

VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)

December 11, 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), Chris Kiefert (secretary), Sarah Lederer (communications director), Melissa DeCabooter (events co-director), Sara Hereley (events co-director), Rick Kisting (director), Tamara Gunwall (curriculum director), Ms. Greene (K teacher), Ms. Arneson (K teacher), Linda Hmielewski (PASS president)
2. Update from PASS/Governing Council
 - a. PASS
 - i. Recommendation for the future location of CKCS was made to the school board. Based upon discussions with the teachers, parent groups, and parents, the recommendation to the board was for CKCS K-8 to be housed in the current VAHS with Badger Ridge. There are options available in this scenario for CKCS to have separation from Badger, but still allow CKCS middle school students to participate in shared services opportunities with Badger, as is the current set up.
 - ii. PASS will follow up with the school board in March, which is when the board is looking at starting the process of making relocation decisions.
 - iii. A final decision from the board is expected by end of the year, 2018.
 - iv. As part of the referendum, there is a set budget for renovations to existing sites. The board has also retained someone who is responsible for inventorying everything at all of the existing school sites to determine what can be reused, what needs to be replaced and what will move vs. stay. We have been assured that any items that have been purchased with non-district funds will remain the property of CKCS. (To be clear, this does not necessarily mean that if, for example, we purchased a ceiling mounted projector for use in the current facility, that the specific projector purchased will be transplanted into the new space. If the new space already has a ceiling mounted projector, rather than physically swap them out, if they will both meet our needs, we may instead just leave the current equipment in the current location and swap their usage.)
 - b. Governing Council
 - i. Clarification was made that the Guidance curriculum is a part of the established curriculum review process.
 - ii. The Guidance curriculum will be reviewed this year in place of the Social Studies curriculum. (Social Studies will be reviewed next year.)
 - iii. [Based upon this review, PRT may be asked to assist in the purchase of additional/new guidance curriculum if needed.](#) Ms. Browman had submitted a mini-grant request to purchase updated guidance curriculum for K, 1, and 5 at a cost of \$439 per grade for a total of \$1317.00. However, as part of the review process, this curriculum may be able to be purchased with district funds or by the school.

3. School Update

- a. November teacher in-service was on Personalized Learning.
- b. Dates are set for next school year's teacher in-service meetings: Nov 20th and Feb 20th
- c. Preparations are beginning for next school year's enrollment lottery.
- d. The Outreach Committee has created new marketing materials for the school with a consistent look and feel that will be given out to perspective families. They look great! Good Job!!
- e. Snack Policy
 - i. Teachers continue to provide positive feedback about the new snack policy. The new policy is ensuring that all students have snack available to them every day and the extra work to distribute/clean up is actually less than the work to monitor/manage the incoming snacks in previous years.
 - ii. Some concerns were raised by parents/students that the "approved snack list" varies from class to class, that some students mentioned only getting a few crackers (not enough snack to go around), and that students were getting tired of goldfish (not enough variety). Also, the question of snacks at classroom parties was discussed.
 - iii. Rick/Tamara indicated the following (which is being shared with the teachers)
 1. All classrooms can use the "snack safely" snack list to select snacks (<https://snacksafely.com/safe-snack-guide/>)
 2. Individually portioned snacks are preferred, but due to cost, not required.
 3. Teachers will try to give 2 snack options each day.
 4. Snacks from the approved list can be provided at classroom parties. The amount of sugary snacks should be limited though.

4. Parent/Teacher Input

- a. While discussing the Fall Book Fair, a question was raised about the Scholastic Weekly Readers.
 - i. Currently, we are using profits from the book fair to purchase Weekly Readers for K-5 and 7th graders at a cost of approximately \$1700.00.
 - ii. **The funds are available to continue to purchase the weekly readers, but we want to verify that the teachers still like/use them and ensure there's not some other option that might work better.**
- b. Several parents expressed frustration with the communication, or lack thereof, from the middle school – especially related to extracurriculars. **Savannah Oaks posts their daily announcements on their website. Could we try something like this?**

5. Vice President Update

- a. We discussed Ms. Browman's previous request for updated guidance curriculum for K, 1, and 5. This has been tabled as the curriculum committee will be reviewing the current curriculum.
- b. Mrs. Boedeker (2nd grade) submitted a request for \$450.00 for field trip assistance
 - i. Last year, the second-grade class made a trip to Old World Wisconsin and it was very well received. Due to the trip being further away, charter busses needed to be rented as opposed to the standard school busses (for safety – seat belts and comfort), thus resulting in a higher cost for the trip. To compensate for this, only two field trips were taken by the second grade class, as opposed to the usual three.
 - ii. Mrs. Boedeker and Mrs. Lambe would like to repeat this field trip again this year. However, the cost to rent the charter bus has gone up and they are concerned that the overall field trip fee (\$18 per student) may be a hardship for some parents. The mini-grant request of \$450 would lower the per student cost to approx. \$8 per student.
 - iii. This request was discussed at length as several concerns were raised re: the dollar amount of this request, PRT does have funds to help those who need it, but they weren't necessarily intended for across the board reduction of fees; PRT is concerned that this may set a precedent for future requests.
 - iv. **This request was tabled to allow for further discussion with Mrs. Boedeker.**

6. Treasurer Update

- a. Operating account and SCRIP account – Operating account is \$45,434.60 and the SCRIP account is around \$3619.19. (SCRIP is down because there are several outstanding deposits.)
- b. The budget spreadsheet topline and detail is available in the google drive.
- c. **Outstanding budget items**
 - i. Teacher wish list items – \$11,000.00 was originally approved. \$10,414.26 was the estimated amount. The final amount up for approval is \$8518.93. A motion was made to approve \$8518.93 for the teacher wish list items and to close this approval. Any new/outstanding requests will be transferred to a new wish list for future consideration. The motion was seconded and all in attendance 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 – at this point, it is unlikely that we will be able to reschedule this event this school year.)
 - iii. Basket raffle items - \$400.00
 - iv. 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. Several new deposits will be made, including a check from the last Badger game, over \$600 in tips from the Badger games and a check from Great American.
- e. A payment of \$4909.00 needs to be made to Scholastic for the cash and checks that were collected during the Fall Book Fair.

7. Event Updates

- a. Fall Fundraiser
 - i. The check for our portion of the sale is here.
 - ii. Melissa raised numerous concerns about the fundraiser this year and indicated her apprehension to coordinate the fundraiser again next year, with or without Great American.
 - iii. **The fall fundraiser was discussed...we could try something different next year as we've been doing the same fundraiser for several years, we could stay with Great American and just run the sale online, we could create a delivery tree rather than having a school pick up, we could accept donations and give out our own prizes, we could replace the fundraiser with a pledge/run. These options need to be discussed in further detail and a decision made.**
- b. Redeemable Incentives
 - i. Box Tops
 1. Next contest deadline is February
 2. We have been offering class and individual prizes for a while, but have not seen a measurable increase in submissions.
 3. Additionally, there is a lot of manual work involved in submitting the box tops...checking expiration dates, sorting by value, grouping and counting, etc..
 4. **A decision needs to be made as to whether to continue the program as is, continue with modifications, or discontinue.**
 - ii. SCRIP
 1. Chris provided an alternate option to our current program.
 2. This option was reviewed and discussed.
 - a. The benefit is that it could result in an increase in participation because both the school and the purchaser could get a benefit. We also wouldn't necessarily need to maintain a separate bank account to draw from.
 - b. The biggest drawback is that the offerings are limited and there would still be a lot of manual work involved.
 3. **A decision will need to be made as to how to handle the program next school year.**

- c. Sock Hop/Bake Sale
 - i. The event was a success! The free water and glow bracelets/rings were a hit and the pizza sold, but did not generate a real profit.
 - ii. The event started with \$220 and ended with \$577.75, leaving \$357.75. However, the invoice to AJ's for the pizza (\$160.00) is still outstanding. The main profit was from the bake sale.
 - iii. While the Sock Hop was not on the list of "sponsor" events for 2018, there is the possibility that it can be added or that leftover money from other events could be used to offer free pizza and water at the spring sock hop. This needs to be verified with Linda.
 - d. Fall Book Fair
 - i. A total of \$6828.90 was made from the book fair, making it our most successful fair to date!
 - ii. Sales were up approximately \$400.00 from the previous fair and we had nearly \$600.00 in donations.
 - iii. The fall book fair profits are generally all taken in Scholastic Dollars and the decision was made to continue to do this. As a result, we earned \$3780.00 in Scholastic Dollars. Of this, \$341.03 was used for basket raffle prizes, teacher and door prizes, etc. Approximately \$2000.00 will be used to purchase the Weekly Readers for next year (if still wanted). Any remaining funds do not expire and can be used to purchase summer reading books, library books, etc...
 - iv. Had we taken the profits in cash, we would have made \$1707.23.
 - e. Movie Night
 - i. The next movie night is January 19th. The movie will be The Emoji Movie.
 - ii. An emoji themed raffle basket will be available with entries for letters of appreciation again.
 - iii. Karate America has provided a \$500.00 sponsorship for the January movie night, so that free pizza, popcorn and water can be provided!
 - iv. Linda H will provide the details for the sponsorship.
 - v. A method for determining how much pizza to order needs to be set up (ie. sign up genius, doodle poll, etc...)
 - vi. A private sponsor has already provided \$500.00 for the March movie night too!!
 - f. Book swap
 - i. Is all set for now
 - ii. It doesn't look like a book drive will be necessary prior to the swap.
 - g. Trivia Night
 - i. Set for Friday, February 16th
 - ii. Linda did secure a \$500.00 sponsorship to cover the pizza and salad buffet.
 - h. Spring Book Fair – no update at this meeting
 - i. School Kidz Kits
 - i. Jamie Key provided a list of potential replacement companies, their cost/structure and her initial experiences.
 - ii. The board discussed her recommendations and determined that we were comfortable with whichever company she felt most comfortable working with.
 - j. Education/Science Fair
 - i. Do we want to try to combine the Art Fair with this? Currently, Ms. Sable and Mrs. Grotsky put on the Art Fair themselves on a separate night, but a combined fair could draw a larger crowd and increase participation.
 - ii. This needs to be discussed with Tamara/Rick to determine how the fair will be run going forward and what involvement PRT needs to have.
8. Communications Update – no update at this meeting

9. Secretary Update

- a. A motion was made to approve the November meeting minutes. The motion was seconded and all present approved, so the motion was passed.
- b. Staff Appreciation/Support
 - i. This will be discussed in further detail as part of the overall direction discussion for PRT.
 - ii. A meeting was set for Wednesday, January 3, 2018 at Chris Kiefert's house to discuss the future of PRT and alignment with GC and PASS.
- 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 – no additional updates at this meeting

11. Other Items

- a. Should we add “MS Booster” update to Item 2? A representative from the Booster may not be available to attend our meetings to provide an update, but they will provide us with their minutes so that we can stay abreast of their activities and coordinate/help as needed.
- b. New Century recently held an online auction that was open to the public. Would we want to try something like this? How much did it raise? They were unsure as to the exact amount, but initially believe they will raise over \$8000.00 after all fees are paid.

12. Upcoming Events

- a. TerraCycle Sort: Wednesday, December 13th – after school
- b. Papa Murphy's fundraiser: Wednesday, December 13th – 11 a.m. to 8 p.m.
- c. Winter parties: Friday, December 22nd – during school
- d. TerraCycle Sort: Wednesday, January 10th – after school
- e. Movie Night: Friday, January 19th – 5:30 to 8:00 p.m.
- f. Book Swap: Wednesday, January 24th – during school
- g. Valentine's Day parties: Wednesday, February 14th – during school
- h. TerraCycle sort: Wednesday, February 14th – after school
- i. Trivia Night: Friday, February 16th – 6:00 to 9:00 p.m.

Next PRT Meeting: Monday, January 8th at 6:00 p.m. CKCS Library

Alignment discussion Meeting: Wednesday, January 3rd at 7:00 p.m. at Chris Kiefert's house

Meeting adjourned at 9:00 p.m