year's activities.

TREASURER

1. Keep and maintain all KORT financial records for the NAEF Fundraising account.
2. Report the amounts made through donations and fundraising and use of funds at all KORT meetings.
3. Co-signs authorizations to use KORT funds when directed to do so by KORT members.
4. Arrange for all purchase requests and keep records up to date.
5. Maintain a binder of your year's activities.

SECRETARY

1. Keep the minutes at monthly KORT meetings.
2. Give meeting minutes to the Facilitator within one week after any meeting.
3. Assemble, preserve and be custodian of the pertinent records and archive materials of the KORT.
4. Maintain a binder of your year's activities.

GRADE REPRESENTATIVES: (PROPOSED) One rep per grade group K-2, 3-5, 6-8 the purpose of a grade representative is to create a line of communication between KORT and parents.

A request for grade representatives shall be sent out mass email at the beginning of the school year and those interested may respond via the KORT box and a vote can be taken in KORT. In the event that 2 or more wish to run for the same grade rep position, they may share the chair or fill in for another un-represented grade.

Grade reps must be able to attend KORT meetings regularly and may in emergency ask the facilitator or another grade rep to stand in for them. Someone considering being a grade rep should take their ability to attend KORT meetings into account before volunteering for the position.

Grade rep duties and responsibilities are as follows:

1. Attend KORT meetings to explain any requests or suggestions made by designated grade group.
2. Inform via email parents in your designated grade group of upcoming agenda items that may be of interest and to communicate decisions made at KORT. (i.e. the purchase of BrainPOP for all students to use.)
3. Parents that have a particular concern or request but are unable to attend the meeting may submit their request to be discussed on the agenda and have it presented by their grade group rep.

Another suggestion may be to have 1 parent representative to represent all grades if we are not able to get enough volunteers and they would function in the same way described for the grade reps.

PROCEDURES FOR PURCHASE REQUESTS:

1. Submit a NAEF purchase request form to the KORT Facilitator or PACT Coordinator.
2. The item is discussed at the KORT meeting per the approval criteria below.
3. A vote is taken to approve or deny the purchase.
4. Items requested that exceed \$500 specifically listed in the KORT agenda (full dollar amount with a brief description of item being requested).
5. After a purchase request has been discussed, a vote is taken to approve or deny the purchase. (1 vote per pact family household) Absentee voting options must also be available for items meeting criteria on survey monkey or another voting source **(all votes must be submitted prior to stated K.O.R.T. meeting to be counted)** Each approved purchase shall be noted in the minutes.

APPROVAL CRITERIA

Does the purchase benefit the school as a whole?

Is there another source for providing the requested item?

What percentage of the total PACT student population will the item benefit?

Is there any other information that should be considered regarding this purchase?