

## KCO General Meeting Minutes

**Date:** Thursday, April 23, 2020  
**Meeting Start:** 6:00 p.m.  
**Adjourned:** 7:25 p.m.  
**Location:** Zoom

### Attendees

Nirvair Khalsa (Khalsa School Director), Ingrid Bregand (Co-Chair), Matt Dunkel (Co-Chair), Emily Mortara (Vice Chair), Audrie Terre (Secretary), Heidi Landon (Treasurer), Anne Shepherd (Secretary 2020–2021 nominee), Susan Miller-Cochran (Box Tops Chair), and Leslie Woodford (Khalsa Curriculum Coordinator)

### Actions

Action #	Description	Assigned to	Due Date	Status
19-20-061	Continue follow up on <i>Coming to Our Senses</i> Parent Talk	Ingrid	05/22/2020	Complete (overcome by events)
19-20-063	Meet to discuss next years' newsletter and listserv announcements format	Audrie, Anne, Abby, Lee	05/22/2020	Working
19-20-064	Check with Stuart to find out if he is expecting separate compensation for his proposed self-massage parent talk. Also work with him to establish a date and time for his talk (perhaps May 7 at 7:00 p.m.).	Ingrid	04/30/2020	Complete (Stuart will offer for free, and the time works)
19-20-065	Reach out to Lulu to discuss additional staff gift checks, since Michael has left the school and has previously done all of the payroll.	Heidi	04/30/2020	Working
19-20-066	Modify the announcements to include language about how we plan to reallocate dollars to go into the staff fund.	Audrie	04/27/2020	Complete

### 1 Welcome

We greeted each other.

### 2 Minutes Approval

Audrie briefly summarized the previous two meetings' minutes and actions. She then moved, Ingrid seconded, and all present unanimously approved the February 2020 KCO General Meeting and March 15, 2020 Board Meeting minutes.

**NOTE:** Due to COVID-19, the March 18, 2020 KCO General Meeting was cancelled.

### 3 Stuart Offer for Parent Talk

Stuart, the movement teacher for Upper El and Middle School, offered to provide a talk on self-massage. Ingrid encouraged him to provide a proposal on it to Nirvair, who received the proposal and thinks it would be great. Anne suggested he could provide as youtube short videos, etc.

Ingrid was unsure about his desire to be compensated. He's still being paid by the school for his regular duties. We could schedule it anytime that works for him. KCO general meetings are the only evening events, and there is only one more, which will be the second Thursday in May.

**ACTION:** Ingrid will check with Stuart on compensation, and perhaps scheduling for at least two weeks from now.

## 4 Treasurer Report

### 4.1 Available Funds

Heidi shared an in-depth financial breakdown, and an estimate of available funds, as follows:

<b>Statement of Activities Summary</b>		<b>7/1/19 - 4/23/20</b>	<b>% of income</b>		
Total Income All Sources		\$ 41,044.54			
Less Fundraising/Operational Expenses		\$ (16,296.40)	39.70%		
Total income available for projects		\$ 24,748.14			
Project Expenses					
Staff Appreciation /Bonuses		\$ (13,722.37)	33.43%		
Allocations (Requests from Teachers)		\$ (893.26)	2.18%		
Community/Student Enrichment		\$ (1,133.52)	2.76%		
Capital/Long Term Projects		\$ -			
Total Project Expenses		\$ (15,749.15)	38.37%		
Net Income		\$ 8,998.99	21.92%		
<b>Statement of activities by fundraiser</b>		<b>Revenue</b>	<b>Expenses</b>	<b>Gross Profit</b>	<b>GP %</b>
Carnival		\$ 2,756.00	\$ 1,893.58	\$ 862.42	31.29%
Pizza		\$ 22,741.45	\$ 9,317.24	\$ 13,424.21	59.03%
Staff Fund - Direct Donations		\$ 1,345.00		\$ 1,345.00	100.00%
Staff Fund - Change for Change		\$ 756.80		\$ 756.80	100.00%
Staff Fund - Equal Exchange		\$ 4,112.00	\$ 2,502.04	\$ 1,609.96	39.15%
T-shirts		\$ 4,844.00	\$ 2,996.29	\$ 1,847.71	38.14%
Book Fair		\$ 4,930.49	\$ 3,757.29	\$ 1,173.20	23.79%
Amazon		\$ 144.18			
Dining for Dollars		\$ 154.71		\$ 154.71	100.00%
Dream Dinners		\$ 80.00		\$ 80.00	100.00%
Family Photos		\$ 680.00		\$ 680.00	100.00%
Yard Sale		\$ 1,071.45		\$ 1,071.45	100.00%
Jim Click		\$ 1,575.00		\$ 1,575.00	100.00%
		\$ 45,191.08	\$ 20,466.44	\$ 24,580.46	54.39%
<b>Additional Income/Expenses</b>					
Operational Expenses (Bank/Merchant/Supplies)			\$ 381.15		
Interest Income		\$ 4.65			
Directory		\$ 400.00	\$ 817.24		
Camping Trip			\$ -		
Eege's Welcome Back Social			\$ 65.19		
Refreshments for KCO Mtgs			\$ 16.72		
Science Fair			\$ 234.37		
Teacher Allocation Requests			\$ 893.26		
Teacher /Staff Bonuses			\$ 13,262.37		
Teacher/Staff Massages			\$ 460.00		
Net Income		\$ 45,595.73	\$ 36,596.74	\$ 8,998.99	

Cash Summary as of 4/23/20		Bank balance to cash summary reconciliation				
Unrestricted Funds	\$ 13,804.43	Checking Balance per TCFU	\$ 19,167.34			
General Reserve	\$ 2,000.00	Savings Balance per TCFU	\$ 621.92			
Staff Fund Reserve	\$ 3,711.76	+ Deposits in transit				
Pizza Reserve		Square				
Total cash balance	<b>\$ 19,516.19</b>	Cash/Check	\$ 1,015.00			
		Less outstanding checks/debits				
		Pizza refunds as of 4/23/20	\$ (1,053.70)			
		Pmt to Khalsa for science fair	\$ (200.00)			
		Pmt to Leslie for science fair lunch	\$ (34.37)			
		Total cash balance	<b>\$ 19,516.19</b>			
<b>Budget to actual as of 4/23/20</b>						
Total unrestricted revenue 7/1/19 - 4/23/20	\$ 37,332.78					
Total restricted revenue for staff fund	\$ 3,711.76	(Staff fund revenue is net of Equal Exchange Costs)				
Target budget allocations based on actual prior year expenses as % of gross revenue.						
	Fundraising & operation costs (47%)	Staff Appreciation / Bonuses (36%)	Allocations (Requests from Teachers) (6%)	Community / Student Enrichment (6%)	Capital / Long Term Projects (5%)	Total YTD
Target based on YTD revenue	\$ 17,546.41	\$ 13,439.80	\$ 2,239.97	\$ 2,239.97	\$ 1,866.64	\$ 37,332.78
Staff fund direct donations		\$ 3,711.76	s			\$ 3,711.76
Actual YTD expenses	\$ (16,296.40)	\$ (13,722.37)	\$ (893.26)	\$ (1,133.52)		\$ (32,045.55)
Amount (over) under budget	\$ 1,250.01	\$ 3,429.19	\$ 1,346.71	\$ 1,106.45	\$ 1,866.64	\$ 8,998.99
<b>If we decide to give a year end bonus based on level of bonus from December 2019</b>						
Year end bonus (based on Dec '19)	\$ 13,500.00	Staff fund restricted donations	\$ 3,711.76			
Total available net income	9,000.00	Cash needed from unrestricted funds	9,788.24			
Remaining funds needed	\$ 4,500.00		\$ 13,500.00			
		Unrestricted cash remaining	\$ 4,016.19	Total cash remaining		\$ 6,016.19
		General reserve	\$ 2,000.00			

**ACTION:** Heidi will reach out to Lulu to discuss additional staff gift checks, since Michael has left the school and had previously done all of the payroll.

**ACTION:** Audrie will modify the announcements to include language about how we plan to reallocate dollars to go into the staff fund.

**4.2 Allocation Update**

Leslie flew to the conference in Dallas that we allocated money for, and just as she arrived, it was cancelled. She got her free bag of swag and came home. She can get a refund, transfer the registration fee to next year’s conference, or donate the money, which is tax deductible.

All present (excepting Leslie) voted unanimously for Leslie to use it for next year’s conference registration. Leslie abstained.

Due to COVID-19, there have been no new allocation requests.

## 5 Miscellaneous Topics

- **Khalsa Families in Need** – Nirvair and others asked if anyone has heard of families who are struggling and need help. She has a contact in the community who can connect them with Jewish Community Services.
- **Help for Next Year** – Depending on the state of things when school is slated to begin next year, the KCO offered to reach out to people who listed grant-writing skills on their feedback forms. Both Anne and Susan have skills and experience in that area. We have many contingencies to plan for in the next school year, but it's difficult to plan for the year without knowing whether the school will be in session physically.
- **Arizona Montessori Coalition** – Leslie has a vision to start an Arizona Montessori group, since one doesn't exist here yet. However, due to COVID-19, it couldn't come to fruition this spring in the way she envisioned. Leslie's envisioning educators, but also parents interested in Montessori. She's holding a Zoom meeting Wednesday, 29 April, at 7:00 p.m. A way to build a larger Montessori community. People would sign a code of ethics to agree not to poach teachers/staff from other schools and such. Janice Mayhew the training coordinator may have a list, and they have a list from the State Charter Board of people who to contact.
- **KCOffee Break** – hosted by Nirvair on Wednesdays, 29 April and 13 May at 8:00 a.m.
- **Khalsa Town Hall** – Nirvair asked if those present thought it might be nice to hold an evening town hall like the KCOffee Break, but in the evening to give other parents the opportunity to connect who may not be able in the mornings.

## 6 Officer 2021–2022 Nominations

At the next KCO General Meeting slated to be held on 14 May 2020, all present will vote on the following KCO Executive Board nominees:

- Co-Chair: Ingrid Bregand
- Co-Chair: Matthew Dunkel
- Vice Chair: Emily Mortara
- Secretary: Anne Shepherd
- Treasurer: Heidi Landon

Audrie offered to continue advising the new KCO Board in a consultant capacity.

## 7 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?

**Audrie addition 04/23/2020:** Maybe this could be done via Slack?

- **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.

## 8 Upcoming Events

- KCOffee Break                      Wed, 29 April, 8:00 a.m., Zoom
- KCOffee Break                      Wed, 13 May, 8:00 a.m., Zoom
- Art of Self Massage              Thu, 07 May, 7:00 p.m., Zoom  
Parent Talk by Stuart
- KCO General Meeting              Thu, 14 May, 6:00 p.m., Zoom