

KCO General Meeting Minutes

Date: April 18, 2019

Meeting Start Time: 6:05 p.m.

Meeting Adjourned: 7:35 p.m.

Location: Khalsa Middle School

Attendees

Nirvair Khalsa (School Director); Ingrid Bregand (KCO Co-Chair), Sarah Wasserman (KCO Vice Chair, Buttercup Class Teacher), James McGinnis (KCO Treasurer), Audrie Terre (KCO Secretary), Orsi Lazar (Yard Sale and Pool Party Chair), Emily Mortara (Manzanita Class Teacher, Arts Night Co-Chair), Angie Stingelin (Arts Night Co-Chair), and Heidi Landon (first-time attendee and Treasurer nominee)

Actions

1. **COMPLETE:** Audrie will include KCO Executive Board nominee list in weekly listserv announcements.
2. **COMPLETE:** Audrie will update the Allocation Request Form and send it to Siri Atma to distribute via the Monday Memo.
3. **COMPLETE:** James is coordinating with Anne Huth and will write a \$200 check for SARSEF registration.
4. **COMPLETE:** James will complete payment to the school for Jim Click Raffle \$2,200 for 6th grade ticket sales.
5. **COMPLETE:** Audrie will send out a request for next year's design in the listserv announcements, and Abby will send out the announcement in the upcoming newsletter.
6. **COMPLETE:** Audrie will announce Officer nominations in the listserv.

Suggestions Made on Note Cards

Put it on KCO radar that Lower Elementary playhouse may need rehab/replacement in the near future.

1 Welcome & Meeting Process Description

Ingrid welcomed everyone, she explained the meeting process, and we all introduced ourselves and welcomed Heidi Landon.

2 Vote to Approve Minutes

Audrie reviewed the actions and note cards from the previous meeting. Audrie put forward to approve the *Minutes* as written, Ingrid seconded, and all present voted unanimously to approve the *March Meeting Minutes* for the record.

3 Treasurer Report

James provided an overview of the current state of the bank account. All allocations have been paid; Jim Click Raffle money has been paid to the school for the 6th graders; Science Fair entry fee money has been reimbursed; Pizza Day money has all come in and invoices have been paid up to this point. We have approximately \$8,500 for allocations, and the shade fund is at \$17,557. We're still awaiting money from the Book Fair, Camping Trip, Arts Night, and Pool Party. James is unsure of the Book Fair funding process. He's not clear on how money came in or was tracked. He suggested that next year we need to require a daily ledger; provide better training for people handling the register; it was hard to tell who handled what money on which

days; there were some days when we received no receipts. Need to have sign off on beginning and ending of account.

James also reported that on square and in the office envelopes we've received ~\$600 so far for Arts Night.

James has provided the following accounting update of the current state of the KCO account.

Event Revenue			Account Balances	
	Net	Percent of Net		
Amazon Smile	\$ 19.82	0.2%	Checking	\$ 19,510.54
Spirit Night	\$ 179.79	2.3%	Savings	\$ 17,557.86
Khalsa T-Shirts	\$ 2,800.34	35.2%	Grand Total	\$ 37,068.40
Camping Fall 18-19	\$ 183.00	2.3%	KCO Checking Account Balance	
18/19 Jim Click Raffle	\$ 1,317.64	16.6%	Account Balance	\$ 19,510.54
18/19 Carnival	\$ 832.98	10.5%	Minus Spring Teacher Gifts	\$ 6,735
Family Photos	\$ 580.00	7.3%	Minus Account Retainer	\$ 2,000
18/19 Yard Sale	\$ 775.00	9.8%	Minus Spring Pizza Retainer	\$ 2,273
Dance Party	\$ 1,257.00	15.8%	Available Balance	\$ 8,502
Grand Total	\$ 7,945.57	100.0%		

4 Nominations

Audrie explained the nomination process, then the following nominations were made and accepted:

- Chair/Co-Chair: Ingrid Bregand, Matt Dunkel
- Vice Chair: Emily Mortara
- Secretary: Audrie Terre
- Treasurer: Heidi Landon (James McGinnis will consult)

We also briefly discussed the idea of next year having an Advisory Board of community members to consult on particular topics of interest to the KCO.

5 Committee/Project Reports

5.1 Arts Night

Emily provided Audrie with the most recent Arts Night Committee Meeting Notes, from the meeting held Saturday, 4/13, 11:00AM, at Savaya Coffee. Ingrid, Angie, Sarah Wasserman, and Emily discussed the following:

- **Updates:** Naomi has found 3 reliable 8th graders to volunteer as 50/50 ticket salespeople. Karin has also taken over responsibility as the point person in this effort.
- Emily has taken over responsibility for making the sign-up genius page.
- Angie has taken over responsibility for making the map.
- Arrangement updates: Booths will move to the west side of the field. The KCO also has canopies to hang over the booths *we will need sand bags to hold them in place, in case of wind. The food booths will be on either end, one closer to the Middle School, the other closer to the side gate (on the side of the dirt parking lot). We would also like to hang lights, maybe in the bushes? To provide some light. We also want to add a KCO booth with information about the pie chart of spending plans and a poster displaying bids for

the space net shade structure. *A request is made for biodegradable cups, plates, and flat ware for the event.

- Gabe does not need assistance for setup or breakdown and would like us to ask parents to bring flood lights or string lights as well, to assist in lighting the event.
- Coordination meetings will be every Friday at 3:30 at the Hop Shop until Arts Night.

Ingrid motioned, Audrie seconded, and we voted unanimously to pay the \$300 directly to the school (James will write the school a check) for paying 10 staff members double time for an extra hour of supervising children on Arts Night.

5.2 Shade Structure

We have two bids so far. The first bid is one we already had from the people who put the shade over the other Khalsa playground equipment. We have yet to confirm with them, so we may lose our chance to get on their schedule for this summer. The second quote is from a Khalsa friend who said he could erect the shade structure this summer. He has till the end of April to give us a bid. He had the idea to give us a central pole and bringing the shade up from the existing poles (sort of circus tent like). Nirvair asked to see a drawing. Only one pole instead of steel and concrete for four poles, which is what makes it less expensive. He's a structural steel contractor, so Nirvair trusts that he knows what he's doing. James asked if Nirvair had planned to put padding around the pole. She agreed that was a good idea.

Ingrid suggested having a large poster at Arts Night with the two bids and pictures of the potential shade structures.

5.3 Attorney

Ingrid has found an attorney to consult with about the potential Staff Appreciation Fund.

5.4 Staff Survey Results

Audrie provided a summary of the survey and the results to the group. She also described the process of developing and distributing the survey to staff, the fact that half of the staff responded. Audrie collated and summarized the survey results electronically and then printed the results and put them in acrylic display frames in each staff break room and by the staff mailbox. Emily and Sarah confirm that the staff have noticed and talked about them. See Section 8 for the Summary provided to the staff.

5.5 Camping Trip—Samirah Steinmeyer (samirahs@gmail.com)

We made \$867 and the total cost of the campsite is \$522. Only one family paid less than the \$15 per night we usually ask for, and everyone else paid \$15 or more.

23 people have signed up for the potluck so far. The only help Samirah needs for the potluck is on the day of the potluck—asking campers if they are willing to park their cars further down the drive to free up parking spots for potluck guests and clearing space in site 2 for setting up the potluck. She'll put out a call for an extra table or two.

5.6 Pool Party—Orsi Lazar (olazar2010@gmail.com)

Audrie reserved the Tucson Racquet Club for the end-of-year pool party, which will be held on the last day of school, May 24, 11:30–3:00. Orsi is taking over the arrangements and is meeting with others who have organized the Pool Party in the past. James said that he would provide the standard \$200 cash box.

Sarah and Audrie remembered that last year we charged people for entry and food by a certain date in order to give a good head count for food. People could still decide to attend the day of the event, but they could not eat the food purchased by the KCO. They could only order directly from the Tucson Racquet Club.

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

No one has yet offered a T-shirt design for next year.

5.8 Staff Appreciation Fund—Hans Huth (mibici@icloud.com); Ingrid Bregand (ingrid@sensensoma.com); Orsi Lazar (olazar2010@gmail.com)

Now that the survey results are in, we need to have a follow-up Staff Appreciation Fund meeting. We discussed potentially providing the money already allocated to staff gifts to Nirvair to distribute in final paychecks.

6 Allocations

Audrie has prepared the Allocation Form for Spring 2019, making sure to include examples of previous types of purchases.

ACTION: Audrie will ask Siri Atma to send out the link to the Allocation Request Description and Form. She'll also provide a PDF for printing, upon request.

7 Calendar of Upcoming Events

Arts Night Planning	Every Friday, until May 3, 3:30 p.m., The Hop Shop
KCO Camping Trip	Friday–Sunday, May 3-5, Showers Point Site (Mt. Lemmon)
KCO Potluck	Saturday, May 4, Showers Point Site (Mt. Lemmon)
Arts Night:	Friday, May 10, 5:00–7:00 p.m.
KCO Allocation/Election Mtg:	Thursday, May 16, 6:00–7:30 p.m., in the Middle School
KCOffee Break:	Tuesday, May 21, 8:30 a.m., in the Butterfly Garden
Khalsa Pool Party:	Friday, May 24, 11:30 a.m.–3:00 p.m., Tucson Racquet Club

8 Staff Survey Results Summary

Dear Khalsa Staff Member,

We heard you! We deeply appreciate your willingness to spend the time it took to complete our survey. **We distributed 62 surveys and received 30 responses. Thank you for your help in improving our mission to support YOU!** Following are the tabulated results of the survey. We averaged the number of responses for each question/sub-question or put the total number of staff who made the selection. The KCO is working diligently to incorporate your many useful ideas into our fundraising, community-building, and staff appreciation efforts!

1. What is your support love language? Please rank in order of importance to you (1 is highest importance)

3 Funds for teacher trainings/conferences

1 Additional income (a bonus in your paycheck)

4 Funds to purchase specific classroom materials

7 Parents volunteering in the classroom

5 Staff appreciation lunches/coffee hours

6 Notes of appreciation in your inbox from parents/students/KCO

2 Personal gifts at Christmas and end of year from *students/families in your classroom*

2. If an Endowment Fund is created that is distributed through Khalsa School as a bonus (choose one),

5 Only teachers and assistants should benefit

10 Specials teachers and extracurricular instructors should be included

11 **Other staff should be included such as Enis & Vinko, All staff, or All full-time staff**

3. We will be adjusting the way we distribute the money we raise to support you in the classroom. Please rank the following in order of what you feel is most helpful (1 is highest importance). Note the space to add your own idea if it is not present.

2 More frequent allocation requests similar to the current model, but with attendance to KCO meeting no longer required

1 **Funds available to all staff for continuing education/workshops/conferences**

3 Funds available at the beginning of the year or semester for classroom supplies

4 A web-based system that allows you to post classroom needs/desires on an open website such as www.donorchoose.org

5 Other: Several disparate answers

4. For allocation requests, I prefer

20 **an electronic version I can submit online or by email**

11 a paper version I can submit in person or by mailbox

5. Please indicate your level of agreement with the following statements

(1 strongly disagree, 2 disagree, 3 neutral, 4 agree, 5 strongly agree)

I understand the mission of KCO 1 2 3 4 **4.2** 5

I feel supported by KCO 1 2 3 4 **4.2** 5

I would like more communication opportunities with KCO 1 2 3 **3.1** 4 5

5a. Please elaborate on your preferred form of communication from the KCO (i.e., KCO listserv, Monday memo from Siri Atma, paper flyers in your mailbox, etc.).

8 Monday Memo Only; 7 Monday Memo + another form of communication;

9 KCO listserv + another form of communication; 5 KCO direct email to staff; 5 no response;

4 paper flyers + another form of communication; 2 KCO listserv only; 2 paper flyers only

6. Please share with us your ideas on how the KCO can improve.

Here's what you had to say:

- I think the KCO is great!
- Maybe meetings for all of the classrooms. I think it's important to make sure we are on the same page with what we do in the classroom.
- Don't be afraid to reach out—teachers can be forgetful, and we need periodic reminders of the wonderful support network we have through our KCO. I personally also value chocolate.
- I like how you are reaching out and asking for feedback—much appreciated!
- Host events in **various parts of town** for fundraisers.
- Better communication.
- Can we have a network of businesses/professionals who support staff by offering a discount, such as parents who are business owners?
- I am so grateful for all of your hard work. Thank you for helping to make our school wonderful!
- If the KCO were to facilitate monthly staff appreciation lunches. I think the frequency of the support would make the staff feel the presence of the KCO more.
- For non-educator employees—see that we are of value as well.

- You are all amazing! It is wonderful to **see** you at school. Your support and hard work is noticed and appreciated by the staff.
- You are all wonderful. Thank you.
- Maybe they could help find science mentors/room parents for classrooms or even help train new science mentors and/or parent volunteers in the classroom.
- Perhaps join in on a quarterly level meeting to hear what each level is experiencing in classrooms.

7. Please share with us a time you felt particularly supported by the KCO.

Here's what you had to say:

- At Christmas/winter break—the cash was so appreciated. Also classroom allocations.
- I really appreciate our staff and how often most of us help and take care of one another.
- I have received every allocation I have requested—including support to pay for and off my Montessori training! I wouldn't be a teacher here without you!
- During the holidays, they gave teachers and assistants a card with cash, which was **very** helpful during the unpaid break.
- Bonuses for sure, along with encouraging words in the cards.
- When I received a bonus in December! Thank you!
- All the time, for many years.
- End of year notes and cash gift is fabulous!
- I have always felt supported by the KCO.
- Thank you, appreciation cards and gifts.
- Last time I came for an allocation I felt especially welcomed. Thank you for your enthusiasm this year. It feels so great to have a group who's eager to help/listen/support.
- End of the year/Christmas gifts. Teacher training funds.
- The KCO has always funded my allocation requests which saved me so much money that I would have spent from my own pocket.
- Other than receiving money for the holidays, I have had no interaction with the KCO.
- Christmas card and end of year card with extra funds.
- When they asked my opinion and listened, accepted my perspective. When they revived the KCO last year.
- I love seeing you all on campus, saying hello, asking how I am doing, acknowledging my love of teaching.
- I feel like the staff has a group of “cheerleaders” encouraging us, showing us love, and listening to our needs. Thank you, thank you, thank you!
- Having KCO members on campus and present always looking and asking about ways to support us and help!
- When they bought a bunch of the classroom's requested books and every semester's cash gift. (I know that's not possible anymore, but it means so much!) It's more than emotional support. I feel seen for the work I do!
- The bonus received at the winter break.
- Allocated funds for training. Kindness with this [survey].
- I am an assistant teacher who is paid hourly. I would like the chance to emphasize how important the end of year gifts are and how much it helps to feel appreciated by the community and having the opportunity to invest that money into myself. If this money was given to individual classrooms instead, I would consider it a disservice to all employers at Khalsa, especially non-salaried staff.