

KCO General Meeting Minutes

Date: Thursday, May 16, 2019

Meeting Start Time: 6:10 p.m.

Meeting Adjourned: 8:10 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, Buttercup Class Teacher), James McGinnis (KCO Treasurer), Audrie Terre (KCO Secretary), Emily Mortara (2019–2020 KCO Vice Chair Elect, Manzanita Class Teacher, Arts Night Co-Chair), Heidi Landon (2019–2020 KCO Treasurer), Naomi Gaube (Sunflower Assistant), and Abby Green (Community-Building Committee, KCO Room Parent Liaison Coordinator)

Actions

1. **COMPLETE:** Audrie will notify allocation recipients of the status of their requests.
2. **COMPLETE:** Audrie will send out a blurb for what to say on staff thank you notes and will generate language to put on an insert about staff gifts.
3. **COMPLETE:** Audrie will request the current staff list from Siri Atma.
4. **COMPLETE:** Audrie will purchase cards/envelopes and give them to Lee for Enes and Vinko. She will also ask Lee to send out a notice via 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 Naomi Gaube, who was attending her first meeting.

2 Vote to Approve Minutes

Audrie put forward to approve the *April Meeting Minutes* as written, Ingrid seconded, and all present voted unanimously to approve the *April Meeting Minutes* for the record.

3 Allocations

Audrie presented the three allocation requests from the Khalsa staff. We held discussion as noted in the table. James gave the Treasurer Report, and the vote occurred as follows:

Name	Request	Amount	Discussion	Vote
Erin Donaghy	Sturdy table for staff breakroom	\$350	Emily explained that there isn't enough room for the 6 staff on break to use the current table	Unanimous Yes
Siri Atma Khalsa	Teacher appreciation luncheon	\$400	KCO has funded such events in the past; fits perfectly in our charter	Unanimous Yes

Name	Request	Amount	Discussion	Vote
Naomi Gaube	Teacher training	\$2,400	1 st year; loves and appreciates philosophy; radio; office; feels like she's home; In order to receive full amount, she must complete full school year beginning August 2019, 2020, 2021	Unanimous Yes James will write a check to the school; Naomi must fulfill the school's contract; otherwise, she will have to repay the money
KCO	Shade Structure	\$4,000	~20% of \$19,602 funds not yet allocated, per our budget established at the beginning of the year	Unanimous Yes Money will go into savings account; Nirvair will match \$5,000 from our excellent Arts Night fundraiser!*
KCO	Staff Appreciation Fund Sp2019	\$5,000	Audrie put forward and several seconded to add \$5,000 to the already allocated ~\$7,000 for the Staff Appreciation Fund. The money will go to Khalsa to distribute this summer in separate checks. The distribution to staff members will be decided at the June 2 nd Planning Workshop	Unanimous Yes
KCO	Retainer	\$2,000	Standard retainer carried over for unforeseen events	Not applicable
	Total	\$15,150		

*Nirvair has asked that the KCO Treasurer send her an email each time a payment is made to the school, so that she is aware that the funds have been paid (i.e., cc Nirvair on emails to Lulu Camacho, Khalsa Accountant).

ACTION: Audrie will notify allocation recipients of the status of their requests.

4 Treasurer Report

James provided an overview of the current state of the bank account. We raised more than \$12,000 for Arts Night!!!

Bank Account: Checking: 31,046.39

Savings: \$17,558.55 + \$5,000 Nirvair + \$4,000 = \$26,558 available for shade

\$19,602 existing funds available to allocate (minus \$2K retainer and previous pre-allocations and potential pizza invoices and arts night monies to reimburse)

-\$ 4,000 Audrie motioned, several seconded, and we voted unanimously yes to allocate ~20% of what was available of current funds toward shad structure, leaving \$15,602 to allocate.

Event Revenue		
	Net	Percent of Net
Amazon Smile	\$ 19.82	0.1%
Spirit Night	\$ 179.79	0.9%
Khalsa T-Shirts	\$ 2,800.34	14.5%
Camping Fall 18-19	\$ 183.00	1.0%
18/19 Jim Click Raffle	\$ 1,317.64	6.8%
18/19 Carnival	\$ 832.98	4.3%
Family Photos	\$ 580.00	3.0%
18/19 Yard Sale	\$ 775.00	4.0%
Dance Party	\$ 1,257.00	6.5%
Fall 18/19 Book Fair	\$ 836.88	4.3%
18/19 Arts Night	\$ 10,469.78	54.4%
Grand Total	\$ 19,252.23	100.0%

Account Balances	
Checking	\$ 30,748.29
Savings	\$ 17,558.55
Grand Total	\$ 48,306.84

KCO Checking Account Balance	
Account Balance	\$ 30,748.29
Minus Spring Teacher Gifts	\$ 11,735
Minus Account Retainer	\$ 2,000
Minus Spring Pizza Retainer	\$ 734
Minus Space Net 20%	\$ 4,000
Minus Spring Allocations	\$ 3,150
Minus outstanding debts	\$ 1,677
Available Balance	\$ 7,452

5 Elections

Audrie listed the nominees who agreed at the April 2019 KCO General Meeting to serve on the Board, if elected. Audrie asked if there were any arguments, discussions, or objections to the nominees. There were none. Audrie put forward the who slate of KCO officer elects. Abby seconded. All voted unanimously in favor of the following KCO Board members beginning their terms on June 1, 2019 and ending on May 31, 2020:

- Co-Chairs: Ingrid Bregand, Matt Dunkel
- Vice Chair: Emily Mortara
- Secretary: Audrie Terre
- Treasurer: Heidi Landon

6 Committee/Project Reports

6.1 Arts Night—Emily Mortara (emily.mortara@khalaschools.org)

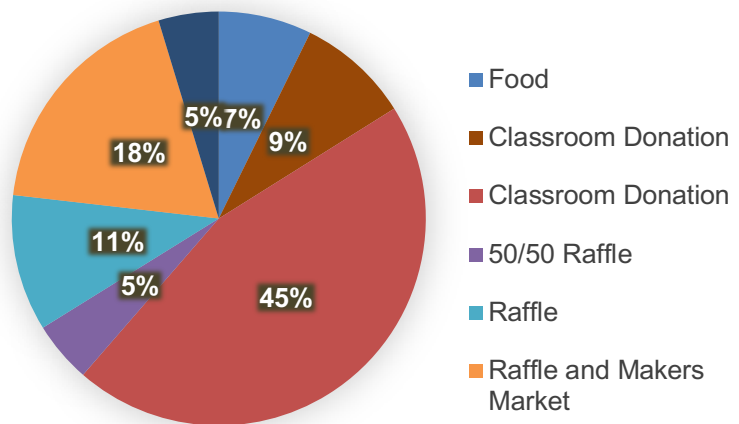
Here are the notes specific to Arts Night:

- We voted unanimously to give the remaining Arts Night food and drink to staff for their last two weeks of school. Nirvair had planned to see how many parents took advantage of the free child care. Did people bring children for childcare?
- Next year we should emphasize **All Playgrounds are Closed** during Arts Night. Have teachers set expectations with children, who should expect to sit and watch the other performers.
- We need more adults monitoring space net, side walk, basketball court
- Perhaps arrange order of performances to have primary and lower el sit longer.
- Ensure the 6th Grade trip doesn't conflict. Only one or two 6th grade students attended Arts Night.
- **It was hugely successful.** Committee may plan a *lessons' learned* meeting to discuss ways to improve and streamline next year.

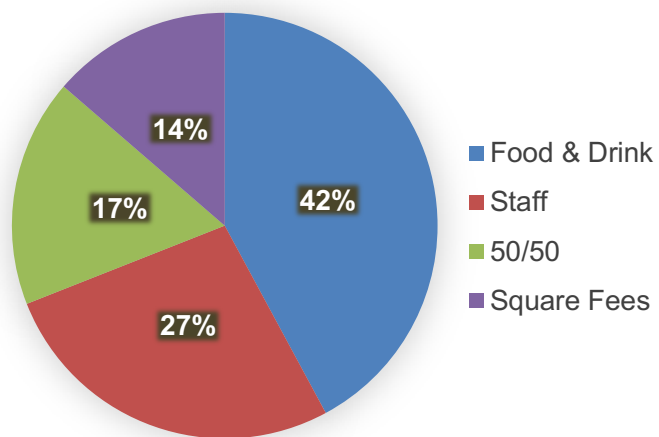
James created the following detailed summary of Arts Night earnings:

Revenue		
Food	Cash/Check	\$ 884.00
Classroom Donation	Cash/Check	\$ 1,070.00
Classroom Donation	Square	\$ 5,500.00
50/50 Raffle	Cash/Check	\$ 580.00
Raffle	Square	\$ 1,294.00
Raffle and Makers Market	Cash/Check	\$ 2,244.50
Makers Market	Square	\$ 571.00
Gross Revenue		\$12,143.50

Revenue



Expenses



Expenses	
Food & Drink	\$ 705.07
Staff	\$ 450.00
50/50	\$ 290.00
Square Fees	\$ 228.65
Total	\$ 1,673.72

Net Revenue \$ 10,469.78

6.2 KCOffee Break Update—Abby Green (abigailmegreen@gmail.com)

Abby Green is hosting the last KCOffee Break on Tuesday, 21 May. KCOffee Breaks are not much work, according to Abby, but it helps to have extra hands to set up. It's best to have coffee set up and ready by 8:15 a.m. for peak drop-off time.

Abby wants to hand off newsletter. Needs better support to get the format worked out.

6.3 Shade Structure—KCO Board and Nirvair

The man who planned to give the KCO/school a quote (who designed for the metal arts village) who guaranteed he could do the work this summer had a major family event (his wife passed away). Nirvair is willing to give him extra time to produce the quote. Everyone wants to ensure that if we chose his design, we will get effective padding for Space Net center pole.

6.4 Attorney—KCO Board

Ingrid reached out to the attorney's office and spoke with his assistant. The assistant says the attorney will contact us directly to detail fees and what to expect. We may not need him. We may have worked out the logistics of the staff appreciation fund.

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

We have one T-shirt art submission so far (a dragon coming out of a book), but Nirvair and others are concerned it doesn't represent the school. Abby says she has a second T-shirt design from the same artist with a Gila monster as its main focus, but she didn't have it with her.

6.6 Other

Tabled for future discussion at KCO Summer Workshop: Box Tops for Education handoff, Pizza Day handoff, and Mt. Lemmon camping trip handoff. Workshop agenda, time, and location will be discussed via email.

7 Staff Card and Gift Discussion

Brief discussion. Everyone took a box of thank you notes to fill out.

ACTION: Audrie will send out a blurb for what to say and will generate language to put on an insert about staff gifts.

8 Calendar of Upcoming Events

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