



## Governing Council

18 August 2021  
7:00pm

Zoom meeting

Approved 9/8/2021

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### 7 Norms of Collaborative Work:

- Pause
- Paraphrase
- Pose questions
- Put ideas on the table
- Provide data
- Pay attention to self and others
- Presume positive intentions

**Dialogue:** Council discussion, gathering of ideas, exploration, and FYI

**Discuss:** Council discussion & vote

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### GC Board Members:

- Rick Kisting, Director
- Nicole Boedeker, Teacher Rep
- Erin Marriott, President
- Lauren McQuiston, Vice President
- Melissa Moser, Secretary
- Abbey Weiss, Treasurer
- Jenny Hammes, Parent Rep
- Jorja Gander, Community Rep - absent

## AGENDA

### I. Reading of the CKCS Mission Statement

- A. CKCS is a public school option for parents, students and teachers in the Verona Area School District where students develop strong learning skills and a broad base of knowledge through the use of proven educational materials and programs in a safe and structured environment. [Read by Jenny Hammes](#)

### II. Audience recognition & reminder

- A. Audience: [Karyn Stocks-Glover, Director of Secondary Education](#); [Julia Fischer](#)

### III. Dates, announcements and brief agenda items

- A. Next GC meeting: Sept. 8th, 7 pm
- Zoom versus in person meeting - [We will tentatively plan to meet in-person \(wearing masks\) in the LMC \(use Door 5 to enter the building\) for upcoming GC meetings.](#)
- B. Parking lot items -none
- C. Discuss and vote to approve previous minutes (June)  
[Lauren motioned to approve, Passed unanimously.](#)
- D. PRT update - [The PRT is planning to host a fall party event \(after school hours\) and will allow children to wear Halloween costumes for that event. PRT put together a great folder for Kindergarten orientation and surveyed parent volunteer interest. PASS will process these surveys. PRT has set their budget, taking into account the CKCS district funded budget. PRT will no longer need to fundraise for PD days, IXL, or workbooks.](#)
- E. PASS update

### IV. Director's Report (Rick)

[Beginning of 2021-22 School Year - New staff started this week. We will have two new classroom teachers and one new shared social worker at CKCS this school year. Teachers will be sending out electronic documents to replace previous years' classroom orientation presentations. On back-to-school night, families will have the opportunity to visit the building for the first time since CKCS has moved. Lunchroom practices will again accommodate 3' social distancing, but movies and music will no longer play in the lunchrooms while students are eating.](#)

[Kindergarten Orientation Update - Kindergarten welcome orientation was Tuesday, August 17. Parents asked great questions and students had the opportunity to meet staff and get to know the school. Incoming kindergarten families had a chance to meet outdoors tonight, August 18 at a PRT organized get-to-know-you event. The first day of school this year will be a full-day for kindergarten students.](#)

**School Day Start/End Time Update** - The district communicated new start/end times for this school year to accommodate a third bus route (necessary change due to the bus driver shortage).

**Family Volunteer Update** - As of right now, parent volunteers will once again be welcomed into the building this year. Volunteers will be required to wear masks, regardless of vaccination status.

**6th Grade World Languages/Encore Update** - Pre-pandemic, the district hired a consultant to review our district-wide middle school World Language program, and one of the recommendations was to combine the two quarters of World Language (over 6th and 7th grade) to a full semester in 7th grade, setting students up for success in 8th grade when they will take a full year of World Language. Students will now take a Youth Empowerment, Justice and Joy course (1 quarter), replacing the 6th grade World Language course.

**Budget Update** - Math and English/Language Arts curriculum will be covered greatly by the district provided budget dollars, allowing CKCS to commit to longer terms with our curriculum publishers. We will be able to save over \$20K over six years by the district committing to fund our Math and LA curriculums. The district has also provided funds for IXL and Curriculum hours, as well as funds for some furniture updates and office supplies. CKCS' request for PRT provided funds (funds raised throughout the year in student fundraisers) will be less than previous years due to the significant increase of district provided funds. PRT will no longer need to fundraise for workbook fees, TV renewal cycle, and staff professional development.

**Enrollment Update** - 419 students are enrolled for the 2021-22 school year.

**Hiring Committee Update** - All positions are filled for the 2021-22 school year.

**V. Board topics**

- A. Review GC roles and committee involvement - Abbey's 3-year term will end in June 2022 (treasurer). Erin plans to fill the president role this year and hopes to step back to another role next year (1 year commitment). As a reminder, each GC member needs to join a committee - **email Erin your committee choice**. There is currently one community rep position open, and we will vote on this position at the September GC meeting.
- B. Hiring - review email votes

**Jennifer Todd** applied for the open 4th grade teaching position. Jennifer is a new teacher who has recently graduated from Edgewood College with a dual Elementary Education and Special Education Certification. She student taught at Glacial Drumlin School in Monona Grove. She has also worked heavily in the Edgewood College Cutting Edge Program that helps students with developmental disabilities. Her references were very positive.

**Jennifer Todd was recommended by the Hiring Committee for the open 4th Grade Teacher position. Jenny made a motion to hire Jennifer Todd as a 4th Grade Teacher. Melissa seconded the motion. We voted unanimously by email to hire Jennifer Todd.**

Jennifer declined the offer and accepted a position at the school where she student taught.

**Colleen Hoffman** applied for the open 4th grade teaching position. Colleen has 7 years teaching experience in the Waterloo, Wisconsin School District. She has taught kindergarten and most recently at the third grade level. She is their school's PBIS Coach and also speaks Spanish. Colleen has a Bachelor of Science in Education degree from St. Norbert College with an English as a Second Language minor. Her references were very positive.

**Colleen Hoffman was recommended by the Hiring Committee for the open 4th Grade Teacher position. Lauren made a motion to hire Colleen Hoffman as a 4th Grade Teacher. Jenny seconded the motion. We voted unanimously by email to hire Colleen Hoffman.**

- C. CKCS Management Plan - Rick  
This working document is reviewed/updated each year. This management plan outlines the roles/responsibilities of the director/principal of CKCS, Governing Council, and Verona Area school district. **GC members should review this document prior to our next meeting, and we will vote/approve the management plan at that time.**
- D. BRMS/CKCS shared services agreements - Rick  
This is another historical document that was created when BRMS and CKCS joined to define shared services between the two schools. CKCS and BRMS have a great working relationship, and have for some time, and there is a tremendous amount of give and take between the two schools to the benefit of both programs. The new building has allowed BRMS and CKCS to work together to identify shared spaces and school-specific spaces. Rick and Jamie Thomas (new BRMS principal) will review this document in September.

- E. School Goals/Theory of Action Dialogue - Rick  
CKCS' Strategic Plan (Continuous Improvement Plan) was updated last year to mirror the district's five pillar plan. In the past, the continuous improvement team has recommended goals for pillars 1-3, and pillars 4-5 were more GC/budget committee driven goals. The new CKCS Theory of Action Plan will mirror/align with the pillars of the strategic plan. Rick and Nicole will lead discussion at September's meeting, reviewing some data points and ideas for measurable, smart goals for this school year as we finalize this year's Theory of Action Plan.
- F. VASD Central Office staff update - Rick  
There have been many new central office staff and changing roles this year. Rick reviewed some significant changes for CKCS, including new principal of BRMS (Jamie Thomas) and new Director of Secondary Education (Karyn Stocks-Glover).
- G. Parent Handbook - Jenny - The Behavior section of the Family Handbook has been condensed to align with our district language. A parent behavior expectation section has been added to the handbook.  
**Abbey motioned to approve the Family Handbook, Erin seconded. Motion passed unanimously.**
- H. Reviewing standardized testing results - Erin  
CKCS/VASD students take both STAR assessment and Forward Exam standardized tests each school year. The STAR assessment data is more helpful in measuring growth as the STAR assessment occurs more frequently (3x/year) and the results are more timely. The Forward Exam data takes much longer to receive and review. The Forward Exam is reported on our school's DPI report card (updated each fall). We will review our school's Forward Exam results each year as part of our report card review. An annual STAR assessment data review will be presented to GC by the CKCS curriculum director in June. Nicole will provide an update at this year's October GC meeting, and will then plan for a more regular annual review in June.

**VI. Future agenda and/or parking lot items**

**VII. Adjourn**