

KCO General Meeting Minutes

Date: September 13, 2018

Meeting Start Time: 6:10 p.m.

Meeting Adjourned: 7:35 p.m.

Location: Khalsa Middle School

Attendees

Nirvair Khalsa (School Director), Ingrid Bregand (KCO Co-Chair), Matt Dunkel (KCO Co-Chair), Sarah Wasserman (KCO Vice Chair), James McGinnis (KCO Treasurer), Audrie Terre (KCO Secretary), Amrita Khalsa, Sadhu Khalsa, Orsi Lazar, Stephanie Mehrabani, Chris Steinmeyer, Angie Stingelin, Rachel Strong

Actions

1. Audrie to notify Tamara with answers to her carnival questions. **COMPLETED 9/13/18**
2. Audrie to notify the Directory Team that they can discontinue the printing of student birthdays in the 2018-2019 directory. **COMPLETED 9/13/18**
3. Audrie to give Orsi access to the KCO Google calendar. **COMPLETED 9/13/18**

Suggestions Made on Note Cards

1. **COMMUNITY:** One attendee said a parent suggested an annual yearbook at a birthday party (paperback for kids to sign and keep). **NOTE:** Some classes already do this.
2. **FUNDRAISING:** One attendee suggested "Skate for Shade" night at Skate Country. A fundraiser to raise money for the Space Net shade structure. Maybe include music trivia for adults (i.e., Guess that 80's Song).
3. **CARNIVAL:** Order some white Khalsa T-shirts for tie dying booth. Kids/adults might really enjoy customizing their Khalsa T-shirts.
4. **SHADE STRUCTURE:** Molly McKnight, Caroline Lasch's mom, works with people that design lighting. She said she could connect the KCO with someone who can design a structure to account for the angle of the sun, the seasons, etc.

1 Welcome & Introductions

Ingrid and Matt introduced themselves/each other, and then each attendee introduced themselves.

2 Introduce Meeting Process

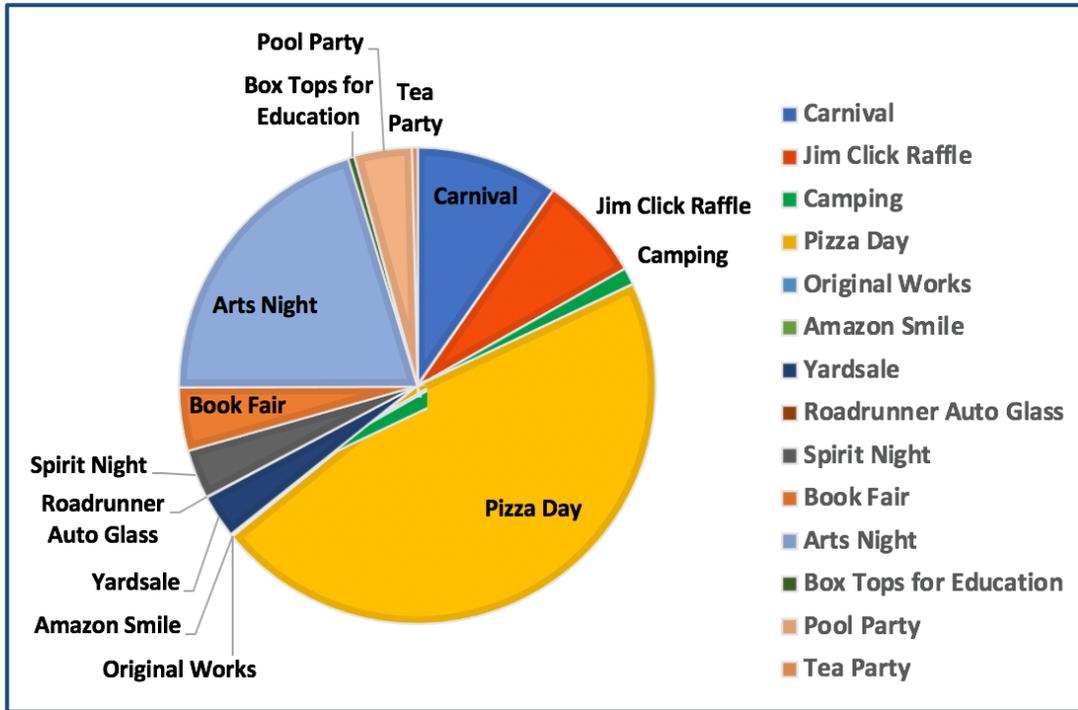
Audrie provided a summary of the typical agenda and process for the KCO General Meeting. She explained that Committee Chairs or a representative should attend the meeting to report on event/fundraiser progress and let the Board and meeting attendees know what the committees most need to be successful. Ingrid explained that the index cards on each table were for people to write down ideas that come up during the meeting that might take the meeting off course.

3 Vote to Approve Minutes

Audrie explained about the process to approve previous meeting minutes. No one wanted the Community Conversation Minutes to be read back or summarized. All present voted unanimously to approve the Community Conversation Minutes for the record.

4 Treasurer Report

James McGinnis presented a printed pie chart and the associated numbers detailing where the KCO funds currently stand without Pizza Day or T-shirt money, because money for these efforts is still being collected and all invoices have not yet been paid.



Event Revenue			
	Net	Percent of Net	ROI
Carnival	\$ 2,415.66	9.7%	94%
Jim Click Raffle	\$ 1,785.00	7.2%	100%
Camping	\$ 285.00	1.1%	27%
Pizza Day	\$ 11,513.51	46.1%	117%
Original Works	\$ -	0.0%	0%
Amazon Smile	\$ 50.28	0.2%	100%
Yardsale	\$ 729.50	2.9%	730%
Roadrunner Auto Glass	\$ 25.00	0.1%	100%
Spirit Night	\$ 827.45	3.3%	100%
Book Fair	\$ 1,078.53	4.3%	86%
Arts Night	\$ 5,086.84	20.4%	228%
Box Tops for Education	\$ 111.80	0.4%	100%
Pool Party	\$ 964.00	3.9%	60%
Tea Party	\$ 90.00	0.4%	100%
Grand Total	\$ 24,962.57	100.0%	

The KCO's current account balance is as follows:

Account Balances	
Checking	\$ 26,806.30
Savings	\$ 14,796.37*
Grand Total	\$ 41,602.67

* This amount is how much has been set aside for the Space Net shade structure

The KCO's budget plan for the 2018–2019 school year is: 30% of funds will be dedicated to teacher gifts; 20% will be dedicated to the Space Net shade structure; 2% will stay in the bank as a safe-guard retainer; and the remaining 48% of funds will go toward ad hoc allocations requested by Khalsa Staff and Administration. Any funds unspent/unallocated by the end of the year will go toward the shade structure.

5 Committee/Project Reports

5.1 Arts Night?

Nothing to report.

5.2 Box Tops—Sarah Wasserman (sarah.wasserman@khalsaschools.org)

Children in the Buttercup class trimmed, counted, and sorted 200 box tops and were excited to do more.

5.3 Carnival—Tamara Ponchahar (tamaracook13@hotmail.com)

Nirvair approved the October 21st date. Tamara sent a follow-up email to say the carnival will be held from 2:00–4:30 this year. Audrie summarized Tamara's questions, because Tamara was unable to attend, but sent Audrie and Ingrid a report.

Question: Our DJ from the last few (several) years no longer has a child at Khalsa (Jaime Cordova). Is there a parent (or MS student) who feels capable of running the sound equipment and planning playlists for the carnival? Jaime said he would come to school to show the person taking over how to set everything up, if needed.

Answer: Nirvair suggested Gabe. **UPDATE:** Gabe accepted!

Question: Is there a parent who would like to help with a tie dye booth this year? Someone who already knows how to tie dye... We did not have a tie dye booth last year.

Answer: Nobody spoke up with any names

Question: Is there a parent (or MS student(s)) who would like to donate their time to do face painting?

Answer: Sarah Wasserman suggested that Doug Friedman might be able to do some fun stencils with glitter; Matt suggested caricatures could be fun, but only if we knew someone who could do them.

Anyone interested in helping with these items contact Tamara Ponchahar by email at tamaracook13@hotmail.com or by phone or text at 520.419.1630.

5.4 Community Building—Abby Green (abigailmegreen@gmail.com)

Sarah Wasserman provided a writeup from Abby on the first Community-Building Committee meeting held last week. Rachel, Ingrid, Abby, Charlie, and Sarah are on the team. They discussed the following:

- Monthly coffee hour (third Tuesday of each month)
 - Will take place in the Butterfly Garden after school drop off from 8:30am-9:30am
 - Charlie Garcia and Rachel Strong will host the first **KCOffee Hour** on September 18th. They are looking into getting coffee donated (from Tucson Coffee Roasters, perhaps). **UPDATE**—Whole Foods donated the coffee.
 - There will be a sign-up for future coffee hour hosts (does not need to be a committee member hosting...we want to share the love!)
 - Coffee **MUST** stay outside of school gate and building...this is for safety reasons of not wanting to accidentally spill hot coffee on a kiddo.
 - We will have some sort of sign/easel/sandwich board that can advertise future KCO events, recruit volunteers, etc.
 - This was approved by Nirvair in a meeting I had with her.
- Fall Hike
 - We plan to host a fall hike at Sabino Canyon...walk the road the dam. This is stroller friendly, and will give a nice place to picnic, rest, play at our destination.
 - Date is still being discussed.
- Spring Potluck
 - Similar to the potluck at Rio Vista last year.
 - Date TBA.
- Bike Ride
 - Invite Khalsa families to informally meet up to bike on the Rillito the Farmer's Market, etc.
 - Create a culture of letting other Khalsa families know when you plan to do things.
 - Informal discussion on this topic so far. But a lot of interest.
- For the Love of Play (Playformance Event for Parents)
 - This was a fabulous event last year for parents to really get to know one another and have a lot of fun together.
 - We have opted to table this event for now, as it feels costly for families to attend (\$22/person)
- Peace Day
 - This is not an event that the Community Building Committee puts on, but it did come up in our conversation. This is such a sweet and lovely event. I think it would be good to try to get the word out more for parents to know that it is for them to attend! I will do my part in that by including it in the email I send to room parents. Other ways of advertising could be on the sandwich boards, etc.

5.5 Communication/Bridge Building—Amy Cormode (aimcat@gmail.com)

Ingrid read Amy Cormode's goals for the Communications/Bridge-Building Committee.

Since I volunteered to lead the team on Communications and there hasn't been an established committee dedicated to this in the past, I'd like to go outside the box a bit with how we proceed. I've been ruminating for the past two weeks on what this committee might do/add to the Khalsa community to make it even better. Here is where I'd like to begin:

- I'd like to reframe the discussion surrounding how we communicate between KCO and parents, the school and KCO, and the school and parents into a picture of building

bridges between two things that have a common interest and a willingness to work together but are missing a "bridge" of some sort.

- In this way, we can zoom out to look at the whole system, identify where there is a missing bridge and then zoom in to understand what sort of solution is truly going to bridge the gap.
- At that point, we will have clarity on the need and can either execute the solution ourselves if we have the tools or put it out to the community to see who might have the necessary tools/expertise.
- I'd like to propose a name change from Communications Committee to Bridge Building Team, with the emphasis being on finding creative and effective solutions to build bridges of communication between the busy lives of Khalsa parents and the larger Khalsa community.
- The point, after all, of building any bridge, is so that both side now have greater access to the other, and collaboration is now possible. So, we will know we are succeeding if there is an increased sense of collaboration between parents and the KCO and the school.
- I see us highlighting needs and opportunities to be involved, as well as using creative means to shine a spotlight on the great work already happening day in and out at Khalsa.
- To do this, I hope we can identify platforms and effective avenues of communication that will make the entry point for parents to be involved both easy and engaging.

Amy suggested a newsletter to highlight good things either monthly or bimonthly.

Nirvair announced that the new Khalsa website went live during the meeting. It will allow the KCO to make announcements and add links to events, including donation buttons.

5.6 Dining for Dollar\$--Matt Dunkel (mattydeeztoo@hotmail.com)

Matt plugged the event at Panera on Thursday, 20 September 2018, 4-8 p.m. and solicited input on other venues.

5.7 Directory—Margie Rodriguez (rocaml@yahoo.com)

Audrie summarized an update from Margie Rodriguez and Melissa Portell. At the time of the meeting, the directory was being printed. It will be distributed to the Camden and River campuses the week on September 17. The overall cost was \$635, but the directory team sold \$455 in ads, so the total cost to the KCO will \$180, which is far less than the \$1,000 cap the KCO had pre-allocated.

The Directory Team also wanted the KCO to consider the following:

Melissa is working on changing the form parents fill out for the directory for the 2019-2020 school year (trying to alleviate some confusion and redundancies.) One thing that adds a lot of time to the editing process is the inclusion of birthdays on the class lists. Would it be possible for you to take an informal poll of the people present at the meeting and ask if they feel that having those birthdays on the class lists is useful or could we eliminate them going forward.

(The birthdays have to be looked up for each student or I have been taking the previous years' lists and cut and pasting students into their new classrooms. Both methods end up taking about 6-8 hours for all the classes and I think without the birthdays we could cut that down to 2 hours.)

All voted unanimously to discontinue the printing of student birthdays in the directory.

There was a suggestion for parents to enter their own registration information online. However, Nirvair pointed out that it would be too hard for the school to ensure everyone completed the registration. She also noted that meeting people face to face was important to her.

5.8 Green Team—Rachel Strong (rachelstrong33@gmail.com)

Rachel Strong—emailed green committee with ideas:

- Tucson Recycling Center present to Lower an Upper EI, since they are already coming to the middle school; multiple classes at a time; Abby is scheduling
- Debbie Ng—Watershed management programs provided to schools; presentations on water (we don't know costs); rebates to schools up to \$8,000
- Scraps on Scraps—composting program; \$16 a month for twice monthly pickup; 5-gallon bucket food is taken to Las Mopitas farm where Janelle's husband works
- A grant for a school garden—Whole Foods (pretty involved) October 15 deadline; could take a year to set it up; application process is prohibitive.
- Nirvair had the idea to participate in Felicia's garden two doors down—organize families, children, staff, to go volunteer. Rachel suggested children could plant seed starters in window boxes in their classrooms and then plant their starters in Felicia's Garden.
- FUTURE IDEAS: Green craft night; documentary showing and conversation; Tom's of Maine?

5.9 Jim Click Raffle—Audrie Terre (audrie@terrefam.com)

Audrie gave a quick status. We've sold about \$500 worth of tickets so far (at 100% profit). Audrie is coordinating with the Upper EI teachers and will have a count of how many tickets they want for their kids to sell by Friday, September 14. UPDATE: Audrie received a request from Upper EI for 50 tickets.

5.10 Pizza Day—Tamie Harrison (Harrisons413@msn.com)

Matt gave a quick summary. He's looking into a new vendor. Nirvair also contributed that Domino's gluten-free is best pizza option, if we do decide to go to another vendor.

5.11 Room Parent/Liaison Coordinator—Abby Green (abigailmegreen@gmail.com)

Abby Green sent the following update:

- I have a list of room parents for all the classes.
- I sent out an email after the Community Conversation for the Room Parents to send out to all of the class parents...hopefully you all got this?
- I have received good feedback and will continue doing this after each KCO meeting and in between, as needed.

5.12 Scholastic Book Fair—Sarah Worthington (sarahworthington@hotmail.com)

Currently slated for January 14-18. Sarah Worthington suggested to Ingrid that the Fair might attract more parents during parent-teacher conference and school registration in February. All agreed that it was something to consider, but difficult to do. Nirvair noted the school needs the lobby for registration tables (for Lee) and the back room for child care while parents register.

5.13 Science Fair

Perhaps address next meeting.

5.14 Silent Auction

Address in future meetings.

5.15 Survey—Ingrid Bregand (puravida4all@gmail.com)

Ingrid gave a brief summary, but time elapsed, she noted that the Board has been too busy with other KCO responsibilities/projects to finalize the survey and release it to the community.

5.16 T-Shirts—Abby Green (abigailmegreen@gmail.com)

Abby sent Audrie an update the afternoon of September 13. Abby's update: 200 Shirts were ordered. Rachele Gupta donated \$850. The KCO contributed \$589.59.

- So far, we have sold or taken pre-orders for 189 shirts.
- We are accepting cash/check/card.
- The Square Reader for the credit card option charges 2.75%, which seems well worth the fee since this option has significantly boosted sales.
- Total after credit card fees: \$2813.19
- Profit so far: \$2223.60 (after taking out KCO's contribution of \$589.59)
- So far, the Middle School has been the hardest age group to reach. I plan to set up to sell at Middle School Pick-up today. I brought some shirts up to the Middle School staff yesterday and they were excited to promote them today for us.
- Abby will be taking pre-orders through Wednesday, September 26th. This will give the Camden Campus a chance to sell their shirts and also create a pre-order list if needed. (Camden does not plan on selling their shirts until 9/22/18.)
- We are looking into ways of taking payment online for families who drop off for early care and pick up at after care. If you have skills in this area...we would love some help!
UPDATE: KCO resolved this issue over the weekend.
- After this week of in-person sales at school, I plan to have all sales be online/through email starting next week. I'll advertise this as pre-ordering, however if I have the person's shirt size in stock, I can get it to them right away. I will keep the shirts at my house for ease in doing this, if that is okay with everyone.

Nirvair suggested that we could send out a paper order form.

5.17 Yard Sale—Orsi Lazar (olazar2010@gmail.com)

Orsi is just getting started. She'll start selling online as soon as she gets items. She proposed a potential date for the KCO Yard Sale/KCO Market for Saturday, November 17.

6 Miscellaneous Fundraiser Ideas

Stephanie Mehrabani & Melissa Geoffrion have an idea for an off-site independent fundraising event—Dance Party with dinner beforehand, valet parking, at big, beautiful foothills house on Pontatoc. Tentatively shooting for Saturday, November 10. All proceeds go to put shade structure over the Space Net.

Stephanie had another idea to have a Planetarium event, again to fundraise to put shade over the Space Net.

Ingrid & Yavana are working on a Family Photo Shoot fundraiser. Nirvair's concern was that it could conflict with school photos. Ingrid said we could announce the fundraiser right after school photos are complete.

Noelle Matzek is the Khalsa testing coordinator and technology lead, responsible for state testing and digital interventions, among many other things. She's proposing a Parent Education Night on the security of children who go online. She wants help getting the word out.

7 Calendar of Upcoming Events

Camping Trip at Mt. Lemmon	Friday–Sunday, September 28–30
Potluck at Mt. Lemmon	Saturday, September 29, 12:00 p.m.
KCOffee Hour in the Garden	Tuesday, October 16, 8:30–9:30 a.m.
KCO General Meeting	Thursday, October 18, 6:00–7:30 p.m.
Carnival	Sunday, October 21, 2:00–4:30 p.m.