

KCO General Meeting Minutes

Date: Thursday, May 14, 2020
Meeting Start: 6:00 p.m.
Adjourned: 7:20 p.m.
Location: Zoom

Attendees

Nirvair Khalsa (Khalsa School Director), Naomi McIsaac (Middle 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 Elect), Jaime Carbonell (new attendee!), and for the last 15 minutes, Leslie Woodford (Khalsa Curriculum Coordinator and parent)

Actions

Action #	Description	Assigned to	Due Date	Status
19-20-063	Meet to discuss next years' newsletter and listserv announcements format	Audrie, Anne, Abby, Lee	05/22/2020	Complete
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	Complete
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
19-20-067	Find and send a Thank You e-card to Siri Atma to distribute to the entire staff, including a note that year-end bonuses are forthcoming via mail or direct deposit	Audrie	05/21/2020	Complete
19-20-068	Coordinate/finalize end-of-year teacher gifts	Heidi	05/22/2020	Working
19-20-069	Send Emily final directory files from 2019–2020 school year to start editing/adding new data for next year's directory	Audrie	05/17/2020	Complete
19-20-070	Naomi will send Google doc/request to Ingrid, who will distribute to parents who may be interested in participating.	Naomi/Ingrid	05/17/2020	Complete
19-20-071	Figure out who new Pizza Hut point of contact for Pizza Day	Heidi	08/01/2020	Working

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 April 23, 2020 *KCO General Meeting Minutes*.

3 Treasurer Report

3.1 Available Funds

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

Statement of Activities Summary		7/1/19 - 5/14/20	% of income		
Total Income All Sources		\$ 49,151.42			
Less Fundraising/Operational Expenses		\$ (20,971.91)	42.67%		
Total income available for projects		\$ 28,179.51			
Project Expenses					
Staff Appreciation /Bonuses		\$ (13,722.37)	27.92%		
Allocations (Requests from Teachers)		\$ (893.26)	1.82%		
Community/Student Enrichment		\$ (1,133.52)	2.31%		
Capital/Long Term Projects		\$ -			
Total Project Expenses		\$ (15,749.15)	32.04%		
Net Income		\$ 12,430.36	25.29%		
Statement of activities by fundraiser		Revenue	Expenses	Gross Profit	GP %
Carnival		\$ 2,756.00	\$ 1,893.58	\$ 862.42	31.29%
Pizza		\$ 22,696.45	\$ 9,317.24	\$ 13,379.21	58.95%
Staff Fund - Direct Donations		\$ 4,935.00		\$ 4,935.00	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		\$ 144.18	100.00%
Dining for Dollars		\$ 154.71		\$ 154.71	100.00%
Dream Dinners		\$ 90.00		\$ 90.00	100.00%
Family Photos		\$ 680.00		\$ 680.00	100.00%
Yard Sale		\$ 1,071.95		\$ 1,071.95	100.00%
Jim Click		\$ 1,575.00		\$ 1,575.00	100.00%
		\$ 48,746.58	\$ 20,466.44	\$ 28,280.14	58.01%
Additional Income/Expenses					
Operational Expenses (Bank/Merchant/Supplies)			\$ 505.47		
Interest Income		\$ 4.84			
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		\$ 49,151.42	\$ 36,721.06	\$ 12,430.36	

Cash Summary as of 5/14/20		Bank balance to cash summary reconciliation				
Unrestricted Funds	\$ 14,338.07	Checking Balance per TCFU	\$ 21,402.66			
General Reserve	\$ 2,000.00	Savings Balance per TCFU	\$ 621.95			
Staff Fund Reserve	\$ 6,609.49	+ Deposits in transit				
Pizza Reserve		Square	\$ 242.45			
Total cash balance	\$ 22,947.56	Cash/Check	\$ 1,030.50			
		Less outstanding checks/debits				
		Pizza refund cks still o/s	\$ (150.00)			
		Pmt to Khalsa for science fair	\$ (200.00)			
		Total cash balance	\$ 22,947.56			
Budget to actual as of 5/14/20						
Total unrestricted revenue 7/1/19 - 5/14/20	\$ 41,849.66					
Total restricted revenue for staff fund	\$ 7,301.76	(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 (51%)	Staff Appreciation / Bonuses (35%)	Allocations (Requests from Teachers) (5%)	Community / Student Enrichment (5%)	Capital / Long Term Projects (4%)	Total YTD
Target based on YTD revenue	\$ 21,343.33	\$ 14,647.38	\$ 2,092.48	\$ 2,092.48	\$ 1,673.99	\$ 41,849.66
Staff fund direct donations		\$ 7,301.76				\$ 7,301.76
Actual YTD expenses	\$ (20,971.91)	\$ (13,722.37)	\$ (893.26)	\$ (1,133.52)		\$ (36,721.06)
Amount (over) under budget	\$ 371.42	\$ 8,226.77	\$ 1,199.22	\$ 958.96	\$ 1,673.99	\$ 12,430.36
RECOMMENDATION:						
We have \$20,325.61 in staff fund and unrestricted cash in the checking account. I propose funding the capital long term project savings of \$1,673.99 and allocating the remaining cash of \$17,651.62 to the staff fund bonus. This leaves the \$3,000 in checking for our general reserve and \$2,295.94 in capital/long term project savings for a total remaining cash for next fiscal year of \$5,295.94.						

3.2 Allocations

All remaining allocations have been paid out for Science Fair.

Heidi proposed the RECOMMENDATION (in the previous spreadsheet) for how to allocate money for end-of-year teacher/staff gifts, with the goal of carrying over money in both long-term projects, \$2,000 retainer, and on Audrie’s recommendation, a little extra cushion. Audrie and Ingrid seconded Heidi’s motion, and all present voted in favor, with the exceptions of Nirvair, Emily, and Naomi, who are Khalsa Staff. (Leslie Woodford joined the meeting late and was not present for this vote.)

ACTION: Heidi will work with Lulu to finalize and distribute end-of-year gifts via payroll.

ACTION: Audrie will find a suitable e-card, write a message, get Board approval, and send to Siri Atma to distribute to teachers and staff.

4 2020–2021 KCO Officer Elections

Audrie put forward the following slate for the 2020–2021 KCO Executive Board, Ingrid seconded, and all present voted in favor:

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

5 Directory

Emily has picked up all of the directory forms from the school. Audrie reiterated we may not want to do a printed directory next year, but rather distribute a digital (PDF) version.

ACTION: Audrie will send Emily the final digital files from last year to ensure Emily is doing data entry on the most recent/final versions from the 2019–2020 school year.

6 Back-to-School Contingency Planning Team

6.1 Description

Naomi came to ask for parent involvement in back-to-school contingency planning. The school wants to ensure total transparency for everyone to be invested in the best possible outcomes.

Several teams where the school is looking for parent involvement:

- General Roadmap/Integrated Nerve Center—2 or 3
- Health and Safety—2 or 3
- Social and Emotional Support—2 or 3
- Parent Communication—2 or 3
- Parent Education Group—2 or 3

6.2 Goals

- Physical and emotional wellbeing of children, parents, teachers, and staff.
- What it will look like *if* kids come back to school and then there's a COVID-19 spike.
- What it will look like *when* kids come back.
- Financial planning.
- Parent communication.
- Parent education (school hopes to have less need for parents to teach their kids next year).

6.3 Questions & Answers

1. Anne asked: Do we still need teachers/staff and parents to work this over the summer?
A: Yes, at least for several of the committees.
2. Anne asked: What's the time commitment?
A: Each group is a little different. Teams trying to meet on May 27 at 9 a.m. and also on May 29. Several will likely move into the summer as well.

ACTION: Naomi will send Google doc/request to Ingrid, who will distribute to parents who may be interested in participating.

7 Additional Topics

- KCO fundraising for the school more directed toward technology, sanitization?
- Nirvair has a friend who donated to start a scholarship fund. Maybe KCO could help raise money for scholarship funds external to the school (finding new sources for funding)
- Naomi has a friend in New Rochelle, NY, that kept her small, private school open throughout the crises, because most of their students had parents in the medical profession. With careful sanitization and other requirements, they have yet to have one child or one teacher become ill.
- Ingrid, Emily, Nirvair, and others gave Audrie a lovely farewell.

8 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.