

VERONA AREA CORE KNOWLEDGE CHARTER SCHOOL

Parent Round Table (PRT)

7/24/2018 6:30PM

Liz Slager's house

Meeting called to order at 6:54PM

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 and Minutes

1. Attendance & General Comments
 - a. Chris Kiefert – president, Liz Slager - Vice President of fundraising, Sara Hereley - Vice President of community building, Veronika Kurth - Secretary, Laura Meicher - Treasurer
 - b. Welcome to the new board (Chris Kiefert)
 - i. Reviewed vision and mission statement. Mission is to foster sense of community. Families aren't just part of a school, they are part of a community.
 - ii. Fundraisers should be geared toward community building, not technology and classroom needs.
 - iii. PASS plans to fundraise more at the Verona community level. PRT fundraising is more at the parent community level within CKCS.
 - iv. Chris to meet with presidents of other school organizations and Mr. Kisting to talk about community building. Plan to have family photos taken at back to school night.
 - v. Fundraising goal to replace smartboards with KANTO carts (~\$830 each) before the move to the new building. The carts we can take with us, while smartboards stay with the building. Chris to check with Mr. Kisting about getting teacher input on who prefers the carts over the smartboards.
 - c. Review group documents
 - i. Articles of incorporation

- ii. By-laws
 - iii. Group/meeting standard (from June training)
- 2. Parent Group Updates
 - a. PASS
 - i. They need 2 more teams for the golf scramble or it may have to be cancelled.
 - ii. They may take SCRIP card program over from us. Chris will talk to them at their next meeting.
 - iii. PASS sells sponsorships for events, such as for movie night. Example: X business donates a set amount to cover costs of the event and then they get marketing out of it. Now that movie night is changing to Family Night, it may be harder to communicate what they would be sponsoring.
 - iv. VACKCS website gets updated by PASS
 - b. Governing Council
 - i. Lots of new members this year in new roles and those transitions are happening now
 - ii. There was a concern that parents serving on these groups don't have to fill out a background check, so going forward we may be required to do so.
 - iii. Chris asked the group to let us know if they had goals with budget impacts so we are in the loop and can plan for it. The district pays for curriculum that is equivalent to other schools, but anything above and beyond we have to cover, such as our workbooks or the IXL subscription.
 - iv. In process of reviewing the new snack policy from last year.
 - c. Middle School Booster
 - i. MS booster should be added to our website, because they also serve a similar purpose with fundraising.
 - ii. New middle school principal is working with this group.
 - iii. They may help with UW Concession stand volunteering and then we give them a portion of money raised. Details to be worked out.
- 3. Director Updates
 - a. Operating Status
 - i. Standards based grading for non-core classes.
 - b. Operating Budget
 - c. Enrollment
 - d. Staff
 - e. Upcoming dates
 - f. Board updates
 - g. Referendum Updates
 - i. Talks are going well regarding our move. Likely to be in old high school building and there is money set aside by the district to accommodate our needs via renovations. Examples: library, lockers vs cubbies, playground.
- 4. Parent/Staff Input
 - a. None at this meeting since this is a closed meeting for board members only to set budget.

- b. Discuss ways to increase meeting attendance
 - i. Move parent input section to top of agenda
 - ii. Have meeting at a restaurant like Monk's, Benvenuto's, Buffalo Wild Wings
 - iii. Have a quarterly listening session outside of the school
 - iv. Hold it at Verona Public Library and ask a librarian to run a little event for the kids who come with their parents
 - v. Take a meeting or two over towards the Fitchburg neighborhoods in our district
- c. Discuss ways to increase parent involvement
 - i. Facebook posts featuring parents from the school. PRT, PASS, Gov Council
 - ii. Recognize our volunteers
 - iii. Call it "Community Spotlight". Veronika to come up with a template and schedule/order. Chris will reach out to PASS and Gov Council and Mr. Kisting about getting them involved.
 - iv. Chris will make sure the Facebook groups are listed on our website so people are aware of them.
 - v. Look at listing the Facebook info on the CKCS PRT magnets (or handout or whatever we end up doing) with the list of events for the year.
 - vi. Veronika to look at getting an Instagram account for PRT.
 - vii. Veronika to look at getting a Twitter account for PRT.
- d. Discuss ways to help teachers and staff
 - i. Snacks – use SignupGenius so it is easily editable and reminds you when your turn is coming up. Paper signup is hard to access or update.
 - ii. Teacher wish list accessible on website that teachers could list things on and then parents could choose to buy those items. Look into if there is a site that already allows something like this. Maybe an Amazon wish list for each class or teacher?
 - iii. Have room parents have more defined role so there is consistency. Right now different teachers have very different preferences.
 - iv. Chris will look at asking teachers at the beginning of the school year for input via notecards so it is anonymous. Also leave a comment box in Roxy's office so people can add feedback at a later time.
 - v. Veronika to look into an anonymous feedback site, or maybe SurveyMonkey
- 5. Secretary Updates (Veronika Kurth)
 - a. Approve prior month's meeting minutes
 - b. Review action items
 - c. Communication Updates
- 6. Fundraising Updates (Liz Slager)
 - a. Have more transparency about the amount raised or brats sold or similar with each event and post it to Facebook.
 - b. Restaurant/shopping nights

- i. Liz to go to Culver's in the coming week to set up a scheduled night with them
 - c. UW Concessions
 - i. Some people have already signed up
 - ii. Veronika will post to Facebook to get more signups
 - iii. Grotsky family may not do coordination after this coming year but plan to stay involved with volunteering.
 - iv. Discussion about trying to make parking or carpooling easier. Possibly cover people's parking fees.
 - v. Discussion about adding a reward for getting volunteers, such as a class competition with a prize at the end of the football season for the classroom with most volunteer shifts. If we go this route, we'll keep community updated about which classroom is in the lead. Kids from winning classroom could get prizes like little Bucky keychains or Bucky statue replicas. Perhaps a traveling trophy for the classroom currently in the lead.
 - d. Fall Fundraiser
 - e. Book Fair
 - f. Fun Run
 - i. Needs about 3-4 people to organize. Liz can be point person on this, but needs additional parents to help out.
 - g. Merchandise
 - h. Box Tops
 - i. School Kits
 - i. The coordinator moved out of the district. Suzy has agreed to take care of handing them out in the fall and then the new coordinator will take over.
- 7. Community Building Updates (Sara Hereley)
 - a. Room Parents
 - i. Chris Kiefert is taking over as the room parent coordinator for this year.
 - b. Back to School Night
 - i. Sara H and Liz S will coordinate. We plan to be respectful of teachers' time so they don't sit in their classrooms waiting while people are having fun in cafeteria. Incentivize people to go to classrooms first so teachers can leave earlier. Example: checklist to get people to library, art room, classrooms first, then you get to do the fun stuff in cafeteria and gym once you complete your checklist.
 - ii. Set up a maker space or face painting, temporary tattoos.
 - iii. See if Mr. Kisting would be willing to participate in a dunk tank or similar as a prize for completing checklist.
 - iv. Look into having the cafeteria provide food
 - c. Staff and Volunteer appreciation
 - d. Family Nights
 - e. Book Swap
 - f. Trivia Night
 - i. Move to a week earlier to avoid coordinator conflicts

- g. International Night
- h. Mileage club
- i. Field Day
 - i. Linda would like someone to come shadow her so a transition of coordination can be started.
- j. Spaghetti Dinner
 - i. Not happening this year, but a conversation has been started to possibly go through school district for it in the future.
- 8. President Updates (Chris Kiefer)
 - a. Meeting with Linda Hmielewski and Jolene Rau to check in tomorrow
 - b. Meeting with Rick Kisting on 8/16
 - c. PRT next meeting is on 8/21
- 9. Treasurer Updates (Laura Meicher)
 - a. Operating and holding account balances
 - i. Our philosophy is to never go lower than \$10-15K to be able to pay for the things we absolutely have to pay for each year.
 - ii. Current bank balance is over \$37,000.
 - iii. SCRIP account balance is over \$6,000.
 - iv. Discussion about consulting an accountant to best handle our money. Should look at where our account balance can earn interest. Talk to the business banker at Park Bank (where we bank) about it first, like a nonprofit interest-earning checking account.
 - b. Teacher Wish List
 - i. Stools, pinnies, brain pop, half the printer (half being covered by MS Booster), gift cards, notability app not included
 - ii. Everything else is approved in the amount of \$11,000 and will be paid as receipts are provided
 - c. 2017-2018 budget
 - i. Top line/detail budget review
 - ii. Outstanding items review
 - 1. Payables
 - 2. Receivables
 - d. Set the 2018-2019 budget
 - i. Budget set and balanced

Meeting adjourned at 11:30pm