

## KCO Meeting Minutes

**Date:** Thursday, March 8, 2018  
**Meeting Start Time:** 6:05 p.m.  
**Meeting Adjourned:** 8:00 p.m.  
**Location:** Khalsa Middle School

### Attendees

**Khalsa Director:** Nirvair Khalsa

**KCO Board:** Rachelle Gupta (Chair, Box Tops for Education), Audrie Terre (Secretary, Scheduling/Weekly Announcements), and James McGinnis (Treasurer, Jim Click Raffle)

**Parent/Teacher Attendees:** Ingrid Bregand (Community Building Committee), Erin Donaghy (Upper EI Teacher), Audrey Leavitt, Sarah Wasserman (Primary Renaissance Woman), and Sarah Worthington (Scholastic Book Fair Chair)

### 1 Welcome & Introductions

Open discussion about box tops, etc. Rachelle Gupta welcomed the attendees, and everyone introduced themselves.

**Action:** Next meeting or interim meeting: Rachelle and Audrie discuss new Khalsa website with Nirvair.

### 2 Committee Reports

#### 2.1 Community Building

Ingrid Bregand provided the following updates on the Playformance community-building event. The goal was community building for parents. Want to emphasize that it was for parents, more than for kids. Maybe do it earlier in the year to build relationships in the classrooms, maybe by level. Maximum attendance was 75; minimum was 20. Nirvair suggested doing it by level (rather than by class) would be best for attendance.

#### 2.2 Fundraising

##### 2.2.1 Scholastic Book Fair

We need to decide on a date for next year's Scholastic Book Fair. The slots fill up quickly. Later in January worked well this year. As recommended by Nirvair, Sarah Worthington will check dates with Siri Atma.

##### 2.2.2 Jim Click Raffle

Audrie Terre registered and picked up 200 tickets from the Jim Click office. Audrey Leavitt says she'd like to sell some. Erin Donaghy said the arrangement with the Upper EI worked well this year. The Upper Elementary students sold tickets to fund their field trip to Crow Canyon. For every ticket they sold, they got to keep \$15 and the KCO received \$10.

### 2.2.3 Khalsa T-Shirts

There was much discussion about this topic. Camden wants to do T-shirts, too. Nirvair likes student artwork, but she is willing to entertain other ideas. She has the final say in all designs.

The idea is to get the ball rolling now—take orders at Arts Night, which means having the design decided on soon. Once the KCO decides on a design, Nirvair must approve it, then Camden places their order, and the KCO will place our order separately.

Rachelle suggested April 10 as the last date to submit the design to Nirvair.

### 2.2.4 Silent Auction

Jane Hilyard provided the following update via email:

1. Over 80 business contacts have been made.
2. As of March 8, Jane had received 22 donations.
3. Karin Shelby, Christina Wagers, and Angie Stinglin are helping with the Silent Auction.
4. Room parents will be contacted after Spring Break regarding the class baskets.

This is about where we have been in the past. The next 2 months should see more donations. Jane has purchased a U of A softball signed by Coach Mike Candrea. Jane asked if anyone would like to make the ball into a U of A basket, which would involve purchasing a case for the ball, some U of A shirts, hats, etc.

**Action:** Rachelle said she would ask her neighbor who is involved in the U of A sports program for donations.

Samira Steinmeyer provided the following update by email:

#### **Dinner**

Tumerico will be catering a vegetarian buffet-style dinner. Chris and I sampled a wide variety of entree options and it was hard to make a decision, everything was delicious. After speaking with Nirvair, I settled on green chili/sweet potato tamales and vegetable coconut curry as the two entrees. Spanish rice, black beans, two salads, a cheese quesadilla (for kids), chips, salsa and a drink will all be included for \$10.50 per person. This includes disposable plates, cutlery but not napkins or cups. I'll bump the price up to \$12, as has been done in the past, and proceeds will go to the KCO.

In the next few weeks I'll be working on getting flyers made so that families can purchase dinners ahead of time. I can also send Audrie/Lee a short description to include in the weekly announcements. I will need a final head count by April 24th so I'm thinking I will start taking payment for dinners maybe the first week of April? I think in the past there have been a limited number of dinners available to purchase the day of the event, so I may do that...

I will need garbage cans for the dining area (between upper and lower elementary), and two or three rectangular tables to stage the dinner, plates, napkins, etc. Is this something we have available at Khalsa? Or do I need to borrow/rent these? If we don't have them at Khalsa, I'm sure someone in the Khalsa community has a few extra portable tables they can lend us.

**Volunteers**

I have spoken with Rameen and Jane about their volunteer needs for Arts Night and have started a list. I'll need a reminder about which volunteering app/webpage we use for Khalsa events, so I can put that together.

**Gallery for art work by teachers**

This idea was floated around and while I love it, I spoke with Rameen about it and it doesn't seem feasible at this time. Perhaps next year.

On dinner: There are tables at Khalsa, Nirvair just needs to know ahead of time how many we need. There are also tables in the KCO shed that we've used in the past. There are also cups in the shed, according to Sarah Worthington, and the KCO can purchase the any other needed supplies.

**Action:** Rachelle will ask Samira if there is a different price for the kid's quesadilla dinner.

On volunteers: Sign-up genius is the tool that was used for carnival volunteers for several years and it works well.

**Action:** Audrie wants to know what time Arts Night starts and ends. She wants to put it in the weekly announcements.

**Action:** Rachelle will ask if Samira has communicated with the sound and AV equipment folks?

Sarah Wasserman noted that the Silent Auction dinner would produce a lot of trash. She asked if anyone had heard of Scraps on Scraps, a composting program. Rachelle has contact with the woman who founded it.

**Action:** Rachelle will contact the Scraps on Scraps founder and find out if we can compost the leftovers.

**2.2.5 Camping Trip to Mt. Lemmon**

Samira provided an update on the Mt. Lemmon camping trip via email. For the most part, the camping trip will be the same as the last one—same location (Showers Point Campground), price per family, and number of spots available for families (we were able to have 90 people last time, but that's because the camp attendant was generous). At a KCO meeting a few months ago we had discussed ways to open the trip up to more families. Two suggestions were: maybe not including the Camden campus, or perhaps asking families who went last time to skip this camping trip.

Several agreed that Camden families should be invited again, particularly because there are families that recently came to River from Camden, and several folks have friends at Camden as well. Some families have kids at both schools.

The group agreed with Samira that the most enthusiastic folks who sign up and turn in their payments first should go on the trip. Perhaps families can sign up for one night and share a campsite with a family who signs up for the second night.

The potluck was great. Attendees unanimously agreed that we should definitely do it again.

Rachelle and James suggested that maybe we could do signup online on Signup Genius or Even Bright. Maybe allow payments via Square. Perhaps have signup days.

### 2.2.6 Box Tops for Education

Rachelle gave Audrie an announcement to put in this week's KCO News listserv announcement calling for box tops, which are already coming in to the front office. Friday, March 30 is the submission deadline.

### 2.3 Communications

Sarah Worthington has created a Google calendar with Khalsa and KCO events. Nirvair gave us permission to put out the calendar link in the next KCO News listserv announcement.

The group had an extensive discussion about Mail Chimp, Constant Contact, Remind, as well as other methods as ways to notify with families quickly in case of emergency.

Erin Donaghy says no teachers at her level have any interest in carrying their phones around or using them to communicate with parents. The weekly newsletters work very well.

James McGinnis suggested making a Pros and Cons list and describing exactly what the problem is that the administration is trying to solve.

Rachelle sees the power in the tool for communicating homework, what the kids learn each day, etc. Enables using one tool to communicate in multiple ways instead of multiple separate ways of communicating with multiple media. Newsletter info could go into the Remind app or web service.

Nirvair is close to making a decision on a notification app that is about half the cost of Remind and other tools, but she is willing to consider other options.

## 3 Open Discussion Items

We briefly discussed the following additional topics:

- Elections: Rachelle, James, and Audrie willing to run again. No one else voiced interest in running.
- Allocations: Coming up soon. Need to get the forms out to the teachers/administration

## 4 Treasurer/Funds Report

Because time was short, James McGinnis agreed to provide the following financial report to Audrie via email.

### Notes:

1. Original Works funds are earmarked for the shade structure.
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.

Account Balances	
Checking	\$ 18,301.02
Savings	\$ 13,921.69
<b>Grand Total</b>	<b>\$ 32,222.71</b>

Balance as of:		Saturday, March 17, 2018		
		Credits	Debits	Net
KCO Administration			\$ 10.84	\$ (10.84)
Opening Cash Balance	\$	2,069.84		\$ 2,069.84
Corporation Commission Fees			\$ 35.00	\$ (35.00)
<b>Tucson Federal Credit Union</b>				
Monthly Fee			\$ 28.00	\$ (28.00)
Dividend	\$	3.23		\$ 3.23
Payment for Checks			\$ 14.22	\$ (14.22)
<b>Tucson Federal Credit Union Total</b>	<b>\$</b>	<b>3.23</b>	<b>\$ 42.22</b>	<b>\$ (38.99)</b>
<b>Camping</b>				
Event Admission	\$	645.00		\$ 645.00
Fall Camping Trip			\$ 543.00	\$ (543.00)
Spring Camping Trip	\$	45.00		\$ 45.00
<b>Camping Total</b>	<b>\$</b>	<b>690.00</b>	<b>\$ 543.00</b>	<b>\$ 147.00</b>
<b>Carnival</b>				
Event Admission	\$	3,137.00		\$ 3,137.00
Donation	\$	1,245.00		\$ 1,245.00
Cashbox deposit	\$	600.00		\$ 600.00
KCO Payment			\$ 1,966.34	\$ (1,966.34)
Cashbox withdrawal			\$ 600.00	\$ (600.00)
<b>Carnival Total</b>	<b>\$</b>	<b>4,982.00</b>	<b>\$ 2,566.34</b>	<b>\$ 2,415.66</b>
Jim Click Raffle	\$	1,785.00		\$ 1,785.00
Khalsa Staff Appreciation	\$	6,675.00	\$ 6,800.00	\$ (125.00)
<b>Pizza Day</b>				
Fall Pizza Day Retainer	\$	4,773.75		\$ 4,773.75
Fall Pizza Day Payment			\$ 3,801.01	\$ (3,801.01)
<b>Pizza Day Total</b>	<b>\$</b>	<b>4,773.75</b>	<b>\$ 3,801.01</b>	<b>\$ 972.74</b>
Original Works	\$	2,771.00	\$ 1,900.00	\$ 871.00
<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	\$	39.18		\$ 39.18
<b>Yardsale</b>				
Cashbox deposit	\$	100.00		\$ 100.00
Yardsale Purchase	\$	729.50		\$ 729.50
Cashbox withdrawal			\$ 100.00	\$ (100.00)
<b>Yardsale Total</b>	<b>\$</b>	<b>829.50</b>	<b>\$ 100.00</b>	<b>\$ 729.50</b>
Spirit Night	\$	677.45		\$ 677.45
KCO Allocations			\$ 855.00	\$ (855.00)
<b>Book Fair</b>				
Book Fair Revenue	\$	2,131.95		\$ 2,131.95
Book Fair Payment			\$ 1,053.42	\$ (1,053.42)
Book Fair Cashbox	\$	200.00	\$ 200.00	\$ -
<b>Book Fair Total</b>	<b>\$</b>	<b>2,331.95</b>	<b>\$ 1,253.42</b>	<b>\$ 1,078.53</b>
<b>Silent Auction</b>				
Stamps			\$ 50.00	\$ (50.00)
<b>Silent Auction Total</b>			<b>\$ 50.00</b>	<b>\$ (50.00)</b>
<b>Grand Total</b>	<b>\$</b>	<b>27,652.90</b>	<b>\$ 17,956.83</b>	<b>\$ 9,696.07</b>

<b>KCO Current Available Balance</b>	<b>\$ 9,696.07</b>
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## 5 Community Events/Calendar

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

- Community Event: Camden Skate Country Party Friday, March 30, 5:00 – 7:00 p.m.
- KCO Meeting (Officer Nominations) Thursday, April 12, 6:00 – 7:30 p.m.
- Arts Night/Silent Auction Thursday, May 3, 5:00 – 8:00 p.m.
- Camping at Mt. Lemmon Friday–Sunday, May 4–6
- KCO Meeting (Elections/Allocations) Thursday, May 17, 6:00 – 7:30 p.m.
- Pool Party at JCC Friday, May 25, Time TBA