



Verona Area Core Knowledge® Charter School

Parent Round Table

October 8, 2018
6:30 p.m. CKCS LMC

Meeting called to order at 6:36 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
 - a. Chris Kiefert, Liz Slager, Laura Meicher, Veronika Kurth, Eve Ferguson, Rick Kisting, Kendall Schorr, Sara Hereley
2. Parent Group Updates (PASS, Governing Council, MS Booster)
 - a. PASS
 - They need us to tell them what calendar year 2019 events we would like them to find sponsors for. Meeting on 10/17/2018.
 1. Family Night – January and March, October, November 2019
 2. Trivia Night – February
 3. Color Run – May 15th, 2019.
 4. Field Day – May 2019
 - b. Governing Council
 - Will be meeting on Wednesday this week, 10/10/2018.
 - Working on strategic plans and goals for this year.
 - 4K Expo - Nov 3, 9am-2pm – need volunteers from parent groups to run kid friendly activities or similar Contact Jolene Rau if interested in volunteering. Special note: this is also a UW Football game concession stand day.
 - c. MS Booster
 - Will be meeting on 10/11/2018.
3. Director Updates
 - a. Operating Status/Budget
 - b. Enrollment
 - 416 students as of 3rd week enrollment count (last year we were at 418). Anything above 415 is a good number for us to be at.
 - c. Upcoming dates/calendar review/events discussion
 - Box Tops – 1st collection was October 5th – school prize
 - Homecoming Week – October 8th to 12th – dress up days

- Staff Breakfast – October 15th
- School Lunch appreciation week – October 15th to 19th
 1. Chris K will do a small appreciation gift for lunch staff. People who help out in the lunch room may be included.
- Family Night – October 19th - Movie: Hotel Transylvania 3
 1. We do have a sponsor for this event - \$250 sponsorship level.
 2. Looking at doing a raffle in return for a thank you card for a teacher.
 3. Looking at getting pizza, water, popcorn, and fruit snacks with sponsorship so it is free to attending families. Likely ordering from Little Caesar's pizza this time.
- UW Concessions – October 20th – volunteer issues/fundraiser status for next year
- Fall Fundraiser kick off - October 29th
- Fall Book Fair – October 29th to Nov 2nd
 1. Sarah Lederer is coordinating and is on top of the details.
 2. Middle Schoolers would enjoy coming in to help the little kids shop the fair. This may be great instead of having parents come and help.
- K-5 Halloween class parties – October 31st
 1. Room parents are handling these.
- K-5 Halloween Dance (and evening book fair sale) – November 2nd
 1. Have some hall monitors to prevent kids from running around the hallways as they're moving between the dance and the book fair sale
 2. Action Item: Chris Kiefert has contacted a DJ who is available and will cost \$350. Chris to follow up on signing the DJ contract.
 3. We do not have a sponsor for food, but we may have money left over from the movie night sponsor money, so we will likely be able to do food for this event.
- UW Concessions – November 3rd

Action Item: Chris K to reorganize agenda slightly so we don't have topics in both places under Director Updates section above and Fundraising section below. Upcoming dates and calendar review should be its own agenda section. Everything we won't actively discuss from categories below should be in a "reference only" type section.

4. Parent/Staff Input

- a. What are we doing well?
 - SignUpGenius for snacks working well.
- b. What can we do better?
 - Not clear enough what a Room Parent does. Improve definition to help both the Room Parents and the teachers understand the relationship and make it standardized.
 - With the new lack of a directory, the room parents have no good way to contact the class parents for the coordination duties.
 - Consider creating a group of SignUpGenius events for each classroom for the 2-3 parties of the year and have parents sign up to contribute things that way instead of trying to have a room parents do coordination, and then the room parents need their own coordinator.
 - Teacher birthdays could be something that PRT takes over under the teacher appreciation category. We could set money aside for it and handle that.
 - Action Item: Laura Meicher to put teacher birthdays on the agenda to discuss for the budget meeting next summer.
 - Action Item: Chris Kiefert to ask Nicole Boedeker about the impact of dropping room parents in favor of SignUpGenius.
- c. Mini-grants/fund requests
 - Mondloch – bus for 7th/8th grade field trip to APT – approved for \$700
 - Greene – 2nd grade service learning transportation – approved for \$500
 - Greene – classroom rug
 1. Motion by Hereley to submit this with the wish list items, since we will be under the allocated budget. Kurth second. Motion passes.
 2. Chris Kiefert will work with Ms Greene and Ms Gunwall to get this rug at the lowest price and under the wish list budget.
 - Grotsky/Sable – art show supplies

1. Action Item: Laura Meicher to get the requested items listed on the new Amazon wishlist.
2. The black lights would be a rental, and then the paper and paint are one-time use supplies.
3. Possible to split some of the costs with the Middle School Booster.
4. Possible to pull money from the Cultural Arts budget instead of mini grants.
5. Action Item: Chris Kiefert will follow up to get more details with Nicole Boedeker about her plans for other school assemblies.
6. Motion by Hereley to approve \$500 for the blacklights, pulling from the Cultural Arts budget. Seconded by Kiefert. Motion passes.

5. Fundraising Updates

a. Merchandise

- No merchandise sales happening for homecoming. Our contact (Branded Image) for the shirts stopped responding in September.

b. Box Tops

- The classroom parties are paid for by the Box Tops coordinators, hence the fact that those are still happening. PRT only pays for the busing to Pump It Up.
- Look at Liz and Melissa crafting a clarifying email to the school that we're not doing parties but that we are still collecting Box Tops. It is easier to manage this effort without having to track kids and grades and classrooms for a variety of competitions.
- Action Item: Chris K to talk to Melissa to decline the Box Tops program level incentives they are offering us.
- Action Item: Chris to follow up with Melissa Decabooter to clarify PRT isn't sponsoring classroom parties.

c. School Supply Kits

- Done for this year. Check should be sent to us soon, but we don't know the amount yet.
- Motion by Kiefert to reuse the same vendor next year. Hereley seconded. Motion passes.
- Tabling the decision about what to charge for the boxes next year until we get our check.

d. Restaurant/shopping nights

- Sugar River on November 8th
- Culver's on December 12th
- Action item: look at Little Ceasars, Miller's, and Culver's in the spring.

e. UW Concessions

- Chris reports the kids are super excited about the classroom competition.
- We discussed the trouble with getting volunteers. We are looking at dropping this fundraising effort unless we find a way we can engage families and the school community around this. Emails and Facebook posts aren't working. Out of 4 games so far only 16 families have volunteered.
- We have a potential candidate to take over coordination starting next year, but not if PRT hands are tied with getting volunteers.
- Ideas:
 1. In the spring do advance signup and advertise that we won't do concessions next year unless 50% of slots signed up for ahead of time
 2. Lower number of volunteers to the 12-14 range that UW recommends for this booth
 3. Take the coordinator off the signup – they're going to be there anyhow. Then ask for only what additional people we need.
 4. Ask people who have season tickets to come early, help roll brats and hot dogs and then leave and go to the game (not actually stay to sell anything)
 5. Do an "unfundraiser" next year and take a year off concession stand volunteering. Basically, present to people that we need \$10,000 minimum, which is X per family, so please contribute that much money or more to offset families who can't afford it. It would break down to approximately \$50-60 per family.
 6. Cut back on number of events – not as many dances, family nights, restaurant nights. Therefore, we can cut back on the messaging so people don't become numb to all the emails and posts. 1 adult only event, 1 all-school event, 1 dance, 1 movie night.

f. Fall Fundraiser

- Melissa Decabooter is the coordinator
- October 29 – Nov 13

- Ordering can continue past November 13th, but we need cutoff date to make sure we can tabulate for prize purposes and get things shipped in time for the holidays
 - All online. We will get a small packet with a link specific to Core and a QR code that can be shared and scanned to get to it.
 - We will still take cash donations.
 - Action Item: Chris Kiefert to verify that donation methods are successfully switched over to the new UWCU account.
 - Action Item: Chris Kiefert to follow up with Liz and Melissa about plans for this kickoff.
- g. Book Fair
- h. Fun Run
- i. Action Item: Chris Kiefert to talk to Roxy about making sure that any future all-school emails or similar communications that relate to PRT come only from. Any coordinators need to send communications through Chris to ensure that everything aligns with our vision and agenda for this school year.

6. Community Building Updates

- a. Room parents
- b. Back to School Night
- Debrief on how the event went. Lots of leftover food, partially due to not knowing what was a serving size. We now have a better idea of how many people came and how much to order next time.
 - 8 trays of spaghetti and 5 pails of sauce was donated to Badger Prairie Needs Network.
 - The event was well received. Teachers were appreciative of being able to come early to eat before classrooms opened.
 - Consider doing rotini next year since spaghetti clumps up as it sits.
 - We have leftover water we can use at movie night and other events.
 - It may have been better to have the photo booth at the front of the library so it was more visible.
- c. Staff & Volunteer Appreciation
- Room parents do something for K-5 classrooms, but there are no room parents for other classrooms.
 - Consider next year doing something like a gift card and appreciation card next year for all teachers. There are about 70 staff members right now.
 - Action Item: Laura Meicher to add to budget discussion reminder for next year to budget for this next year.
- d. Family Nights
- Next family night will be in January. Look at doing it at Sky Zone. See if Sky Zone will sponsor or someone else will sponsor.
 - Action Item: Chris Kiefert will talk to Sky Zone contact.
- e. Book Swap
- f. Trivia Night
- Saturday, 2/09/2019 is officially booked
 - Boulder Brew Pub – not charging us a room fee
 - 6:30pm start time upstairs with basket raffle, cash bar with bartenders, nacho taco bar (included in ticket price)
 - 7:30pm or so close down upstairs and we will take over the entire restaurant for trivia starting around 8pm
 - Randy Newtson will MC – will be able to plug right into the restaurant's AV system.
 - Teenagers will be on hand to run answers from tables to Randy.
 - Bar service and food will continue to be available downstairs during trivia for additional cost
 - Initial thoughts: \$25/person for individuals, discount for booking whole tables, signing up by January 1st will get you a free answer pass also. Ticket gets you entry, trivia, door prizes, nacho bar. 1st place \$100/person, 2nd place \$50/person, 3rd place \$25/person for the winning tables. 8 people per table. Teacher discount for tickets.
 - Ann Black is coordinating the raffle basket effort.
 - Action Item: Veronika to shift the date on the SignUpGenius.
 - Action Item: Chris Kiefert to talk to Sarah Lederer about updating the combined calendar.
- g. International Night

- h. Mileage Club
 - i. Field Day
7. Secretary Updates
- a. Approve prior month's meeting minutes
 - Motion by Kiefert to approve with corrections. Seconded by Meicher. Motion passes.
 - b. Communication updates
8. Treasurer Updates
- a. Operating and holding account balances
 - Switched to UWCU.
 - SCRIP account still open because Amazon Smile going into it.
 - Park Bank needs to stay open until all checks clear.
 - Totals at \$39,625.21
 - b. Top line/detail budget review
 - UW Concessions for 3 games is \$4,675.34 so far, plus over \$500 of tips in cash.
 - c. Outstanding items review
 - Payables
 - 1. Action Item: Laura to move UW Concession stand rewards costs to the Volunteer Appreciation category.
 - Receivables
9. President Updates
- a. Action Item: Sara Hereley to coordinate a breakout meeting for Fundraisers between now and November 12th.
 - b. Potential future breakouts would include room parents, bylaws, and Documents review.
 - c. By-laws
 - d. Documents

Next PRT Meeting: Monday, November 12, 2018 at 6:30 p.m. in the CKCS Library

Meeting adjourned at 11:14pm