



# Verona Area Core Knowledge® Charter School

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## Parent Round Table

April 8, 2019

6:30 p.m Verona Public Library Conference Room

Meeting called to order at 6:30 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. Welcome/Review guiding principles and rules of participation (5 minutes)  
Attendance – Chris Kiefert, Sara Hereley, Liz Slager, Laura Meicher, Rick Kisting, Kelley Greene  
Welcomed attendees to the April PRT meeting. Did not going to read the mission/vision. Instead revisited the 2018-19 PRT goals: 100% of families involved in a meaningful way; focus on low cost/no cost events and discussed the rules of participation for the meeting - everyone is welcome to attend and participate. If necessary, a discussion may need to be tabled, but everyone should feel free to contribute their thoughts/opinions/ideas throughout the meeting.
2. Parent Group Updates (PASS, Governing Council, MS Booster) (15 minutes)
  - a. PASS
    - i. Restaurant Nights Chris will discuss with Linda whether or not PASS is interested in taking over Restaurant Nights since they are really greater community fundraising events and PRT is charged with fundraising at the school/parent level.
    - ii. Election PASS will have all of their board positions open next year - President, VP and Secretary. Chris will discuss with Linda what impact this may have on the endowment and future funding efforts as it relates to PRT.
  - b. Governing Council
    - i. Outreach committee We discussed whether we should have a PRT representative on this GC committee to take over outreach after students have been accepted to CKCS. Rick said that he did not believe this was necessary. The GC Outreach Committee is really focused on marketing the school to potential incoming students prior to the lottery. As this process has been completed for the 2019-20 school year, the committee is essentially on hiatus right now. PRT is already charged with “community building”, which is essentially outreach among our actual community. Rather than having PRT representation on the GC committee, it was discussed that PRT could consider creating an “outreach coordinator” position – which would be responsible for coordinating incoming K/student get togethers over the summer, possibly creating a mentor program to match up incoming and existing families as a resource, etc... As a side note, creating a “Volunteer Recruitment coordinator” was also discussed.
    - ii. Election Currently, GC will need to fill the treasurer and community rep positions for next year.
  - c. MS Booster
    - i. Upcoming events Thursday 4/11 monthly meeting at 3:45 with the middle school student council; Weds, 4/24 from 4-8 Little Caesars restaurant night 25% of sales
    - ii. Color Run we need to figure out how we want to involve the middle school – Chris shared Shannon Meyer’s contact information with Liz.

3. Director Updates (10 minutes)
  - a. Operating Budget update The school still has money left from the \$10,000.00 that PRT allocated at the beginning of the year. Rick is looking into what the school's funding needs will be for the 2019-20 school year.
  - b. Incoming Kindergarten Orientation sessions being held on 4/22 and 5/6 from 7:45 to 9:45; we should have a presence to welcome new students and begin the process of volunteer recruitment. Chris will attend the meetings and share information about PRT.
  
4. Parent/Staff Input (15 minutes)
  - a. What are we doing well? Kelley Greene was in attendance (one of the 2<sup>nd</sup> grade teachers). She said she is thankful for PRT and everything we've done for the students/school.
  - b. What can we do better? We discussed how PRT could best support the teachers, ie. Should we continue to have room parents by classroom? Or possibly switch to have a room parent(s) per grade? Or eliminate the room parent role and create staff support roles that could fill the changing needs to the staff? There were mixed feelings about keeping/getting rid of the room parents. Kelley suggested we include all of the primary teachers in the discussion. Chris will work with Nicole to see if she can attend a staff meeting or if Nicole could discuss it with her staff.
  - c. Mini-grants/fund requests none this month
  
5. Secretary Updates (15 minutes)
  - a. Approve prior months' meeting minutes A motion was made to approve the March meeting minutes. The motion was seconded and all present approved, so the motion passed and the March minutes were approved. The February meeting minutes have not yet been circulated. Chris will follow up with Veronika.
  - b. Spring PASS and GC elections Jill and Suzy provided documentation to Chris for the elections/process. Chris will share the information with Veronika and we will get it into the google drive for future reference. There was a discussion regarding whether or not the current members of the PRT board were planning to continue in their current positions for next year. All present indicated that they would be continuing in their current positions for at least the upcoming school year. There was additional discussion regarding Eve Ferguson, who is currently serving as a Parent Rep on the PRT. She has been a valuable addition to the board this year and we want to be sure that she is able to continue to serve on the board in her desired capacity. Chris will follow up with Eve to see what she is thinking for the upcoming school year.
  - c. April/May communications PASS is going to be communicating a matching fundraising effort for the campaign; International Night is 4/26; spring elections for PASS and GC; RUN!!!/mileage club, field day, summer books/bogo book fair, teacher appreciation/charter schools week, school kids supply kits – There are a lot of communications that will be going out as the year begins to finish up. We need to be conscientious about when/how we are communication to avoid inundating the parents
  
6. Treasurer Updates (15 minutes)
  - a. Operating and holding account balances Laura provided an updated budget prior to the meeting.
  - b. Top line/detail budget review Laura and Sara H will be reviewing their numbers from Trivia Night to ensure they are on the same page.
  - c. Outstanding items review Chris just wrote Roxy a check for the balance of the teacher incentives. She also paid for the food from the Learner Fair.
  - d. Taxes/Registrations/Licenses review We received a letter from the IRS regarding filing our taxes. However, Laura did take care of filing our taxes for last year, so we are assuming that the letter was sent prior to the IRS receiving our tax filing.
  
7. Vice President Updates (45 minutes)
  - a. Community Building (15 minutes)
    - i. Staff and volunteer appreciation This week is Library Appreciation. I already have gifts for Ms. Miller and Ms. Ripkey from Sarah Lederer. I have 4/22-26 as school volunteer app. However, the district celebrated volunteer appreciation with Library Appreciation this year. I wasn't planning to do anything extravagant this year - maybe just sending out a thank you via facebook with some volunteer stats? 4/24 – admin profs day; 5/1 – director app; 5/6-10 teacher app and nurse app

- ii. **Mileage Club** We will not be able to coordinate the run t-shirts with mileage club due to the lead time needed to order/receive the shirts. Instead, we will have a special mileage club color packet for runners/volunteers. Sarah Lederer has also been readjusting Mileage Club to work with the new recess schedule. Additional 4<sup>th</sup>/5<sup>th</sup> grade volunteers could be helpful in light of the new split recess schedule. Chris and Sarah L will work with the 4<sup>th</sup>/5<sup>th</sup> grade teachers and parent volunteers to ensure we have enough coverage.
  - iii. **Field Day Plans** are underway for this year's Field Day. We do still need to find a coordinator for the event for next year or see if the middle school will take it over as a service-learning project. It was discussed that we could potentially get rid of Field Day next year, since we may do the run and the two events are so close together on the calendar. However, we may move the run to the fall next year to replace the fall fundraiser, so then it would make sense to keep Field Day as a nice end of the year event.
  - iv. **Summer books/BOGO Book Fair** We will host the BOGO Book Fair on May 30<sup>th</sup> and 31<sup>st</sup> to allow students the opportunity to select their summer book. We have had problems the past 2 years with the summer books, so we're hoping this might be a good solution.
- b. **Fundraising (30 minutes)**
- i. **Box tops, Milk Moola, Scoopie Tokens** There will be one more Box Tops collection/contest this year to see which classroom will win the Pump It Up party. For next year, we will have a central collection spot and a school wide incentive for earning at least \$1000 from the program. The Milk Moola program has ended. Deb Rufer sent the final submission in March. We collected 80some Scoopie Tokens. Chris was able to get 12 balls for the playground from Culvers for the tokens.
  - ii. **School Supplies Kits** Suzy has gotten the supply lists from the teachers and had the kits assembled/priced by 1<sup>st</sup> Supply. We will maintain the same level of upcharge as we had last year, approximately \$5 per kit. Suzy will put up posters around school and give flyers to the teachers to send home with students.
  - iii. **Color Run** The bulk of the meeting was used to discuss/plan for the run. Additional details can be provided, if needed.
8. **President Updates (20 minutes)** The topics below were not discussed at the meeting.
- a. Updated Board Position Descriptions review
  - b. 2019-20 Calendar discussion
  - c. Incoming student outreach/volunteer recruitment

Next PRT Meeting: Monday, May 13, 2019 at 6:30 pm at Verona Public Library