



Verona Area Core Knowledge® Charter School

Parent Round Table

January 14, 2019

6:30 p.m Verona Public Library Conference Room

Meeting called to order at 6:32pm

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. **Attending:** Chris Kiefert, Sara Hereley, Laura Meicher, Liz Slager, Veronika Kurth, Swati Verma, Rick Kisting, Ms. Thompson, Mr. Newtonson
2. Parent Group Updates (PASS, Governing Council, MS Booster)
 - a. PASS
 - 2-for matching grant approved. There are already \$26,000 pledged or donated and goal is to get to \$60,000 to get the \$30,000 matching for the endowment.
 - Once Endowment is funded, first year distribution will be about \$5,000.
 - Adult dance on 4/06/2019 at the American Legion in Verona. Profits will go to the endowment.
 - Looking forward to spring elections to fill vacant positions.
 - Linda Hmielewski is looking to find someone to replace her to coordinate Field Day.
 - Color run community sponsorship requests are getting mixed reviews from businesses. Some are burnt out, since so many organizations are doing runs.
 - b. Governing Council
 - IXL contract expires in May 2020. Mrs. Boedeker surveyed teachers and all of them would like to continue it. Previously we paid for 3 years for the whole school for both language arts and math and that was approximately \$13,000 cost. There are options to only do K-5, or 6-8, or just math, just language, etc. When we get closed we will get a teacher recommendation for what configuration they would like to do.
 - c. MS Booster
 - Student council reps said they are interested in helping us with the fun run this spring.
3. Director Updates
 - a. Operating Status/Budget

- Contacted Lake Country Academy in Sheboygan, who are also using the Core Knowledge sequence. Hoping to share knowledge on what works and what doesn't for each school and hopefully make improvements
 - 416 students as of last count and 3 students have been added since then. Our capacity is 425.
- b. 2018-19 Funding commitments review
- No changes since last month
- c. 2019-20 Funding needs discussion
- No changes since last month
- d. Prior PRT responsibilities discussion
- Chris Kiefert to talk to Mr. Kisting and Mrs. Boedeker about all three of these topics below.
 - Culture/Arts/Assemblies
 1. It makes sense that PRT funds these, but shouldn't be researching or scheduling these, since PRT can't know what makes the best sense curriculum-wise.
 - Learner Fair
 1. There was more for PRT to do back when this was the Science Fair, but now that it's a Learner Fair with a broader spectrum and no evaluations, it is not clear how PRT can contribute.
 - International Night
 1. PRT coordinates the food and volunteers; Mr. Newton takes care of the musical performance part.
 2. Previously the SignUpGenius portion was confusing because the food portion wasn't on the PRT SignUpGenius page. Consider putting all of them together so they are easy to find.
- e. PRT surveys discussion (for parents/guardians; staff; students)
- Chris Kiefert to talk to Mr. Kisting and Mrs. Boedeker – make sure they're OK with sending these out once we create them.
- f. 2019-20 parent/guardian letter of intention discussion
- Idea is to commit to be involved with the school in some format. It could be coming to an event, volunteering, donating, fundraising, or any other community involvement.
 - It shouldn't be restricted to PRT, since we are just a subset of the school community. It would make more sense for it to come from the main CKCS office to showcase all the ways parents can be involved in the school community.
 - Chris Kiefert to talk to Mr. Kisting and Mrs. Boedeker – run it by them.
- g. 2019-20 incoming student welcome package discussion
- PRT could own
 - Consider making this a coordinator position and consider recruiting a new kindergarten parent after they accept their spot in the school.
 - It would be nice to have an ice cream social before school starts, similar to what Glacier Edge does about a week before school on the playground.
 - Chris Kiefert to talk to Mr. Kisting and then we will see if we can get this idea rolling.
- h. Mr. Kisting gave a run-down of the UW Concession stand money received into the CKCS accounts. Total for all games was \$10,404.34, of which \$2,233.85 has been spent for student workbooks and indoor recess materials. The remaining \$7,766.15 will be used to start purchasing bigger items for teachers. PRT will be given a detailed list of how this money is spent.

4. Recently Held/Upcoming Events

- a. Fall Fundraiser

- Got another check from them today. Should be done.
 - Orders were not received until the week before Christmas, even though they were supposed to arrive by Thanksgiving.
 - Simplify the merchandise to make it easier to sell. Examples include the fresh fruit box the FFA did in November, or the cookie dough fundraiser for Verona Youth Hockey where number of sales entered you into raffle for an iPad and a certain number of sales got the child an organization logo sweatshirt.
 - Melissa DeCabooter
 - Sara Hereley will research other organization options after Spring Break.
- b. Restaurant Night
- Culvers – 12/12
 1. We don't have a Spring date and it doesn't sound like they have any dates remaining we can select.
 2. Got a check from them for the amount we raised.
 - Upcoming events
 1. Nothing booked right now. Looking at various options. Technically the trivia night at Boulder's will donate a percent of sales to us, so it will fall into the restaurant night category. Liz will look at HyVee and Metcalfe's for a grocery night. Sara will reach out to Little Caesar's.
- c. Staff Appreciation
1. Crossing Guard Appreciation – this week 1/14-1/18. Last year we did coffee and donuts and gift cards. Also including safety patrol and the teachers who stand curbside and by bus stop in mornings and afternoons. Chris Kiefert to hand these out.
 - School Counselor Appreciation 2/4-8
 1. Culver's gifts cards will be given.
 2. Chris Kiefert to hand these out.
- d. Room Parents
- Valentine's Day parties
 1. It would be nice to have a classroom party game supply at the office so we don't have to ask parents to get creative and send something in each time.
 2. Standardizing the time would be ideal so parents who are trying to come help out don't have multiple child's classrooms spread out over multiple hours, which makes it very difficult for working parents.
 3. Veronika to put this on our to do list to revisit in summer.
 - Class contact list/emails
 1. Veronika to put this on our to do list to revisit in summer.
- e. Family Night - 1/18
- The movie has been ordered.
 - Pizza Hut will be the pizza of choice this time. \$5 per pizza instead of \$5.99 and they will deliver so we don't have to have someone go pick them up. There will be some with no cheese. This location doesn't do the gluten free crust yet, but hopefully they will add it in the future, which would allow us to accommodate even more dietary needs.
 - \$350 sponsor for this event (a private family).
 - Laura to reach out to Mr. Nevins to see if he can come lead an activity during movie break for the kids.
- f. Book Swap - 1/31
- Nothing new to report. Happening on January 31, 2019.
- g. Box Tops

- Just received a check from them.
- Melissa DeCabooter stepping down as coordinator.
- **Action item: need to find new coordinator.**

h. Trivia Night - 2/9

- 18 tables registered. Last year we had 15 tables. This year with the bigger location we have room for up to 35.
- Nearly secured 10 x \$100 value raffle baskets.
- Fisher King Winery also offered the use of a room near their vats for us to use if we ever need to for anything (meetings, events, etc).
- Done with outreach.

5. Future Event Planning

a. Fundraising

- Spring Run
 1. Packets should be ready to go around Spring Break.
- School Supplies Kits
 1. Nothing discussed.
- Merchandise
 1. There will be a sale sometime in April. Chris Kiefert to coordinate.
- Spring Book Fair
 1. Scholastic would like us to make minimum \$1,200 in sales at any Scholastic this event. We shouldn't have an issue hitting this minimum.
- BOGO Book Fair
 1. May 30-31 are the days currently booked with Scholastic. Ties in with Field Day on May 31st.

b. Community Building

- Open house and elections
 1. Coming up in spring – will need to fill open positions for all CKCS groups.
- Volunteer Appreciation
 1. In April – it's a national day. We will do some sort of recognition for that, but next year plan on doing something immediately at time of volunteering each time.
- Mileage Club
 1. Sarah Lederer runs it.
- Field Day
 1. Linda H would like a replacement.

6. Parent/Staff Input

a. What are we doing well?

- Amazon wish list idea is great, because it's easy to add things throughout the year as you think of things. **Laura Meicher to ask for one more round of input from teachers and then will go live with it.**

b. What can we do better?

- Nothing new this month.

c. Mini-grants/fund requests

- Ms. Luna and Ms. Childers requested this through Mrs Boedeker. \$595 for Wizard of Oz performance attendance. Would like to get help funding this trip.
- Liz Slager motion to approve, Kurth second. Passes unanimously.

- d. General discussion about the move to the high school building in summer 2020 and getting help unpacking boxes and organizing the new classrooms would be appreciated. Also covered how we can ask teachers to share a very quick snippet at conferences in early February about signing up for the PRT Facebook page and Remind account. This may also be a good time to share the Amazon wish list. **Chris Kiefert to compile a list.**

Adjourned at 8:55pm

Remaining topics postponed.

7. Secretary Updates

- a. Approve prior month's meeting minutes
 - **Delayed action: will review and approve via email vote.**
- b. Communication updates - Discuss overall communication strategy

8. Treasurer Updates

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

9. President Updates

- a. January or February closed session - review processes, documents, bylaws
- b. 1st semester communication

Next PRT Meeting: Monday, February 11, 2019 at 6:30 pm at **TBD**