

## KCO Meeting Minutes

**Date:** Thursday, December 7, 2017

**Meeting Start Time:** 6:08 p.m.

**Meeting Adjourned:** 7:50 p.m.

**Location:** Khalsa Middle School

### Attendees

**Khalsa Director/Meeting Facilitator:** Nirvair Khalsa

**KCO Board:** Rachelle Gupta (Chair), Audrie Terre (Secretary), and James McGinnis (Treasurer)

**Parent/Teacher Attendees:** Ingrid Bregand, Matthew Dunkel, Melinda Hillmer, Orsi Lazar, Noel Matzek, Sarah Wasserman, and Sarah Worthington

### 1 Welcome & Introductions

Rachelle Gupta welcomed all the new attendees and asked everyone to introduce themselves. During introductions, Chipotle discussion occurred early. See Section 4.

### 2 Allocation Voting

Audrie Terre described the allocation process she experienced from previous KCO Board years. She asked Nirvair to explain how it the process happened more recently. In the past couple of years, after hearing presentations from teachers and staff about their allocation requests, the KCO Board dismissed the presenters and debated allocations. Audrie proposed voting openly with all present. Audrie moved to approve the three allocation requests. Rachelle seconded, but also wanted to hear the presentations of information from the teachers so that all attendees knew what each request was for.

This Fall, the KCO distributed an electronic Google Docs form via Siri Atma's *Monday Memo* to the teachers. Teacher's had two weeks to submit the form with supporting information for their requests. The KCO received the following four allocation requests:

1. Melinda Hillmer, teacher in the Buttercup classroom, described the AMS conference she wants to attend in Denver in March 2018. She talked about how rejuvenating it is to be with like-minded people, while listening to exceptional speakers, over the course of several days. She asked for the KCO to allocate \$468 for her registration fee.
2. Sarah Wasserman is planning to attend an AMI Primary Refresher Course in Phoenix, 16–18 February 2018. She asked for the KCO to allocate \$420 for her registration fee.
3. Sarah Wasserman also requested a vise for the primary outdoor environment sanding work. Audrie's son has outgrown his woodworking bench with attached vise, and he wants to donate it to Khalsa. Sarah was very happy and accepted the donation in lieu of the \$40 table vise she was requesting from Lowe's.
4. Noelle Matzek wears many hats at Khalsa. She is the technology expert, the testing coordinator, and the Science Fair Chair, among other things. Anne Huth (also on the Science Fair Committee) submitted an allocation request for \$400 to fund the SARSEF entry fees for the 20 winning Khalsa Science Fair entries; materials and incidentals that

some families cannot afford; and snacks for the mentors, judges, and committee members who commit long hours to ensuring the success of the Khalsa Science Fair. The Board agreed to ensure the KCO continues to allocate the \$400 for SARSEF/Khalsa Science Fair every year, without requiring the Science Fair Committee to submit a request and attend the meeting. It will just be a standard, earmarked allocation.

After all allocation requests were presented, Audrie called for a vote, and all present voted in favor of fully funding Melinda's, Sarah's, and Noel's requests.

The KCO also agreed that of the remaining funds, the KCO would continue previous Boards' allocations of earmarking 35% of funds for continuing teacher education and conferences. The school will decide how to divide the funding among the staff who request it. In previous years, the school would have a year to allocate the funds. If they aren't used, they would remain in the KCO general fund.

Audrie asked Nirvair if the school received money from the KCO for Spanish the past couple of years. She said that the KCO Board of at least the past couple of years did not. We discussed the possibility of allocating money again to support the school with the Spanish curriculum. The KCO started the Spanish program at the school and made a commitment early on to allocate funding to keep it going. More discussion is required.

Audrie also asked if the KCO ever provided any funding or support for the technology that is now required for testing. Nirvair said that they had not. We discussed the possibility of allocating money for this purpose.

After the allocation requestors left the room, the remaining attendees discussed teacher gifts. James discovered the information on the amounts typically given to teachers, assistants, and other staff the past several years. Audrie said she'd like to have anyone who was interested come to her house at a TBD time and help her sign cards and put monetary gifts in them for the staff. She said she'd email all present with a date and time.

### **3 Treasurer/Funds Report**

James McGinnis provided a report on the current state of the finances as shown in the summary on the following page.

#### **Notes:**

1. Original Works totals were earmarked for the shade structure by the 2015–2016 school year KCO Board.
2. Robert Bodenheimer (an Upper Elementary teacher's husband) of Roadrunner Auto offered that any glass repair/tinting business he gets from Khalsa families, he'll make a donation to the KCO. Mr. Bodenheimer offered to continue last year's program/deal with the KCO. Audrie moved to continue the program; James seconded; all voted in favor.

Balance as of:		Monday, December 11, 2017		
		Credits	Debits	Net
Opening Cash Balance	\$	2,069.84		\$ 2,069.84
Corporation Commission Fees			\$ 35.00	\$ (35.00)
<b>Tucson Federal Credit Union</b>				
Monthly Fee			\$ 14.00	\$ (14.00)
Dividend	\$	0.59		\$ 0.59
Payment for Checks			\$ 14.22	\$ (14.22)
<b>Tucson Federal Credit Union Total</b>	<b>\$</b>	<b>0.59</b>	<b>\$ 28.22</b>	<b>\$ (27.63)</b>
<b>Camping</b>				
Event Admission	\$	645.00		\$ 645.00
KCO Payment			\$ 543.00	\$ (543.00)
<b>Camping Total</b>	<b>\$</b>	<b>645.00</b>	<b>\$ 543.00</b>	<b>\$ 102.00</b>
<b>Carnival</b>				
Event Admission	\$	3,137.00		\$ 3,137.00
Donation	\$	1,245.00		\$ 1,245.00
Cashbox withdrawl			\$ 600.00	\$ (600.00)
Cashbox deposit	\$	600.00		\$ 600.00
KCO Payment			\$ 1,966.34	\$ (1,966.34)
<b>Carnival Total</b>	<b>\$</b>	<b>4,982.00</b>	<b>\$ 2,566.34</b>	<b>\$ 2,415.66</b>
Jim Click Raffle	\$	1,685.00		\$ 1,685.00
Original Works	\$	2,756.00	\$ 1,666.25	\$ 1,089.75
<b>Roadrunner Auto Glass</b>				
Donation	\$	25.00		\$ 25.00
<b>Roadrunner Auto Glass Total</b>	<b>\$</b>	<b>25.00</b>		<b>\$ 25.00</b>
Amazon Smile	\$	15.31		\$ 15.31
<b>Yardsale</b>				
Cashbox withdrawl			\$ 100.00	\$ (100.00)
Cashbox deposit	\$	100.00		\$ 100.00
Yardsale Purchase	\$	718.50		\$ 718.50
<b>Yardsale Total</b>	<b>\$</b>	<b>818.50</b>	<b>\$ 100.00</b>	<b>\$ 718.50</b>
<b>Grand Total</b>	<b>\$</b>	<b>12,997.24</b>	<b>\$ 4,938.81</b>	<b>\$ 8,058.43</b>

**KCO Current Available Balance      \$ 8,058.43**

Account Balances			
Checking	\$	20,414.39	
Savings	\$	13,919.41	
<b>Grand Total</b>	<b>\$</b>	<b>34,333.80</b>	
Event Revenue			
		Net	Percent of Net
Carnival	\$	2,415.66	39.9%
Jim Click Raffle	\$	1,685.00	27.8%
Camping	\$	102.00	1.7%
Original Works	\$	1,089.75	18.0%
Amazon Smile	\$	15.31	0.3%
Yardsale	\$	718.50	11.9%
Roadrunner Auto Glass	\$	25.00	0.4%
<b>Grand Total</b>	<b>\$</b>	<b>6,051.22</b>	<b>100.0%</b>

## 4 Recent Events/Committee Reports

Nirvair discussed how the school is looking into technology. Sarah Worthington will look into the name of the app she recently discovered that's similar to Remind. Rachelle talked about Remind as a potentially useful app for parent communication. Perhaps the KCO could provide some funding to support the development of a parent-friendly communication system or application (cell-phone app).

Ingrid discussed making an announcement at the upcoming Khalsa Open House in the Spring asking (strongly encouraging) parents to serve in the community by donating skills, donating time, etc.

Noelle mentioned that there was one class with no Science Fair mentor this year, which was very difficult for the teacher. Sarah Worthington (or Rachelle or Ingrid?) suggested looking into the relatively new community share organization to find science mentors online.

Audrie also suggested putting the checklist of volunteer opportunities back into the Khalsa school registration packet. She offered to provide that list and update it accordingly.

### 4.1 Community Building

Several attendees suggested strengthening marketing for Yard Sale. Ingrid said we don't tap into the exchange of things and services in our community. Yard Sale was an awesome community event. Great community participation. The Girl Scouts came and sold snacks.

So far, the Yard Sale has made \$716 and there are still several big items for sale on Craigslist. We also made \$100 in cash and \$87 in credit for books alone, which is all earmarked for classrooms. The adult literature is all gone. Sarah kept all kids' books and bookcase. She suggested keeping books in the bookcase in the front office with a little jar for buying books for \$1. Nirvair wasn't sure and said she'd have to think about space constraints.

Ingrid had an idea to get some kind of more permanent container to hold items for the Yard Sale that people could put things in year-round. Potentially, the KCO could allocate money for a pod or another storage shed. Audrie suggesting using signup genius next year to gather enough helping hands and also suggested advertising more and earlier.

Orsi and Nirvair suggested that we should ask more specifically for donations of clothes and child-related toys and clothing (and fewer household items, which did not sell well). In addition, we should solicit more craft-fair type participants.

Several other good ideas were mentioned, including:

- Combining the yard sale and the carnival. Ultimately, the idea of combining events was good, but the timing for the yard sale and carnival is off.
- Nirvair has long wanted to host a Wellness Fair at the school.
- Several suggested a Facebook Group to sell and exchange stuff and link to the Parents of Khalsa Montessori Facebook page.

Rachelle suggested inviting teachers to dinner or a meet and greet. Nirvair and Ingrid both pointed out that the mission of the Community-Building group was to facilitate this type of thing. For instance, there's the potluck at Rio Vista Natural Resources Park in January, as well as several other planned events.

## 4.2 Fundraising

Matthew discussed the success of the Chipotle fundraiser, which raised \$677.45 in one night. He was looking into Panera as another possibility, but the percentage the KCO would receive depends on how many people attend (how many receipts there are). Chipotle offers the best percentage of the profits by far – 50%.

There were discussions about how little advertising and explanation (in person) there is of the AZ school tax credit. Tax filers now have until April 15 for tax credit donations. This change in the law yielded more donations between January and April last year. Orsi had an idea to create a block diagram of the process. Audrie suggested having KCO members present during registration/parent-teacher conferences in February to educate people on the tax credit and also on the payment options through the school.

Sarah Worthington discussed the Scholastic Book Fair being held on 22–26 January (books come Monday and leave Friday). Sarah will set up a schedule and send a link to Audrie for the weekly announcements. We can buy or take books in credit for the Fair. At the next meeting, we need to decide how to use the profits. We receive 50% of the profits if we take Scholastic credit, or we receive 25% of sales if we prefer cash. Some of the details include the following information: Sarah has a volunteer list; she has Book Fair setup and breakdown covered; we use Scholastic's cash registers; and we take credit cards, but not checks.

## 4.3 Communications

There was no one to report directly on the Communications Committee/Task Force.

## 5 Community Events/Calendar

The following upcoming events are set or tentatively set for the 2017–2018 school year:

- KCO Meeting: Thursday, 11 January 2018
- MLK Service Day: Monday, 15 January 2018
- Scholastic Book Fair: Tuesday–Friday, 22–26 January 2018
- Potluck at Rio Vista Natural Resources Park: Saturday, January 27, 2018
- For the Love of Play: Friday, February 16, 2018 3:00 p.m. – 5:00 p.m.
- Arts Night/Auction: Tentatively Thursday, 19 April 2018
- Camping: Tentatively Friday–Sunday, 4–6 May 2018