

VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)
August 21, 2018
6:45 p.m Monk's Bar and Grill

Meeting called to order at 6:50pm

Mission

Promoting a strong CKCS community.

Vision

The Verona Area Core Knowledge Charter School (CKCS) Parent Round Table (PRT) is a support organization promoting community among the students, parents and staff by: hosting events aimed at building community; coordinating fundraising efforts at the school/parent level to complement the district provided budget; and ensuring generated funds are being allocated appropriately based upon the best interests of the students and staff.

Agenda

1. Attendance/Introductions/Group meeting standards
 - a. Chris Kiefert – president, Liz Slager - Vice President of fundraising, Sara Hereley - Vice President of community building, Veronika Kurth - Secretary, Laura Meicher - Treasurer, Rick Kisting - principal, Eve Ferguson - parent rep
2. Parent Group Updates (PASS, Governing Council, MS Booster)
 - a. PASS
 - i. Leadership website (VACKCS.com)
 1. Sarah Lederer owns this and we are using one calendar to combine all events from all groups.
 - ii. Endowment campaign
 1. Capital campaign will happen in 2019.
 - iii. Relocation announcement
 1. Coming very soon.
 - iv. 2019 event sponsorships
 1. 2018 events already have sponsors. We need to give Linda H a list of events we want sponsors for in 2019.
 - b. Governing Council
 - i. Open positions
 1. Community Rep and BR Middle School Rep
 - ii. Outreach committee
 1. Looking for members. Talk to Jolene Rau if interested.
 - iii. Handbook and snack policy updates
 1. They are working on finishing these up; original reason for snack policy change was safety for children with allergies. Snack sign up will be on SignUpGenius this year and consistent class to class.
 - iv. 2018-19 goal setting
 1. Strategic planning document has 5 area goals.
 - v. Committee reports
 1. Outreach committee wants to set up a summer welcoming activity.

- c. MS Booster
 - i. Open positions
 - 1. They have a president and no other positions are filled. Sarah Grotsky is the teacher rep.
 - ii. Meeting schedule
 - iii. 2018-19 goals
3. Director Updates
- a. Operating Status
 - b. Operating Budget
 - c. Enrollment
 - i. Some last minute openings from families moving, so administration is calling parents on the waitlist to fill those spots.
 - d. Staff
 - i. Fully staffed.
 - e. Upcoming dates/calendar review
 - i. Move trivia night sooner by 1 week due to outages.
 - ii. Culver's Night needs to be set yet.
 - iii. Golf Scramble is happening.
 - iv. Action Item: on published calendar remove reference to "PRT" at the top, since it is a combined calendar for all school events. Call it "CKCS Community Calendar" instead.
 - v. Action Item: Chris Kiefert to check with Roxy about other school calendar events that may need to be added before publishing calendar.
 - f. Board updates
 - g. Referendum updates
4. Parent/Staff Input
- a. What are we doing well?
 - b. What can we do better?
 - c. Mini-grants/fund requests
 - i. Shipping costs for wish list items
 - 1. Discussed item cost and shipping costs. Motion by Kiefert to deny shipping costs. Motion passed 5-0.
 - ii. CLIMB assembly
 - 1. Asking for \$1700 out of the \$3000 assembly budget.
 - 2. Action item: Chris Kiefert to follow up with Nicole Boedeker to make sure this is how they want to use the funds for this school year.
 - 3. Postponing approval.
5. Fundraising Updates
- a. Restaurant/shopping nights
 - i. Working on booking them. Planning on Culver's, Miller's, Sugar River Pizza, Little Ceasars, and Fitchburg Farms greenhouse. Also looking for a coordinator to organize these.
 - b. UW Concessions
 - i. Middle School booster is willing to help, but if the family has K-5 core students also, then CKCS will get the proportion of money earned by those volunteers. If it's strictly Middle School family, then MS booster will get funds.
 - ii. Needs 12 people minimum before UW starts sending random volunteers to our booth and then we lose a portion of funds raised through sales to that other random group.
 - iii. Bucky on Parade statues will be given to winning classrooms each week of volunteering.
 - iv. Action Item: Veronika to communicate competition plans publicly.

- v. Action Item: Be prepared to handle additional volunteers past the 16 needed for booth if we have more people. We have ways for them to earn volunteer credits for their children's classrooms.
 - c. Fall Fundraiser
 - d. Book Fair
 - e. Fun Run
 - f. Merchandise
 - g. Box Tops
 - h. School Kits
 - i. Arriving on the 23rd or 24th of August. Suzy may not be available those days, so Chris Kiefert will handle getting boxes to classrooms.
6. Community Building Updates
- a. Room parents
 - b. Staff & Volunteer Appreciation
 - i. Lunch for teachers is a few days before school starts. We have ordered food from Gino's and will get bottled water.
 - c. Family Nights
 - i. October 19th is first one and will be a traditional movie night. May be a Halloween themed movie due to timing, like Hotel Transylvania.
 - ii. Action item: Chris Kiefert to verify who the sponsors are and what our food ordering options are based on sponsor.
 - d. Book Swap
 - e. Fall Dance
 - i. Make this a costume ball perhaps. Scheduled for November 2nd.
 - f. Trivia Night
 - i. Changed date to a week earlier on February 8th.
 - g. International Night
 - h. Mileage Club
 - i. Field Day
7. Secretary Updates
- a. Approve prior month's meeting minutes
 - i. Motion by Slager, seconded by Kiefert to approve. Motion passed 5-0.
 - b. Review Action Items
 - c. Communication updates
 - i. Community Bios
 - 1. Sugar Creek PTO facebook page has some examples since they've been doing them
 - 2. Start with Mr Kisting, then the Grotskys, then a random family.
 - ii. New Twitter, Instagram
 - iii. Website maintenance, documents to share
 - 1. Add event calendar to website
 - 2. Roxy may know someone who can do graphic design.
 - iv. SurveyMonkey
 - 1. Action Item: find out if someone could fill out the same survey multiple times from the same IP address, such as for generic feedback form.
 - 2. Anonymous generic feedback form would always be available as an anonymous way someone can share their thoughts with us.
 - 3. As situations warrant, we can put out more direct surveys, such as "did you attend the movie night? why or why not?" and so forth.
 - 4. Halfway through the school year a survey like this could help fine tune events for second half of the school year.

8. Treasurer Updates

- a. Operating and holding account balances
 - i. State license fee paid
 - ii. Talked to our contact at Park Bank about earning interest
 - iii. Action Item: Laura M to check with UWCU and Summit Credit Union for additional options.
 - iv. Action Item: Sara H to check with Pat Hereley about banking options also
- b. Top line/detail budget review
- c. Outstanding items review
 - i. Payables
 1. Staff wish list - \$11,000.00
 2. Teacher incentives for \$3,000
 3. Action Item: Chris Kiefert will write CKCS a check and Roxy will manage paying it out as things are purchased from these lists.
 - ii. Receivables

9. President Updates

- a. MS Back to School Night
- b. K-5 Orientation Day
 - i. Alignment meeting takes place on 8/27/2018, where the group leaders will discuss topics and how to go about it.
 - ii. Idea: get some "Ask PRT" and similar buttons to help new families pinpoint who could get them more information. Action Item: Laura Meicher to investigate.
- c. K-5 Back to School Night
 - i. Will be on 9/18/2018 from 5-7pm
 - ii. Action Item: Mr Kisting will talk with Nicole Boedker about photographer coming and doing family photos in the LMC.
 - iii. We are still investigating if food service can do a spaghetti dinner
 - iv. See if Mr Newtonson can set up a music showcase area in the step room.
 - v. Timeline were discussed.
 - vi. Action Item: Chris K to investigate if we can have a maker space set up.
 - vii. Action Item: Veronika to add an event for this on Facebook.

Next PRT Meeting: Monday, September 10, 2018 at 6:30 p.m. in the CKCS Library

Meeting adjourned at 10:30pm.