

KCO General Meeting Minutes

Date: Thursday, September 19, 2019
Meeting Start: 6:00 p.m.
Adjourned: 7:30 p.m.
Location: Khalsa Middle School

Attendees

Khalsa Director: Nirvair Khalsa

KCO Executive Board: Ingrid Bregand (KCO Co-Chair), Matt Dunkel (Co-Chair), Emily Mortara (Vice Chair), Audrie Terre (Secretary), Heidi Landon (Treasurer)

Member Attendees: Divyanshi, Joy Baynes (Bike/Walk to School Day, Spring Camping Trip), Abby Green (Community Building, T-Shirts), Audrey Hillman (Teacher Appreciation), Amrita Khalsa, Laurel Lacher (Staff Fund), Orsi Lazar (Yard Sale, Pool Party), Anne Shepherd (Carnival Assistant/Co-Chair), Kresta Werner (Staff Fund)

Actions

Action #	Description	Assigned to	Due Date	Status
19-20-017	Decide whether to purchase insurance for KCO (at first KCO general meeting); Heidi will look into options/costs	All/Heidi	09/19/2019	Working
19-20-035	Prepare and submit 2018 Taxes	Heidi	09/30/2019	Working
19-20-039	Check in with Staff/Janet/Stuart/Rameen if Arts Night on April 24th will work for them considering testing and testing retakes	Emily	01/01/2020	Working
19-20-044	Prepare and send out Staff Allocation Request Form to Siri Atma and Lee	Audrie	09/30/2019	Complete
19-20-045	Provide the group with the PTA insurance site info	Ingrid	09/30/2019	Complete

1 Welcome & Introduction

Ingrid welcomed everyone, and all present, including several new attendees, introduced themselves.

2 How Our Meetings Work

Ingrid described the meeting process and answered questions.

3 Approve Previous Minutes

Audrie quickly reviewed the previous General Meeting Minutes (August 2019) and current actions, and all present voted unanimously to approve.

4 Finances

Heidi provided a summary of the current financial position of the KCO. We voted unanimously to formally approve the budget percentages as follows:

- Fundraising/operational costs 37%
- Staff Appreciation /Bonuses 36%

- Teacher Training/Enrichment 11%
- Community/Student Enrichment 6%
- Capital/Long Term Projects 10%

The following is Heidi's financial summary for the year to date:

KCO Financial Snapshot as of 9/19/19

Breakdown of current cash held as of 9/19/19

Unrestricted cash (Checking and Savings)	\$ 15,909.96
Cash Drawer for T-shirt sales	\$ 200.00
General reserve	\$ 2,000.00
Pizza retainer	\$ 6,916.13
Total cash balance as of 9/19/19	<u>\$ 25,026.09</u>

Statement of Activities Summary 7/1/19 - 9/19/19

Total Fundraising Income	\$ 20,201.43
Less Fundraising/Operation Expenses + Interest Income	<u>\$ (11,173.27) *</u>
Total income available for projects	<u>\$ 9,028.16</u>

Project Expenses

Staff Appreciation /Bonuses	\$ -
Allocations for Teacher Enrichment	\$ -
Community/Student Enrichment	\$ (953.15)
Capital/Long Term Projects	\$ -
Total Project Expenses	<u>\$ (953.15)</u>

Net Income	<u><u>\$ 8,075.01</u></u>
------------	---------------------------

*This number includes accrual of pizza cost based on total pizza revenue collected to date.

4.1 Allocations

Audrie and Ingrid described the new allocation process and Allocation Request Form and distribution to teachers, etc. Based on our teacher/staff survey results from last year, our process has changed for *KCO Allocation Requests*. We are now allowing Khalsa teachers and staff to request funds throughout the school year beginning in October. The electronic [KCO Allocation Form](#) must be completed online or Lee or Siri Atma can the print copies of the form for teachers to fill out and turn in to the KCO mail cubby by the Thursday before any KCO General Meeting.

4.1.1 New Allocations

1. Ingrid motioned, Audrie seconded, and we voted unanimously (with one abstention from Emily Mortara, since she's a teacher) to allocate \$500 for staff chair massages during the upcoming teacher workday on Friday, September 27.
2. Abby moved to gift shirts to Monica, Cameron, and Giovanna and Audrie moved to add Abby and Ingrid seconded. The cost would be \$25 total (shirts at cost). We voted unanimously to approve.

5 Committee/Event Status

5.1 Teacher Appreciation Week

Audrey Hillman suggested creating a Teacher Appreciation Committee to oversee daily shows of appreciation during Teacher Appreciation Week, which we're doing early this year to coincide with fall Parent-Teacher Conferences:

- Monday, Sept 30: **"Thanks a 'Latte!"**
Morning coffee for the teachers donated by REN Coffeehouse
- Tuesday, Oct 1: **"Teachers Plant Seeds That Grow Forever"**
Flowers for the Class Donated by Khalsa Parents. Each Class Will Receive Flowers to Start Their Day in A Beautiful Way.
- Wednesday, Oct 2: **"How Sweet it is to be Taught by You"**
Sweet mid-week treat for the teachers donated by Wilson's Kettle Corn
- Thursday, Oct 3: **"Teacher, You Are One in a Melon"**
Lunch Potluck for the teachers donated by Khalsa Parents. Please have food delivered by 10 AM to the Aftercare Room.
- Friday, Oct 4: **"A Teacher Takes A Hand, Opens A Mind, & Touches A Heart"**
Teacher Appreciation Day! Please have your student (parents can participate as well) bring a homemade card/note/drawing of appreciation for their teacher.

The school administration has approved Audrey's plan. Matt will do a Facebook post (including the Signup Genius link), and Abby has sent out the schedule to the class parents to distribute. Audrie has put each day on the Google calendar with the Signup Genius link on the days where it applies.

5.2 Staff Fund

5.2.1 Equal Exchange

Laurel Lacher had a proposal to do a fundraiser through Equal Exchange. Timing is important—10 days total. Right after Thanksgiving, we need to be handing out catalogs. Take orders, sell products (coffee, tea, chocolate, gift baskets), all goods that come from and, in turn support, small farmers in Ecuador, Peru, India, Sri Lanka, etc. School gets 40% of the sales. Laurel will hold a distribution party to get everything put together. We need to create and hang up/ send out posters/advertisements ahead of time to build interest. Orders arrive within 10 days.

5.2.2 Change for Change

Kresta proposed to launch a "Change for Change" campaign to support Staff Fund: invite families to create a jar at home to collect pocket change (give one to grandparents too), and then families empty their jars at the monthly KCOffee Break. Kresta suggests that some families/grandparents can offer to match the donated amount. Kresta recommended using quotes about change to drum up interest. Create a Change for Change poster with a thermometer. Every cent matters. For this money, you invest in the community. Include statements from staff about how money from these funds make a difference for them, especially at the holidays.

We had a brief discussion about being mindful about making the change for change fundraiser inclusive and non-competitive for students. The idea of having them collect change at home and put it in a larger collection bucket, or having grandparents who can match the amount, may not be feasible for some families. We need to think through and discuss these implications and keep the fundraiser just for the adults to start. We can discuss further at a later meeting.

5.3 Shade Structure

The contractor Khalsa has hired will construct the shade structure over Winter Break. Khalsa has paid the Contractor. However, the KCO was concerned that our check hadn't yet been deposited as of the meeting. Nirvair said she'd check on it and asked that we do so as well. Lulu asked Heidi to stop payment on the check and reissue it. Lulu thinks it got filed away in an archive box. Heidi plans to reissue the check the week of September 23.

5.4 Directory

As of this writing, all directories were distributed to both the River and Camden campuses on Friday, September 20. The cost went up again even though we requested not to have a more expensive full-bleed cover, we received it anyway. We received \$400 for parent business directory advertisements. The total cost was \$818, so the KCO paid \$418 for the directories.

5.5 T-Shirts

Abby started selling on Thursday, September 19, morning and afternoon, through Thursday, September 26. Abby moved to gift shirts to Monica, Cameron, and Giovanna and Audrie moved to add Abby and Ingrid seconded. The cost would be \$25 total (shirts at cost). We voted unanimously to approve. Abby also talked about ordering a looser shirt, like a baseball T-Shirt, for women, in a plum color, but we all agreed it was a good idea to offer this new style next year. This year there will be gift certificates or you can donate money to a general fund to purchase shirts for teachers and staff.

5.6 Jim Click Raffle

Some interest, but no takers at Khalsa yet. The carnival is our best time to sell them. Audrie's sold \$375 worth at work so far at work.

5.7 Alumni Outreach Committee

Naomi and Pauline met, and Pauline requested that Audrie send her digital copies of any of the directory files for the Alumni database entry. Audrie provided all the years of data she had.

5.8 Dance Party Fundraiser

The Dance Party Committee met and chose a date of Saturday, February 8, 2020.

5.9 Carnival

Tamara On September 16, 2019, the Carnival date and time were approved by the school: October 27, 2019, 11:00 a.m. – 2:00 p.m. Anne Shepherd has offered to assist Tamara.

5.10 Camping Trip

Joy is still interested in leading this event in the spring (May 1–3). Camden cancelled their Fall Camping Trip.

5.11 Yard Sale

We got a new vinyl yard sale sign. Last year, the most popular items were kids' toys, clothes, and stuff. All the leftover clothes went to Savers and we plan to do that again. We made \$80 on the 500 pounds worth of clothes and shoes last year.

5.12 Other Events/Fundraisers

At future meetings, we will discuss the Scholastic Book Fair, Arts Night, and Pool Party, which do not occur until 2020.

6 Insurance Discussion

Heidi provided a quote for insurance, but it didn't seem to cover what we'd most need it for, and the insurance company keeps coming back with questions. One good question was about requiring waivers for events like the Pool Party. Ingrid recommended Heidi check out the PTA website insurance policies. After the meeting, Ingrid sent out a link to the Board with the National PTA organization insurance site.

7 Miscellaneous Topics

Abby Green requested folks with newsletter ideas or articles send her the information the Friday before the newsletter is due. That means articles/ideas are typically due the day after a KCO General Meeting.

8 Other Note Card Ideas from Previous Meetings or Emails to KCO Not Yet Addressed

- **Water Day Sprinklers:** Audrey Hillman suggested (via email to Emily, Matt, and Ingrid) the KCO purchase Water Day sprinklers for the school.
- **Nothing Bundt Cakes Fundraiser:** Audrey Hillman suggested (via email to Emily, Matt, and Ingrid) the KCO do a Nothing Bundt Cakes fundraiser. She would pick up the cakes to bring to school for delivery, as needed.
- **Carnival:** For the Carnival, get some white Khalsa T-shirts for the tie-dying booth. Kids/people might really enjoy customizing their Khalsa T-shirts.
- **Community-Building:** Create a school-wide annual yearbook (some classrooms/levels already do this).
- **Fundraiser:** Skate Country fundraiser to raise money for a particular event or task; maybe include music trivia for adults, e.g., "Guess that 80s Song."
- **Communication:** Address staff during setup week—maybe during staff welcome lunch?
- **Directory:** What if we expanded the directory to be more of a guidebook for the whole academic year, with a calendar of the events, and also whole-page explanations/write-ups/advertisements to events/activities. For example, Box Tops have a QR code for app and working on where to find box tops stuff. A page for each event/committee, etc. The advantage of including this in the directory is that people actually keep it, and refer to it,

and look through it. Maybe sell ad space to outside businesses, like a program at the theater.

9 Upcoming Events

Thu, Sep 19-Fri, Sep 27 8:15-8:45 a.m., 3:00-3:20 p.m.	In-person T-shirt sales, front of school
Fri, Sep 20	Distribute Directories
Fri, Sep 27	KCO Newsletter
Mon, Sep 30	Online T-shirt sales begin
Wed, Oct 2, various times (see flyer)	Bike/Walk to School Day, various locations
Tue, Oct 15, 8:00 a.m. – 9:00 a.m.	KCOffee Break, in Butterfly Garden
Thu, Oct 24, 6:00 p.m. – 7:30 p.m.	KCO General Meeting
Sun, Oct 27, 11:00 a.m. – 2:00 p.m.	KCO Carnival