

## KCO General Meeting Minutes

**Date:** February 21, 2019

**Meeting Start Time:** 6:00 p.m.

**Meeting Adjourned:** 7:30 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), Rachel Strong (Green Team), Amrita Khalsa (Toddler Assistant)

### Actions

1. **IN PROGRESS:** James is coordinating with Anne Huth and will write a \$200 check for SARSEF registration.
2. **IN PROGRESS:** James will complete payment to the school for Jim Click Raffle \$2,200 for 6<sup>th</sup> grade ticket sales.
3. **IN PROGRESS:** James will complete payments to the school or the teachers for the allocated teacher training.

### Suggestions Made on Note Cards

Not applicable. No cards out.

## 1 Welcome & Meeting Process Description

Ingrid welcomed everyone. Audrie was 10 minutes late, so it was decided to do the agenda in reverse order.

## 2 Committee/Project Reports

### 2.1 Arts Night/Silent Auction

- Pre-KCO meeting conversation between Nirvair, Matt, and Ingrid. Nirvair has a concern about having enough staff to cover having the kids in their respective areas during Arts Night.
- Our goal is to raise \$7,000
- Date: Friday, May 10
- Start Time: 5:00 p.m.; each family checks in child for Primary/Lower EI for child care/pizza party
- See the art/free-roaming: 5:00–6:00 p.m.
- Program: 1 hour long, 1 performance each for Primary and Lower EI; 1 performance per Upper EI class; 2 performances for Middle School; 1 performance with whole school
- Raffle drawings between performances
- 50/50 raffle at the end
- After they perform, children go sit with families
- All families can purchase concessions/pizza
- Primary/Lower EI get free pizza
- Silent Auction on 5 primo raffle baskets (Nirvair suggestion: every class that meets its fundraising goal, one free raffle ticket per family); raffle ticket purchases
- Goal is to do most fundraising prior to the event
- Each class will have a micro-goal; e.g., \$500

- Each child with need to be with parents or in child care/no roaming free during performance
- The week of Arts Night, the KCO Konnection weekly listserv announcement will be the Arts Night agenda and expectations

**The next committee meeting is next week in the Manzanita classroom: Thursday, February 28, at 3:30 p.m.**

### **2.2 Teacher Endowment Fund—Ingrid Bregand ([ingrid@sensensoma.com](mailto:ingrid@sensensoma.com))**

Ingrid described the general outline of the meetings we've had so far, both committee meetings and Board meetings. She will notify Orsi and Hans to let them know the results of the recent Board meeting on the TEF topic. The KCO Board is planning a bagel and coffee meeting with teachers and staff to notify them of changes to teacher gifts, the possibility of the Teacher Endowment Fund, and discover how teachers and staff want to be supported. We want to give them options, including having a survey for them to fill out either openly or anonymously. We will plan for **March 15, 2019, at 7:30 a.m.**

### **2.3 Green Team—Rachel Strong ([rachelstrong33@gmail.com](mailto:rachelstrong33@gmail.com))**

- The Green Team met Wednesday, February 13, at 2 p.m. at Brandi Fenton Park. See Section 6 below for the complete meeting minutes.
- During the general meeting, there was some discussion of Catie Hutchings in Lower EI and her husband running a farm.
- Other discussion items include encouraging more sustainable/compostable plastic bags for toddler diapers. Maybe solicit donations of plastic bags.
- There was a question/suggestion of putting the T-shirt design on mugs or reusable bags.
- Rachel reviewed what was discussed at the committee meeting. She discussed scheduling recycling center presentations with Upper EI; scheduling a farm day tour at Felicia's Farm for Upper EI and/or Middle School.
- She brought up the Terrecycle program (see Section 6).
- Gardening Club with Eric is going great; maybe eventually expand the plots in the parking lot in front of the primary porch (already on watering timer).

### **2.4 T-Shirts—Abby Green ([abigailmegreen@gmail.com](mailto:abigailmegreen@gmail.com))**

Audrie and James reported that T-shirt orders continue to trickle in. We've sold ~\$150 in T-shirts in 2019. We're going to sell T-shirts during parent-teacher conferences.

### **2.5 Dining for Dollar\$—Matt Dunkel ([mattydeeztoo@hotmail.com](mailto:mattydeeztoo@hotmail.com))**

Matt has arranged an event at Blaze Pizza just before Spring Break, with an emphasis on taking teachers and assistants out for dinner. The event will be held Thursday, 28 February, from 3:30–8:30 p.m. The KCO will receive 20% of the sales. People can show the flyer on paper or electronically or just say Khalsa School to receive credit for the sale.

### **2.6 Box Tops—Sarah Wasserman ([sarah.wasserman@khalsaschools.org](mailto:sarah.wasserman@khalsaschools.org))**

Sarah reported we have just under \$25 worth of box tops, but several people plan to bring in box tops to get us to \$25.

### **2.7 Shade**

Nirvair, Ingrid, Matt, and Molly had a shade structure meeting. The complete minutes from the committee meeting are below in Section 7. A brief summary follows:

- Trees are not practical shade. They require too much water and would need to be very tall to be effective.
- Peak sun times are between 12-1 recess, 2:30-3:00 recess, and 3:00-5:00 for aftercare.
- Nirvair reports that the shade structure won't interfere with the solar panels over the handball/basketball courts.
- Molly was going to calculate angles of shade.
- Sun sail is more expensive and requires more engineering for less shade.
- After the sun shade meeting, Nirvair requested bids from school provider for shade. She received a quote from the vendor American Play Systems, which is the vendor who supplied several other Khalsa shade structures. The quote was \$25,000 installed with permits and installation included. The sooner we give them a deposit, they can lock in the steel price.
- If this is the number, we only need **\$9,000** to complete the shade structure.
- Barring any unforeseen emergencies, Khalsa School will match up to \$5,000 for the shade structure.

### 3 Treasurer Report

James provided an overview of the current state of the bank account... A complete accounting is as follows. We believe we have enough money to complete the shade structure if the current quote stands, if the school is able to match up to \$5,000 (as is Nirvair's current plan), and if we get under contract quickly, before the steel tariffs change the price.

KCO Checking Account Balance	
Account Balance	\$ 29,520.37
Minus Spring Teacher Gifts	\$ 6,735.00
Minus Account Retainer	\$ 2,000
Minus Jim Click 6th Grade	\$ 2,200
Minus Spring Pizza Retainer	\$ 9,964.40
Minus Remaining Allocations	\$ 2,464.00
<b>Available Balance</b>	<b>\$ 6,156.97</b>

Account Balances	
Checking	\$ 29,520.37
Savings	\$ 16,056.56
<b>Grand Total</b>	<b>\$ 45,576.93</b>

Event Revenue		
	Net	Percent of Net
Amazon Smile	\$ 19.82	0.2%
Spirit Night	\$ 179.79	1.5%
Khalsa T-Shirts	\$ 2,800.34	23.9%
Camping Fall 18-19	\$ 183.00	1.6%
18/19 Jim Click Raffle	\$ 3,517.64	30.0%
18/19 Carnival	\$ 832.98	7.1%
Family Photos	\$ 580.00	4.9%
18/19 Yard Sale	\$ 775.00	6.6%
Dance Party	\$ 1,257.00	10.7%
Fall 18/19 Book Fair	\$ 1,574.50	13.4%
<b>Grand Total</b>	<b>\$ 11,720.07</b>	<b>100.0%</b>

#### 4 Vote to Approve Minutes

All agreed there was no need to read the full *Minutes*, and all present voted unanimously to approve the *January Meeting Minutes* for the record.

#### 5 Calendar of Upcoming Events

Arts Night/Auction Planning Meeting	Thursday, February 28, 3:30 p.m., Manzanita Classroom
Dining for Dollar\$	Thursday, February 28, 3:30–8:30 p.m., Blaze Pizza on Broadway
KCOffee Break	Tuesday, March 19, 8:30 a.m., in the Butterfly Garden
KCO General Meeting	Thursday, March 21, 6:00–7:30 p.m., in the Middle School

#### 6 KCO Green Committee Update

As of 2019-02-20

##### 6.1 Members

Chairperson:

- Rachel Strong [rachelstrong33@gmail.com](mailto:rachelstrong33@gmail.com)

Members:

- Abigail Green [abigailmegreen@gmail.com](mailto:abigailmegreen@gmail.com)
- Debbi Ng [lilbuddha001@cox.net](mailto:lilbuddha001@cox.net)
- Gontran Zepeda [gontran@general-delivery.xyz](mailto:gontran@general-delivery.xyz)
- Orsolya Lazar [orsamorzsa@gmail.com](mailto:orsamorzsa@gmail.com)
- Sarah Wasserman [sarah.wasserman@khalsaschools.org](mailto:sarah.wasserman@khalsaschools.org)

##### 6.2 Meetings

The Green Committee held a meeting at Brandi Fenton Memorial Park on Wed. February 13th at 2pm. The following includes a synopsis of topics discussed at that time and subsequently by email as well as historical items under development by the committee.

##### 6.3 Initiatives

###### 6.3.1 Recycling Advocacy

The committee is interested to explore the idea of creating information for Khalsa parents to improve awareness of outlets for recycling plastic bags specifically, and to connect parents with information about City of Tucson recycling program capabilities.

###### 6.3.1.1 Terracycle Program (w/ Tom's of Maine, a Colgate-Palmolive Company)

Abigail has been in touch with Audrey Leavitt who is looking into this opportunity on our behalves.

###### 6.3.2 Composting Development

The committee is generally interested to facilitate composting on campus. We've learned that there are programs already underway.

Debbi made discovery with Sadie and found out that:

- Several [middle school] students are currently doing a fundraiser to raise money to buy a new composter. [It's unclear] when fundraising ends and/or what type of composter they are fundraising for.

- [Upper Elementary] is already currently using their composter [...] but she doesn't think Lower Elementary is using it at all.

Abigail shared that:

- [Lower Elementary] also composts already. They put it in a compost bucket and then [Upper Elementary] brings it to the composter in the middle school area.

### **6.3.3 Felisha's Farms (FF) Tours**

In accord with the school's "Care for Earth" focus, there have been successful tours of Felicia's Farms organized and executed by some Lower Elementary classes. The Committee is beginning a discovery process to poll the Upper Elementary teachers to discern interest in additional tours for their classrooms. Pending this information, the intention is to organize additional tour dates with Felisha's Farms.

## **6.4 Ambitions**

### **6.4.1 Garden Club Support**

We've connected with Erick M, Garden Club lead, on the topic of connecting the Garden Club with Felisha's Farms. We discovered that Erick had already been down this path and because of FF's operation hours lasting only through approximately 2:30 daily, the timing does not work to integrate the after-school club with the FF facility.

However, with respect to Erick M's vision for the club and its presence on campus over time. There may be an opportunity for the Green Committee, in concert with Khalsa leadership, to support the planning and execution of various club plots around campus which could be of use throughout the year.

### **6.4.2 Tucson CSA ~ Information & Polling**

There is an interest to connect with the Tucson CSA to promote local agriculture support from the Khalsa community. Our strategy is to share information about the nearby pickup location at the Watershed Management Group and communicate details of the program to the community.

- Cost structure: <http://www.tucsoncsa.org/subscriptions/cost/>

Subsequently, there has been discussion as to whether it may or may not be rational to propose Khalsa as a pickup/distribution point for the CSA.

### **6.4.3 Water Harvesting**

Supporting Khalsa executives to connect with the Watershed Management Group to discover opportunities for Khalsa to harvest water for re-use on campus.

### **6.4.4 Information Distribution**

#### **6.4.4.1 Green Committee Column**

Discussion is ongoing if there may be an opportunity to distribute information from the Green Committee to parents via any KCO website or similar.

## **7 Shade Structure Meeting Minutes**

**Meeting held: February 1, 2019, Khalsa Montessori School River Campus, Tucson**

**In attendance:** Ingrid Bregand (KCO), Matt Dunkel (KCO), Nivair Khalsa (Khalsa School), Molly McKnight (parent)

**Introductory discussion was had regarding need for shade structure at space net.**

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**The use of trees as an alternate option was discussed**

Suggestion to contact Sustainable Tucson, Stuart – music teacher for upper elementary, for more information

Negative aspects for using trees: rodents, excess water usages, wind may impact growth

Nirvair mentioned asking her husband for suggestions for possible tree types

Ingrid spoke with Lee about the viability of trees for this use - Lee recommended not to use trees

**Discussion was had about key times space net for use and when sun is a negative issue**

9am - 12pm: used for PE, time should not be considered due to children not using the structure for PE

12pm-1pm: Recess, high usage time and sun is a negative issue except in winter

2:30pm-3pm - Second recess, high usage time and sun is a negative issue except in winter

3pm-5pm: Aftercare, high usage time and sun is a negative issue except in winter

Summer camp - space net not used

**Solar panels and shadows, space net materials were discussed**

It was discussed that the shade structure for the space net should not cast shadows on the solar panels and should not be so high that it blocks main views to the mountains. Nirvair suggested that TFS Solar should be contacted for information on shade structure placement in order to study shadows.

Molly mentioned that the (3) black panels on the space net absorb a large amount of heat from the sun due the dark tone. If they need to be replaced, the replacement material should be a lighter tone - if this exists.

**Discussion on how and where to get new bids**

- Current bid from Tree Frogs needs to be updated to include more details - dimensions for shade structure, actual location on site, pricing to include permitting and other fees which are excluded from current bid
- Other companies to contact to submit bids:
- American Play Systems, located at 2007 N Stone
- Tension, Ingrid will contact parent Rachel Strong who is friend of Contractor who installed Rio Vista park shade structure
- Kompan

**Definition of the mission for the shade structure was discussed:**

What is the mission?

What are the goals?

Next steps to take?

Issues to be further discussed - disintegration of the materials of the space net to due to sun exposure? Verify height above highest pole needs to be 9'-0"

**Discussion was had on available funding**

Ingrid brought up that the KCO had 16K to provide to the shade structure project.

Nirvair added that the annual budget for the school is currently under review, the budget runs from July 1 to June 31 annually. There may be funds available to match or closely match the KCO amount from the maintenance budget, pending there are no major repairs needed to the school buildings. The school may have more money in their budget during the upcoming years through Land Grant funding to the schools.

**In closing**

Nirvair agreed to search for as-built drawings of the space net (found and distributed on 2/5)

Molly agreed to prepare sun path studies to include with bid request

Ingrid, Matt, Nirvair, and Molly went to look at the space net

**Suggestion for next steps and tasks to be assigned (added after the meeting by Molly):**

Set deadline to issue request for bids

Prepare bids

Issue bids with deadline for submission from prospective bidders

Based on responses, review and plan next steps