

KCO General Meeting Minutes

Date: January 16, 2019

Meeting Start Time: 6:10 p.m.

Meeting Adjourned: 7:25 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, Buttercup Teacher), James McGinnis (Treasurer), Audrie Terre (KCO Secretary), Abby Green (Green Team, Community Building, T-shirts), Chris Steinmeyer (Google email alias), Angie Stingelin (Silent Auction support), Hans Huth (Teacher Endowment Fund)

Actions

1. **IN PROGRESS:** Audrie send out request for availability to Hans, Orsi, Nirvair, Ingrid, Matt, and James, to discuss the possibility of a teacher endowment fund and how it would fit into the school/KCO.
2. **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.
3. **IN PROGRESS:** Audrie will send Chris Steinmeyer an invitation to view her dropbox, which has KCO documents going back several years. Chris will collect and organize KCO documents in the new Google collaboration tool.
4. **IN PROGRESS:** James will reimburse Orsi Lazar for the money she got out of the bank to make change for the Book Fair.
5. **IN PROGRESS:** James will coordinate with Anne Huth to write a \$200 check for SARSEF registration.

Suggestions Made on Note Cards

Discuss the tax credit and getting the word out. Some initial discussions occurred between Chris Steinmeyer and Nirvair, but we need a more complete discussion at the next meeting.

1 Welcome & Meeting Process Description

Ingrid welcomed everyone, and we all introduced ourselves. We summarized the meeting process (agenda, timer, note cards, etc.)

2 Vote to Approve Minutes

Audrie quickly reviewed action items from the previous meeting. All agreed there was no need to read the full *Minutes*, and all present voted unanimously to approve the *December Meeting Minutes* for the record.

3 Treasurer Report

James provided an overview of the current state of the bank account with our \$2,000 retainer, three out of four allocations unpaid, and without the money we need to pay the 6th graders for their Jim Click Raffle ticket sales. Our current available balance is \$8,642 with all other monies considered paid. A complete accounting is as follows:

Event Revenue		
	Net	Percent of Net
Amazon Smile	\$ 19.82	0.2%
Spirit Night	\$ 179.79	1.8%
Khalsa T-Shirts	\$ 2,697.25	27.1%
Camping Fall 18-19	\$ 183.00	1.8%
18/19 Jim Click Raffle	\$ 3,517.64	35.3%
18/19 Carnival	\$ 832.98	8.4%
Family Photos	\$ 500.00	5.0%
18/19 Yard Sale	\$ 775.00	7.8%
Dance Party	\$ 1,257.00	12.6%
Grand Total	\$ 9,962.48	100.0%

KCO Checking Account Balance	
Account Balance	\$ 23,918.76
Minus Spring Teacher Gifts	\$ 6,735.00
Minus Account Retainer	\$ 2,000
Minus Jim Click 6th Grade	\$ 2,200
Minus Spring Pizza Retainer	\$ 4,341.49
Available Balance	\$ 8,642.27

Account Balances	
Checking	\$ 23,918.76
Savings	\$ 16,055.88
Grand Total	\$ 39,974.64

Audrie informed the group that the KCO's \$500 allocation for Janelle Reed turned out to be too much—the current balance owed to the school for Janelle's Montessori training was only \$314. In December, believing Janelle still had a balance owed the school someone had made an anonymous donation of \$200 to pay off what Janelle's loan. Nirvair contacted Audrie to see how the KCO wanted to handle it. Audrie put forward and James seconded to pay the \$314 to the school on Janelle's behalf, and keep the remaining \$186 in the KCO checking account for the spring allocations. Audrie let Nirvair know that the person who donated the \$200 just wanted it to go where most needed if it wasn't going to be used for Janelle, assuming no other teachers were paying back loans. Nirvair confirmed that no other teacher is having their wages garnished to pay back training.

4 Committee/Project Reports

4.1 Google Group

Chris Steinmeyer is heading the effort to organize KCO documents/communication separate from the school's google group account. That way, there are no permissions issues that conflict with school. Chris is busy archiving all past KCO board documents.

Action: Audrie to send drop box to Chris with all documents she has.

4.2 Teacher Endowment Fund

Hans summarized what he learned from his contact at Hermosa Montessori. They have an annual **We Love our Teachers** campaign beginning each March and ending in December (a 9-month campaign). Parents receive a letter and a form that allows them to make a monthly donation via credit card. The school displays a giant thermometer to show how much the parents are donating to meet a pre-set goal.

- Hans wanted to know the number of families between the two schools: ~250
- Some questions about Hermosa approach: How is money allocated? Is it tied to salaries? What do they mean by *earmarked accordingly*?
- Hans wants to make a reasonable and impactful change in the lives of teachers.
- Who's in charge—the school or the KCO? Is it periodic gifts? Is it one time? Is the money blended into salaries?

Action: Audrie send out request for availability to Hans, Orsi, Nirvair, Ingrid, Matt, and James, to discuss the possibility of a teacher endowment fund and how it would fit into the school/KCO.

4.3 Arts Night/Silent Auction

The first brainstorming/planning meeting was held to discuss the history of Arts Night/Silent Auction and the changes that could make it more enjoyable for children, teachers, and parents. The team discussed: price of admission; planning stages; date/day of the week (Friday instead of Thursday).

General outline: Childcare provided/playground supervisors. Trying to lessen the number of objectives on the plate. Have a pizza party for the kids. Moving the space for the performances onto the field. Shortening performances and just have a 45-minute performance. Finale with the whole school singing. Final 50/50 raffle at the end. The committee is considering doing only raffles at Art Nights and no silent auction.

Siri Atma said Friday, May 10, at 5:00 p.m. would work and Nirvair approved it.

Yes: Gifts from the heart. No: Class baskets. Several people suggested making donations in lieu of class baskets. Several are unsure about charging people to get in to see their kids perform. If we tie that charge to dinner cost, how do we make any money? Nirvair suggested folks could be Arts Night sponsors. Get your name in the program.

We all liked the idea of making it somewhat like Peace Day. Have people bring blankets to view the program. Like we used to, use the bathrooms/sidewalk south of the field as a staging area. Have a few chairs set up for those who need them (e.g., grandparents).

The next committee meeting is next week in the Manzanita classroom: Thursday, 24 January, 3:30.

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

Abby, in Rachel's stead, reported that there is an afterschool gardening class being held on campus and taught by Eric Mesa. Apparently, Felicia's Garden's hours don't support having the class there.

Upper El (Aspen) is interested in a presentation from the recycling center, as long as it's in the afternoon and doesn't interfere with work time.

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

KCOffee Break: Ingrid hosted this week. Still the best community-building event. If possible, we should try to support Savaya's business, using it as a place to hold meetings (Swan and Fort Lowell), but it closes at 2:00.

Other folks suggested other events, such as the following: Picnic/hike at Catalina State Park (it costs), Bike Ride, Bowling Night fundraiser at Lucky Strike, since it's central.

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

Abby and Audrie reported that orders continue to trickle in on the website. Audrie notifies Abby when an order comes in, and Abby delivers the shirts to the classroom indicated on the website. Audrie updates the square page as needed. Nirvair suggested hanging up the remaining shirts during school registration in February, and they could be sold by the person doing registration.

Abby suggested we start asking around to see if anyone has an idea for a new design for next year. We had discussed just changing the color of the shirt with the same design, but Abby thought sales to adults would go down significantly. We sold ~250 adult shirts this past round.

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

Matt had paused the Dining for Dollar\$ events for November and December. We all agreed that Chipotle was the most successful, so Matt thought it would likely be our next event. Audrie suggested having it sometime when there aren't several other events scheduled. Matt and others made the point that it was nice to do it close to a KCOffee Break so that we can hand out flyers and remind people to attend.

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

We have box tops showing up in the envelope again. Several people in the room (e.g., James and Abby) reported they had many and just needed to bring them in.

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

Sarah Worthington had organized the Scholastic Book Fair ahead of time, but she had to go out of town for work unexpectedly. Several dedicated volunteers ensured the success of the book fair despite some unforeseen issues. On Monday, the books arrived late, leaving Orsi Lazar to finish the setup without the Scholastic representative. Nevertheless, Orsi and Rachel (the second volunteer) were ready as scheduled at 11:30. On Monday afternoon, the register keys were accidentally deposited into the KCO lockbox instead of the KCO mailbox cubby. We need to ensure better communication next time, because the morning volunteers did not have access to the lockbox and couldn't open the register. Instead, they devised creative solutions (holding books, using money they received as change) to continue selling books. Orsi went to the bank for change, so the issue of change only affected one hour of sales on Tuesday morning.

Action: James (KCO Treasurer) will reimburse Orsi Lazar for the money she got out of the bank to make change for the Book Fair.

Matt said he spoke to the Book Fair Rep and she said some schools are more successful doing fairs twice per year, including one right before school lets out so children are able to buy books for summer reading.

Sarah Wasserman asked how the books were chosen. Nirvair said that Khalsa used to have someone to censor/cull books, like no Disney, no toys, etc. However, Ingrid seemed to remember that choosing wasn't an option anymore.

Via email, Orsi offered the following information about how the book-selection process worked when the Scholastic materials arrived:

The Scholastic rep showed up with cases pre-filled with books. (I do not know if we have any say in what she brings – Sarah [Worthington] would know). Once the cases were opened, Siri Atma culled the books, focusing primarily on removing toys, / knick-knack-y items, and violent video-game-related content. There was a bit of a rush, so she might not have taken as much time as [in previous years].

4.10 Science Fair Committee—Anne Huth (amkhuth@gmail.com)

Anne Huth reported the following information on the Science Fair Committee's activities via email. The information was not reported at the meeting, but it was sent to nearly everyone at the meeting:

1. Lisa and I met with Lower, Upper, and MS teachers after school on Tues, Jan 8th to discuss new protocol for judging and science fair set up this year. To avoid issues that we've been challenged with in the past with regard to standardizing judging scores (it's all a very subjective process), and to reduce the immense work we have of normalizing scores through statistical measures to even the playing field, we've turned the judging over to just 2 external scientists this year who are not currently Khalsa parents that have children here (but are former Khalsa parents), thereby reducing the need for normalization of scores and worrying about bias. The standard engineering and/or scientific-method rubrics we use each year, that are aligned with SARSEF rubrics, will be applied to project judging by these individuals.
2. The Khalsa School Science Fair will take place on Friday, February 1st.
3. Project boards from both classrooms' projects and individual 6th-8th grade projects will be located in all three Upper EI classrooms, rather than in the Middle School where they normally are. This was decided in order to accommodate the growing population of the middle school and their need for work space on the 1st. The Upper EI classrooms will be out of the classroom much of the day on the 1st, so they've graciously offered to host the project displays this year.
4. Anne and Lisa will be helping to set up the project displays on the 1st during the lunch hour.
5. Public walk-through for parents, friends, and family will take place right after school on Friday the 1st.
6. Judging will take place Friday evening and will be completed by two scientists—one is a computer engineer and the other is a medical researcher—from outside of our school community (but they are former Khalsa parents, as I mentioned above).
7. Results will be announced to students by Monday, February 4th; a public listserv announcement will come shortly afterward. We first have to send permission slips home with winning students, informing families, ensuring students will complete any of the suggested modifications to their project for entry to SARSEF, etc. We expect to be able to send 14 Middle Schoolers and 6 classroom projects to SARSEF (Primary and Camden classrooms have chosen not to participate in Science Fair this year, so we have more slots available for our MS students that are really enthusiastic about competing for these spots).
8. SARSEF registration for all 20 projects will be completed by Anne and/or Lisa and completed on or before Feb 20th (the deadline). Cost is \$10 per project (I hope that hasn't changed this year). We usually have an allotment of \$200 for the registration process from KCO. I was informed last year that Lisa and I would no longer need to request an allotment for this through KCO, so we didn't make a request. Is it still the case that Science Fair is built into the permanent KCO budget allocations?
9. Anne usually takes all 20 projects to set up at the TCC for SARSEF each year (very early March). Lisa or students usually take down at the end.

Action: James coordinate with Anne Huth to write a \$200 check for SARSEF registration.

5 Calendar of Upcoming Events

Arts Night/Auction Planning Meeting Thursday, January 24, 3:30, Manzanita Classroom

KCOffee Break Tuesday, February 19, 8:30 a.m.

KCO General Meeting Thursday, February 21, 6:00–7:30 p.m., in the Middle School