

KCO General Meeting Minutes

Date: December 13, 2018

Meeting Start Time: 6:00 p.m.

Meeting Adjourned: 8:00 p.m.

Location: Khalsa Middle School

Attendees

Nirvair Khalsa (School Director), Ingrid Bregand (KCO Co-Chair), Matt Dunkel (KCO Co-Chair), Sarah Wasserman (Vice Chair), James McGinnis (Treasurer), Audrie Terre (KCO Secretary), Orsi Lazar (Yard Sale, Green Committee), Rachel Strong (Green Committee Chair), Sarah Worthington (Scholastic Book Fair Chair), Hans Huth (New Attendee)

Allocation Request Attendees: Charlotte Greengard, Catie Hutchings, Emily Mortara, Janelle Reed

Actions

1. **COMPLETE:** Audrie notify all teachers who submitted allocation requests that the KCO voted to fully fund all requests.
2. **COMPLETE:** Audrie will host a thank you note signing and money/gift envelope stuffing party at her house on Sunday, December 16, at 2:00 p.m.
3. **COMPLETE:** Audrie will distribute the thank you notes/monetary gifts to teachers and staff before the holiday break.
4. **IN PROGRESS:** Hans will write up a proposal for the KCO, based on these discussions, to more clearly define the ideas he has to better help teachers and staff.
5. **COMPLETE:** Audrie will add Box Tops back to the weekly announcements.
6. **COMPLETE:** Audrie will add the Arts Night/Silent Auction Planning Meeting to the weekly announcements and have Siri Atma remind the teachers and staff.

Suggestions Made on Note Cards

None

1 Welcome & Meeting Process Description

Ingrid welcomed everyone, we introduced ourselves, and we got started. Ingrid explained the meeting process.

2 Vote to Approve Minutes

Audrie realized late in the meeting that we had forgotten to approve the minutes from the previous meeting. All agreed there was no need to read the previous *Minutes*, and all present voted unanimously to approve the *November Meeting Minutes* for the record.

3 Allocation Requests

Each of three teachers present discussed their reasons for requesting an allocation for the Comprehensive Orton-Gillingham Training. Two teachers plan to go to Phoenix, AZ, for the training and one teacher plans to go to Cleveland, OH. Their choices of location revolve around the most economical way to attend the training and stay with family or friends for little or no cost.

Charlotte, Poppy Primary teacher, discussed her strong desire to best prepare her students for their transition to lower elementary. Emily, Lower Elementary teacher, was enthusiastic about

supporting developing/emergent readers who may need more help with reading, but who don't qualify for the reading specialist's services offered by the school. Catie, Lower Elementary teacher, wants to be able to work in conjunction with the reading specialist to reinforce the lessons the specialist teaches, which stem from the Orton-Gillingham methods that Khalsa has employed for at least a decade. Each teacher requested any amount up to \$1,175 for the registration fee.

Audrie asked if the school had a fund set aside to support teacher training or conferences.

IMPORTANT NOTE for the Spring Allocation Meeting: Nirvair said that if the KCO had communicated the allocation requests to her sooner, she could have looked into sharing the cost of the teacher training.

Janelle Reed, Lower Elementary teacher, requested the KCO help pay off part of her Montessori Teacher training loan, which she is still paying off slowly by having her paychecks garnished. She requested \$500.

4 Treasurer Report

After the teachers were dismissed, James McGinnis provided the current status of funds raised for KCO events as well as the current account balances. We voted to include Pizza Day funds already collected (even those collected for Spring Semester Pizza Day). James has figured out an approximate amount for Spring semester invoices.

Based on Hans Huth's idea to start a separate teacher fund, we had extensive discussion about a better structure for more direct giving, better/more transparent communication about funds from the KCO to the school, the KCO to the parents, and the parents to the KCO about what they most want funds allocated toward.

Action: Hans will write up a proposal for the KCO, based on these discussions, to more clearly define the ideas he has to better help teachers and staff.

The KCO has ~\$30,000 in the checking account. Based on that amount, we agreed to the following:

- Allocate \$14,000 total for teacher gifts this school year—\$7,000 for the holiday gift (to be delivered before the end of the calendar year) and pre-allocate \$7,000 for end-of-school-year thank you gifts.
- Retain our \$2,000 in the bank for unforeseen emergencies.
- Allocate 20%, i.e. \$1,500, toward the shade structure (will go directly to savings account).
- Pre-allocate ~\$4,300 for Spring Pizza Day invoices.

Given that the KCO still had more than \$7,000 to allocate, we voted unanimously to fully fund the \$4,025 worth of requests made by Khalsa teachers.

Action: Audrie will notify the teachers that their allocation requests were fully funded.

Action: Audrie will host a thank you note signing and money/gift envelope stuffing party at her house on Sunday, December 16, at 2:00 p.m.

Action: Audrie will distribute the thank you notes/monetary gifts to teachers and staff before the holiday break.

5 Committee/Project Reports

5.1 Arts Night/Silent Auction

There will be a large group of volunteers for both events meeting in Sarah Wasserman's Buttercup class on Thursday, January 10, 2019, at 3:30, to begin planning the event. We're hoping to have parents, teachers, and staff participating.

Action: Audrie will add an announcement to the weekly announcements and also ask Siri Atma to remind the teachers.

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

Audrie reported that people can still submit box tops throughout the school year. The next submission is due in the spring.

Action: Audrie will add this reminder back to the weekly announcements.

5.3 Dining for Dollar\$—Matt Dunkel (mattydeeztoo@hotmail.com)

Nothing new to report until the new year.

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

5.4.1 Gardening

Felicia's Garden, right next door to Khalsa, donates food grown there to the Food Bank and other good causes. They have seed starters and tools for use.

The Lower EI has had a wonderful introduction to the garden, and the kids, teachers, and parents are very excited about the prospects.

Janelle Reed, Mariposa lead teacher, would like to offer weekly trips to the garden as an after-school class, but she will require committed parent volunteers to keep the class open to everyone and make it a success.

5.4.2 Composting

Several classrooms have a compost bin set up already. Rachel plans to talk to the classrooms that are composting and find out what they are doing with it and talk to the classrooms that aren't composting and see if we can help set this up for them. Felicia's garden would love for us to bring our own compost over, so that gives the teachers a close place to bring compost.

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

Audrie reported that 6th graders made \$2,200 from Jim Click Raffle ticket sales this year. The KCO made \$1,300 profit as well. The drawing was held on December 13th, but none of the tickets sold at Khalsa won. However, 362 Tucson non-profits raised more than \$1,000,000.

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

The Book Fair is still planned for January 14–18. We have begun advertising in the weekly announcements, including a Signup Genius link. Scholastic is sending a Clifford The Big Red Dog costume.

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

Audrie reported that orders continue to trickle in on the website. She is notifying Abby when an order comes in, and Abby is delivering the shirts to the classroom indicated on the website.

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

KCOffee break continues to be a great success. Nothing new to report on other events.

6 Calendar of Upcoming Events

Arts Night/Silent Auction Planning Meeting Thursday, January 10, 3:30, Buttercup Classroom

Scholastic Book Fair Monday–Friday, January 14–18

KCOffee Break Tuesday, January 15, 8:30 a.m.

KCO General Meeting Thursday, January 17, 6:00–7:30 p.m., in the Middle School