

# Verona Area Core Knowledge® Charter School

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## Parent Round Table

December 10, 2018  
6:30 p.m Monk's Verona

**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. In attendance- at 6:47pm with Chris Kiefert, Sara Hereley, Andrew Kurth, Laura Meicher, Liz Slager
2. Parent Group Updates (PASS, Governing Council, MS Booster)
  - a. PASS
    - i. Met in October and will meet again January 16th
    - ii. Looking for more fundraising people to raise funding
    - iii. Still waiting to hear about the matching funds
  - b. Governing Council
    - i. Last met on 11/14, coming meeting 12/12
    - ii. Outreach funds to PRT has been funding, Chris requested historic and future use
    - iii. Chris requested plans for IXL, such as "will we be renewing". Ms. Boedeker is following up with teachers.
    - iv. Once long-term curriculum is finalized, they will let PRT know.
    - v. Chris has let GC know that the UW Concessions will not be happening next year.
    - vi. At the next meeting they will be discussing enrollment and social studies curriculum.
  - c. MS Booster
    - i. Met on 11/12 and the next meeting is 12/11
    - ii. Dave and Busters fundraiser went well- 9 cards left
    - iii. Papa Murphy's fundraiser on 12/12
    - iv. Sugar River Pizza on 1/17
3. Director Updates
  - a. Operating Status/Budget
  - b. 2018-19 Funding commitments review
    - i. \$11,000 for wish list, PRT has paid \$10,890.52 (with \$8,420.57 pending).
    - ii. \$10,000 is discretionary funds which is covered by UW Concessions
    - iii. \$3,000 for arts/assemblies- \$1,700 for climb, \$595 Hampstead (Christmas Carol-pending), \$500 for glow project. \$205 remaining.
      1. Middle school booster, CKCS and Badger Ridge all donating for the glow art show

- iv. Mini-grant uses of \$700 (APT bus)(pending); \$280 for Ms. Greene Rug (received); \$500 for 2<sup>nd</sup> grade service trip. This leaves \$520.
  - v. Remainder \$404 left over to cover \$3,000 for teacher incentive. \$2,595.66 outstanding.
  - vi. \$10,003.57 pending processing, \$5,026.93 promised to the school that has not yet been paid.
4. 2019-20 Funding needs
5. Guardian/Staff/Student Input
- a. What are we doing well?
  - b. What can we do better?
  - c. Mini-grants/fund requests
  - d. Verify:
    - i. The school is handling the Learner/Art fair
    - ii. What are the expectations of PRT for International Night?
      - 1. Chris to confirm from Rick and Nicole that school will handle international night.
6. Recently Held/Upcoming Events \*\*Focus on equitable and low/no cost events\*\*
- a. Fall Fundraiser
    - i. We didn't make as much as we had budgeted. Announcement went out late. \$1,335
      - 1. Some of the issues: There was no kick off, prize posters shared right away, unclear communication. Delivery will be an issue again this year. Our rep is retiring next year.
      - 2. Next year we will be looking at other options. The process needs to be easier for families. Ideas suggested: cookies, fruit basket instead.
    - ii. GA proceeds were \$1,335 as well as donations: PayPal \$366.88, Direct \$1,810, & \$240 of cash.
    - iii. Total \$3,522.46
    - iv. We need to send tax letters to those who made direct donations
  - b. Giving Tuesday/Facebook fundraiser
    - i. Unfortunately, we didn't receive any of the matching funds.
    - ii. We received donations of \$1,335
    - iii. This was easy and went well. We will look to do this in the future but not publicize the matching
    - iv. We need to send tax letters to those who made direct donations
7. UW Concessions
- i. Last game of the year was 11/24. We have received the final payment of \$1,267.09
  - ii. A total of \$10,404 was made from just the booth, plus tips of \$1,047.62, for a total of \$11,452
  - iii. Action Item: We will need to communicate that this fundraiser will not be happening next year. As well as to let UW know.
  - iv. Bucky visited the school on 12/4. Volunteers were invited to the assembly (K-5). Mr. Kisting took Bucky to the middle school classrooms as well as to Ms. Childers' room.
- b. Restaurant Night
    - i. Sugar River Pizza – 11/8
      - 1. Made \$640

2. Follow-up: Maybe we could do this again in the spring?
    - ii. Culvers – 12/12
      1. We are in need of more volunteers (Refers signed up later in the evening to cover the missing shifts).
  - c. Staff Appreciation
    - i. Education Support Professionals Day 11/ 14
      1. Chris working on. Total staff of 15-17 people which includes EA and support personnel.
    - ii. Special Education Professionals Day 12/2
      1. Chris working on. Total staff of 4-5 people
    - iii. School Counselor Appreciation 2/4-8
      1. Chris will be working on. Total staff of 3 people.
      2. Our budget for staff appreciation is \$1,000 of which \$490 has been used already which leaves \$509. (12/11 UPDATE- Chris has purchased \$500 of Culver’s gift cards for \$450 which leaves now \$59)
      3. We may need another \$180 to cover – Chris to keep us posted.
  - d. Room Parents
    - i. K-5 Winter Parties – 12/21
    - ii. Teacher gifts
      1. Room parents have been in contact to organize the Winter party. It was suggested to use sign-up genius and to coordinate a gift for the teacher.
      2. Parking Lot: Maybe in the future we do a carnival instead of individual class parties?
  - e. Family Night - 1/18
    1. No sponsor at this time. All future events should be planned under the assumption that we have no sponsor for the event. Possibly have a donation box in the future to help cover costs.
    2. Possibly Skyzone or Madhouse for January event. Will need to decide which age groups K-5 or K-8
      - a. Backup- Incredibles 2 movie night with possible Crossfit during intermission
  - f. Book Swap - 1/31
    - i. Sara Lederer is working on it. Action Item: We need to confirm that we are requesting the children to bring in the year behind.
  - g. Trivia Night - 2/9
    - i. Email/announcement going out next week
    - ii. 10 tables confirmed (15 tables total last year), 10 tables is our anticipated breakeven point.
    - iii. Sara H is working on getting basket items
    - iv. Required expenses are \$2,000 to cover the winnings and basket items
    - v. Breakeven does not include the 5% of sales or heads or tail
8. Future Event Planning
  - a. Fundraising
    - i. Spring Run
      1. Liz will be reaching out to Linda about sponsors
      2. Liz is working on design/logo
      3. We need to work out Incentives/ Raffle details
      4. Looking to form committee in January

- ii. Box Tops
  - 1. Doing collection February 8<sup>th</sup>, pizza party for winning class
  - 2. Melissa is getting additional information about the program
- iii. School Supplies Kits
  - 1. Staying with same vendor- Suzy Schleeper will be taking care of coordinating
  - 2. 130 kits were sold for 2018-2019 school year which provided income of \$526 (made by \$4 upcharge)
  - 3. Suzy will work with teachers to confirm supply list, needs to get to vendor in early part of 2019
- iv. Merchandise
- v. Spring Book Fair
- vi. BOGO Book Fair
  - 1. Chris and Sara L still working out details
- b. Community Building
  - i. Volunteer Appreciation
    - 1. Budget is mostly used. Budget of \$1,000 of which \$960.55 was used which leaves \$39.45
  - ii. International Night
    - 1. Chris working with Mr Kisting and Nicole Boedeker. Need to confirm what PRT's role is this year.
  - iii. Mileage Club
  - iv. Field Day

## 9. Parent/Staff Input

- a. What are we doing well?
- b. What can we do better?
  - i. Dance ideas- Glow party? Or 80's theme.
  - ii. Family night ideas- Bowling night
  - iii. Parent idea- Signs with Kaitlyn for a ladies' night or Liz's contact
- c. Mini-grants/fund requests

## 10. Secretary Updates

- a. Approve prior month's meeting minutes-
  - i. Motion by Chris K, Seconded by Liz S, approved by all
- b. Communication updates - Discuss overall communication strategy
  - i. Parking lot: At beginning of school year send out a welcome letter about who we are and fundraising needs
  - ii. Parking lot: End of year recap detailing what we did (events/fundraising/etc.)
  - iii. Parking lot: Send out Monthly/Quarterly communications to keep people informed
    - 1. 3 things in each category
      - a. Recap what has happened with fundraising and what's coming up for events and needs (involvement)
      - b. Limit post per event
    - 2. Increase remind and Facebook family enrollment. Possibly have a raffle for those enrolled.
  - iv. Recommended communication limits:

1. All school emails- max of 1 per week
2. Remind- max of 2 per event
3. Facebook- use liberally- before and after event

11. Treasurer Updates

- a. Operating and holding account balances
- b. Top line/detail budget review
- c. Outstanding items review

12. President Updates

- a. January or February closed session - review processes, documents, bylaws-
  - i. Action item: Will be setting up date offline
- b. End of the calendar year recap/wrap
  - i. Parking Lot: Wait until end of 2<sup>nd</sup> quarter to talk about 1<sup>st</sup> semester- Discuss at January meeting
  - ii. Parking lot: Do we need other event coordinators for next school year

Next PRT Meeting: Monday, January 14, 2019 at 6:30 pm at the Verona Public Library