



Verona Area Core Knowledge® Charter School

Parent Round Table

September 10, 2018
6:30 p.m. CKCS LMC

Meeting Called to Order at 6:34 PM

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
 - Chris Kiefert, Eve Ferguson, Sara Hereley, Laura Meicher, Veronika Kurth, Liz Slager, Swati Verma, Linda Hmielewski, Rick Kisting, Mrs Bie
2. Parent Group Updates (PASS, Governing Council, MS Booster)
 - a. PASS – next meeting October 17 at 6 pm
 - Linda Hmielewski updated the PRT. They went to training to learn how to run meetings better. Going to make a handbook to supplement bylaws, which they had a contract attorney help review. PASS also made it to the 2nd round of the Madison Community Grant Challenge, which if won would have the grant match 50% of funds PASS raises over an 18-month period.
 - Reviewed options regarding the future relocation and the potential for PASS and PRT to fund some items that would be bells and whistles. We should know by end of winter what items we should plan on funding.
 - Likely will coordinate offering tours in Spring 2019 for anyone wishing to see the high school space we will move into.
 - PRT may be asked to coordinate helping teachers in summer 2020 with moving their classrooms to the new space. The physical moving will be done by movers, but packing or unpacking, decorating, moving furniture around and such could be something parent volunteers could help with.
 - Update on community sponsorships and how to make asks.
 - **Action Item: Send to Linda our star logo file so she can use on Website.**
 - b. Governing Council
 - Next meeting – September 12 at 6:30 in the CKCS LMC
 - c. MS Booster

Next meeting – September 11 at 6 pm in the LMC

Restaurant night – 9/13 at Boulder Brew Pub

- **Action Item: Chris K to send Veronika something to post on Facebook**

3. Director Updates

a. Enrollment

- 416 kids - it's the perfect number we like to be at; all except K and 1st grade are maxed out

b. District insurance policy

- To operate UW Football concession stand we have to provide proof of insurance. But if we use the school insurance, then money has to go straight to the school, not PRT.
- Option: PRT could set up on insurance policy. Could be worth exploring if needed for other events like Color Run type events. But this year it snuck up on us and so for this year put money from concessions straight into school account as required. This money from the Fall 2018 UW Concession stand income will be used to pay for the 2017-2018 wish list items that were approved on July 24, 2018. Any concession income in excess of these approved wish list item costs shall be put towards the \$3,000 approved teacher incentives for the 2018-2019 school year. If there is any extra concession income left after these are covered, the remaining funds shall be allocated by PRT.
- **Action item: find out how much a PRT annual or event-based insurance policy would be and consider setting one up for next year. Liz Slager to own follow-up.**

c. Family Directory

- District said we should no longer send out because of personal family information included.
- Mr Kisting gave packet to PRT to format sending out with a letter on a grade by grade level based on the opt-in sheet people filled in on back to school day.
- **Action Item: compile information and send out as coming from PRT (not school). Sara Hereley owning.**

d. Upcoming dates/calendar review

K-5 Back to School Night

- Photography idea discussion
 - **Action item: Chris K will let Mr Kisting and Mrs Boedeker know we are going to not do the formal photographer.**
- Planning to do a selfie photo booth with some props. **Action item: Liz Slager owning.**
- Food services will do a non-meat red sauce with spaghetti.
- We should get carrots and ranch dressing, dessert, parmesan cheese, water bottles
- Put up a donation bin to allow random donations to PRT (but emphasize "free food" aspect so people don't feel like they're expected to pay for the food)
- Maker space will be 5-7 in LMC (librarian will staff), classrooms same,
 - **Action item: Chris K to ask if Ms Sable will have art room open**
- Make sure instructions to parents are simple and concise and just emphasize dinner and classroom visit. **Action item: Chris K to make flyer.**
- Going with 600 estimate for food order.
- **Action item: Will see about middle schoolers doing CKCS temporary tattoo applications in LMC. Chris Kiefert owning.**
- **Action item: 8 volunteers in 30 minute shifts 5-7 to serve food, 3 to cleanup - VK to check SignupGenius**
- **Action item: Liz or Chris to grocery shop**
- **Action item: Sara to see about donating leftover food**

4. Parent/Staff Input

a. What are we doing well?

Staff wish list

Fun events

b. What can we do better?

Larger portion of teacher incentive money for EA's

More adults only events (like trivia night)

Pool of school supplies in Q3/Q4, especially for the younger grades

- **Action item: set up an Amazon Wishlist where teachers can list what they need and then we advertise it on social media as someplace parents can help out. Laura Meicher owning follow-up.**
- Don't give out lanyards with the fall fundraiser

c. Mini-grants/fund requests

i. Mondloch – bus for 7th/8th grade field trip to APT

- Kiefert motion to table grant request until we have more information - Hereley second, 4-0 motion passed
- Plan to set guidelines for mini grants so PRT has something to hold requests up to and see if the request meets certain criteria before deciding to apply and deny. Also cover at what point do we look at subsidizing field trips so we can be consistent.

5. Fundraising Updates

a. Merchandise – sale before Homecoming

- **Action item: Chris K to own** - previously selling shirts at cost for community building. Sell one at cost for a good entry point and perhaps try to do a fundraiser aspect to some of the nicer dri-fit type shirts.

b. Box Tops

- **Action item: Liz S to get in contact with Melissa**

c. School Supply Kits

- Suzy Schleeper will keep doing it. Consider having a consolidated area where parents can recycle the unwanted boxes. **Action item: Chris K to follow up.**

d. Restaurant/shopping nights

- Sugar River Pizza – will be a November date
- Culvers – December 12th
- **Action item: Sara H to reach out to Fitchburg Farms about a fundraiser - look at spring sale for mother's day hanging baskets or vegetable gardens.**

e. UW Concessions

i. 8/31 and 9/8 game recap - \$1500 at first game, \$1700 at second game

ii. Staffing for Games – 9/15, 10/6, 10/20, 11/3 and 11/24

- Ideas: at Back to School night demonstrate a Kanto cart and communicate that this our big fundraiser goal for this year.
- **Action Item: Chris K to talk to Mr Kisting about sending something out to all families to explain why raising this money is important.**
- Goal: by end of September have all shifts filled.
- If filling concession stand shifts is failing and we stop doing this fundraiser, we'll have \$10-12K of fundraising to replace somehow. Then we'll have to look at making Trivia Night a fundraiser.

iii. Contest update

f. Fall Fundraiser

- **Action Item: Liz Slager will follow up with Melissa DeCabooter about prizes and trying to avoid lanyards.**

g. Book Fair

- A portion of proceeds go to fund the weekly readers used in classrooms.

h. Fun Run

6. Community Building Updates

a. Room parents

- Status – we are missing 1
- Expectations

b. Staff & Volunteer Appreciation

- Teacher Luncheon recap
- Upcoming: EAs 9/14; Custodians 10/2; Staff breakfast 10/15; school lunch 10/15-19

c. Family Nights

- 10/19 – movie night: Hotel Transylvania 3
- 11/2 – Halloween dance

d. Book Swap

e. Trivia Night

f. International Night

g. Mileage Club

h. Field Day

7. Secretary Updates

a. Approve prior month's meeting minutes

- Kiefert motion to approve, Meicher second - 4-0 pass

b. Review Action Items

c. Communication updates

- Community Spotlight

8. Treasurer Updates

a. Operating and holding account balances

b. Top line/detail budget review

c. Outstanding items review

- Payables
 - Staff wish list - \$11,000.00
 - Teacher incentives - \$3000.00
- Receivables
 - Terracycle \$267

a. Discuss financial institution options

- i. Meicher did research on place to earn interest with our balance. UWCU has Money Market Account that earns an impressive 1% interest. Allows 50 withdrawals a month with minimum \$10K balance.
- ii. Kiefert motion to move to UWCU from Park Bank, Kurth second - motion passes

9. President Updates

a. MS Back to School Night

b. K-5 Orientation Day

c. By-laws

Next PRT Meeting: Monday, October 8, 2018 at 6:30 p.m. in the CKCS Library

Meeting Adjourned 11PM