

KCO Meeting Minutes

Date: Thursday, May 17, 2018
Meeting Start Time: 6:10 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 Chair), Matthew Dunkel (Dining for Dollar\$/Spirit Night Chair), Chris Steinmeyer (Communications Chair), Samirah Steinmeyer (Arts Night, Camping Trip), Sarah Wasserman (2018-2019 Vice Chair, Teacher Representative),

1 Welcome & Introductions

Rachelle Gupta welcomed the attendees.

2 KCO Officer Elections

The following officers were unanimously elected to the KCO Board for the 2018–2019 school year:

- Chair: Rachelle Gupta
- Vice-Chair: Sarah May Wasserman
- Secretary: Audrie Terre
- Treasurer: James McGinnis

The KCO Board has an up-to-date Annual Report with the Arizona Corporation Commission, and James will file this school year's taxes in November.

Nirvair was appreciative of how much the KCO accomplished starting from nothing at the beginning of the year. She suggested having another welcome meeting at the beginning of next school year, building on this year's KCO Board and committees.

3 Events/Fundraisers

Attendees discussed ways to break down KCO events into specialties and multiple, manageable pieces. The KCO will meet this summer to plan for the beginning of next year.

Several suggestions were made for community-building, such as a coffee hour in the morning at the school, to get parents more invested and involved. Matt Dunkel suggested having KCO members stationed at entrances to tell people about the KCO and invite them to meetings.

3.1 Arts Night & Silent Auction

Samirah said she would not be coordinator next year. We need a much larger committee than one or two people. Coordinating the event is a lot of work. Overall, everybody involved was happy with Arts Night. Samirah asked Rameen, Janet, and Stuart how we can improve it

next year. It's a lot of work for them. Testing interfered with making artwork, but computerized testing was a new experience this year. There is a possibility of getting more Chromebooks to maybe not have to take a whole month to test. Currently, we have ~70 Chromebooks here and at Camden. They were purchased by the school. There was no good answer yet, but there was a suggestion to rotate performances each year and perhaps use other specials folks—Bruce, Paul, Kevin from Playformance—to do performances. There was a concern with ensuring all levels would get a chance to perform. Next year's Arts Night should be planned with these concerns/suggestions in mind.

Jane was not available to report on the Silent Auction. However, Tumericco invoiced us for ~\$1,400. After paying all invoices and receiving all payments for the auction items, the event made ~\$5,000.

3.2 Khalsa T-Shirts

We all agreed that Rachelle can go ahead with the T-shirt colors (gray spectrum for adults, green for kids). We also agreed that pre-ordering would be best. Nirvair also suggested that the school could get sizes from teachers, purchase each teacher a T-shirt, and give them as gifts at the beginning of the school year.

3.3 End-of-Year Pool Party

There was no one at the meeting to report; however, we believe everything is on schedule. Audrie said she'd request a digital copy of the flyer that's been posted around the school, and she'd post it to Facebook. Rachelle, said she would also post an even to Facebook if we didn't receive the flyer.

3.4 Original Works

The KCO needs to find a new coordinator or opt not to do the event next year. Rachelle said she's willing to take it over. Audrie says she's willing to help if there's something administrative she can help with.

4 Treasurer/Funds Report

James McGinnis provided a brief financial report. See the following *Treasurer Report*.

Event Revenue			Account Balances	
	Net	Percent of Net		
Carnival	\$ 2,415.66	13.2%	Checking	\$ 12,193.29
Jim Click Raffle	\$ 1,785.00	9.8%	Savings	\$ 14,793.87
Camping	\$ 285.00	1.6%	Grand Total	\$ 26,987.16
Pizza Day	\$ 5,161.26	28.3%		
Original Works	\$ 871.00	4.8%		
Amazon Smile	\$ 50.28	0.3%		
Yardsale	\$ 729.50	4.0%		
Roadrunner Auto Glass	\$ 25.00	0.1%		
Spirit Night	\$ 677.45	3.7%		
Book Fair	\$ 1,078.53	5.9%		
Arts Night	\$ 5,056.84	27.7%		
Box Tops for Education	\$ 111.80	0.6%		
Grand Total	\$ 18,247.32	100.0%		

*Original Works event revenue of \$871 was transferred to the shade structure savings account.

	Credits	Debits	Net
KCO Administration	\$ 435.30	\$ 10.84	\$ 424.46
Opening Cash Balance	\$ 2,069.84		\$ 2,069.84
Corporation Commission Fees		\$ 35.00	\$ (35.00)
Tucson Federal Credit Union			
Monthly Fee		\$ 49.00	\$ (49.00)
Dividend	\$ 0.89		\$ 0.89
Payment for Checks		\$ 14.22	\$ (14.22)
Tucson Federal Credit Union Total	\$ 0.89	\$ 63.22	\$ (62.33)
Camping			
Event Admission	\$ 645.00		\$ 645.00
Fall Camping Trip	\$ 45.00	\$ 543.00	\$ (498.00)
Spring Camping Trip	\$ 660.00	\$ 522.00	\$ 138.00
Camping Total	\$ 1,350.00	\$ 1,065.00	\$ 285.00
Carnival			
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)
Carnival Total	\$ 4,982.00	\$ 2,566.34	\$ 2,415.66
Jim Click Raffle	\$ 1,785.00		\$ 1,785.00
Khalsa Staff Appreciation	\$ 6,675.00	\$ 6,800.00	\$ (125.00)
Pizza Day			
Fall Pizza Day Retainer	\$ 4,773.75		\$ 4,773.75
Fall Pizza Day Payment		\$ 3,801.01	\$ (3,801.01)
Spring Pizza Day Retainer	\$ 9,940.33		\$ 9,940.33
Spring Pizza Day Refund		\$ 149.06	\$ (149.06)
Spring Pizza Day Payment		\$ 5,602.75	\$ (5,602.75)
Pizza Day Total	\$ 14,714.08	\$ 9,552.82	\$ 5,161.26
SARSEF			
SARSEF Entry Fees	\$ 400.00	\$ 200.00	\$ 200.00
SARSEF Total	\$ 400.00	\$ 200.00	\$ 200.00
Original Works	\$ 2,771.00	\$ 2,771.00	\$ -
Roadrunner Auto Glass			
Donation	\$ 25.00		\$ 25.00
Roadrunner Auto Glass Total	\$ 25.00		\$ 25.00
Amazon Smile	\$ 50.28		\$ 50.28
Yardsale			
Cashbox deposit	\$ 100.00		\$ 100.00
Yardsale Purchase	\$ 729.50		\$ 729.50
Cashbox withdrawal		\$ 100.00	\$ (100.00)
Yardsale Total	\$ 829.50	\$ 100.00	\$ 729.50
Spirit Night	\$ 677.45		\$ 677.45
KCO Allocations		\$ 855.00	\$ (855.00)
Book Fair			
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	\$ -
Book Fair Total	\$ 2,331.95	\$ 1,253.42	\$ 1,078.53
Arts Night			
Stamps		\$ 50.00	\$ (50.00)
Raffle	\$ 2,704.00		\$ 2,704.00
Tumerico Sales	\$ 1,530.00		\$ 1,530.00
Silent Auction	\$ 2,808.79		\$ 2,808.79
Chairs		\$ 185.75	\$ (185.75)
Brochures		\$ 130.20	\$ (130.20)
Staff Support		\$ 150.00	\$ (150.00)
Cash Box	\$ 250.00	\$ 250.00	\$ -
Tumerico Invoice		\$ 1,470.00	\$ (1,470.00)
Arts Night Total	\$ 7,292.79	\$ 2,235.95	\$ 5,056.84
Box Tops for Education	\$ 111.80		\$ 111.80
Spring Khalsa Staff Appreciation		\$ 6,800.00	\$ (6,800.00)
Grand Total	\$ 46,501.88	\$ 34,308.59	\$ 12,193.29

KCO Current Available Balance \$ 12,193.29

5 Allocations

Janelle Reed, Mariposa Class lead teacher requested \$500 to pay for part of her AMS training debt. Janelle did not attend the meeting, so Ingrid, Samirah, and Chris advocated for her request. Audrie moved to fully fund the request, several seconded, and all voted in favor of allocating \$500 to pay the remainder of Janelle's AMS training balance.

Primary shares one set of Squaring and Cubing Bead Materials. Sarah Wasserman, Charlotte Greengard, and Lulu Camacho requested \$1,620 to buy two new sets of beads and a new cabinet for Primary to share. The amount, 2 sets of beads at \$550 each from Boston Materials Company. The Neinhuis cabinet is \$418.80 and \$80 for the number tickets. There was some discussion, but ultimately Audrie moved to fully fund the request, several seconded, and all voted in favor of allocating \$1,620 for the materials. Nirvair agreed that the school could order the materials on the school credit card and pay the taxes and shipping. The KCO can then reimburse the school for the \$1,620.

All attendees voted in favor of paying the same amount of money for teacher end-of-school-year gifts as the KCO paid mid-year (before the Holiday break). The total is \$6,800.

In addition, all attendees agreed to wait to see exactly how much money was left after all pizza invoices are paid for the year (Pizza Hut is behind in their invoicing). After the previous three allocations are paid (teacher training balance, beads and bead cabinet, and teacher gifts), a \$2,000 retainer will be carried over to next school year. The remaining money will be divided, in a to-be-determined fashion, between the T-shirts and the shade structure fund for the Spacenet.

After the meeting's conclusion, Jane Hilyard, the KCO Vice-Chair, who could not attend the meeting voiced her approval of the \$500 for Janelle, but strongly disagreed with the allocation of funds for the Primary.

Her email follows in its entirety:

Hello,

I was unable to attend the meeting last night. I do however, have a concern about the large allocation awarded to the primary level. It has been a policy of the KCO since I became involved 5 years ago, to not fund allocations for materials that were basic classroom materials. Allocation requests were to include enrichment items, teacher continuing education and training, and special events such as a play or concert. This is the second time this year that the KCO has funded a basic school need. The first time was when \$500 from the book fair was used to purchase books for low readers in the lower elementary school.

I worked many hours the year on three KCO fundraisers. I did this assuming funds raised would be used in line with KCO policy. It is very disappointing to have it used for other purposes.

Please include in last night's minutes that I strongly oppose the primary level allocation.

Jane

As a point of record, the KCO policy referred to in Jane's email was, in fact, not a true policy codified in the *KCO Bylaws* or in any formal way. It was a verbal agreement of the majority of the KCO Board beginning in 2013. Not all Board members agreed with the change in direction, as previous KCO Boards had been willing to purchase or at least partially fund materials for the classrooms. Part of the distinction Jane makes is between funding the for-profit Primary program materials versus funding for the non-profit charter school. This topic can be further discussed at the summer meeting.

6 Community Events/Calendar

Pool Party at Tucson Racquet Club Friday, May 25, 11:30 – 3:00 p.m.

7 Actions

1. Audrie will notify those that requested funds via allocation request that they were approved for funding.
2. All attendees will send Audrie their vacation dates for the summer. Audrie will try to find a common meeting time for a June meeting.
3. James will provide Audrie with approximate financial totals for the year for the weekly announcements and for the writeup for the May 25 promotion ceremony.
4. Audrie will write an announcement and send it out for comment; then provide a final version for Nirvair to read at the promotion ceremony.