

KCO General Meeting Minutes

Date: Tuesday, January 21, 2020
Meeting Start: 6:37 p.m.
Adjourned: 7:53 p.m.
Location: Khalsa Middle School

Attendees

Naomi McIsaac (Middle School Director), Ingrid Bregand (Co-Chair), Matt Dunkel (Co-Chair), Emily Mortara (Vice Chair), Audrie Terre (Secretary), Heidi Landon (Treasurer), Orsi Lazar (Yard Sale Chair)

Actions

Action #	Description	Assigned to	Due Date	Status
19-20-047	Add liability waiver language to Eventbrite signup form for camping trip; We'll reach out to the Camping Chair when the dates get closer	KCO Board	04/20/2020	Open
19-20-050	Contact Healing Spirit Spa and find out if we could do an 8-day fundraiser Saturday, March 14 through Saturday, March 21.	Ingrid	2/29/2020	Complete (awaiting response on dates)
19-20-051	For Dream Dinners, find out the cap, if vegetarian meals are possible, and how many people have signed up so far.	Ingrid	1/31/2020	Complete (Cap=10, veg=yes, signup=1)
19-20-052	Call Savers to find out if we can deliver the clothes and linens to Savers to be weighed on 2/29/2020, after the yard sale is over	Orsi	2/15/2020	Complete (2 p.m. on 2/29/2020)
19-20-053	Reach out to the AG's Office to confirm April 9, 2020, 6:00 p.m., as a date for a cyber security Parent Talk.	Ingrid	2/15/2020	Working
19-20-054	Reach out to Lee for previous digital versions of the Khalsa Directory for the Alumni database.	Ingrid	1/31/2020	Complete
19-20-055	Develop KCO volunteer information to go out in school registration packets. Check in with Lee for submission deadline.	Ingrid/Audrie	1/29/2020	Complete (KCO info packet insert submitted 1/29/2020)

1 Welcome

We greeted each other.

2 Minutes Approval

Audrie moved, Ingrid seconded, and all present unanimously approved the December 2019 minutes.

3 Treasurer Report

3.1 Available Funds

Heidi provided the school-year-to-date income and expenses, an in-depth breakdown by events, and an estimate of available funds for allocations, as follows:

Statement of Activities Summary		7/1/19 - 1/20/20	% of income		
Total Income All Sources		\$ 37,174.12			
Less Fundraising/Operational Expenses		\$ (16,047.23)	43.17%		
Total income available for projects		\$ 21,126.89			
Project Expenses					
Staff Appreciation /Bonuses		\$ (13,722.37)	36.91%		
Allocations (Requests from Teachers)		\$ (388.26)	1.04%		
Community/Student Enrichment		\$ (1,463.15)	3.94%		
Capital/Long Term Projects		\$ -			
Total Project Expenses		\$ (15,573.78)	41.89%		
Net Income		\$ 5,553.11	14.94%		
Statement of activities by fundraiser		Revenue	Expenses	Gross Profit	GP %
Carnival		\$ 2,756.00	\$ 1,893.58	\$ 862.42	31.29%
Pizza (accrual of pizza cost included in expense)		\$ 19,529.84	\$ 8,339.28	\$ 11,190.56	57.30%
Staff Fund - Direct Donations		\$ 675.00		\$ 675.00	100.00%
Staff Fund - Change for Change		\$ 740.80		\$ 740.80	100.00%
Staff Fund - Equal Exchange		\$ 4,112.00	\$ 2,490.54	\$ 1,621.46	39.43%
T-shirts		\$ 4,719.00	\$ 2,996.29	\$ 1,722.71	36.51%
Book Fair		\$ 1,827.64		\$ 1,827.64	100.00%
Dining for Dollars		\$ 154.71		\$ 154.71	100.00%
Family Photos		\$ 680.00		\$ 680.00	100.00%
Jim Click		\$ 1,575.00		\$ 1,575.00	100.00%
		\$ 36,769.99	\$ 15,719.69	\$ 21,050.30	57.25%
Additional Income/Expenses					
Operational Expenses (Bank/Merchant/Supplies)			\$ 327.54		
Interest Income		\$ 4.13			
Directory		\$ 400.00	\$ 817.24		
Camping Trip			\$ 564.00		
Egee's Welcome Back Social			\$ 65.19		
Refreshments for KCO Mtgs			\$ 16.72		
Teacher Allocation Requests			\$ 388.26		
Teacher /Staff Bonuses			\$ 13,262.37		
Teacher/Staff Massages			\$ 460.00		
Net Income		\$ 37,174.12	\$ 31,621.01	\$ 5,553.11	

4.2 Equal Exchange

The Equal Exchange event was a great success (see Treasurer Report). All orders were successfully distributed before the Winter Break. Any lessons learned?

- Start earlier. Timing was rushed.
- \$1,600 net.
- We needed a modifiable spreadsheet.
- There was a suggestion to order chocolate to sell on the spot next year.
- We got a \$50 discount on our order, since Equal Exchange forgot to send us the bags for distribution.

4.3 Scholastic Book Fair

The Book Fair went smoothly, but several parents wanted to be able to buy books later. Next year, maybe try to have one night where we sign up volunteers to stay later, perhaps tied to a story time. Only having one cash drawer made things easier at checkout, though it was crowded. Having one person at the register and one volunteer to stock books made it easier than last year.

4.4 Dream Dinners

The charge is \$34.99 for three medium-sized meals to take home and prepare as needed. Not having vegetarian options is a problem for several families, so we created the following action.

Action: Find out the cap, if vegetarian meals are possible, and how many people have signed up so far. Ingrid will contact Susan Miller-Cochran, Khalsa parent and Dream Dinners employee organizer.

4.5 Yard Sale (Spring Cleaning Fundraiser)

Orsi asked about expanding what we do at the yard sale. Have a clothing fund drive (includes shoes, linens, towels, and curtains) paired with the yard sale.

- Recruiting drivers to carry clothes/linens to Savers
- Accept donated books to take to Bookman's for credit
- Biggest sales are children's toys
- Use square chip readers
- We agreed to allow Girl Scout Cookie sales

Action: Orsi will call Savers to see if we can donate (get clothes/linens weighed and payment remitted) on February 29, on the day of the yard sale, after it's over.

4.6 Online Safety Talk

Middle School online safety talk from the AZ Attorney General's Office. Ingrid spoke with the presenter to see if she'd be willing to come do a parent talk. Potential date is Thursday, April 9, in the evening. Cyber Safety for the parents as the topic. Audrie added it to the calendar.

Action: Ingrid reach out to the AG's Office.

4.7 Enrollment Package

We are preparing a two-part KCO information and volunteer checklist insert to place in enrollment packages. One page for info, and second double-sided page for people to sign up on KCO projects. Margie and Ingrid reworked the KCO Org Chart wheel to place check boxes for parents to check.

Action: Ingrid and Audrie to work on the document.

4.8 Alumni Database

Pauline Rush finished entries of 2019–2020 directory and compiled them with Saddhu's list from 2018 Alumni Gathering. Ingrid to check in with Lee and other Admin personnel to retrieve other digital files of parents' info (previous directories), then report to Naomi. KCO to look for new volunteer once we have new directions.

Maybe once a year send out an email asking if previous students/families want to keep their info current as alumni.

Action: Ingrid reach out to Lee and other KCO Administration personnel for previous digital versions of directory to input at least the middle schoolers.

4.9 Healing Spirit Fundraiser

Located at Swan and Speedway, Healing Spirit is a spa where you can have a variety of treatments (e.g., hot and cold baths). The concept would be to have a full week to get a treatment. Just say you're from Khalsa and half of the money from your service goes to the KCO. Potential health week in March, the week after Spring Break.

The Healing Spirit fundraiser idea came from Stephanie Mehrabani. She had talked about the fundraiser with Dr. May (owner). Ingrid then visited and tried their services, and the owner confirmed the offer. After this KCO meeting, Ingrid reached out to Stephanie to ask her to request from Dr. May a Wellness week fundraiser of March 14–21 as well as ask specifics of the fundraiser (beyond 50% split, if any particulars). Stephanie will get back to Ingrid for fundraiser week confirmation and details.

Action: Ingrid will reach out to her contact to try to schedule it.

4.10 Arts Night

Just beginning discussions. Arts Night will be held on Thursday, April 30, 2020.

4.11 Other Events/Fundraisers

At future meetings, we'll discuss the Camping Trip and Pool Party, which occur in May 2020.

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

- **Community Services/Skills (1/21/2020, Emily or Heidi?):** Do we ask parents about professional services that they might want to advertise in our community aside from in the Directory? Should that be an element of our Facebook group, or is it already?

- **Electronic Enrollment (1/21/2020, Orsi):** Could the KCO assist the school in moving toward partially electronic re-enrollment forms? Contact info pages could be filled out prior to the day of submitting other pages in person. This would eliminate the need to retype addresses.
- **Khalsa Marketplace (1/21/2020, Ingrid):** An idea to make an exchange marketplace for clothes, houses, items, etc.; perhaps on Facebook?
- **Gender Talk (1/21/2020, Ingrid):** Several hundred dollars for a talk on Gender Identity from Prentiss, a non-binary person. Maybe dovetail it with staff training. We have money in student/community enrichment fund right now. KHALSA SCHOOL and KCO PRESENTS!
- **Water Day Sprinklers (Sept 2019, Audrey):** Audrey Hillman suggested (via email to Emily, Matt, and Ingrid) the KCO purchase Water Day sprinklers for the school.
- **Nothing Bundt Cakes Fundraiser (Sept 2019, Audrey):** 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.
- **Community-Building (Sept 2019):** Create a school-wide annual yearbook (some classrooms/levels already do this).
- **Fundraiser (Sept 2019, Stephanie Mehrabani):** 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 (June 2019, Aspen Lind):** Address staff during setup week—maybe during staff welcome lunch?
- **Directory (Sept 2019, Orsi Lazar):** Expand 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. 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.

6 Upcoming Events

- Sat, Feb 8 Dining 4 Dollar\$, 3:00 p.m., Dream Dinners, 3682 W. Orange Grove Rd, Ste 132
- Tue, Feb 11 KCOffee Break, 8:00 a.m., in front of the school
- Wed, Feb 19 KCO General Meeting, 6:00 p.m. – 7:30 p.m., in the Middle School
- Sat, Feb 29 KCO Yard Sale, 7:30 a.m. – Noon, Khalsa Parking Lot