

**Capitol West Academy
Meeting Agenda & Minutes**

Date: February 21, 2019

Present: Dr. Anderson; Kasey Herd; Magan Liempeck; Cimino Edwards

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
Review Norms	<ol style="list-style-type: none"> 1. Live Our Mission And Vision 2. Value time by being punctual, prepared, attentive, and involved in learning 3. Provide learning that is timely, relevant, and helps to build community 4. Use data to focus on student learning and drive decisions for improvement 5. Demonstrate Respect: manage time, use positive language, track self-care 6. Seek, hear, and honor all voices (challenge ideas not people) 7. Have An Open Mind To Solutions (Discussions Vs. Decisions) 8. Show accountability: provide minutes and feedback 	<p>The Parent Advisory Committee is a direct support to school administration. All parents of students are welcome to join the PAC, and there is no registration fee. The committee sets yearly goals and provides feedback to the administration on such issues as the policies, needs surveys, family involvement and events/fundraisers. The PAC hosts several fundraisers throughout the year to support various activities at the school. The PAC is an opportunity for parents to provide feedback, offer solutions and assist in event planning for the school. If you would like to suggest future topics for agenda items please contact Kasey Herd, Recruitment and Retention Coordinator at 414.465.5114 or email kherd@cwacademy.org</p>
Topics for Discussion:	<p>Re-enrollment/ Attendance</p> <ul style="list-style-type: none"> • Reserve seats are closed, still seeking grades K4-4th • Early release (immediate resolution needed) <p>Upcoming Events:</p> <ol style="list-style-type: none"> 1. Doughnuts with Dad (April 12th 7:30-8:15 a.m.) 2. Family Dance (May 9th or 10th 6:00-8:00 p.m.) <ol style="list-style-type: none"> a. Budget b. Theme c. Decorations d. Food Menu e. Parent Volunteers <p style="color: red;">(Budget based on ticket sales \$10.00/person)</p> 3. Graduation (June 10th 5:00 p.m. arrive at 4:15 p.m. to volunteer) 	<p>Re-enrollment/ Attendance</p> <p>The priority reserved seats are now closed. Current families can still enroll but we will not save any seats. We are now opening our enrollment to the community, it is on a first come first serve basis. Currently we have 208 students committed from current families and siblings of current students.</p> <p>We need families to help spread the word about the awesome things going at CWA. Your messaging for perspective families is CWA is currently seeking students grades K4-4th grade. Sibling preference will take precedent if oversubscribed seats become available.</p>

- a. Parent Volunteers
- b. Food Servers

Dr. Anderson anticipates getting the school calendar for the 2019-2020 school year approved at the next board meeting which is march 11th, 2019. Upon approval, the calendar will be available to current families.

Early Release of students is becoming an increasing battle.

Parents that attended the meeting suggested this may be due to parents work schedules as well as parents might not want to wait in the pick-up line at the end of day.

The attendees also said that this could be due to daycare scheduling and the short window daycares have per child school.

As an attempt to solve this problem, attendees suggested that Dr. Anderson include the severity of instructional time being missed in parent orientation and other parent communication tools already being used.

Upcoming Events

CWA Black History program is set for February 27th 2019. CWA staff is excited to welcome Fran Kaplan and Reggie Jackson to this year's Black History Program. Kaplan and Jackson will provide a role play of the amazing life of Dr. James Cameron.

CWA is also excited to partner with Terri Lynn's Soul Food Express Restaurant. Like in previous years, once parents visit each classroom, they can turn in their ticket to receive a sample of food provided by Terri Lynn's Soul Food Express.

The theme for this year's Black History program is African Americans in music. As you walk throughout the halls of the school you will see

classrooms who have decorated their classroom doors to align with the theme. CWA has partnered with SaintA to judge the best decorated door.

Doughnuts with dad will be similar to the way it has been ran in previous years due to the great responses received. We will continue with minute to win it games and we will reach out to parents to help serve and setup.

Instead of hosting a Mother/Son Dance and Daddy/ Daughter dance this year we will host a family dance.

The budget for the family dance will come from the funds made in ticket sales. Tickets sales will begin mid- March for \$10 per person. If the PAC would like to look at outside venues we would need to sale 100 tickets (50 couples). There may be an option to host a CWA fundraiser to assist with the cost.

PAC has solidified the theme, Family Formal, for the dance this month.

Last year staff and parents participated in a potluck to provide food for the dance. If PAC wants this event to be catered this would need to also be covered with funds from ticket sales. Pac would need to compare prices from 2 or 3 different restaurants.

PAC will ask staff to volunteer to set up the decorations for the dance. Throughout the dance we can have a schedule that parents can sign up for to assist with volunteer needs.

Graduation venue is all set. It would be nice to have parents of CWA students not in 8th grade signup to help with serving so our 8th grade parents can enjoy the celebration as well.

Fundraiser Ideas/Plans (\$10,000.00) School Budget Commitment	Fundraiser History Kringle Fundraiser (March 4 th thru 15 th /Delivery April 17 th) Option: Sale or donate \$25.00	<p>This year for our annual fundraiser we go with the Kringle fundraiser we have used in the past.</p> <p>We will sale the products throughout the entire book again. Each family is required to donate \$25 or sell items.</p> <p>The fundraiser will run March 4th- 15th. Delivery of items will be April 17th.</p>
Next Agenda Items	<p><u>Write Committee Goals for next year</u></p> <p><u>Organize parent feedback for charter renewal process</u></p> <p><u>Plans for Teacher Appreciation Week (May 6-10, 2019)</u></p>	<p>2019-2020 PAC Goals</p> <ul style="list-style-type: none"> • Recruit more parents to participate in the PAC • Equip PAC to be more parent led then CWA staff led. • Reach yearly budget commitment <p>Charter renewal process</p> <p>PAC will need to help encourage parents to participate in focus groups to ensure their voices are heard for the charter renewal.</p> <p>Teacher Appreciation Week</p> <p>PAC will partner with Dr. Anderson on how to celebrate CWA teachers and staff during that week.</p> <p>Additional Items</p> <p>Dr. Anderson would like to look into having a dinner to appreciate parents and families that have volunteered throughout the school year in different capacities.</p> <p>We will also look at different ways to host the PAC meetings to gain attendance and participation.</p>

Facilitator: Dr. Mora Anderson

Recorder: Kasey Herd